

- 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. That the bidder did not give or pay 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 project or activity
 - 4. Latest income and business tax returns;
 - 5. Certificate of PhilGEPS Registration
- V. The Second Envelope or the Financial Component of the Bid shall contain the following documents:
- VI.
- 1. Bid Proposal in the prescribed form
 - 2. Bid Prices in the Bill of Quantities in the prescribed form;
 - 3. Detailed Estimates
- VII. Bidders must use and properly accomplish all the supplied Forms. Bidders shall fill out all the supplied forms very legibly and shall likewise attach clear and legible copies of supporting documents duly authenticated by the authorized signing official.
- VIII. Bidders shall use legal size (8.5 x 13 in) bond paper in their Technical and Financial Proposals.
- IX. All pages of the Technical and Financial Proposals, including the attached documents, shall be chronologically paged at the bottom right side of each page and shall be signed/authenticated by the authorized signatory. Failure to comply with this requirement shall mean a failed rating on the particular document.
- X. The Technical and Financial Proposals shall be provided with "cover" and "table of contents", samples of which are hereto attached.
- XI. Bidders shall submit Four (4) sets (one original and three clear photo copies) of their Technical and Financial Proposals. All sets shall be properly book bound and marked original or photocopy as to the case may be.

Properly book-bound means cloth-bound, hard-bound or paper-bound. Combo-bound (or ring-bound), fastener-bound or stapler-bound, or with loose page/s, are not considered book-bound, and the same shall be returned to the prospective bidder unscreened/ unevaluated.

- 1. The original and three (3) copies of the Technical Proposal shall be placed in one (1) envelope (or properly wrapped together), duly sealed and marked as "Technical Proposal/Bid".
- 2. The original and three (3) copies of the Financial Proposal shall be placed in another envelope (or properly wrapped together), duly sealed and marked as "Financial Proposal/Bid".
- 3. In case of conflict between the original and the copies, the original shall prevail.
- 4. The envelopes containing the Technical and Financial Proposals shall then be placed in a single envelope (or properly wrapped together), duly sealed, with the following markings:
 - a) Addressed to the BAC Chairman
 - b) Name and Address of the Procuring Entity
 - c) Name of the Contract to be Bid
 - d) Name and Address of Bidder
 - e) Shall bear a warning "DO NOT OPEN BEFORE _____",
the scheduled time and date of the Opening of Bids.