

SUPPLEMENTAL BID BULLETIN NO. 1

Repair of Damaged Curtain Wall Including Replacement of Damaged Fendering and Mooring System, Port of Larena, Siquijor (NRP-NOS-02-21)

Subject: **AMENDMENTS AND CLARIFICATIONS TO THE BIDDING DOCUMENTS**

PMO-Negros Oriental/Siquijor Bids and Awards Committee (PMO-NOS BAC) respectfully informing the bidders of the amendments and clarifications on the Bidding Documents of the project *Repair of Damaged Curtain Wall Including Replacement of Damaged Fendering and Mooring System, Port of Larena, Siquijor (NRP-NOS-02-21)* which was posted in PhilGEPS and PPA Website on October 7, 2021, as follows:

1. Invitation to Bid

ORIGINAL	AMENDMENT/CLARIFICATION
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 16 .	8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15 .
9. Bid opening shall be on November 04, 2021; 11:00 AM at the given address below and/or through Microsoft Teams . Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.	9. Bid opening shall be on November 04, 2021; 11:00 AM at the given address below and/or through Live Video Streaming . Bids will be opened in the presence of the bidders’ representatives who choose to attend the activity.

2. Bid Data Sheet

ORIGINAL	AMENDMENT/CLARIFICATION																																				
10.3 N/A	<u>10.3 PCAB Registration Particular: Small B – Port, Harbor and Offshore Engineering</u>																																				
10.4 The key personnel must meet the required minimum years of experience set below:	10.4 The key personnel must meet the required minimum years of experience set below:																																				
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15.1 The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than _____ [Insert two percent (2%) of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than _____ [Insert five percent (5%) of ABC] if bid security is in Surety Bond.	15.1 The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than <u>Php 532,933.62</u> [Insert two percent (2%) of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than <u>Php 1,332,334.05</u> [Insert five percent (5%) of ABC] if bid security is in Surety Bond.																																																								
16. Not included	<u>16. Each Bidder shall submit One (1) original and Two (2) copies of the first and second components of its bid.</u> <u>The original and the copies of the bid documents shall comply the following:</u> a. <u>Properly labelled cover indicating thereon the:</u> <u>1. Name of the project;</u> <u>2. Contract number;</u> <u>3. Name and address of the contractor; and</u>																																																								

	<div><div><div>4. <u>Name and address of the implementing agency.</u></div><div>b. <u>Shall be in book bound with soft cover.</u></div><div>c. <u>All pages shall be numbered consecutively; and</u></div><div>d. <u>With index tab that corresponds to the table of contents.</u></div></div><div><u>FAILURE TO COMPLY WITH THESE REQUIREMENTS SHALL BE GROUND FOR AUTOMATIC DISQUALIFICATION.</u></div></div>										
19.2 Partial bids are allowed, as follows: <i>[Insert grouping of lots by specifying the items and the quantity for every identified lot.]</i>	19.2 Partial bids are <u>not</u> allowed										
20. <i>[List licenses and permits relevant to the Project and the corresponding law requiring it, e.g. Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.]</i>	20. <i>Other appropriate license and permits required.</i> <u>N/A</u>										
21. Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.	<div>21. Additional contract documents to the <u>Checklist of Eligibility and Technical and Financial Components:</u></div> <table><tr><th><u>Eligibility and Technical Component</u></th><th><u>Financial Component</u></th></tr><tr><td>Manpower Schedule</td><td>Construction Schedule and S-curve</td></tr><tr><td>Construction Methods</td><td>Other acceptable tools of project scheduling</td></tr><tr><td>Equipment Utilization Schedule</td><td></td></tr><tr><td>Construction Safety and Health Program</td><td></td></tr></table>	<u>Eligibility and Technical Component</u>	<u>Financial Component</u>	Manpower Schedule	Construction Schedule and S-curve	Construction Methods	Other acceptable tools of project scheduling	Equipment Utilization Schedule		Construction Safety and Health Program	
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3. Bidding Forms

ORIGINAL	AMENDMENT/CLARIFICATION
<p>The Bidding Forms are inadvertently not attached in the Bidding Documents as posted in the PhilGEPS and PPA website.</p>	<p><u>Section X: Bidding Forms</u></p> <ul style="list-style-type: none">a. <u>Bid Form</u>b. <u>Contract Agreement Form for the Procurement of Infrastructure Projects (Revised)</u>c. <u>Omnibus Sworn Statement (Revised)</u>d. <u>Bid Securing Declaration Form</u>e. <u>Statement of all On-going Government and Private Contracts, Including Contracts Awarded But Not Yet Started, Whether Similar or Not Similar in Nature</u>f. <u>Statement of Bidder’s Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid</u>g. <u>Financial Documents for Eligibility Check</u>h. <u>Outline Narrative Description of Construction Methods</u>i. <u>Qualification of Key Personnel Proposed to be Assigned to the Contract</u>j. <u>Key Personnel’s Certificate of Employment</u>k. <u>Contractor’s Letter-Certificate to Procuring Entity</u>l. <u>Key Personnel (Format of Bio-data)</u>m. <u>List of Equipment, Owned or Leased and/or Under Purchase Agreements, Pledged to the Proposed Contract</u>n. <u>Statement of Availability of Key Personnel and Equipment</u>o. <u>Bill of Quantities</u>p. <u>Detailed Cost Estimates</u>q. <u>Summary of Labor Rates</u>r. <u>Summary of Equipment Rates</u>s. <u>Prices of Construction Materials</u>t. <u>Cashflow by Quarter and Payment Schedule</u> <p><u>Attached also herewith are the above enumerated bid forms.</u></p>



The above-mentioned amendments and clarifications have been duly discussed, deliberated and resolved by the PMO-NOS BAC. The said amendments and clarifications are presented during the Pre-bid Conference held on October 19, 2021 at the Conference Room of PMO – Negros Oriental/Siquijor.

In compliance with Republic Act No. 9184 and its 2016 Revised Implementing Rules and Regulations, the amendments and clarifications provided therein shall form an integral part of the pertinent Bidding Documents and related contract. Further, the bidders shall be bound by the terms and conditions set forth, otherwise any nonconformity thereof shall consider the bid as **nonresponsive** and shall result to the **disqualification and/or rejection** of the bidder's bid.

For the information and guidance of all concerned.

Issued this 21st day of October 2021 at Dumaguete City.

(Sgd.) Atty. JENLYN B. MEDIANA-ARENASA
Chairperson
Bids and Awards Committee



Bid Form for the Procurement of Infrastructure Projects

[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, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. 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 and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. 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, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines¹ for this purpose;
- h. 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;
- i. 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

¹ currently based on GPPB Resolution No. 09-2020



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

- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 the [Name of Project] of the [Name of the Procuring Entity].

- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, 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: _____



Contract Agreement Form for the Procurement of Infrastructure Projects (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 this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the "Entity") and *[name and address of Contractor]* (hereinafter called the "Contractor").

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the Bid for *[contract price in words and figures in specified currency]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

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 hereinafter 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 part of this Agreement, viz.:
 - a. Philippine Bidding Documents (PBDs);
 - i. Drawings/Plans;
 - ii. Specifications;
 - iii. Bill of Quantities;
 - iv. General and Special Conditions of Contract;
 - v. Supplemental or Bid Bulletins, if any;
 - b. 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;

- c. Performance Security;
- d. Notice of Award of Contract and the Bidder's conforme thereto; and
- e. 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 thereto have caused this Agreement to be executed the day and year first before 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)];

[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]

STATEMENT OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS,
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, WETHER SIMILAR OR NOT SIMILAR IN NATURE

Name of the Contract or Title of the Project	Owner's Name and Address	Nature/ Scope of Work	Contractor's Role (in percentage)	Total Contract Value at			Value of Outstanding Works	Estimated Time of Completion	% of Accomplishment		Contract Duration	
				Award	Project Completion Date	Escalated Value to Present Prices 4]			Planned	Actual	Start	Completed 5]
1] A) Government Contracts i. On-going ii. Awarded but not yet started B) Private Contracts i. On-going ii. Awarded but not yet started		2]	3]									

NOTE:

- 1] As appearing or defined in the contract entered/executed by the parties
- 2] With special reference to the Scope of Works as described/enumerated in the advertised Invitation to Bid
- 3] Indicate wether as Sole Contractor, Sub-Contractor or Member in a Joint Venture/Consortium
- 4] Indicate the FOREX used if Contract is expressed in a currency other than the Philippine Peso. Specify the "Escalation Factor" used to escalate the Contract Value from completion date to the advertisement date of the Invitation to Bid per Section 23.11.2 (3) of R.A. 9184
- 5] State Month and Year

Name of Firm/Applicant

Authorized Signing Official

Date

PHILIPPINE
PORTS
AUTHORITY



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

Name of the Contract or Title of the Project	Owner's Name and Address	Nature/ Scope of Work	Contrator's Role and Percentage of Participation	Total Contract Value at			Date of Award	Value of Outstanding Works	Contract Duration	
				Award	Completion	Escalated Value to Present Prices			Start	Completed

NOTE:

1. The prospective bidder must have completed an SLCC that is similar to the contract to be bid, and whose value, adjusted to current proceses using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid.
2. This Statement shall be supported by:

a. Notice of Award and / or Notice to Proceed

b. Project Owner's Certificate of Final Acceptance issued by the owner other than the Contractor or Contractors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory.

Name of Firm/Applicant

Authorized Signing Officie

Date



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 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 = [(current asset – current liabilities) x 15] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started

NFCC = P _____

Attached are certified true copies of the audited financial statements stamped “RECEIVED” by the BIR or BIR authorized collecting agent for the immediately preceding calendar year.

Submitted by:

Name of Firm / Contractor

Signature of Authorized Representative

Date : _____

NOTE: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.



Name of the Procuring Entity
Contract Reference Number

Name of the Contract
Location of the Contract

**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.

The narrative description of construction procedures / methods is required to be in the Technical Envelope of the bidder. The above is the recommended outline in the bidder's presentation of the documents.

Name of the Procuring Entity
Contract Reference Number
Standard Form Number: SF-INFR-48
Revised on: August 11, 2004

Name of the Contract
Location of the Contract

Qualification of Key Personnel Proposed to be Assigned to the Contract

Business Name :
Business Address :

	Project Manager	Project Engineer	Materials Engineer	Safety & Health Officer	Foreman
1 Name					
2 Address					
3 Date of Birth					
4 Employed Since					
5 Experience					
6 Previous Employment					
7 Education					
8 PRC License					

Submitted By :
Designation :
Date :

(Printed Name & Signature)





Key Personnel’s Certificate of Employment

(Issuance Date)

ATTY. SARAH R. MIJARES
Port Manager
Philippine Ports Authority
PMO – Negros Oriental/Siquijor
Port Area, Brgy. Looc
Dumaguete City
Negros Oriental

Dear Madam:

I am _____ a Licensed _____ Engineer with Professional License
(Name of Nominee)
No. _____ issued on _____ at _____.
(Date of Issuance) (Place of Issuance)

I hereby certify that _____ has engaged my services
(Name of Bidder)
as _____ for _____, if awarded to it.
(Designation) (Name of Contract)

As _____, I supervised the following completed projects similar to the
(Designation)
contract under bidding:

<u>NAME OF PROJECT</u>	<u>OWNER</u>	<u>COST</u>	<u>DATE COMPLETED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following projects:

<u>NAME OF PROJECT</u>	<u>OWNER</u>	<u>COST</u>	<u>DATE COMPLETED</u>
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the _____ at least twenty one (21)
(Name of the Procuring Entity)
days before the effective date of my separation.

As _____, I know I will have to stay in the job site all the time to
(Designation)
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 _____ therefore, if the
(Designation)
contract is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as _____ in any future
(Designation)
_____ bidding or employment with any Contractor doing business with the _____.
(Name of the Procuring Entity)

(Signature of Key Personnel)

DRY SEAL

Republic of the Philippines)
_____)S.S.

SUBSCRIBED AND SWORN TO before me this _____ day of _____
200_ affiant exhibiting to me his Residence Certificate No. _____ issued on
_____ at _____.

Notary Public
Until December 31, 20____

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;



Name of the Procuring Entity
Contract Reference Number

Name of the Contract
Location of the Contract

Contractor’s Letter-Certificate to Procuring Entity

(Date of Issuance)

ATTY. SARAH R. MIJARES
Port Manager
Philippine Ports Authority
PMO-Negros Oriental/Siquijor
Dumaguete City

Dear Madame:

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 _____,
(Name of Employee)
to be the _____ of the _____,
(Designation) (Name of Contract)
who is a _____ with Professional License
(Profession)
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 _____
(Designation)
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 _____,
(Designation) 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 _____
(Designation)
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 _____, his
(Designation)
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)

CONCURRED IN:

(Name of Key Personnel)

(Address)

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. Fill up a form for each person.

- Authorized Managing Officer / Representative
- 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

:

Year from

(months)

(year)

To

(months)

(year)

8. Years of Experience

:

9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

<u>Name and Address of Employer</u>	<u>Length of Service</u>
	<div> <div></div> <div>year(s) from</div> <div></div> <div>to</div> <div></div> </div>
	<div> <div></div> <div>year(s) from</div> <div></div> <div>to</div> <div></div> </div>
	<div> <div></div> <div>year(s) from</div> <div></div> <div>to</div> <div></div> </div>

10. Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of 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
(particulars of the project
components and any other particular
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 _____ (months) _____ (years)
: to _____ (months) _____ (years)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract

Business Name :
Business Address :

Description	Model/ Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lessor or Vendor
A. Owned							
i.							
ii.							
iii.							
iv.							
B. Leased							
i.							
ii.							
iii.							
iv.							
C. Under Purchase Agreements							
i.							
ii.							
iii.							
iv.							

List of minimum equipment required for the project:

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





Statement of Availability of Key Personnel and Equipment

(Date)

ATTY. SARAH R. MIJARES

Port Manager
Philippine Ports Authority
PMO-Negros Oriental/Siquijor
Dumaguete City

Attention : The Chairperson
Bids and Awards Committee

Dear Sir/Madam:

In compliance with the requirements of the Philippine Ports Authority, Port Management Office of Negros Oriental/Siquijor, for the bidding of the __(Name of the Contract)__, we certify that __(Name of the Bidder)__ has in its employ key personnel, such as project managers, project engineers, materials engineers and foremen, who may be engaged for the construction of the said contract.

Further, we likewise certify the availability of equipment that __(Name of the Bidder)__ 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)

Bill of Quantities

Name of Project and Location					
ITEM NO.	DESCRIPTION	UNIT	QTY.	UNIT PRICE (Pesos)	AMOUNT (Pesos)

Submitted by:

Name of Firm / Contractor

Signature of Authorized Representative

Date : _____

Name of the Procuring Entity
Contract Reference Number

Name of the Contract
Location of the Contract

DETAILED COST ESTIMATES

DERIVATION OF UNIT COST	Date :			
Item No. :	Unit Cost/Set :			
Item of Work :	Assumed Quantity :			
Work Description :				

MATERIALS				
NAME AND SPECIFICATIONS OF MATERIALS	QTY.	UNIT	UNIT PRICE	AMOUNT
a) Total for Materials				

EQUIPMENT EXPENSES				
NAME, CAPACITY AND HP RATING OF EQUIPMENT	NO. OF UNITS	NO. OF DAYS	RATE PER DAY/HOUR	AMOUNT
b) Total for Equipment				

LABOR				
DESIGNATION OF PERSONNEL	NO. OF MEN	NO. OF DAYS	DAILY RATE	AMOUNT
c) Total for Labor				

d) ESTIMATED DIRECT COST (EDC) = a + b + c		
e) MARK – UPS		
1. Overhead, Contingencies, Miscellaneous (OCM) Expenses as ____% of (d)		
2. Contractor’s Profit as ____% of (d)		
Total for (e)		

f) VAT as 12% of (EDC + Mark-ups)	
g) TOTAL COST OF WORK ITEM	
h) UNIT COST (Total Cost/Assumed Quantity)	

Submitted by:
Name of the Representative of the Bidder : _____ Date: _____
Position : _____
Name of the Bidder : _____

Name of the Procuring Entity
Contract Reference Number

Name of the Contract
Location of the Contract

SUMMARY OF LABOR RATES	
Designation of Personnel	Daily Rate

Continue on separate sheet, if necessary)

Submitted by:

Name of the Representative of the Bidder : _____ Date: _____

Position : _____

Name of the Bidder : _____



Name of the Procuring Entity
Contract Reference Number

Name of the Contract
Location of the Contract

SUMMARY OF EQUIPMENT RATES	
Name, Capacity & Rating of Equipment	Rate per Day/Hour

(Continue on separate sheet, if necessary)

Submitted by:

Name of the Representative of the Bidder : _____ Date: _____

Position : _____

Name of the Bidder : _____

Name of the Contract
Location of the Contract

[illegible]



Name of the Procuring Entity
Contract Reference Number

Name of the Contract
Location of the Contract

CASHFLOW BY QUARTER AND PAYMENT SCHEDULE

Name of Project : _____
Location : _____

Project Duration (days or months)	Payment Schedule (Monthly, in Pesos)	Cash Flow (Quarterly, in Pesos)
TOTAL		

Signature
(Authorized Signing Official)