

PROPOSED GENERAL SUPPORT SERVICES FOR PMOs FOR CY 2021																
ANNEX A																
RC	No. of Positions per RC	POSITIONS	SO	BASIC MONTHLY PAY (plus 4 Months ID)	Amount Payable to Government				Amount Payable to Gov't & Employees	Admin. Cost	Billing Per Position	Value Added Tax (12%)	Monthly Billing Rate Per No. of Position	Gross Monthly Billing Rate Per Month	Annual Billing Rate	ANNUAL GROSS TOTAL PER RC
					SSS (including EC and DSR)	Philhealth	ICMIP	SL								
				(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j) = (i) x (g)	(k) = (j) x (f)	(l) = (k) x (m)	
PMO MISAMIS OCC/OZAMIS	1	Office of the Port Manager Utility Worker A	3	11,899.00												
	2	Finance Division Utility Worker A	3	11,899.00												
	8	Admin Services Division Utility Worker A	3	11,899.00												
	2	Engineering Services Division Utility Worker A	3	11,899.00												
	2	Port Services Division Utility Worker A	3	11,899.00												
	1	Port Police Division Utility Worker A	3	11,899.00												
	6	TRMO Division Utility Worker A	3	11,899.00												
TOTAL	22															

**Notes:**

- SSS is based on SSS Circular No. 2020-033
- PHIC Premium Rate is computed at 3.50% of monthly salary divided by 2
- Budget for Overtime Pay is already included in the ABC which amounts to 8% of basic salary per month
- The Bid offer shall include other requirements under the TOR such as RFID, Uniform, Training/Seminar, HMO etc.
- SL = (Basic Monthly/22) \* 8) x 12

PROPOSED GENERAL SUPPORT SERVICES FOR PMOs FOR CY 2021																	
ANNEX A																	
RC	No. of Positions per RC	POSITIONS	SG	BASIC MONTHLY (inc. 3 Travel 2)	Amount Payable to Government					Amount Payable to Gov't & Employee	Admin. Cost	Billing Per Position	Value Added Tax (12%)	Monthly Billing Rate Per No. of Position	Gross Monthly Billing Rate Per Month	Annual Billing Rate	ANNUAL GROSS TOTAL PER RC
					SSS (including IC and MP)	PhilHealth	ICDAR	ML	12th month								
				(a)	(b)	(c)	(d)	(e)	(f)	(g)=a+(b)+(c)+(d)+(e)+(f)	(h)=g	(i)=h	(j)=i	(k)=j x 12	(l)=k	(m)=l x 12	
PMO LANAO DEL NORTE / ILIGAN		Janitorial															
	13	Electrician	3	11,898.00													
	4	Utility Worker	3	11,898.00													
		Additional															
		Utility Worker															
	1	Procurement General Support	10	18,217.00													
		Administrative Division															
		Reproduction Machine Operator															
	1	Electrotechnical Services Division	10	18,217.00													
	1	Senior Welder	8	15,818.00													
	1	Clerk IV	8	15,818.00													
	1	Plumber A	8	15,818.00													
2	Senior Carpenter	8	15,818.00														
1	Electrician	8	13,851.00														
1	Painter II (A)	5	12,975.00														
2	Mason I (A)	5	12,975.00														
TOTAL			27														

**Note:**

- SSS is based on SSS Circular No. 2020-033
- PHIC Premium Rate is computed at 3.50% of monthly salary divided by 2
- Budget for Overtime Pay is already included in the ABC which amounts to 5% of basic salary per month
- The Bid offer shall include other requirements under the TOR such as RFID, Uniform, Training/Seminar, HMO etc.
- SL = (Basic Monthly(Z)) \* 9) x 12

PROPOSED GENERAL SUPPORT SERVICES FOR PMOs FOR CY 2021																
ANNEX A																
RC	No. of Positions per RC	POSITIONS	SG	BASIC MONTHLY (incl. 5 Termites 2)	Amount Payable to Government				Amount Payable to Gov't & Employee	Admin. Cost	Billing Per Position	Value Added Tax (12%)	Monthly Billing Rate Per No. of Position	Gross Monthly Billing Rate Per Month	Annual Billing Rate	ANNUAL GROSS TOTAL PER RC
					SSS (including SCL and MPF)	PhilHealth	ICDMP	SL								
PMO SURIGAO					(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i) = (h) x (j)	(k) = (i) x (l)	(m) = (k) x (n)	
	10	Utility Worker A	3	11,899.00												
	4	Utility Worker A	3	11,899.00												
	2	Utility Worker A	3	11,899.00												
	1	Utility Worker A	3	11,899.00												
	1	Utility Worker A	3	11,899.00												
	6	Utility Worker A	3	11,899.00												
	5	Utility Worker A	3	11,899.00												
	3	Utility Worker A	3	11,899.00												
	3	Utility Worker A	3	11,899.00												
	3	Utility Worker A	3	11,899.00												
	3	Utility Worker A	3	11,899.00												
	3	Utility Worker A	3	11,899.00												
	3	Utility Worker A	3	11,899.00												
	3	Utility Worker A	3	11,899.00												
	3	Utility Worker A	3	11,899.00												
	TOTAL			35												

Note:

- SSS is based on SSS Circular No. 2020-033
- PHIC Premium Rate is computed at 3.50% of monthly salary divided by 2
- Budget for Overtime Pay is already included in the ABC which amounts to 5% of basic salary per month
- The Bid offer shall include other requirements under the TOR such as RFD, Uniform, Training/Seminar, HMO etc.
- SL = (Basic Monthly/22) \* 5) x 12

**PROPOSED GENERAL SUPPORT SERVICES FOR PMOs  
FOR CY 2021**

## ANNEX A

[illegible]

PROPOSED GENERAL SUPPORT SERVICES FOR PMOs FOR CY 2021												
ANNEX A												
RC	No. of Positions per RC	POSITIONS	BO	BASIC MONTHLY (BSA + Traveler 2)	Amount Payable to Government				Amount Payable to Govt & Employee	Admin. Cost	Billing Per Position	Value Added Tax (12%)
					BSA (including GC and BPP)	Per Month	HOAF	ML				
				(a)	(b)	(c)	(d)	(e)	(f) = (b) + (c) + (d) + (e)	(g) = (f) x 12	(h) = (g) x 12	(i) = (h) x 12
PMO AGUSAN	3	TMO Budget Utility Worker A	3	11,898.00								
	3	TMO Waste Utility Worker A	3	11,898.00								
	1	Q2M Utility Worker A	3	11,898.00								
	46											
TOTAL												

**Note:**

- SSS is based on SSS Circular No. 2020-033
- PHIC Premium Rate is computed at 3.50% of monthly salary divided by 2
- Budget for Overtime Pay is already included in the ABC which amounts to 5% of basic salary per month
- The Bid offer shall include other requirements under the TOR such as RFID, Uniform, Training/Seminar, HMO etc.
- SL = ((Basic Monthly/22) \* 5) x 12

PROPOSED GENERAL SUPPORT SERVICES FOR PMOs FOR CY 2021																
ANNEX A																
RC	No. of Positions per RC	POSITIONS	SQ	BASIC MONTHLY (p.c. 4 Trans 2)	Amount Payable to Government				Amount Payable to Gov't & Employee	Admin. Cost	Billing Per Position	Value Added Tax (12%)	Monthly Billing Rate Per No. of Position	Gross Monthly Billing Rate Per Month	Annual Billing Rate	ANNUAL GROSS TOTAL PER RC
					SSS (including EC and LPT)	Postpays	HOSP	13th month								
				(a)	(b)	(c)	(d)	(e)	(f)	(g) x (h)	(i) x (j)	(k) x (l)	(m) x (n)	(o) x (p)	(q) x (r)	
PMO MISAMIS OR/CDO	51	Existing Utility Worker A	3	11,899.00												
		Additional														
	3	TMO Balinagan Utility Worker A	3	11,899.00												
	2	TMO Balibasa Utility Worker A	3	11,899.00												
	2	TMO Osal Utility Worker A	3	11,899.00												
	3	TMO Baswood Driver Mechanic B	7	14,785.00												
	1	TMO Cardanaba Driver Mechanic B	7	14,785.00												
	1	TMO Osal Driver Mechanic B	7	14,785.00												
	63	TOTAL														

**Note:**

- SSS is based on SSS Circular No. 2020-033
- PHIC Premium Rate is computed at 3.50% of monthly salary divided by 2
- Budget for Overtime Pay is already included in the ABC which amounts to 5% of basic salary per month
- The Bid offer shall include other requirements under the TOR such as RFID, Uniform, Training/Seminar, HMO etc.
- SL = ((Basic Monthly/22) \* 5) x 12

PROPOSED GENERAL SUPPORT SERVICES FOR PMOs FOR CY 2021													
ANNEX A													
RC	No. of Positions per RC	POSITIONS	SG	BASIC MONTHLY (incl. 13th month)	Amount Payable to Government				Amount Payable to Gov't & Employee	Admin. Cost	Billing Per Position	Value Added Tax (12%)	Monthly Billing Rate Per No. of Position
					SSS (including IC and MP)	Provision	Other	13th month					
				(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h) = (f) + (g)	(i) = (h) x (12%)	(j) = (h) x (12%)
PMO DAVAO	6	Other General Support Part Police Division Baggage X-ray Machine Operator	7	14,785.00									
	17	Janitorial Admin Services Division Utility Worker A	3	11,898.00									
	1	Part Services Division TMO Mail	3	11,898.00									
	5	Utility Worker A TMO Baggage	3	11,898.00									
	2	Utility Worker A Part of Mailroom	3	11,898.00									
	1	Utility Worker A Part of Baggage	3	11,898.00									
	1	Utility Worker A Part of Mail	3	11,898.00									
	1	Utility Worker A Part of Transportation	3	11,898.00									
	1	Utility Worker A Endorsement Services Division	3	11,898.00									
	7	Utility Worker A	3	11,898.00									
	41												
TOTAL													

Note:

- SSS is based on SSS Circular No. 2020-Q33
- PHIC Premium Rate is computed at 3.50% of monthly salary divided by 2
- Budget for Overtime Pay is already included in the ABC which amounts to 5% of basic salary per month
- The Bid offer shall include other requirements under the TOR such as RFD, Uniform, Training/Seminar, HMO etc.
- $SL = ((\text{Basic Monthly} \times 22) \times 5) \times 12$

**PROPOSED GENERAL SUPPORT SERVICES FOR PIMO's  
FOR CY 2021**

**FOR CY 2021**

**ANNEX A**

[illegible]



PROPOSED GENERAL SUPPORT SERVICES FOR PMOs FOR CY 2021																
ANNEX A																
RC	No. of Positions per RC	POSITIONS	B0	Basic Monthly pay (4 Trimesters)	Amount Payable to Government				Amount Payable to Gov't & Employees	Admin. Cost	Billing Per Position	Value Added Tax (12%)	Monthly Billing Rate Per No. of Position	Annual Billing Rate Per Month	ANNUAL GROSS TOTAL PER RC	
					SSS (including 10% and 10%)	PhilHealth	ICDAR	13th month								
PMO ZAMBOANGA DEL NORTE	2	Utility Worker A	3	11,898.00												
		PTB 2.0M PTB														
	5	Utility Worker A	3	11,898.00												
		Engineer's Services														
	1	Utility Worker A	3	11,898.00												
		PMO Bindings														
	1	Utility Worker A	3	11,898.00												
		PMO Linex														
	1	Utility Worker A	3	11,898.00												
		Part of Tariff														
	1	Utility Worker A	3	11,898.00												
		Part of Budget														
	1	Utility Worker A	3	11,898.00												
		PTB 1														
	10	Utility Worker A	3	11,898.00												
TOTAL	81			11,898.00												

Note:

- \* SSS is based on SSS Circular No. 2020-033
- \* PHC Premium Rate is computed at 3.50% of monthly salary divided by 2
- \* Budget for Overtime Pay is already included in the ABC which amounts to 5% of basic salary per month
- \* The Bid offer shall include other requirements under the TOR such as RFID, Uniform, Training/Seminar, HMO etc.
- \* SLL = ((Basic Monthly/22) \* 5) x 12

PROPOSED GENERAL SUPPORT SERVICES FOR PMOs FOR CY 2021															
ANNEX A															
RC	No. of Positions per RC	POSITIONS	SG	Amount Payable to Government				Amount Payable to Gov't & Employee	Admin. Cost	Billing Per Position	Value Added Tax (12%)	Monthly Billing Rate Per No. of Position	Gross Monthly Billing Rate Per Month	Annual Billing Rate	ANNUAL GROSS TOTAL PER RC
				SSS (including EC and MPF)	Postmortem	ICWP	BL								
				(a)	(b)	(c)	(d)	(e)	(f)	(g)=a+h	(i)=	(k)=i x 12	(l)=k x	(m)=l x	
PMO SOCARGEN	4	Driver Mechanic B	7	14,785.00											
	22	Utility Worker A	3	11,899.00											
TOTAL			26												

**Note:**

- \* SSS is based on SSS Circular No. 2020-033
- \* PHIC Premium Rate is computed at 3.50% of monthly salary divided by 2
- \* Budget for Overtime Pay is already included in the ABC which amounts to 5% of basic salary per month
- \* The Bid offer shall include other requirements under the TOR such as RFID, Uniform, Training/Seminar, HMO etc.
- \* SIL = (Basic Monthly/22) \* 5) x 12

PROPOSED GENERAL SUPPORT SERVICES FOR PMOs FOR CY 2021																
ANNEX A																
RC	No. of Positions per RC	POSITIONS	SG	BASIC MONTHLY (Ref. 4 Tables 2)	Amount Payable to Government				Amount Payable to Gov't & Employee	Admin. Cost	Billing Per Position	Value Added Tax (12%)	Monthly Billing Rate Per No. of Position	Gross Monthly Billing Rate Per Month	Annual Billing Rate	ANNUAL GROSS TOTAL PER RC
					SGP (including EC and SGP)	Malnutrition	ICUP	SL								
				(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j) = i x j	(k) = k x l	(m) = l x	
PMO ZAMBOANGA	15	Passenger Terminal Building Utility Worker	3	11,899.00												
	13	Sanitation Services Administrative Division Utility Worker	3	11,899.00												
	1	TMO Isabela Utility Worker	3	11,899.00												
	1	TMO Zamboanga Del Sur (Pamundul) Utility Worker	3	11,899.00												
	1	TMO Zamboanga Del Sur (Marapitubela) Utility Worker	3	11,899.00												
	1	TMO Zamboanga Sibuyan (Dall) Utility Worker	3	11,899.00												
	1	TMO Zamboanga Sibuyan (Maine) Utility Worker	3	11,899.00												
	1	Utility Worker	3	11,899.00												
	33															
		TOTAL														

**Note:**

- \* SSS is based on SSS Circular No. 2020-033
- \* PHIC Premium Rate is computed at 3.50% of monthly salary divided by 2
- \* Budget for Overtime Pay is already included in the ABC which amounts to 5% of basic salary per month
- \* The Bid offer shall include other requirements under the TOR such as RFID, Uniform, Training/Seminar, HMO etc.
- \* SL = ((Basic Monthly22) \* 5) x 12

## UNIFORM SPECIFICATIONS

Four (4) sets of office uniform with the following specifications:

### POLO SHIRT:

CVC (60% Cotton, 40% Poly) Double pique  
Reactive dyed for better color fastness  
Dyed to match tow button placket with quarter inch reinforce box  
Dyed to match cotton tape on neck and slide slit  
1 x 1 neck rib and cuffs

### COLORS:

- (1) White
- (1) Black
- (1) Blue
- (1) Red

### DESIGN:



## ANNEX C

### LIST OF JANITORIAL SUPPLIES AND MATERIALS FOR PORT MANAGEMENT OFFICES MONTHLY CONSUMPTION

QUANTITY	
450 packs	Garbage Bag (Large-200pcs, Medium-100pcs, Small-150pcs)
25 btls	Insecticides 300 ml
150 rolls	Tissue Paper
40 btls	Alcohol
30 bars	Detergent Soap
50 btls	Disinfectant Spray
30 kgs	Detergent Powder
50 gals	Toilet Bowl Cleaner
30 kgs	Rags
40 btls	Hand Soap 90 g
20 btls	Dishwashing Liquid 250 ml
60 pcs	Scouring Pad (Heavy Duty)
7 gals	Wax Stripper
2 gals	Carpet Shampoo
30 gals	Liquid Wax
30 gals	All Purpose Cleaner
5 gals	Air Freshner (for comfort rooms)
30 gals	Bleaching Liquid 250 ml
70 cans	Air Freshner (for offices)
50 pairs	Rubber Hand Gloves
25 gals	Liquid Declogger

### QUARTERLY CONSUMPTION

100 pcs	Soft Broom (walis tambo)
100 pcs	Broomstick (walis ting-ting)
100 pcs	Mop Head
100 pcs	Face Mask (washable)

### SEMI ANNUAL CONSUMPTION

40 pcs	Mop Handle
40 pcs	Dust Pan
40 pcs	Toilet Bowl Brush with Handle
40 pcs	Toilet Bowl Rubber Pump
40 pcs	Polishing Pad
30 pcs	Pail and Dipper
15 pcs	Glass Cleaner Roller

- 
1. The quantity indicated is the maximum for all PMOs.
  2. Actual distribution for each PMO will be determined during contract implementation.

***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- ☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- ☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- ☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- ☐ (f) Statement of the prospective bidder 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**
- ☐ (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (h) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (i) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (j) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- ☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- ☐ (m) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

***Other documentary requirements under RA No. 9184 (as applicable)***

- ☐ (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s).



**Bid Form for the Procurement of Goods**  
**[shall be submitted with the Bid]**

---

**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.

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: \_\_\_\_\_

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

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

**Price Schedule for Goods Offered from Within the Philippines**  
**[shall be submitted with the Bid if bidder is offering goods from within the Philippines]**

---

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

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

Legal Capacity: \_\_\_\_\_

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

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

**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]

**Contract Agreement Form for the Procurement of Goods (Revised)**  
**[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]**

---

**CONTRACT AGREEMENT**

**THIS AGREEMENT** made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of **PROCURING ENTITY**] of the Philippines (hereinafter called “the Entity”) of the one part and [name of **Supplier**] of [city and country of **Supplier**] (hereinafter called “the Supplier”) of the other part;

**WHEREAS**, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures in specified currency] (hereinafter called “the Contract Price”).

**NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:**

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:

- i. Philippine Bidding Documents (PBDs);
  - i. Schedule of Requirements;
  - ii. Technical Specifications;
  - iii. General and Special Conditions of Contract; and
  - iv. Supplemental or Bid Bulletins, if any
- ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
- iii. Performance Security;
- iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
- v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such

as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of [total contract price in words and figures] or such other sums as may be ascertained, [Named of the bidder] agrees to [state the object of the contract] in accordance with his/her/its Bid.
4. The [Name of the procuring entity] agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

#### Acknowledgment

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

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]

**Performance Securing Declaration (Revised)**  
[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

---

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

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacture/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years for the second offense, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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]

**NET FINANCIAL CONTRACTING CAPACITY (NFCC)  
COMPUTATION**

- A. The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

		Year 20
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current asset 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

NFCC = Php \_\_\_\_\_

K = 15

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

\_\_\_\_\_  
Name of Supplier/Distributor/Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

**STATEMENT OF THE BIDDER'S ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

This is to certify that \_\_\_\_\_ has the following ongoing government and private contracts, including contracts awarded but not yet started:

[illegible]

**\*PROOF OF CONTRACT TO BE PRESENTED AT POST-QUALIFICATION.**

**Name and Signature of Authorized Representative**

**STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC)  
SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that \_\_\_\_\_ has completed the following:

[illegible]

**\*TO BE ATTACHED TO THE STATEMENT**

**Name and Signature of Authorized Representative**

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