Contract Reference Number: RMP-SSG-01-2020
Philippine Ports Authority
Port Management Office - SOCSARGEN

ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2020:
WATERPROOFING OF POB ROOF DECK, PORT OF GENERAL SANTOS, MAKAR
WHARF, GENERAL SANTOS CITY

CHECKLIST AND SAMPLE FORMS

Checklist of Technical & Financial Envelope Requirements for Bidders

The Eligibility Documents shall contain the following:

CLASS "A" DOCUMENTS

- 1. Photocopy of Platinum PhilGEPS Registration if applicable. For bidders not yet registered under Platinum Category, the following documents shall be submitted;
 - (a) Registration certificate from the Securities and Exchange Commission (SEC) for Corporation, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives;
 - (b) Mayor's/Business Permit for CY 2020;
 - (c) Tax Clearance (for Bidding Purposes) for CY 2020;
 - (d) Audited Financial Statement.
- 2. Valid Philippine Contractors Accreditation Board (PCAB) license or Special PCAB License in case of Joint Ventures Small B Ports, Harbor and Offshore Engineering, and registration for the type and cost of the contract for this Project; (SF-INFR-09)
- 3. Barangay Certificate issued **for CY 2020** where the principal office is located certifying the legitimacy of business operations;
- 4. Duly signed statement of All Ongoing Government & Private Construction Contracts including contracts awarded but not yet started.(SF-INFR-15)

Supported with the following:

- 1. Notice of Award and/or Contract;
- 2. Notice to Proceed issued by the Owner; and
- 3. Statement of Time Elapsed duly signed by the Owner or Project Engineer of the owner as of <u>August 25, 2020</u>.(SF-INFR-15A)
- 5. Duly signed statement of Single Largest Completed Contract (SLCC) which is similar in nature to the contract to be bid. (SF-INFR-16). (*For this project, not required*)

Supported with the following:

- 1. Contract;
- 2. CPES rating sheets (SF-INFR-17) and/or Certificate of Completion; and
- 3. Certificate of Acceptance
- 6. Experience Record on Similarly Completed Projects; (SF-INFR-16A). (For this project, not required)
- 7. NFCC computation (SF-INFR-19); and

Note:NFCC's K factor shall be fixed at 15 regardless of contract duration.

CLASS "B" DOCUMENTS

8. Valid Joint Venture Agreement (JVA) or, in lieu thereof, 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 shall be included in the bid; (SF-INFR-22)

The Technical Component shall contain the following:

- 9. The Bid Security shall be limited to Bid Securing Declaration (PRO-FORMA ATTACHED) **OR** at least one (1) other form in accordance with the following amount:
 - a. The amount of not less than **Twenty Five Thousand Three Hundred Forty Three Pesos and 3448/10000 Only (25,343.3448),** if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;
 Two percent (2%) of the ABC; or
 - b. The amount of not less than **Sixty Three Thousand Three Hundred Fifty Eight Pesos and 362/1000 Only** (**P63,358.362**), if bid security is in Surety Bond which is accompanied by a Certification coming from an authorized Insurance Commission that a Surety or Insurance Company is authorized to issue such instrument and a confirmation from the insurance company; Five Percent (5%) of the ABC; (**SF-INFR-36**); or
- 10. Duly Signed PERT/CPM, and Construction Schedule and S-curve, (SF-INFR-41);
- 11. Duly Signed Manpower Schedule; (SF-INFR-42)
- 12. Duly Signed Construction Methods in narrative form; (SF-INFR-43)
- 13. Duly Signed Contractor's Organizational Chart; (SF-INFR-44)

Supported with the following:

- 1. Contractor's Letter Certificate to Procuring Entity (SF-INFR-45)
- 2. Key Personnel's Certificate of Employment (SF-INFR-46)
- 14. Duly Signed Statement of Availability of Key Personnel (**SF-INFR-18A-1**) and the List of Contractor's Key Personnel; (**SF-INFR-18A-2-Personnel**)

Supported with the following:

- 1. Key Personnel's Bio data ;(SF-INFR-47)
- 2. Photocopy of Valid Professional Licenses Identification Card;
- 3. Photocopy of the Material Engineer's DPWH Accreditation; and
- 4. Photocopy of the Certificate of Training of the Construction Safety and Health Personnel/Safety Officer
- 15. Duly Signed Statement of Availability of Equipment (SF-INFR-18B-1)

16. Minimum Required Equipment Owned/Leased/Under Purchased Agreement Pledged to the Proposed Project(SF-INFR-18B-2-Equipment)

Supported with the following:

- 1. Proof of ownership (O.R and C.R/Deed of absolute sale) for owned equipment;
- 2. Certificate of availability of lease equipment (for leased equipment); (PRO-FORMA ATTACHED) and;
- 3. Lease contract agreement as well as the proof of ownership of the lessor (O.R and C.R/Deed of absolute sale for leased equipment);

Equipment Requirement (Owned or Leased):

No. of Units	Equipment
1	Air Compressor
1	Water Sprayer
1	Heavy-duty Disc Cutter
1	One-bagger Concrete Mixer

- 17. Equipment Utilization Schedule; (SF-INFR-50)
- 18. Affidavit of Site Inspection; (SF-INFR-51)
- 19. Construction Safety and Health Program duly signed by the Safety Officer and the Owner of the company. Same shall be approved by the Department of Labor and Employment and shall be a pre-requisite in the issuance of the Notice to Proceed;
- 20. Omnibus Sworn Statement (PRO-FORMA ATTACHED)
- 21. Certification of no pending case against the Government of the Philippines. (PRO-FORMA ATTACHED).

The Financial Component shall contain the following:

- 1. Duly Signed Bid Form; (**PRO-FORMA ATTACHED**)
- 2. Bill of Quantities ;(SF-INFR-55)
- Duly Signed Detailed Estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid; and
- 4. Duly Signed Cash Flow by Quarter and Payments Schedule. (SF-INFR-56)

Standard Form Number: SF-INFR-09 Revised on: July 29, 2004

Republic of the Philippines

Department of Trade and Industry CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES

PHILIPPINE CONTRACTORS ACCREDITATION BOARD

Makati City, Metro Manila

This certifies that	CONTRACTOR'S PARTICULARS	
	Authorized Managing Officer (name and signature)	NOT VALIE w/o
		SIGNATUR
	Sole Proprietorship/Partnership/Corporation	Head Officer Location (Region)
	Taxpayer Identification Number (TIN)	
	LICENSE PARTICULARS	
	License First Issue Date and Number	No.
aving complied with all the requirements for	Validity Period of this License/Renewal	
licensure in accordance with Republic Act	to	
No. 4566, as amended, and its implementing rules and regulations, is hereby authorized to engage in the	Principal Classification and Category	
construction contracting business in the Philippines, subject to limitations of license validity period, classification and category as prescribed under License Particulars in the box to the right hereof and to the terms and conditions annotated	Other Classification/s	
at the back hereof.		
nis further certifies that said licensee, subject to the limitations of the above-prescribed license validity period and registration	REGISTRATION PARTICULARS Registration Date and Number	No.
his further certifies that said licensee, subject to the limitations of the above-prescribed license validity period and registration validity period, kind/s of project and size range/s as indicated under Registration	Registration Date and Number	No.
his further certifies that said licensee, subject to the limitations of the above-prescribed license validity period and registration validity period, kind/s of project and size range/s as indicated under Registration Particulars in the box to the right hereof, is a PCAB registered contractor for	Registration Date and Number Validity Period of this Registration	
nis further certifies that said licensee, subject to the limitations of the above-prescribed license validity period and registration validity period, kind/s of project and size range/s as indicated under Registration Particulars in the box to the right hereof,	Registration Date and Number Validity Period of this Registration	
nis further certifies that said licensee, subject to the limitations of the above-prescribed license validity period and registration validity period, kind/s of project and size range/s as indicated under Registration Particulars in the box to the right hereof, is a PCAB registered contractor for government projects.	Registration Date and Number Validity Period of this Registration	
nis further certifies that said licensee, subject to the limitations of the above-prescribed license validity period and registration validity period, kind/s of project and size range/s as indicated under Registration Particulars in the box to the right hereof, is a PCAB registered contractor for government projects.	Registration Date and Number Validity Period of this Registration	
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his further certifies that said licensee, subject to the limitations of the above-prescribed license validity period and registration validity period, kind/s of project and size range/s as indicated under Registration Particulars in the box to the right hereof, is a PCAB registered contractor for government projects. Ven at Metro Manila, Philippines, on DR THE BOARD: r-in-Charge	Registration Date and Number Validity Period of this Registration	

Standard Form Number: SF-INFR-10

Revised on: May 11, 2004

NO				

Republic of the Philippines Department of Trade & Industry (REGION)

Certificate of Registration OF BUSINESS NAME

THIS IS TO CERTIFY THAT	
as a business name, or firm or st by:	tyle was registered in this office on
November 28, 1934, and Republ	, in accordance with the provisions of Act No. 3883 of the on November 14, 1931 as amended by Act No. 4147, approved lic Act No. 863, approved June 16, 1953, and in compliance with old by the Department of Trade and Industry. IN TESTIMONY WHEREOF, I have hereunto set my hand caused the seal of the DEPARTMENT OF TRADE AND INDUSTRY to be affixed at, Philippines, this day of, in the year of our Lord,
AFFIX DOCUMENTARY STAMP	(Name of the Director) Director, DTI

NOTE: THIS IS NOT A LICENSE TO ENGAGE IN ANY KIND OF BUSINESS. (VALID ONLY AT THE BUSINESS ADDRESS INDICATED HEREIN)

Standard Form Number: SF-INFR-15

Revised on: July 29, 2004

Statement of All Ongoing Government & Private Construction Contracts including contracts awarded but not yet started

Business Name :									
Name of Contract/Location	a. Owner Name		Contractor's Role		a.	Date Awarded	% of Accomplishment		Value of
Project Cost	b. Address c. Telephone Nos.	Nature of Work	Description	%	b. c.	Date Started Date of Completion	Planned	Actual	Outstanding Works
Government									
Debate									
<u>Private</u>									
Note: This statement shall b							Total Co	st	
 Notice of Award and/or C Notice to Proceed issued Statement of Time Elapse 	by the owner	roject Engineer of the ow	ner						
Submitted by :	(Printed Name	e & Signature)							
Designation :	(Timed Name								

SF-INFR-15A

OWNER'S NAME ADDRESS TELEPHONE NO.

Name of On-going Project: Location: Original Contract Cost: Revised Contract Cost:

STATEMENT OF TIME ELAPSED AND PERCENTAGE OF WORK ACCOMPLISHED

As of August 25, 2020

1.	Original Contract Time (Calendar Days)	•
2.	Date of Effectivity of Contract	•
3.	Original Expiry Date	•
3. 4.	Time Extension Allowed (Calendar Days)	•
5.	Revised Expiry Date After Extension	·
	Revised Contract Time (Calendar Days)	:
6.	• • •	: ———
7.	Total Calendar Days Elapsed To Date	•
8.	No. of Days Work Suspended (covered by	
	Suspension Order)	•
9.	Contract Time Elapsed To Date	•
10.	Expiry Date Due to Work Suspension	:
11.	Percent Time Elapsed	:
12.	Percent Work Accomplished	:
13.	Percent Work Programmed	:
14.	Percent Work Slippage	:
A nr	around by	
App	proved by:	
Ow	ner / Owner's Project Engineer	

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SF-INFR-16A

EXPERIENCE RECORD ON SIMILARLY COMPLETED PROJECTS

List of similarly completed projects with a period of ten (10) years from the date of submission and receipt of bids with at least one (1) contract that is similar to contract to be bid and whose value, adjusted to current price using the NSO consumer price indices, must be at least fifty percent (50%) of the ABC to be bid.

			To be filled-up by the Contractor / Applicant			
Major Operations of Work	Unit	Required Quantity	Similar Major Operation of Works 1]	Unit	Quantity	
			Title of the Project 2 Title of the Project 3 Title of the Project 4 Title of the Project 5 Title of the Project 6			

Note: Submit the (1) Certificate of Completion, (2) Certificate of Acceptance by the project owner;.(3) Final Recapitulation/Bill of Quantities and (4) Constructor Performance Evaluation System (CPES) rating, 1st, 2nd, & Final visit (If applicable).

Projects with no Certificate of Completion, Acceptance and Final Recapitulation/Bill of Quantities shall not be considered.					
Name of Firm/Applicant	Authorized Signing Official	Date			

Standard Form Number: SF-INFR-16

Revised on: July 29, 2004

Statement of Single Largest Completed Contract (SLCC) similar to the project

Business Name : Business Address :					
Name of Contract	d. Owner Name		Contractor's Role	d. Amount at Award	a. Date Awarded
	e. Address f. Telephone Nos.	Nature of Work	Description %	e. Amount at Completion f. Duration	b. Contract Effectivity c. Date Completed
Government					
			\		
		1 1 / / 1 1 / (4			
			(
<u>Private</u>					
			V		

Note: This statement shall be supported with:

- 1 Contract
- 2 CPES rating sheets and/or Certificate of Completion
- 3 Certificate of Acceptance

Submitted by	:		
,		(Printed Name & Signature)	
Designation	:		
Date	:		

Standard Form Number: SF-INFR-17

Revised on: July 29, 2004

UPON COMPLETION RATING SHEET

Date of	of	Visit	/	/	/	/

Item of Work/Description	% Weight	Weight %		Workmanship [Max. 0.50]			
		Weight	Rate	Relative Rate			
Total							
Summary of Ratings							
Workmanship [Max. 0.50] Time [Max. 0.50]							
RATING (a) Appropriate Weight for Kind of Project (b)							

Appropriate Weight for Kind of Project (b)								
QUALITATIVE DESC	RIPTION							
[] Outstanding [] Very Satisfactory [] Satisfactory	> 90% > 80% but <u><</u> 90% > 70% but <u><</u> 80%	[] Fair [] Poor	> 60% but <u><</u> 70% <u><</u> 60%					

 CPE Head / Individual
 Designation, Office
 Signature

 CPE Members
 Designation, Office
 Signature

 Resource Persons/Witnesses
 Designation, Office
 Signature

Contraction of the

Contract Reference Number: RMP-SSG-01-2020 ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2020: WATERPROOFING OF POB ROOF DECK, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY

Standard Form Number: SF-INFR-19

Revised on: July 29, 2004

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the attached income tax return through its Electronic Filing and Payment System and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

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

B.	The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:
	NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started
	NFCC = P
	K = 15

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

Submitted by:	
Name of Firm / Contractor	
Signature of Authorized Representative Date :	

Standard Form Number: SF-INFR-22

Revised on: July 29, 2004

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:	
That this JOINT VENTURE AGREEMENT is enter legal age, <u>(civil status)</u> , owner/proprietor of	red into by and between:, of, and a resident of
- and -	
, of legal age, a resident of	<u>(civil status)</u> , owner/proprietor of
That both parties agree to join together their resources and efforts to enable the Joint Venture to par Undertaking of the hereunder stated Contract of t	ticipate in the Eligibility Check, Bidding and
NAME OF PROJECT	CONTRACT AMOUNT
ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2020: WATERPROOFING OF POB ROOF DECK, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY	Refer to Financial Bid
That both parties agree to be jointly and se Eligibility Check, Bidding and Undertaking of the said co	
That both parties agree that be the Official Representative of the Joint Venture, and execute and perform any and all acts necessary and Eligibility Check, Bidding and Undertaking of the said coventure may do and if personally present with full power	are granted full power and authority to do, l/or to represent the Joint Venture in the ontract, as fully and effectively and the Joint
That this Joint Venture Agreement shall ren Contracts until terminated by both parties.	nain in effect only for the above stated
Done this day of, in the year of o	our Lord
Note:	
JVA should Notarized.	

Standard Form Number: SF-INFR-36 Revised on: July 29, 2004

FORM OF BID SECURITY (BANK GUARANTEE)

WHEREAS, <u>(Name of Bidder)</u> (hereinafter called "the Bidder") has submitted his bid dated (<u>Date</u>) for the <u>(Name of Contract)</u> (hereinafter called "the Bid").
KNOW ALL MEN by these presents that We <u>(Name of Bank)</u> of <u>(Name of Country)</u> having our registered office at <u>(hereinafter called "the Bank" are bound unto <u>(Name of Procuring Entity)</u> (hereinafter called "the Entity") in the sum of for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.</u>
SEALED with the Common Seal of the said Bank this day of 20
THE CONDITIONS of this obligation are that:
 if the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid; or
 if the Bidder does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
3) if the Bidder having been notified of the acceptance of his bid and award of contract to him by the Entity during the period of bid validity:
 a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;
we undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate its demand, provided that in his demand the Entity will note that the amount claimed by it is due to the occurrence of any one or combination of the three (3) conditions stated above.
The Guarantee will remain in force up to and including the date days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.
DATE SIGNATURE OF THE BANK
WITNESS SEAL
(Signature, Name and Address)

Bid-Securing Declaration

(REPUBLIC OF THE P	HILIPPINES)
CITY OF) S.S.
X	X

Invitation to Bid [Insert reference 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 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 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 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;
 - c. I am/we are declared as 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'S AUTHORIZED REPRESENTATIVE] [Insert signatory's legal capacity]
Affiant SUBSCRIBED AND SWORN to before me this day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no
Witness my hand and seal this day of [month] [year].
NAME OF NOTARY PUBLIC
Serial No. of Commission Notary Public for until Roll of Attorneys No PTR No, [date issued], [place issued] IBP No, [date issued], [place issued] Doc. No Page No Book No Series

	dard Form Numb sed on: August 1														
					<u>PE</u>	RT / CPI	<u>м</u>								
			(Provide another sheet, if necessary)												
				Constru	uction S	Schedule	and S-	<u>Curve</u>							
Cont Loca															
	Item#	Description	<u> </u>	Mo	nth 1		I	Mon	ith 2			Mo	onth 3		1
	10011111	2 000pt.io	1	2	3	4	1	2	3	4	1	2	3	4	
															4
													1		1
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													+	+	1
													1		1
Proje	ect Duration: 90 (C.D.													
Subr	mitted by:														
<u>Posit</u>		of the Representative of the Bidd	<u>ler</u>					Dat	te:						

Standard Form Number: SF-INFR-42 Revised on: August 11, 2004

Category		Mor	nth 1			Month 2			Month 3				
	1	2	3	4	1	2	3	4	1	2	3	4	
Contractor's Name:	's Name: Name of the Procuring Entity:					Contract	Name:						

Project	Duration:	٩n	C D
1 1 U J C C C	Duration.	90	C.D.

Submitted by:

Name and Signature of the Representative of the Bidder Position Name of the Bidder Date: _____

Standard Form Number: SF-INFR-43 Revised on: August 11, 2004

OUTLINE

NARRATIVE DESCRIPTION

OF

CONSTRUCTION METHODS

1.0 INTRODUCTION

Refer to Bidding, etc.

2.0 BRIEF DESCRIPTION OF CONTRACT WORKS

State general features of contract works. Use tables as necessary.

3.0 CONSTRUCTION METHODS AND PROCEDURES

3.1 Methodology or General Approach

State general approach in construction in terms of use of equipment-intensive or labor-based methods, any special techniques, methods or procedures to ensure completion on time and quality of construction financing the project, etc.

3.2 Program of Work

CPM, Progress Bar Schedule and Development Schedules submitted.

3.3 Financial Program

Cash flow schedules, provision for working capital, schedule of receipts, etc.

Standard Form Number: SF-INFR-44 Revised on: August 11, 2004

Contractor's Organizational Chart for the Contract

Submit Copy of the Organizational Chart that the Contractor intends to use t	o execute the
Contract if awarded to him. Indicate in the chart the names of the Project Ma	nager, Project
Engineer, Bridge Engineer, Structural Engineer, Materials and Quality Control Engi	neer, Foreman
and other Key Engineering Personnel.	

Attach the required Proposed Organizational Chart for the Contract as stated above
Name of the Representative of the Bidder Date:
Name of the Representative of the Bidder Position Name of the Bidder

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Standard Form Number: SF-INFR-45 Revised on: August 11, 2004

Contractor's Letter-Certificate to Procuring Entity

Date of Issuance

ATTY. CESAR M. DATAYA
Port Manager
Philippine Ports Authority
Port Management Office - SOCSARGEN
Makar Wharf, Labangal, General Santos City

Attention : **DEOLITO B. TORREFIEL**Chairperson

Bids and Awards Committee

Dear Sir:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

- 1. That I/we have engaged the services of <u>(Name of Employee)</u>, to be the <u>(Designation)</u> of the <u>(Name of Contract)</u>, who is a <u>(Profession)</u> with Professional License Certificate No. _____ issued on _____ and who has performed the duties in the construction of the Contracts enumerated in the duly filled Form .
- 2. The said Engineer shall be designated by us as our <u>(Designation)</u> to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor.
- 3. That said Engineer shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.
- 4. That said Engineer shall be personally present at the jobsite to supervise the phase of the construction work pertaining to this assignment as <u>(Designation)</u>, all the time.
- 5. That, in order to guarantee that said Engineer shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity Engineer at the end of every month.

That, in the event that I/we elect or choose to replace said (<u>Designation</u>) with another Engineer, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new (<u>Designation</u>), his qualifications, experience, list of projects undertaken and other relevant information.

6. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Procuring Entity.

Very truly yours,
(Authorized Representative of Bidder)

Philippine Ports Authority Port Management Office - SOCSARGEN

CONCURRED IN:
(Name of Engineer)
(Address)

Standard Form Number: SF-INFR-46 Revised on: August 11, 2004

effective date of my separation.

Key Personnel's Certificate of Employment

Issuance Date

ATTY. CESAR M. DATAYA
Port Manager
Philippine Ports Authority
Port Management Office - SOCSARGEN
Makar Wharf, Labangal, General Santos City

Attention : **DEOLITO B. TORREFIEL** Chairperson **Bids and Awards Committee** Dear Sir: I am <u>(Name of Nominee)</u> a Licensed ____ Engineer with Professional License issued on <u>(date of issuance)</u> at <u>(place of issuance)</u>. I hereby certify that ____(Name of Bidder) has engaged my services as (Designation) for (Name of the Contract), if awarded to it. (Designation) , I supervised the following completed projects similar to the contract under bidding): **NAME OF PROJECT** <u>OWNER</u> COST **DATE COMPLETED** At present, I am supervising the following projects: COST NAME OF PROJECT **OWNER DATE COMPLETED** In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the ___(Name of the Procuring Entity)__ at least twenty one (21) days before the

As $\underline{\text{(Designation)}}$, I know I will have to stay in the job site all the time to supervise and manage the Contract works to the best of my ability, and aware that I am authorized to handle only one (1) contract at a time.

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the post of <u>(Designation)</u> therefore, if the contract is awarded to him since I understand that to do so

will be a sufficient ground for my disqualification as(Designation)	in any future _	(Name of
the Procuring Entity) bidding or employment with	any Contractor	doing business	with the
(Name of the Procuring Entity) .			
	(9	Signature of Eng	ineer)
DRY SEAL			
Republic of the Philippines) S.S.			
			0 60 .
SUBSCRIBED AND SWORN TO before me this _ exhibiting to me his Residence Certificate No	day issued	of 2 I on	0affiant
			u
		otary Public	4 20
	U	ntil December 3	1, 20
Doc. No;			
Page No; Book No;			
Series of;			

Standard Form Number: SF-INFR-18A-1

Revised on: July 29, 2004

Statement of Availability of Key Personnel

(Date of Issuance)

ATTY. CESAR M. DATAYA
Port Manager
Philippine Ports Authority
Port Management Office - SOCSARGEN
Makar Wharf, Labangal, General Santos City

Attention : **DEOLITO B. TORREFIEL**

Chairperson

Bids and Awards Committee

Dear Sir:

In compliance with the requirements of the Philippine Ports Authority –PMO SOCSARGEN BAC for the bidding of the ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2020: WATERPROOFING OF POB ROOF DECK, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY, we certify that ___(Name of the Bidder)_____ has in its employ key personnel such as Project Manager, Project Engineer, Materials Engineer, Qualified/Certified Safety and Health Officer, and Foreman, who may be engaged for the construction of the said contract.

Very truly yours,

(Name of Representative) (Position) (Name of Bidder)

SF-INFR-18A-2-Personnel

MINIMUM REQUIRED APPLICANT FIRM'S KEY PERSONNEL PROPOSED TO BE ASSIGNED IN THE PROJECT

MINIMUM REQUIRED APPLICANT FIRM 5 NET PERSONNEL PROPOSED TO BE ASSIGNED IN THE PROJECT							HE PROJECT	
		Project Manager	Project Engineer	Accredited DPWH Materials Engineer	Master Electrician	Foreman	Qualified/Certified Safety and Health Personnel	Other positions (as deemed necessary by the applicant-firm for this project
1.	Name							
2.	Address							
3.	Date of Birth							
4.	Citizenship							
5.	Civil Status							
6.	Education							
	Elementary							
	Name and location of School							
	Year graduated							
	High School							
	Name and location of School							
	Year graduated							
	College							
	Name and location of School							
	Year graduated							
	Post-Graduate							
	Name and location of School							
	Year graduated							
	Technical Seminars							
(U:	se extra sheets, if necessary							
7.	PRC LICENSE No.							

for relevant experience :
Name and Signature of Authorized Official Date :

Project Manager –Three (3) years, Project Engineer –Three (3) years, Materials Engineer –Three (3) years, Foreman – Three (3) years, Safety and Health Personnel- One (1) year

Standard Form Number: SF-INFR-47 Revised on: August 11, 2004

(particulars of the project

KEY PERSONNEL (FORMAT OF BIO-DATA)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. <u>Fill up a form for each person.</u>

-	Authorized Managing Officer / Rep	presentative
-	Sustained Technical Employee	
1.	Name	·
2.	Date of Birth	:
3.	Nationality	:
4.	Education and Degrees	:
5.	Specialty	:
6.	Registration	:
7.	Length of Service with the Firm (months) (year)	: Year from (months) (year)To
8.	Years of Experience	:
	Name and Address of Employer	year(s) from to
10.	Experience:	
		(10) years of experience. (Attached as many pages as personnel in projects using the format below).
1.	Name	:
2.	Name and Address of Owner	:
3.	Name and Address of the Owner's Engineer	:
	(Consultant)	
4.	Indicate the Features of Project	

Philippine Ports Authority Port Management Office - SOCSARGEN Contract Reference Number: RMP-SSG-01-2020 ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2020: WATERPROOFING OF POB ROOF DECK, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY

	components and any other particu interest connected with the project												
5.	Contract Amount Expressed in Philippine Currency	:											-
6.	Position	:											
7.	Structures for which the employee was responsible												-
8.	Assignment Period	:	from to			(month month	ıs) ıs)	_		_ (y _ (y	ears) ears)))
Nam	ne and Signature of Employee												
	hereby certified that the above prded to our company.	ersonn	el can	be	assig	ned	to this	s proj	ject,	if the	cor	ntract	: is
	(Place and Date)					(Tł	ne Aut	horiz	ed R	eprese	ental	_ tive)	

Standard Form Number: SF-INFR-18B-1

Revised on: July 29, 2004

Statement of Availability of Equipment

(Date of Issuance)

ATTY. CESAR M. DATAYA
Port Manager
Philippine Ports Authority
Port Management Office - SOCSARGEN
Makar Wharf, Labangal, General Santos City

Attention: DEOLITO B. TORREFIEL

Chairperson

Bids and Awards Committee

Dear Sir:

In compliance with the requirements of the **Philippine Ports Authority - Port Management Office - SOCSARGEN BAC** for the bidding of the **ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2020: WATERPROOFING OF POB ROOF DECK, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY,** we certify the availability of equipment that <u>(Name of the Bidder)</u> owns, has under lease, and/or has under purchase agreements, that may be used for the construction contracts.

Very truly yours,

(Name of Representative) (Position) (Name of Bidder)

SF-INFR-18B-2-Equipment

MINIMUM REQUIRED EQUIPMENT OWNED/LEASED/UNDER PURCHASED AGREEMENT PLEDGED TO THE PROPOSED PROJECT

Name of Proposed Project:					
Location of the Project :					
5	 .,	0 141	0 "	Serial No./ Motor	0 1111

Description (Type, Model, Make)	No. of Each	Year of Manufacture	Owned 1] Leased 2] /Under Purchase Agreement 3]	Capacity Performance	Serial No./ Motor No./ Body No.	Condition	Present Location

Name of Firm/Applicant
Authorized Signing Official
Date :

Notes

1] The Applicant Firm shall enumerate hereunder the equipment units it owned, under leased, and or under purchase agreement that it shall commits to use exclusively in the project.

Incomplete required data as indicated above shall be disqualified.

2] Equipment with purchase agreement must be owned at the time of bidding.

CERTIFICATE OF AVAILABILITY OF LEASE OF EQUIPMENT

listed		e undersigned Lessor has entered in hereunder	to	for		equipment Contractor contract
Quantity	Type/Description	on <u>Serial Number</u>	Capacity	Condition	<u>L</u>	ocation
						
project t	the lowest bidder. The co o the contractors and we so our duty to verify from th	ease of the aforecited equipment shontract of lease shall be executed in shall furnish a copy to the Philippine e Contractor when the award is made winment will not be pledged to other	amediately after the Ports Authority of the Philippir	ne award of the a within 20 days a ne Ports Authoric	above- after th ty.	mentioned e award. It
project i		uipment will not be pledged to othe nent is authorized by Philippine Por			t, until	the above
	The PROOF OF OWN	ERSHIP of the above cited equipme	ent/tools are herei	n attached.		
merely t perjury.		g issued in favor of Mrhis project as I am aware that any				tractor, not liable for
and in th	ne future no certification of	t mentioned above is not released to f mine for the lease of equipment shall. I hereunto affix my signature	nall be honored by	Philippine Port	s Auth	nority.
CONCU	TRRED IN:					
	(Lessee)			(Affiant- Les	sor)	_
	(Address)			(Address))	_
	LIC OF THE PHILIPPIN					
	ng to me his Commu	SWORN TO before me this unity Tax Certificate No				affiant issued on
				Notary Pu		
Page No	o o o			Trotting 1 to	.5110	

Name of the Bidder

Contract Reference Number: RMP-SSG-01-2020 ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2020: WATERPROOFING OF POB ROOF DECK, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY

Standard Form Number: SF-INFR-50 Revised on: August 11, 2004

Category	Month 1				Month 2			Month 3						
	1	2	3	4	1	2	3	4	1	2	3	4		
	-								-					-
Contractor's Name:	Name of	f the Prod	curing En	titv:					Contract	Name:				
				, -										

Project Duration: 90 C.D.	
Submitted by:	
Name and Signature of the Representative of the Bidder Position	Date:

Standard Form Number: SF-INFR-51 Revised on: August 11, 2004

AFFIDAVIT OF SITE INSPECTION

I, <u>(Representative of the Bidder)</u> , of legal age, <u>(Address of the Representative)</u> , under oath, hereby de	
1. That I am the <u>(Position in the Bidder)</u> of the <u>(Address of the Bidder)</u> ;	(Name of the Bidder) , with office at
2. That I have inspected the site for(Name of to of the Contract)_;	<u>he Contract)</u> , located at <u>(location</u>
3. That I am making this statement as part of the requ(Name of the Bidder) for(Name of the Con)	
IN FAITH WHEREOF, I hereby affix my signature th, Philippines.	his day of, 20 at
	AFFIANT
SUBSCRIBED AND SWORN TO before me this, on the me his/her Community Tax Certificate No, Philippines.	
	(Notary Public)
	Until PTR No. Date Place TIN
Doc. No Page No Book No Series of	

Omnibus Sworn Statement

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:

2. 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];

3. 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] [insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative];

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], accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

- 4. [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;
- 5. 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;
- 6. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

7. 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;

- 8. [Name of Bidder] complies with existing labor laws and standards; and
- 9. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- 10. [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.

IN WITNESS WHEREOF, I have her	reunto set my hand this day of, 2019 at
, Philippines.	
	Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government

	ograph and signature appearing thereon, with no. rtificate No issued on at
Witness my hand and seal this	day of [month] [year].
	NAME OF NOTARY PUBLIC Serial No. of Commission Notary Public for until Roll of Attorneys No PTR No [date issued], [place issued] IBP No [date issued], [place issued]
Doc. No Page No Book No Series of	

^{*} This form will not apply for WB funded projects.

Bid Form

Date:	

DEOLITO B. TORREFIEL Chairperson

Philippine Port Authority – PMO SOCSARGEN Makar Wharf, Labangal, General Santos City

Dear Sir:

We, the undersigned, declare that:

We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2020: WATERPROOFING OF POB ROOF DECK, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY.

(a) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered in item (d) below is: <u>[insert information]</u>, to wit:

ITEM NO.	DESCRIPTION	TOTAL AMOUNT (PESO)
BILL No.1	GENERAL EXPENSES	
1.01	Mobilization/ Demobilization Works	
1.02	Construction Safety and Health Program	
BILL No.2	WATERPROOFING OF POB ROOFDECK	
2.01	Cleaning of surface/drying-out area to be water-proofed. Surface preparation. Area to be water-proofed must be free from loose materials, dust, and oil. Removing of chipped off cement and application of cement paste on chipped off portion of the roof deck	
2.02	Installation of concrete threshold by the stairs including adjustment of aluminum door framing as shown on the drawing.	
2.03	Supply and Application of Asphalt Base Primer and Asphalt Base Membrane - 4mm slated, includes unrolling, heating and pressing of fabric membrane, on POB roof deck, lounge roof deck including vertical flashings.	
2.04	Supply and installation of steel matting.	
2.05	Application of concrete mortar for POB Roof deck.	

2.06	Painting works for POB Roof deck and Senior Staff Lounge	

The discounts offered and the methodology for their application are: [insert information];

- (b) Our Bid shall be valid for a period of **One Hundred Twenty (120) calendar days** from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (c) If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract;
- (d) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: [insert information];
- (e) We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- (f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (g) We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- (h) We understand that you are not bound to accept the Lowest Evaluated Bid or any other Bid that you may receive.

Name:	
In the capacity of:	
Signed:	
Duly authorized to sign the Bid for and on behalf of:	
Date	

Standard Form Number: SF-INFR-55 Revised on: August 11, 2004

Bill of Quantities

<nam< th=""><th>ne and Location of Contract></th><th></th><th>of Quantities</th></nam<>	ne and Location of Contract>		of Quantities		
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
	<pre><description 1st="" item="" of=""> (Pesos</description></pre>				
	<pre><description 2nd="" item="" of=""> (Pesos</description></pre>				
	<pre><description 3rd="" item="" of=""> (Pesos</description></pre>				
	<pre><description 4th="" item="" of=""> (Pesos</description></pre>				
	<pre><description 5thitem,="" etc.="" of=""> (Pesos</description></pre>				
	Sub-Total for this Page				

Submitted by:		
Name of the Representative of the Bidder	Date:	
<u>Position</u> Name of the Ridder		

	Form Number: SF-INFR-56 1: August 11, 2004					
Contract N Location	ame :					
	CAS	SH FLO	W BY QUARTER	R AND PAYMENT	SCHEDULE	
	PARTICULAR	% WT.	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
	ACCOMPLISHMENT	1				
	CASH FLOW					
	CUMULATIVE ACCOMPLISHMENT					
	CUMULATIVE CASH FLOW					
Submitted	by:					
Name and Position Name of th	Signature of the Representative of the E	<u>Bidder</u>	Date: _			

CERTIFICATE OF NO PENDING CASE(S) AGAINST THE GOVERNMENT

I,, owner of
do hereby certify that I have not filed any case nor have pending cases against the government as of this date.
That in case it is found later that I have pending cases against the Government, I shall be disqualified from participating in all bidding activities undertaken by the Philippine Ports Authority (PPA).
That I am issuing this certificate as a requirement of the Department of Transportation (DOTr) and in line with the procurement principles under Republic Act 9184 (Government Procurement Reform Act) for a streamlined bidding process pursuant to DOTr Memoranda dated June 26, 2018 and November 15, 2018.
This certification is issued this day of, 2020 at
Name and Signature of the Owner
Subscribed and sworn to before me this of, 2020 at
NOTARY PUBLIC