

**Philippine Ports Authority  
PORT MANAGEMENT OFFICE OF BICOL  
BIDS AND AWARDS COMMITTEE**

**INSTRUCTIONS TO BIDDERS**

**MAINTENANCE OF PMO FACILITIES  
PMO BICOL, RAWIS, LEGAZPI CITY  
(Contract No. BCL 22-02)**

- I. Contractor-applicant must use and accomplish all the attached/supplied Forms. If space is not enough on any of the Forms, contractor- applicant shall reproduce said Forms. All Forms applicable to the contractor-applicant must be correctly, properly and completely filled-up. (Do not leave any column in the Form vacant. Write "not applicable" or "none", whichever is appropriate, in the columns that are not applicable to the Applicant-Firm/Contractor.)
- II. All attached supporting photocopied documents must be marked or stamped "certified true copy" by the applicant-firm and duly signed by the authorized officer of the said firm.  
Submission of false statements or misrepresentation and/or withholding of required and pertinent information shall be ground for disqualification and imposition of applicable sanctions under the revised IRR of RA 9184.
- III. Bids shall be submitted before the published deadline, otherwise it shall be marked "LATE" and shall not be accepted.
- IV. following documents: (Note: Section 8.5.2, 2016 IRR of 9184 -All bidders shall upload and maintain in Philgeps a current and updated file of the Class A eligibility documents under Section 23.1(a) and 24.1(a).
  1. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
  2. PCAB License
  3. Omnibus Sworn Statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:
    1. It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB.
    2. 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;
    3. It is authorizing the Port Manager or his duly authorized representative/s to verify all the documents submitted;
    4. The signatory is the authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint;
    5. It complies with the disclosure provision under Section 47 of the Act in relation to the other provisions of RA 3019;
    6. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
    7. It complies with existing labor laws and standards.
    8. It is aware and has undertaken the responsibilities as a bidder in compliance with the bidding documents which includes:
      - a) Carefully examining all of the Bidding Documents;
      - b) Acknowledging all condition, local or otherwise, affecting the implementation of the contract;