

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

Procurement of INFRASTRUCTURE PROJECTS

**Labor and Materials for the projects**

**CONSTRUCTION OF 6 UNITS NURSERY ESTABLISHMENT**

ABC = Php 3,000,000.00

Government of the Republic of the Philippines

**Fifth Edition**

**August 2016**

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Invitation to Bid shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, for seven (7) calendar days starting on the date of advertisement; and
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the 2016 Revised IRR of R.A. 9184<sup>1</sup>;

Apart from the essential items listed in the Bidding Documents, the Invitation to Bid should also indicate the following:

- (a) The date of availability of the Bidding Documents, which shall be from the time the Invitation to Bid is first advertised/posted until the deadline for the submission and receipt of bids.
- (b) The place where the Bidding Documents may be acquired or the website where it may be downloaded.
- (c) The deadline for the submission and receipt of bids from the last day of posting of the Invitation to Bid; and
- (d) Any important bid evaluation criteria.

The Invitation to Bid should be incorporated into the Bidding Documents. The information contained in the Invitation to Bid must conform to the Bidding Documents and in particular to the relevant information in the BDS.

For foreign-assisted projects, the Invitation to Bid to be used is provided in Section X-Foreign-Assisted Projects.

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<sup>1</sup> Two years after the effectivity of the 2016 Revised IRR of RA 9184 on 28 October 2016, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.



Office of the Regional Executive Director  
Regional Field Unit No. 10  
Antonio Luna St., Cagayan de Oro City  
PABX (Telefax) No. (088-22) 725-725; (088) 856-2755  
Email Address: agri10cdo@gmail.com

## **INVITATION TO BID THROUGH NEGOTIATED CONTRACT**

**IB # 2018 – 051/ MAF**

### **Construction of 6 Units Nursery Establishment**

The Department of Agriculture – Regional Field Office 10, through High Value Crops Development Program Fund intend to apply the amount of **Three Million Pesos (Php 3,000,000.00)** being the Approved Budget of the Contract (ABC) to payment under the contract of the above-,mentioned procurement. Bids received in excess of the ABC shall be automatically rejected at bid opening.

In view of two (2) failed biddings and in accordance with Section 52.1 of IRR of RA 9184 the Department of agriculture – Regional Field Office 10 through its Bids and Awards and Committee invites interested bidder to participate in the NEGOTIATED PROCUREMENT for the above mentioned procurement within Ninety (90) calendar days.

For more details on this project, please refer to Section VII Technical specifications.

The following eligibility requirements & other documents shall be submitted on or before **June 11, 2018, 1:00 PM** at the Bids and Awards Committee Office (BAC Office), Department of Agriculture RFO 10, Antonio Luna St., Cagayan de Oro City.

#### **I. Eligibility Requirements:**

- a. Security and Exchange Commission (SEC) / Department of Trade and Industry (DTI) Registration Certificate
- b. Valid Mayor's Permit
- c. Valid Tax Clearance
- d. Philgeps Certification
- e. Statement of all Ongoing and awarded government and Private contracts whether similar or not similar in nature and complexity to the contract to be bid
- f. Statement of Single Largest Completed government or Private Construction Contract similar in nature and complexity
- g. Net Financial Contracting Capacity (NFCC)
- h. Income Tax 2017

#### **II. Omnibus Sworn Statement**

#### **III. PCAB License**

#### **IV. Technical Specification – Signed and Sealed by RPAE**

#### **IV. Financial Requirements:**

- a. Financial Bid Form – Signed and Sealed by RPAE
- b. Bill Quantities or Detailed Estimates signed and sealed by RPAE
- c. Cash Flow

An initial meeting for the Negotiated Procurement with interested suppliers will be conducted on **May 29, 2018, 1:00PM**. The Opening of the eligibility requirements – Financial Bid Form, will be on **June 11, 2018, 1:00 PM**.

For further information you please refer to the BAC Secretariat, Department of Agriculture, and RFO 10 at (088) 856-2753 to 55 Local 1019 or (088) 880-2913 (Direct Line) from 9:00am to 5:00pm.

The Department of Agriculture, RFO 10 reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to the contract award, without hereby incurring any liability to affected firms.

For further information, please refer to:

*Department of Agriculture – Regional Office 10*

***LESTER B. APAG***

Head BAC Secretariat

Department of Agriculture-Regional Office 10

Antonio Luna St., Cagayan de Oro City

PABX: (088) 856-2753 to 55

**[www.cagayandeoro.da.gov.ph](http://www.cagayandeoro.da.gov.ph)**

**MA. TERESA B. ROA, DVM**

*BAC Chairperson –Infrastructure and Service*

## *Section VI. Specifications*

### **Notes on Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Procuring Entity's Representative's prior review and written

consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the PRO Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.

## Construction of 6 Units Nursery Establishment

### a. Central Mindanao University (CMU), Maramag Bukidnon

Item No.	DESCRIPTION/MATERIALS	Quantity	Unit
<b>I</b>	<b>Earthworks</b>	<b>6.48</b>	<b>Cu. m.</b>
<b>II</b>	<b>Forms and Scaffolding</b>		
	54-2" x 2" x 10' Coco Lumber	180	Bd. ft.
	4.5mm thk. OPW	10	Pcs.
	Assorted Nails	15	Kgs.
<b>III</b>	<b>Reinforcing Steel</b>		
	10 mm Ø x 6m long RSB	108	length
	8 mm Ø x 6m long stirrups	64	length
	#16 G.I Wire	15	Kgs.
	Hack Saw	3	Pcs.
<b>IV</b>	<b>Concrete Works</b>		
	Portland Cement	34	Bags
	Washed Sand	2	Cu. m.
	Washed Gravel	4	Cu. m.
<b>V</b>	<b>Steel Works</b>		
	1 1/2" Ø G.I. Pipe x 6m long (Post) Sch 40	60	lengths
	1" Ø G.I. Pipe x 6m long (braces, rather and horizontal) Sch 40	159	lengths
	Welding Rod (Fuji)	20	box
<b>VI</b>	<b>Net Installation</b>		
	Double A net (6.5' width, Black color)	543.00	m.
	Plastic Lock Strap	3,200	Pcs.

**COMPLY**

**NOT COMPLY**

Submitted by:

Name of Firm / Contractor: \_\_\_\_\_

Name & Signature of Authorized Representative: \_\_\_\_\_

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

Signed and Sealed by RPAE

**b. PHIMFA, Malaybalay City Bukidnon**

<b>Item No.</b>	<b>DESCRIPTION/MATERIALS</b>	<b>Quantity</b>	<b>Unit</b>
<b>I</b>	<b>Earthworks</b>	<b>6.48</b>	<b>Cu. m.</b>
<b>II</b>	<b>Forms and Scaffolding</b>		
	54-2'' x 2'' x 10' Coco Lumber	180	Bd. ft.
	4.5mm thk. OPW	10	Pcs.
	Assorted Nails	15	Kgs.
<b>III</b>	<b>Reinforcing Steel</b>		
	10 mm Ø x 6m long RSB	108	length
	8 mm Ø x 6m long stirrups	64	length
	#16 G.I Wire	15	Kgs.
	Hack Saw	3	Pcs.
<b>IV</b>	<b>Concrete Works</b>		
	Portland Cement	34	Bags
	Washed Sand	2	Cu. m.
	Washed Gravel	4	Cu. m.
<b>V</b>	<b>Steel Works</b>		
	1 1/2'' Ø G.I. Pipe x 6m long (Post) Sch 40	60	lengths
	1'' Ø G.I. Pipe x 6m long (braces, rather and horizontal) Sch 40	159	lengths
	Welding Rod (Fuji)	20	box
<b>VI</b>	<b>Net Installation</b>		
	Double A net (6.5' width, Black color)	543.00	m.
	Plastic Lock Strap	3,200	Pcs.

**COMPLY**

**NOT COMPLY**

Submitted by:

Name of Firm / Contractor: \_\_\_\_\_

Name & Signature of Authorized Representative: \_\_\_\_\_

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

Signed and Sealed by RP AE



**c. NMACLRC, Malaybalay City Bukidnon**

<b>Item No.</b>	<b>DESCRIPTION/MATERIALS</b>	<b>Quantity</b>	<b>Unit</b>
<b>I</b>	<b>Earthworks</b>	<b>6.48</b>	<b>Cu. m.</b>
<b>II</b>	<b>Forms and Scaffolding</b>		
	54-2'' x 2'' x 10' Coco Lumber	180	Bd. ft.
	4.5mm thk. OPW	10	Pcs.
	Assorted Nails	15	Kgs.
<b>III</b>	<b>Reinforcing Steel</b>		
	10 mm Ø x 6m long RSB	108	length
	8 mm Ø x 6m long stirrups	64	length
	#16 G.I Wire	15	Kgs.
	Hack Saw	3	Pcs.
<b>IV</b>	<b>Concrete Works</b>		
	Portland Cement	34	Bags
	Washed Sand	2	Cu. m.
	Washed Gravel	4	Cu. m.
<b>V</b>	<b>Steel Works</b>		
	1 1/2'' Ø G.I. Pipe x 6m long (Post) Sch 40	60	lengths
	1'' Ø G.I. Pipe x 6m long (braces, rather and horizontal) Sch 40	159	lengths
	Welding Rod (Fuji)	20	box
<b>VI</b>	<b>Net Installation</b>		
	Double A net (6.5' width, Black color)	543.00	m.
	Plastic Lock Strap	3,200	Pcs.

**COMPLY**

**NOT COMPLY**

Submitted by:

Name of Firm / Contractor: \_\_\_\_\_

Name & Signature of Authorized Representative: \_\_\_\_\_

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

Signed and Sealed by RP AE

**d. RCUD, Dangcagan Bukidnon**

<b>Item No.</b>	<b>DESCRIPTION/MATERIALS</b>	<b>Quantity</b>	<b>Unit</b>
<b>I</b>	<b>Earthworks</b>	<b>6.48</b>	<b>Cu. m.</b>
<b>II</b>	<b>Forms and Scaffolding</b>		
	54-2'' x 2'' x 10' Coco Lumber	180	Bd. ft.
	4.5mm thk. OPW	10	Pcs.
	Assorted Nails	15	Kgs.
<b>III</b>	<b>Reinforcing Steel</b>		
	10 mm Ø x 6m long RSB	108	length
	8 mm Ø x 6m long stirrups	64	length
	#16 G.I Wire	15	Kgs.
	Hack Saw	3	Pcs.
<b>IV</b>	<b>Concrete Works</b>		
	Portland Cement	34	Bags
	Washed Sand	2	Cu. m.
	Washed Gravel	4	Cu. m.
<b>V</b>	<b>Steel Works</b>		
	1 1/2'' Ø G.I. Pipe x 6m long (Post) Sch 40	60	lengths
	1'' Ø G.I. Pipe x 6m long (braces, rather and horizontal) Sch 40	159	lengths
	Welding Rod (Fuji)	20	box
<b>VI</b>	<b>Net Installation</b>		
	Double A net (6.5' width, Black color)	543.00	m.
	Plastic Lock Strap	3,200	Pcs.

**COMPLY**

**NOT COMPLY**

Submitted by:

Name of Firm / Contractor: \_\_\_\_\_

Name & Signature of Authorized Representative: \_\_\_\_\_

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

Signed and Sealed by RPAE

e. **MOSCAT, Claveria Misamis Oriental**

<b>Item No.</b>	<b>DESCRIPTION/MATERIALS</b>	<b>Quantity</b>	<b>Unit</b>
<b>I</b>	<b>Earthworks</b>	<b>6.48</b>	<b>Cu. m.</b>
<b>II</b>	<b>Forms and Scaffolding</b>		
	54-2" x 2" x 10' Coco Lumber	180	Bd. ft.
	4.5mm thk. OPW	10	Pcs.
	Assorted Nails	15	Kgs.
<b>III</b>	<b>Reinforcing Steel</b>		
	10 mm Ø x 6m long RSB	108	length
	8 mm Ø x 6m long stirrups	64	length
	#16 G.I Wire	15	Kgs.
	Hack Saw	3	Pcs.
<b>IV</b>	<b>Concrete Works</b>		
	Portland Cement	34	Bags
	Washed Sand	2	Cu. m.
	Washed Gravel	4	Cu. m.
<b>V</b>	<b>Steel Works</b>		
	1 1/2" Ø G.I. Pipe x 6m long (Post) Sch 40	60	lengths
	1" Ø G.I. Pipe x 6m long (braces, rather and horizontal) Sch 40	159	lengths
	Welding Rod (Fuji)	20	box
<b>VI</b>	<b>Net Installation</b>		
	Double A net (6.5' width, Black color)	543.00	m.
	Plastic Lock Strap	3,200	Pcs.

**COMPLY**

**NOT COMPLY**

Submitted by:

Name of Firm / Contractor: \_\_\_\_\_

Name & Signature of Authorized Representative: \_\_\_\_\_

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

Signed and Sealed by RPAE

**f. LGU, Tubod Lanao del Norte**

<b>Item No.</b>	<b>DESCRIPTION/MATERIALS</b>	<b>Quantity</b>	<b>Unit</b>
<b>I</b>	<b>Earthworks</b>	<b>6.48</b>	<b>Cu. m.</b>
<b>II</b>	<b>Forms and Scaffolding</b>		
	54-2" x 2" x 10' Coco Lumber	180	Bd. ft.
	4.5mm thk. OPW	10	Pcs.
	Assorted Nails	15	Kgs.
<b>III</b>	<b>Reinforcing Steel</b>		
	10 mm Ø x 6m long RSB	108	length
	8 mm Ø x 6m long stirrups	64	length
	#16 G.I Wire	15	Kgs.
	Hack Saw	3	Pcs.
<b>IV</b>	<b>Concrete Works</b>		
	Portland Cement	34	Bags
	Washed Sand	2	Cu. m.
	Washed Gravel	4	Cu. m.
<b>V</b>	<b>Steel Works</b>		
	1 1/2" Ø G.I. Pipe x 6m long (Post) Sch 40	60	lengths
	1" Ø G.I. Pipe x 6m long (braces, rather and horizontal) Sch 40	159	lengths
	Welding Rod (Fuji)	20	box
<b>VI</b>	<b>Net Installation</b>		
	Double A net (6.5' width, Black color)	543.00	m.
	Plastic Lock Strap	3,200	Pcs.

**COMPLY**

**NOT COMPLY**

Submitted by:

Name of Firm / Contractor: \_\_\_\_\_

Name & Signature of Authorized Representative: \_\_\_\_\_

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

Signed and Sealed by RPAE

## ***Section VII. Drawings***

***Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section or annexed in a separate folder.***

## *Section VIII. Bill of Quantities*

### **Notes on the Bill of Quantities**

#### **Objectives**

The objectives of the Bill of Quantities are:

- (a) to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
- (b) when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

#### **Daywork Schedule**

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

- (a) A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.
- (b) Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

#### **Provisional Sums**

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors (refer to **GCC Clause Error! Reference source not found.**) should

be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

### **Signature Box**

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.

**Construction of 6 Units Nursery Establishment at Bukidnon, Misamis Oriental and Lanao del Norte**

ITEM NO.	SCOPE OF WORK	QUANTITY	UNIT OF MEASURE	UNIT COST	TOTAL COST
I	Earthworks	38.88	cu.m		
II	Forms & Scaffolding	1,080.00	bd.ft		
III	Reinforcing Steel	3,307.68	kg		
IV	Concrete Works	22.32	cu.m		
V	Steel Works	23,024.52	kg		
VI	Net Installation	7,506.00	Sq.m		
<b>TOTAL AMOUNT</b>					
AMOUNT IN WORDS:					

Submitted by:

Name of Firm / Contractor: \_\_\_\_\_

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

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

Signed and Sealed by RPAE



# *Section IX. Bidding Forms*

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## Bid Form

---

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

IB<sup>2</sup> N<sup>o</sup>: \_\_\_\_\_

To: *CARLENE C. COLLADO, CPA*  
*OIC Regional Executive Director*

Address: *Department of Agriculture RFO 10*  
*Antonio Luna St. Cagayan de Oro City*

We, the undersigned, declare that:

(a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;

(b) 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 below is: *[insert information]*;

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

(c) Our Bid shall be valid for a period of *[insert number]* 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;

(d) 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;

(e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;

(f) 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;

(g) 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;

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<sup>2</sup> If ADB, JICA and WB funded projects, use IFB.

- (h) 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
- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (j) **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].**
- (k) **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: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

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

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

Signed and Sealed by RPAE

## 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:

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]* *[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;

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]

IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

\* This form will not apply for WB funded projec

**NET FINANCIAL CONTRACTING CAPACITY**

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.

		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 NFCC, computed using the following formula, must be at least equal to the ABC to be bid:

NFCC = [(Current assets minus current liabilities) (K)] 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 for this Project.

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

Where:

[(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 for this Project.

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.

## Bill of Quantities

<Name and Location of Contract>				Bill of Quantities	
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
	<u>&lt;Description of 1st Item&gt;</u>  (Pesos _____ <i>Amount</i> <i>in Words</i> _____ and _____ centavos per Month)				
	<u>&lt;Description of 2nd Item&gt;</u>  (Pesos _____ <i>Amount</i> <i>in Words</i> _____ and _____ centavos per Month)				
	<u>&lt;Description of 3rd Item&gt;</u>  (Pesos _____ <i>Amount</i> <i>in Words</i> _____ and _____ centavos per Month)				
	<u>&lt;Description of 4th Item&gt;</u>  (Pesos _____ <i>Amount</i> <i>in Words</i> _____ and _____ centavos per Month)				
	<u>&lt;Description of 5th Item, etc.&gt;</u>  (Pesos _____ <i>Amount</i> <i>in Words</i> _____ and _____ centavos per Month)				
<b>Sub-Total for this Page</b>					

Submitted by:

\_\_\_\_\_

Name of the Representative of the Bidder

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

\_\_\_\_\_

Position

\_\_\_\_\_

Name of the Bidder

Signed and Sealed by RPAE



**List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started**

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

Name of Contract/Location Project Cost	Owner Name a. Address b. Telephone Nos.	Nature of Work	Contractor's Role		Date Awarded a. Date Started b. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
<b>Government</b>								
<b>Private</b>								
<b>Note: This statement shall be supported with:</b>						<b>Total Cost</b>		

**1 Notice of Award**

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



