

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **RENOVATION OF PASSENGER BOARDING BRIDGE OPERATOR'S OFFICE AT ILOILO INTERNATIONAL AIRPORT**

Government of the Republic of the Philippines

**Sixth Edition  
September 03, 2021**



# TABLE OF CONTENTS

<b>Glossary of Terms, Abbreviations, and Acronyms .....</b>	<b>4</b>
<b>Section I. Invitation to Bid.....</b>	<b>7</b>
<b>Section II. Instructions to Bidders .....</b>	<b>10</b>
1. Scope of Bid.....	11
2. Funding Information .....	11
3. Bidding Requirements.....	11
4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices .....	11
5. Eligible Bidders.....	12
6. Origin of Associated Goods .....	12
7. Subcontracts .....	12
8. Pre-Bid Conference.....	12
9. Clarification and Amendment of Bidding Documents.....	12
10. Documents Comprising the Bid: Eligibility and Technical Components .....	13
11. Documents Comprising the Bid: Financial Component .....	13
12. Alternative Bids .....	13
13. Bid Prices .....	14
14. Bid and Payment Currencies.....	14
15. Bid Security.....	14
16. Sealing and Marking of Bids.....	14
17. Deadline for Submission of Bids .....	14
18. Opening and Preliminary Examination of Bids .....	15
19. Detailed Evaluation and Comparison of Bids .....	15
20. Post Qualification.....	15
21. Signing of the Contract .....	15
<b>Section III. Bid Data Sheet .....</b>	<b>16</b>
<b>Section IV. General Conditions of Contract.....</b>	<b>18</b>
1. Scope of Contract.....	19
2. Sectional Completion of Works .....	19
3. Possession of Site .....	19
4. The Contractor's Obligations.....	19
5. Performance Security .....	19
6. Site Investigation Reports .....	20

7.	Warranty.....	20
8.	Liability of the Contractor.....	20
9.	Termination for Other Causes.....	20
10.	Dayworks .....	20
11.	Program of Work.....	21
12.	Instructions, Inspections and Audits .....	21
13.	Advance Payment.....	21
14.	Progress Payments .....	21
15.	Operating and Maintenance Manuals.....	21
	<b>Section V. Special Conditions of Contract.....</b>	<b>23</b>
	<b>Section VI. Specifications .....</b>	<b>25</b>
	<b>Section VII. Drawings.....</b>	<b>29</b>
	<b>Section VIII. Bill of Quantities .....</b>	<b>30</b>
	<b>Section IX. Checklist of Technical and Financial Documents .....</b>	<b>34</b>

# *Glossary of Terms, Abbreviations, and Acronyms*

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contractor** – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

**Foreign-funded Procurement or Foreign-Assisted Project** – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

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



**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
**ILOILO INTERNATIONAL AIRPORT**

**Invitation to Bid for *RENOVATION OF PASSENGER BOARDING BRIDGE OPERATOR'S OFFICE AT ILOILO INTERNATIONAL AIRPORT***

1. The *Civil Aviation Authority of the Philippines Iloilo International Airport*, through the *CAAP Corporate Operating Budget FY 2021* intends to apply the sum of **One Hundred Thirty One Thousand Four Hundred Sixty Five Pesos & 48/100 (P131,465.48)** being the Approved Budget for the Contract (ABC) to payments under the contract for *CILO 2021-026 Renovation of Passenger Boarding Bridge Operator's Office at Iloilo International Airport*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Civil Aviation Authority of the Philippines Iloilo International Airport* now invites bids for the above Procurement Project. Completion of the Works is required is within **Ten (10) Calendar days**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *Civil Aviation Authority of the Philippines Iloilo International Airport* and inspect the Bidding Documents at the address given below from **8:00 AM to 5:00 PM, Monday to Friday**.
5. A complete set of Bidding Documents may be acquired by interested bidders on **September 3, 2021 from 8:00 am to 5:00 pm until September 14, 2021 @ 10:00 AM** from given address **upon payment of the applicable fee for the Bidding Documents and the Letter of Intent, pursuant to the latest Guidelines issued by the GPPB**, in the amount of **Five Hundred Sixty Pesos (P560.00) inclusive of VAT**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *submission of machine copy or thru electronic means*.
6. The *Civil Aviation Authority of the Philippines Iloilo International Airport* will not hold a Pre-Bid Conference for the *Renovation of Passenger Boarding Bridge Operator's Office at Iloilo International Airport*.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before **September 14, 2021 @ 10:00 AM**. **Late bids shall not be accepted.**

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.
9. Bid opening shall be on **September 14, 2021 @ 10:00 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Civil Aviation Authority of the Philippines Iloilo International Airport** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**FRANCES SHANELLE G. SALINAS**  
*BAC Chairperson*  
*Civil Aviation Authority of the Philippines*  
*Iloilo International Airport*  
*Cabatuan, Iloilo*  
**caapiloilobac@ymail.com**  
*(033)-3211950; (033)-3299500 loc. 3266*

*August 5, 2021*

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**(SGD.) FRANCES SHANELLE G. SALINAS**  
BAC Chairperson  
Civil Aviation Authority of the Philippines  
Iloilo International Airport

## ***Section II. Instructions to Bidders***

## **1. Scope of Bid**

The Procuring Entity, *Civil Aviation Authority of the Philippines Iloilo International Airport* invites Bids for the *Renovation of Passenger Boarding Bridge Operator's Office at Iloilo International Airport.*, with Project Identification Number *CILO 2021-026*.

The Procurement Project (referred to herein as "Project") is for the construction of Works, as described in Section VI (Specifications).

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for *FY 2021* in the amount of *One Hundred Thirty One Thousand Four Hundred Sixty Five Pesos & 48/100 (P131,465.48)*

2.2. The source of funding is GOCC and GFIs, the proposed Corporate Operating Budget.

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices**

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## 6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

## 7. Subcontracts

- 7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will not hold a pre-bid conference for this *Renovation of Passenger Boarding Bridge Operator's Office at Iloilo International Airport* as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Alternative Bids**

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and

specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

### **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

### **14. Bid and Payment Currencies**

14.1. Bid prices may be quoted in the local currency or tradable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

14.2. *Payment of the contract price shall be made in: Philippine Pesos.*

### **15. Bid Security**

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until ***ONE HUNDRED TWENTY (120) Calendar days after opening of bids***. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **16. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

### **17. Deadline for Submission of Bids**

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## 18. Opening and Preliminary Examination of Bids

18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## 20. Post Qualification

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 Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.



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

# Bid Data Sheet

ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: Rehabilitation of HR Office.
7.1	<i>Sub-contracting is not allowed.</i>
10.3	<i>No additional requirements</i>
10.4	The key personnel must meet the required minimum years of experience set below: <u>Key Personnel</u> <u>General Experience</u> <u>Relevant Experience</u>
10.5	The minimum major equipment requirements are the following: <u>Equipment</u> <u>Capacity</u> <u>Number of Units</u>
12	<i>Alternative Bids shall not be accepted</i>
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 <b><u>P2,629.31</u></b> [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 <b><u>P6,573.27</u></b> [five percent (5%) of ABC] if bid security is in Surety Bond.
19.2	Partial bids are not allowed.
20	<i>No additional requirements.</i>
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.

## ***Section IV. General Conditions of Contract***

## 1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

## 2. **Sectional Completion of Works**

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

## 3. **Possession of Site**

4.1. The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

4.2. If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

## 4. **The Contractor's Obligations**

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

## 5. **Performance Security**

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity 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 forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the SCC supplemented by any information obtained by the Contractor.

## **7. Warranty**

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

## **8. Liability of the Contractor**

Subject to additional provisions, if any, set forth in the SCC, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## **9. Termination for Other Causes**

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in ITB Clause 4.

## **10. Dayworks**

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

## **11. Program of Work**

11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## **12. Instructions, Inspections and Audits**

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

## **13. Advance Payment**

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

## **14. Progress Payments**

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity’s Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

## **15. Operating and Maintenance Manuals**

15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.

- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

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



# Special Conditions of Contract

GCC Clause	
2	NO different dates are specified for completion of the Works by section (“sectional completion”), these dates should be listed here
4.1	The <b>Procuring Entity</b> shall give possession of all parts of the Site to the Contractor upon receipt of the Notice to Proceed.
6	The site investigation reports are the Site Inspector to be signed by the Airport Area Manager/Officer-in-Charge
7.2	<i>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:]</i> Five (5) years.
10	No dayworks are applicable to the contract.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity’s Representative within <b>Ten (10)</b> days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is the same as indicated in the bill of quantities for said item of work.
13	Advance payment is <b>not allowed</b> .
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which “as built” drawings are required is fifteen (15) calendar days prior to the completion of the project.
15.2	The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is the same as indicated in the bill of quantities for said item of work.

## ***Section VI. Specifications***

<b>Item</b>	<b>Qty</b>	<b>Unit</b>	<b>Description</b>
1.0			<b>I. Ceiling Works</b>
	21.692	sq. m.	Removal and Replacement of Damaged 0.6mx0.6m Acoustical Ceiling Board Fine Fissured
2.0			<b>II. Supply and Installation of 2HP Wall Mounted Non-Inverter Split-Type Air-Conditioning Unit</b>
	1	unit	<i>2HP Wall Mounted Non-Inverter Split-Type Air-Conditioning Unit including Installation</i>
			Model: FTN50AXVL9/RN50AGXVL9, 2.0 HP Capacity, 1-Phase, 230V, 60Hz, complete with standard accessories.
3.0	62.9832	sq. m.	<b>III. Repainting Works (Repainting of Interior Walls, Door and Door Jamb)</b>
4.0	1	I.s.	<b>IV. Furnitures</b>
	1	Set	"72" H x 36" W x 18" D 9 DOOR STEEL LOCKER CABINET with 20-21/32" H x 10" W with Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door
	1	set	"72" H x 36" W x 18" D 12 DOOR STEEL LOCKER CABINET with 15-1/4" H x 10" W with Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door
			<b>Scope of Works for Renovation of PBB Operator's Office:</b>
			● Mobilization/Demobilization
			● Remove and Replace of Damaged 0.6mx0.6m Acoustical Ceiling Board Fine Fissured
			● Supply and Installation of 2HP Wall Mounted Non-Inverter Split-Type Air-Conditioning Unit Model: FTN50AXVL9/RN50AGXVL9, 2.0 HP Capacity, 1-Phase, 230V, 60Hz, complete with standard accessories.

			<ul style="list-style-type: none"> <li>● Repainting Works for Interior Walls including Door and Door Jamb</li> </ul>
			<ul style="list-style-type: none"> <li>● Supply of 72" H x 36" W x 18" D 9 DOOR STEEL LOCKER CABINET with 20-21/32" H x 10" W With Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door"</li> </ul>
			<ul style="list-style-type: none"> <li>● Supply of 72" H x 36" W x 18" D 12 DOOR STEEL LOCKER CABINET with 15-1/4" H x 10" W with Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door</li> </ul>
			<ul style="list-style-type: none"> <li>● Clearing of the Working Area</li> </ul>
			<p><b>Scope of Works for Installation of one (1) unit 2.0hp Wall Mounted Split-Type Airconditioner:</b></p>
			<ul style="list-style-type: none"> <li>● Fabrication of ACCU steel base hanger na bracket using angle bar</li> </ul>
			<ul style="list-style-type: none"> <li>● Lay out new refrigerant copper tubes soft drawn</li> </ul>
			<ul style="list-style-type: none"> <li>● Supply copper tube fittings &amp; elbows, rubber insulation 1/2" thick with polyethylene white tape</li> </ul>
			<ul style="list-style-type: none"> <li>● Lay out electrical conduit using PVC Flexible hose 1/2 orange &amp; fittings for electrical wirings</li> </ul>
			<ul style="list-style-type: none"> <li>● Lay out electrical stranded wire THHN Wire #10 &amp; #14 (supply &amp; field wirings)</li> </ul>
			<ul style="list-style-type: none"> <li>● Lay out PVC Pipe for drain line 1/2" with pvc elbows &amp; fittings</li> </ul>
			<ul style="list-style-type: none"> <li>● Supply Circuit Breaker, koten with KSB enclosure</li> </ul>
			<ul style="list-style-type: none"> <li>● Supply consumable materials (bolt, nuts, cup screw, welding rod, silver rod, electrical tape, anchor bolt, aertape &amp; other accessories</li> </ul>
			<ul style="list-style-type: none"> <li>● Flushing, leak &amp; pressure testing and reprocessing</li> </ul>
			<ul style="list-style-type: none"> <li>● Vacuuming and charging of refrigerant gas</li> </ul>
			<ul style="list-style-type: none"> <li>● Start-up &amp; Commissioning</li> </ul>


## ***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***

**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES  
ILOILO INTERNATIONAL AIRPORT**

Project : **RENOVATION OF PASSENGER BOARDING BRIDGE OPERATOR'S  
OFFICE AT ILOILO INTERNATIONAL AIRPORT**

Location: ILOILO INTERNATIONAL AIRPORT  
Subject : DETAILED ESTIMATES

**ITEMIZED BILL OF QUANTITIES**

Item	Qty	Unit	Description	Unit Price	Amount
1.0			<b>I. Ceiling Works</b>		
	21.692	Sq.M	Removal and Replacement of Damaged 0.6mx0.6m Acoustical Ceiling Board Fine Fissured		
2.0			<b>II. Supply and Installation of 2HP Wall Mounted Non-Inverter Split-Type Air-Conditioning Unit</b>		
	1	unit	<i>2HP Wall Mounted Non-Inverter Split-Type Air-Conditioning Unit including Installation</i>		
			Model: FTN50AXVL9/RN50AGXVL9, 2.0 HP Capacity, 1-Phase, 230V, 60Hz, complete with standard accessories.		
3.0	62.9832	Sq.M	<b>III. Repainting Works (Repainting of Interior Walls, Door and Door Jamb)</b>		
4.0	1	l.s.	<b>IV. Furnitures</b>		
	1	Set	"72" H x 36" W x 18" D 9 DOOR STEEL LOCKER CABINET with 20-21/32" H x 10" W  with Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door		
	1	set	"72" H x 36" W x 18" D 12 DOOR STEEL LOCKER CABINET with 15-1/4" H x 10" W with Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door		
			<b>Scope of Works for Renovation of PBB Operator's Office:</b>		
			● Mobilization/Demobilization		
			● Remove and Replace of Damaged 0.6mx0.6m Acoustical Ceiling Board Fine Fissured		
			● Supply and Installation of 2HP Wall Mounted Non-Inverter Split-Type Air-Conditioning Unit Model: FTN50AXVL9/RN50AGXVL9, 2.0 HP Capacity, 1-Phase, 230V, 60Hz, complete with standard accessories.		



			<ul style="list-style-type: none"> <li>Repainting Works for Interior Walls including Door and Door Jamb</li> </ul>		
			<ul style="list-style-type: none"> <li>Supply of 72" H x 36" W x 18" D</li> </ul> <p>9 DOOR STEEL LOCKER CABINET with 20-21/32" H x 10"W With Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door"</p>		
			<ul style="list-style-type: none"> <li>Supply of 72" H x 36" W x 18" D 12 DOOR STEEL LOCKER CABINET with 15-1/4" H x 10" W with Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door</li> </ul>		
			<ul style="list-style-type: none"> <li>Clearing of the Working Area</li> </ul>		
			<p><b>Scope of Works for Installation of one (1) unit 2.0hp Wall Mounted Split-Type Airconditioner:</b></p>		
			<ul style="list-style-type: none"> <li>Fabrication of ACCU steel base hanger na bracket using angle bar</li> </ul>		
			<ul style="list-style-type: none"> <li>Lay out new refrigerant copper tubes soft drawn</li> </ul>		
			<ul style="list-style-type: none"> <li>Supply copper tube fittings &amp; elbows, rubber insulation 1/2" thick with polyethylene white tape</li> </ul>		
			<ul style="list-style-type: none"> <li>Lay out electrical conduit using PVC Flexible hose 1/2 orange &amp; fittings for electrical wirings</li> </ul>		
			<ul style="list-style-type: none"> <li>Lay out electrical stranded wire THHN Wire #10 &amp; #14 (supply &amp; field wirings)</li> </ul>		
			<ul style="list-style-type: none"> <li>Lay out PVC Pipe for drain line 1/2" with pvc elbows &amp; fittings</li> </ul>		
			<ul style="list-style-type: none"> <li>Supply Circuit Breaker, koten with KSB enclosure</li> </ul>		
			<ul style="list-style-type: none"> <li>Supply consumable materials (bolt, nuts, cup screw, welding rod, silver rod, electrical tape, anchor bolt, aerotape &amp; other accessories)</li> </ul>		
			<ul style="list-style-type: none"> <li>Flushing, leak &amp; pressure testing and reprocessing</li> </ul>		
			<ul style="list-style-type: none"> <li>Vacuuming and charging of refrigerant gas</li> </ul>		
			<ul style="list-style-type: none"> <li>Start-up &amp; Commissioning</li> </ul>		

**TOTAL                    131,465.48**

**Prepared by:** \_\_\_\_\_  
**Designation :** \_\_\_\_\_  
**Date:** \_\_\_\_\_

***Section IX. Checklist of Technical and Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**Or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;  
**And**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**And**
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

#### Technical Documents

- (f) Statement of the prospective bidder of all its ongoing 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; **and**
- (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules;  
**and**
- (h) Philippine Contractors Accreditation Board (PCAB) License;  
**or**  
Special PCAB License in case of Joint Ventures;  
**and** registration for the type and cost of the contract to be bid; **and**
- (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (j) Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid;
  - b. List of contractor’s key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**
- (k) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of

Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

***Class "B" Documents***

- (n) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (o) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- (r) Cash Flow by Quarter.

Note: The Technical Specification Envelope and the Financial Envelope shall be placed inside a sealed expanded envelope, duly marked, sealed and signed

**STATEMENT OF ALL ONGOING CONTRACTS**  
*(Including contracts awarded but not yet started, if any)*

NAME OF CLIENT	NAME OF CONTRACT	DATE AND STATUS OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSATNDING CONTRACTS	DATE OF DELIVERY

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

\_\_\_\_\_  
 Position Title

\_\_\_\_\_  
 Date

**Instructions:**

1. State of all on-going contracts including those awarded but not yet started which may be similar to the project called for biddings as of the day before the deadline of submission of bids.
2. If there is NO on-going contract awarded but not yet started as of the abovementioned period, state NONE of NOT APPLICABLE.
3. The total amount of the on-going but not yet started contracts should be consistent with those used in the Financial Contracting Capacity (NFCC)

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT**

*(within five (5) years from the date of submission and receipt of bids)*

NAME OF CLIENT	NAME OF CONTRACT	DATE OF THE CONTRACT	KINDS OF GOODS	VALUE OF CONTRACTS	DATE OF COMPLETION	OFFICIAL RECEIPT NO. & DATE OF OR AND END USER'S ACCEPTANCE DATE

**CERTIFIED CORRECT:**

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

\_\_\_\_\_  
Position Title

\_\_\_\_\_  
Date

**Instructions:**

1. Name of Contract column indicates the Nature/Scope of the Contract for the CAAP Iloilo International Airport to determine the relevance of the entry with the Procurement at hand.
2. Any of the following documents **MUST BE SUBMITTED** corresponding to the listed contracts per submitted Annex II:
  - a. Copy of End-User's Acceptance;
  - b. Official Receipts; or
  - c. Sales Invoice

### SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

DESCRIPTION	QUANTITY	DELIVERY SCHEDULE
<i>Renovation of Passenger Boarding Bridge Operator's Office at Iloilo International Airport</i>	One (1) Lot	Completion Schedule Ten (10) Calendar Days upon the effectivity of the Notice to Proceed

I hereby certify to comply and deliver all the above requirements.

Name of Company	Signature over Printed Name of Representative	Date
-----------------	--	------



***TECHNICAL SPECIFICATIONS***

<i>Minimum Specifications</i>	<i>Bidder's Statement of Compliance</i>

**I hereby certify to comply with all the above Technical Specifications.**

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Signature over Printed Name  
of Representative

\_\_\_\_\_  
Date

## 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]

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

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

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

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

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

**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;
  - (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*

\_\_\_\_\_

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

*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 \_\_\_\_\_

## Bid Form

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Date: \_\_\_\_\_  
Invitation to Bid<sup>2</sup> N<sup>o</sup>: \_\_\_\_\_

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 *[supply/deliver/perform] [description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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 Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>3</sup>

Name and address of agent	Amount Currency	and	Purpose of Commission or gratuity
_____	_____		_____
_____	_____		_____
_____	_____		_____

(if none, state "None")

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 Calculated Bid or any Bid you may receive.

---

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

<sup>3</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

We certify/confirm that we comply with the eligibility requirements as per **ITB Clause Error! Reference source not found.** 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 Name of Project of the Name of the Procuring Entity] [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 Name of Project of the Name of the Procuring Entity].*

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

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

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

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



**For Goods Offered From Abroad  
(Price Schedule)**

Name of Bidder \_\_\_\_\_.  
 Invitation to Bid<sup>4</sup> Number \_\_\_\_\_.  
 Page \_\_\_\_\_ of \_\_\_\_\_.

1	2		3	4	5	6	7	8	9	10
Item	Description	Unit	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)	Brand (if any)

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

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

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

\_\_\_\_\_  
<sup>4</sup> If ADB, JICA and WB funded projects, use IFB.

**For Goods Offered From Within the Philippines  
(Price Schedule)**

Name of Bidder \_\_\_\_\_.

Invitation to Bid<sup>5</sup> Number \_\_\_\_\_.

Page \_\_\_\_\_ of \_\_\_\_\_.

1	2		3	4	5	6	7	8	9	10	11
Item	Description	Unit	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)	Brand (if any)
1.0	<b>I. Ceiling Works</b>										
	Removal and Replacement of Damaged 0.6mx0.6m Acoustical Ceiling Board Fine Fissured	sq. m.		21.692							
2.0	<b>II. Supply and Installation of 2HP Wall Mounted Non-Inverter Split-Type Air-Conditioning Unit</b>										
	<i>2HP Wall Mounted Non-Inverter Split-Type Air-Conditioning Unit including Installation</i>	unit		1							
	Model: FTN50AXVL9/RN50AGXVL 9, 2.0 HP Capacity, 1-										

<sup>5</sup> If ADB, JICA and WB funded projects, use IFB.

	Phase, 230V, 60Hz, complete with standard accessories.										
3.0	<b>III. Repainting Works (Repainting of Interior Walls, Door and Door Jamb)</b>	sq. m.		62.9832							
4.0	<b>IV. Furnitures</b>	I.s.		1							
	"72" H x 36" W x 18" D 9 DOOR STEEL LOCKER CABINET with 20-21/32" H x 10" W  with Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door	set		1							
	"72" H x 36" W x 18" D 12 DOOR STEEL LOCKER CABINET with 15-1/4" H x 10" W with Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door	set		1							
	<b>Scope of Works for Renovation of PBB Operator's Office:</b>										
	● Mobilization/Demobilization										
	● Remove and Replace of Damaged 0.6mx0.6m										

	Acoustical Ceiling Board Fine Fissured										
	<ul style="list-style-type: none"> <li>Supply and Installation of 2HP Wall Mounted Non-Inverter Split-Type Air-Conditioning Unit Model: FTN50AXVL9/RN50AGXVL 9, 2.0 HP Capacity, 1-Phase, 230V, 60Hz, complete with standard accessories.</li> </ul>										
	<ul style="list-style-type: none"> <li>Repainting Works for Interior Walls including Door and Door Jamb</li> </ul>										
	<ul style="list-style-type: none"> <li>Supply of 72" H x 36" W x 18" D</li> </ul> <p>9 DOOR STEEL LOCKER CABINET with 20-21/32" H x 10"W With Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door"</p>										
	<ul style="list-style-type: none"> <li>Supply of 72" H x 36" W x 18" D 12 DOOR STEEL LOCKER CABINET with 15-1/4" H x 10" W with Built-in Plastic Handles, Built-in Card Holders, Louvers per Door, and Padlock Hasp Per Door</li> </ul>										

	<ul style="list-style-type: none"> <li>● Clearing of the Working Area</li> </ul>										
	<p><b>Scope of Works for Installation of one (1) unit 2.0hp Wall Mounted Split-Type Airconditioner:</b></p>										
	<ul style="list-style-type: none"> <li>● Fabrication of ACCU steel base hanger na bracket using angle bar</li> </ul>										
	<ul style="list-style-type: none"> <li>● Lay out new refrigerant copper tubes soft drawn</li> </ul>										
	<ul style="list-style-type: none"> <li>● Supply copper tube fittings &amp; elbows, rubber insulation 1/2" thick with polyethylene white tape</li> </ul>										
	<ul style="list-style-type: none"> <li>● Lay out electrical conduit using PVC Flexible hose 1/2 orange &amp; fittings for electrical wirings</li> </ul>										
	<ul style="list-style-type: none"> <li>● Lay out electrical stranded wire THHN Wire #10 &amp; #14 (supply &amp; field wirings)</li> </ul>										
	<ul style="list-style-type: none"> <li>● Lay out PVC Pipe for drain line 1/2" with pvc elbows &amp; fittings</li> </ul>										
	<ul style="list-style-type: none"> <li>● Supply Circuit Breaker, koten with KSB enclosure</li> </ul>										
	<ul style="list-style-type: none"> <li>● Supply consumable materials (bolt, nuts, cup screw, welding rod, silver rod, electrical tape, anchor</li> </ul>										

	bolt, aerotape & other accessories											
	● Flushing, leak & pressure testing and reprocessing											
	● Vacuuming and charging of refrigerant gas											
	● Start-up & Commissioning											

\_\_\_\_\_

*[signature]*

\_\_\_\_\_

*[in the capacity of]*

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

