

## **BIDS AND AWARDS COMMITTEE**

### **INVITATION TO RE-BID**

#### **SUPPLY AND DELIVERY OF VARIOUS TOOLS AND EQUIPMENT**

The Philippine International Convention Center (PICC), through its Approved Budget for CY 2019, intends to apply the sum of **FOUR HUNDRED FORTY-SIX THOUSAND EIGHT HUNDRED NINETY-SIX PESOS AND FIFTY CENTAVOS (P446,896.50)**, being the total Approved Budget for the Contract (ABC) of the aforesaid requirements, consisting of six (6) items,

The PICC now invites bids for the procurement of the abovementioned requirement. Delivery shall be within thirty (30) calendar days. Bidders should have completed, within the last three (3) years from the date of submission and receipt of bids, a contract similar to the project, whose value must be at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II – Instruction to Bidders. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Bidding will be conducted through open competitive bidding procedures, using a non-discretionary “Pass/Fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”. Bidding is open to all interested bidders, subject to the conditions for eligibility as provided in the RIRR of RA 9184. Interested bidders may obtain further information from the PICC-BAC and inspect the Bidding Documents at the address given below during office hours.

A complete set of Bidding Documents may be acquired by interested Bidders from May 17, 2019 to on or before 10:00 a.m. of May 29, 2019, at the address stated below, upon payment in cash of a non-refundable fee pursuant to the latest guidelines issued by the GPPB, in the amount of FIVE HUNDRED PESOS (P500.00).

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (Phil-GEPS) and PICC website, <https://www.picc.gov.ph>, provided that participating Bidders shall pay the applicable fee for the Bidding Documents.

Bid opening shall be on **May 29, 2018**, at **10:00 a.m.** at the PICC BAC Conference Room, Ground Floor, Delegation Building, PICC. Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bids will be opened in the presence of the bidders’ representatives who choose to attend. Late bids shall not be accepted. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and the opening of Bids shall be at 2:00 p.m. of the next working day.

The PICC-BAC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to its award, in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:  
BIDS AND AWARDS COMMITTEE (BAC)  
PHILIPPINE INTERNATIONAL CONVENTION CENTER  
PICC Complex, 1307 Pasay City  
Tel. nos. 7894758, 7894759 Telefax No. 7894761

  
**MELPIN A. GONZAGA**  
Chairman

## **Section III. Bid Data Sheet**

# Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <b>PHILIPPINE INTERNATIONAL CONVENTION CENTER (PICC)</b>
1.1	The lot(s) and reference is/are:  <b>SUPPLY AND DELIVERY OF VARIOUS TOOLS AND EQUIPMENT</b>
2	The Funding Source is: <b>PICC APPROVED BUDGET FOR CY 2019</b>
3.1	No further instructions.
5.1	<p><b>Eligible Bidders</b></p> <p>The following persons shall be eligible to participate in this bidding:</p> <ul style="list-style-type: none"> <li>a. Duly licensed Filipino citizens/sole proprietorships;</li> <li>b. Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;</li> <li>c. Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines; and</li> <li>d. Cooperative duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines.</li> </ul>
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this procurement.
5.4	<p>The Bidder must have completed within the last three (3) years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC. If the bidder submit bids for two (2) or more items, the item with the largest ABC shall be the basis for determining compliance with the required percentage</p> <p>For this purpose, similar contract shall refer to supply and delivery of tools and equipment.</p>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
10.1	<p>The Procuring Entity's address is:</p> <p><b>Philippine International Convention Center PICC Complex, 1307 Pasay City</b></p> <p><b>BAC Secretariat Tel. No. 7894759; Telefax: 7894761</b></p>
12.1(a)	No further instructions.

12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within three (3) years prior to the deadline for submission and receipt of bids. The SLCC shall be supported with certified photocopy of its Contract and Certificate of Completion and Acceptance or Official Receipt /Sales Invoice issued for the contract.														
13.1	No additional requirements.														
13.1(b)	No further instructions.														
13.1(c)	No additional requirements.														
13.2	<p>The Total <b>ABC</b> is of <b>FOUR HUNDRED FORTY-SIX THOUSAND EIGHT HUNDRED NINETY-SIX PESOS AND FIFTY CENTAVOS (P446,896.50)</b>.</p> <table border="1"> <thead> <tr> <th>Description</th> <th>ABC</th> </tr> </thead> <tbody> <tr> <td>Two (2) units Manual Hydraulic Pallet Truck</td> <td>P94,500.00</td> </tr> <tr> <td>Five (5) units Clamp Meter</td> <td>P27,500.00</td> </tr> <tr> <td>One (1) unit Drive Motor</td> <td>P97,750.00</td> </tr> <tr> <td>One (1) unit Flow Meter Assembly complete with power supply for STP</td> <td>P108,000.00</td> </tr> <tr> <td>Three (3) units Heavy-duty 12V/24V Battery Charger</td> <td>P46,800.00</td> </tr> <tr> <td>Three (3) units Heavy-duty Industrial Exhaust Ventilation Equipment complete with tarpaulin flexible hose and other accessories</td> <td>P72,3436.50</td> </tr> </tbody> </table> <p>Any bid with a financial component exceeding the amount per item shall not be accepted.</p>	Description	ABC	Two (2) units Manual Hydraulic Pallet Truck	P94,500.00	Five (5) units Clamp Meter	P27,500.00	One (1) unit Drive Motor	P97,750.00	One (1) unit Flow Meter Assembly complete with power supply for STP	P108,000.00	Three (3) units Heavy-duty 12V/24V Battery Charger	P46,800.00	Three (3) units Heavy-duty Industrial Exhaust Ventilation Equipment complete with tarpaulin flexible hose and other accessories	P72,3436.50
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15.4 (a)(iv)	No incidental services are required.														
15.4 (b)	No incidental services are required.														
16.1 (b)	<p><b>Bid Currencies</b></p> <p>The bid prices shall be quoted in Philippine Pesos.</p>														
16.3	Payment shall be made in Philippine Pesos.														
17.1	<p><b>Bid Validity Period</b></p> <p>Bids will be valid for one hundred twenty (120) calendar days from the date of opening of bids.</p>														

18.1	<p>The bid security shall be;</p> <ul style="list-style-type: none"> <li>• Notarized Bid Securing Declaration; or</li> <li>• Cash or Cashier's/Manager's check (confirmed by universal or commercial bank), in an amount equivalent to 2% of the ABC; or</li> <li>• Bank draft/guarantee issued by a Universal or Commercial Bank in the amount of 2% of the ABC; or</li> <li>• Surety Bond, callable upon demand and issued by a surety or insurance company in the amount of not less than 5% of the ABC, with attached certification issued by the Office of the Insurance Commission that said insurance company is authorized to issue such security;</li> </ul>
18.2	The bid security shall be valid one hundred twenty (120) calendar days from the date of opening of bids.
20.3	Each Bidder shall submit One (1) original copy and two (2) duplicate copies of the Eligibility documents and the Financial Bid Proposal signed by the bidder and/or the authorized representative. See Annex "F"
21	<p>The address for submission of bids is:  <b>PICC-Bids and Awards Committee (BAC) Secretariat</b>  <b>Ground Floor, Delegation Building</b>  <b>PICC Complex, 1307 Pasay City</b></p> <p>The deadline for submission of bids is May 29, 2019 at 10:00 a.m.</p>
24.1	<p>The place of bid opening is:  <b>BAC CONFERENCE ROOM</b>  <b>Ground Floor, Delegation Building</b>  <b>PICC Complex, 1307 Pasay City</b></p> <p>The date and time of bid opening is May 29, 2019 at 10:00 a.m.</p> <p>In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and the opening of Bids shall be at 2:00 p.m. of the next working day.</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	<p>Partial bids are allowed.</p> <p>Bidders shall have the option of submitting a proposal or any or all line items and evaluation and contract award will be undertaken on a per line basis.</p> <p>In all cases, the NFCC computation must be sufficient for all the line items to be awarded to the Bidder.</p>
28.4	No further instructions.

29.2	<p><b>Post-Qualification</b></p> <p>Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:</p> <ul style="list-style-type: none"> <li>a. Certified Photocopy of the CY <b>2018</b> Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);</li> <li>b. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative;</li> <li>c. Company Profile with sketch of office location;</li> <li>d. Brochure of the items being offered; and</li> <li>e. Certificate of Satisfactory Completion &amp; Acceptance of previous PICC projects undertaken within the last three (3) years, if any.</li> </ul> <p>Failure of the bidder with the lowest calculated bid to submit the above requirements, or a finding against the veracity of such requirements shall be ground for forfeiture of the bid security and disqualification of the bidder for award.</p>
32.4 (f)	No additional requirement.

## **Section V. Special Conditions of Contract**



# Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <i>The <b>Philippine International Convention Center (PICC)</b></i>
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	The Funding Source is  <b>PICC APPROVED BUDGET FOR CY 2019</b>
1.1(k)	The Project Site is <i>PICC, PICC Complex, 1307 Pasay City</i>
2.1	No further instructions.
5.1	The PICC's address for Notices is:  <b>PICC-Bids and Awards Committee PICC Complex, 1307 Pasay City</b>
6.1	Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI – Schedule of Requirements  Upon delivery of the Goods, the Supplier shall present the following documents:  (i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;  (ii) Original and four copies delivery receipt/note detailing number and description of items received signed by the authorized receiving personnel;  For purposes of this Clause the Authorized Representatives of PICC is Engr. Mario B. Macanas, Asst. Director, MSD-TSD and Mr. Glenn L. Pelonio, Asst. Director, FPD.
10.4	Payment shall be made in Philippine Pesos.
10.5	Payment using LC is not allowed.
11.3	<b>Payment</b>  Full payment shall be made after complete delivery and acceptance of the items and submission of the Sales Invoice. Five percent (5%) of the payment shall be retained to cover the warranty obligations.
13.4(c)	<b>Performance Security</b>  Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:

	<table border="1"> <tr> <th>Form of Performance Security</th> <th>Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th> </tr> <tr> <td>Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.</td> <td>Five percent (5%)</td> </tr> <tr> <td>Bank draft/guarantee issued by a Universal or Commercial Bank</td> <td>Five percent (5%)</td> </tr> <tr> <td>Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td>Thirty percent (30%)</td> </tr> </table>	Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)	Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)	Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
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16.1	<p><b>Inspection and Tests</b></p> <p>PICC may reject any items that do not conform to the specifications. The Contractor shall replace such materials to meet the specifications at no cost to PICC.</p>								
17.3	<p><b>Warranty period:</b></p> <table border="1"> <tr> <td>Two (2) units Manual Hydraulic Pallet Truck</td> <td rowspan="6"> <p>The warranty period is one (1) – year after acceptance by the PICC authorized representative of the delivered Goods/Tools and Equipment.</p> </td> </tr> <tr> <td>Five (5) units Clamp Meter</td> </tr> <tr> <td>One (1) unit Drive Motor</td> </tr> <tr> <td>One (1) unit Flow Meter Assembly complete with power supply for STP</td> </tr> <tr> <td>Three (3) units Heavy-duty 12V/24V Battery Charger</td> </tr> <tr> <td>Three (3) units Heavy-duty Industrial Exhaust Ventilation Equipment complete with tarpaulin flexible hose and other accessories</td> </tr> </table> <p>The obligation for the warranty shall be covered by either retention money in an amount equivalent to five percent (5%) of the total contract price, or a special bank guarantee &amp; equivalent to five percent (5%) of the total contract price. (Note: GPPB RES NO. 30-2017.</p> <p>The said amount shall be released after the lapse of the warranty period or after consumption thereof, provided, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.</p>	Two (2) units Manual Hydraulic Pallet Truck	<p>The warranty period is one (1) – year after acceptance by the PICC authorized representative of the delivered Goods/Tools and Equipment.</p>	Five (5) units Clamp Meter	One (1) unit Drive Motor	One (1) unit Flow Meter Assembly complete with power supply for STP	Three (3) units Heavy-duty 12V/24V Battery Charger	Three (3) units Heavy-duty Industrial Exhaust Ventilation Equipment complete with tarpaulin flexible hose and other accessories	
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17.4	The period for correction of defects in the warranty period is seven (7) calendar days upon receipt of notice from PICC project-in-charge.
21.1	No additional provision.

## **Section VI. Schedule of Requirements**

## Section VI. Schedule of Requirements

The schedule of delivery shall be:

Item No.	Description	Delivery
1	Two (2) units Manual Hydraulic Pallet Truck	Delivery shall be within thirty (30) calendar days after the receipt of Notice to Proceed
2	Five (5) units Clamp Meter	
3	One (1) unit Drive Motor	
4	One (1) unit Flow Meter Assembly complete with power supply for STP	
5	Three (3) units Heavy-duty 12V/24V Battery Charger	
6	Three (3) units Heavy-duty Industrial Exhaust Ventilation Equipment complete with tarpaulin flexible hose and other accessories	

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Signature over printed Name of Authorized Representative

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## **Section VII. Technical Specifications**

## Section VII. Technical Specifications

Item No.	Qty.	Unit	Article /Description	COMPLIANCE
1	Two (2)	unit	<p><b>Manual Hydraulic Pallet Truck</b></p> <ul style="list-style-type: none"> <li>• Length: 1150-1220mm</li> <li>• Width: 680-685mm</li> <li>• Height: 85mm min/205 mm max.</li> <li>• Material: Powder Coated and robot welded metal for a high and even finish</li> <li>• Load Capacity:<b>2300kg</b></li> </ul>	
2	Five (5)	unit	<p><b>Clamp Meter</b></p> <ul style="list-style-type: none"> <li>• Digital Multimeter large Display</li> <li>• True RMS</li> <li>• Measurable AC 0.1A ~600A</li> <li>• ACV &amp; Resistance measurement</li> <li>• Small Design &amp; easy to carry</li> <li>• Data Hold</li> <li>• Continuity check buzzer</li> <li>• Sampling rate: approx.. 2 times/sec.</li> <li>• AC frequency bandwidth: 50~400Hz</li> <li>• One (1) year warranty</li> </ul>	
3	One (1)	unit	<p><b>Drive Motor</b> for the Condenser Pump Serving AC System of MR-1</p> <ul style="list-style-type: none"> <li>• Brand: Perth Electric</li> <li>• Model: PE-160L-4</li> <li>• Capacity: 15KW (20HP)</li> <li>• Voltage: 220V – 440V</li> <li>• Hertz: 60Hz</li> <li>• Phase: 3 Phase</li> <li>• RPM: 1750</li> <li>• CONN.: 2Δ /2Y /Δ /Y</li> <li>• Compliant with IEC60034-1 Standards</li> <li>• Heavy-duty, outdoor type (IP55)</li> <li>• Same as the existing electric drive motor that will readily serves as a back-up spare unit</li> <li>• One (1) year warranty</li> </ul>	
4	One (1)	unit	<p><b>Flow Meter Assembly</b> complete with power supply for Sewage Treatment Plant</p> <ul style="list-style-type: none"> <li>• Brand: Blue white Industries, Ltd.</li> <li>• Model: F-200 Floe Sensor</li> <li>• Power Requirement: 12-24VDC (plug-in transformer supplied)</li> <li>• Enclosure: Weather resistant enclosure (NEMA 4X)</li> <li>• Max. Working Press.: 300psig (20.7bar)</li> <li>• Sensor Accuracy: ±1% of full scale reading</li> <li>• Repeatability: ±1% of full scale reading</li> <li>• Max. Fluid Debris: 0.020" diameter</li> <li>• Field programmable front panel push buttons</li> <li>• Corrosion resistant PVDF sensor &amp; ABS enclosure</li> <li>• Easy to read, eight digit LCD Display</li> <li>• Same as the existing flow meter assembly installed in the STP that will readily serve as an immediate replacement unit</li> </ul>	

			<ul style="list-style-type: none"> <li>• Measure and display the rate of flow</li> <li>• Measure and display the total flow</li> <li>• One (1) year warranty</li> </ul>	
5	Three (3)		<p><b>Battery Charger, Heavy-duty 12V/24V</b></p> <ul style="list-style-type: none"> <li>• Output: 12V / 24V</li> <li>• Output Charge Peak: 14A</li> <li>• Battery Range: 20Ah -200Ah</li> <li>• Input charge: 0.9A</li> <li>• Charging rates: 2</li> <li>• Supply: 220V -230V</li> <li>• Polarity Protection: Fuse (1 x 20A)</li> <li>• Applicable with large generator battery 24V, battery capacity of 200AH, need to charge for 14-15 hours, after the automatic stop</li> <li>• Supplies in steel case with carry handle with plenty of ventilation to help maintain low transformer temperatures</li> <li>• A large ammeter displays rate of charge and a dash-mounted fuse provides polarity protection in the event that clips are connected incorrectly</li> <li>• Rocker switches control variable output to the battery to maintain peak condition</li> <li>• Suitable for regular and low maintenance batteries</li> <li>• Supplied with 2200mm length output cables with heavy-duty crocodile clips and its fitted with ASTA/BS approved non-rewirable 3-pin safety plug</li> <li>• One (1) year warranty</li> </ul>	
6	Three (3)	unit	<p><b>Heavy-duty Industrial Exhaust Ventilation Equipment</b> complete with tarpaulin flexible hose and other accessories</p> <ul style="list-style-type: none"> <li>• Voltage: 220~240v</li> <li>• Frequency: 50/60hz</li> <li>• Watts: 550-600w</li> <li>• Speed: 3,200rpm</li> <li>• Flow Rate: 3,400cmh (2000 cfm)</li> <li>• Fan diam.: 12 in.</li> <li>• Movable and Easy to Carry (wheeled-type)</li> <li>• With Tarpaulin Flexible Hose, 12" x 5m (diameter x Length) and connecting accessories (3pcs/unit)</li> <li>• One (1) year warranty on parts and service</li> </ul>	
<p><b>Statement of Compliance</b></p> <p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.</p>				



## **Section VIII. Bidding Forms**

## Section VIII. Bidding Forms

### Bid Form

Date: \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to the goods below stated in conformity with the said Bidding Documents for the sum/s as follows:

Item No.	Qty.	Unit	Description	Unit Price	Total Amount
1	Two (2)	unit	Manual Hydraulic Pallet Truck		
2	Five (5)	unit	Clamp Meter		
3	One (1)	unit	Drive Motor		
4	One (1)	unit	Flow Meter Assembly complete with power supply for STP		
5	Three (3)	unit	Heavy-duty 12V/24V Battery Charger		
6	Three (3)	unit	Heavy-duty Industrial Exhaust Ventilation Equipment complete with tarpaulin flexible hose and other accessories		

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted 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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Supply and Delivery of Various Tools and Equipment of the Philippine International Convention Center [for partnerships, corporations,*

*cooperatives, or joint ventures, insert:* is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Supply and Delivery of Various Tools and Equipment of the Philippine International Convention Center.

We acknowledge that failure to sign each and every page of this Bid Form, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**PHILIPPINE INTERNATIONAL CONVENTION CENTER  
BIDS AND AWARDS COMMITTEE**

**SUPPLY AND DELIVERY OF VARIOUS TOOLS AND EQUIPMENT**

**CHECKLIST OF REQUIREMENTS**

Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in **two (2) separate sealed bid envelopes**, and which shall be submitted simultaneously. The first envelope shall contain the technical component of the bid including the eligibility requirements and the second shall contain the financial component of the bid.

**I. FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL COMPONENTS;**

**A. ELIGIBILITY DOCUMENTS:**

1. Certified photocopy of the valid and current PhilGEPS Certificate of Registration – Platinum Membership. The certificate shall be submitted together with Annex "A".

IF any of the documents mentioned in Annex "A" has expired, the new document should be submitted.

2. Statement of all on-going 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 (**ANNEX "A"**);
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, entered into within the last three (3) years from the date of submission and opening of bids, and whose value is at least fifty percent (50%) of the ABC. (**ANNEX "B"**) Attach to such statement the following:
  - a. Certified photocopy of the SLCC; and
  - b. Certificate of Completion and Acceptance or Official Receipt/s or sales invoice issued for the contract.
4. Net Financial Contracting Capacity (NFCC): (**ANNEX "C"**)

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

NFCC = [(Current assets 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.

or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

**B. TECHNICAL COMPONENT:**

1. Bid Security:

- Notarized Bid Securing Declaration (**ANNEX "D"**); or
- Cash or Manager's Check / Cashier's check issued by a Universal or Commercial Bank in the amount of not less than 2% of the ABC; or
- Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank in the amount of not less than 2% of the ABC; or
- Surety Bond, callable upon demand, issued by a private insurance company with attached Certification issued by the Office of the Insurance Commission that said insurance company is authorized to issue such surety, in the amount of not less than 5% of the ABC.

2. Sections VI – Schedule of requirements and VII- Technical Specifications of the Bidding Documents, fully accomplished;

3. Notarized Omnibus Sworn Statement (**ANNEX "E"**) with attached;

- a. For Corporations, the duly notarized Secretary's Certificate; or
- b. For Sole Proprietorship, the notarized Special Power of Attorney.

**II. SECOND ENVELOPE: FINANCIAL COMPONENT OF THE BID (BID PROPOSAL FORMS)**

1. Financial Bid Form (Section VIII of the Bidding Documents);



**SINGLE LARGEST COMPLETED CONTRACT**  
WHICH IS SIMILAR TO THE CONTRACT TO BE BID

**Business Name:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

Name of Contract	a. Owner' Name b. Address c. Telephone Nos.	Nature of Item/Service	a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed

**Note:** This statement shall be supported with:

1. Contract
2. Certificate of Completion and Acceptance or Official Receipts or Sales Invoice issued for the contract

*Note: The Single Largest Completed Contract shall be completed within the last three (3) years from the date of submission and receipt of bids, that is similar to the contract to be bid, the amount of which shall be at least fifty percent (50%) of the ABC.*

**Submitted by:** \_\_\_\_\_  
(Printed Name & Signature)

**Designation:** \_\_\_\_\_

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

**ANNEX "C"**

Name of the Procuring Entity

Project Reference Number  
Name of the Project  
Location of the Project

Standard Form Number: SF-GOOD-14  
Revised on: May 24, 2004

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer'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.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	
7.	Value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.	

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

NFCC = [(Current assets minus current liabilities). (15)] minus value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.

NFCC = P \_\_\_\_\_

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR.

or

A committed Line of Credit, in an amount to at least ten percent (10%) of the ABC, issued by a Universal of Commercial Bank.

Submitted by:

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

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

Date: \_\_\_\_\_

Note:

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



**BID SECURING DECLARATION FORM**

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

X-----X

**BID SECURING DECLARATION**

**Invitation to Bid:** *[Insert Reference number]*

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

I/We<sup>1</sup>, 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 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 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;

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<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

- (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'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. \_\_\_\_\_ and his/her Community Tax Certificate 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 \_\_\_\_\_

## Omnibus Sworn Statement

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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;
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 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]*.

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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ 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 identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate 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]  
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