



**Republic of the Philippines**  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
**PUERTO PRINCESA INTERNATIONAL AIRPORT**  
National Highway, Brgy. San Miguel, Puerto Princesa City, 5300, Palawan

**BI-ANNUAL**  
**REPAIR/REPAINTING OF**  
**RUNWAY**  
**MARKERS/MARKINGS**  
**AT**  
**PUERTO PRINCESA INTERNATIONAL**  
**AIRPORT**

**21-05-01**

**Sixth Edition**  
**May 19 – June 8, 2021**

# Preface

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# ***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***





Republic of the Philippines

**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

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**Invitation to Bid for**

**BI-ANNUAL REPAIR/REPAINTING OF RUNWAY  
MARKERS/MARKINGS**

**AT**

**PUERTO PRINCESA INTERNATIONAL AIRPORT**

**21-05-01 (Identification Number)**

1. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** through the CAAP Corporate Budget CY 2021 intends to apply the sum of **ONE MILLION SEVEN HUNDRED FORTY NINE THOUSAND TWO HUNDRED TWENTY SIX PESOS & 50/100 ONLY (PHP1,749,226.50)** being the Approved Budget for the Contract (ABC) to payments under the contract for **BI-ANNUAL REPAIR/REPAINTING OF RUNWAY MARKERS/MARKINGS AT PUERTO PRINCESA INTERNATIONAL AIRPORT** with **Identification Number 21-05-01**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** now invites bids for the above Procurement Project. Completion of the Works is required by **One Hundred Sixty (160) calendar days** and **upon the receipt of the Notice to Proceed (NTP)**. Bidders should have completed, within three (3) years, from the date of submission and receipt of bids, 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).

Prospective Bidders should possess the following:

<b>Technical Personnel</b>	One (1) Civil Engineer One (1) Safety Officer One (1) Foreman Three (3) Painter Six (6) Laborer
<b>Equipment</b>	Two (2) Sets Flood Light and Accessories, 30 watts One (1) Set Portable Generator, any voltage may apply

<b>PCAB License</b>	<b>Small B – License Category C &amp; D</b>
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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 **CAAP – AREA IV BAC Office on May 19, 2021 until deadline of submission of bid** and inspect the Bidding Documents at the address given below from **Monday to Friday – 8:00 am to 5:00 pm, except for holidays.**
5. A complete set of Bidding Documents may be acquired by interested bidders on **May 19, 2021 until deadline of submission of bid** from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos & 00/100 Only (Php5,000.00) (exclusive of additional 12% VAT).** The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the official receipt in person or by sending it to the email address given below.
6. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** will hold a Pre-Bid Conference on **May 27, 2021, 2:00 p.m.,** and/or through videoconferencing/webcasting via **Zoom/Google Meet**, which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address as indicated below, (ii) online or electronic submission as indicated below, or (iii) both, on or before **June 8, 2021, 2:00 p.m.** 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 **June 8, 2021, 2:00 p.m. onwards** at the given address below and/or through **Zoom/Google Meet.** 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, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** shall resolve cases involving a tie by a toss coin.
11. Each Bidder shall submit, at their option, hard copy and/or electronic copy of their bids.
  - a. For hard copy, one original and two copies of the first and second components of its bid. Three-envelope system.
  - b. For electronic copy, submit a Searchable Portable Document Format (Searchable PDF), the first and second components of its bid in two separate files, both must be digitally signed, and password protected.
12. The **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA 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.

13. For further information, please refer to:

**JELYN B. GABUCO**

Head BAC Secretariat

Civil Aviation Authority of the Philippines-Puerto Princesa International Airport

CAAP – PPIA BAC AREA IV Office

Admin. Building,

National Highway, Brgy. San Miguel

Puerto Princesa City, 5300, Palawan

Telephone Number – (048) 433-4965

caap\_bacpps@yahoo.com.ph

14. You may visit the following websites:

For downloading of Bidding Documents : *1) PhilGEP's website*  
*2) caap.gov.ph*

For electronic bid submission : *1) USB flash drive or cd/dvd rom*  
*2) caap\_bacpps@yahoo.com.ph*

**May 19, 2021**

**ENGR. ROWLAND G. ALARCON**

Chairperson, Bids and Awards Committee

CAAP AREA CENTER IV - PPIA

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

## 1. Scope of Bid

The Procuring Entity, **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT** invites Bids for the **BI-ANNUAL REPAIR/REPAINTING OF RUNWAY MARKERS/MARKINGS AT PUERTO PRINCESA INTERNATIONAL AIRPORT** with **Project Identification Number 21-05-01**.

The Procurement Project (referred to herein as “**BI-ANNUAL REPAIR/REPAINTING OF RUNWAY MARKERS/MARKINGS AT PUERTO PRINCESA INTERNATIONAL AIRPORT**”) 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 CAAP Corporate Budget CY 2021 in the amount of **ONE MILLION SEVEN HUNDRED FORTY NINE THOUSAND TWO HUNDRED TWENTY SIX PESOS & 50/100 (PHP1,749,226.50)**.

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**

The Procuring Entity has prescribed that Subcontracting is not allowed.

## **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and/or through videoconferencing/webcasting via **Zoom/Google Meet** 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 tradeable 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 from the date of 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:  “Painting works”																		
7.1	Subcontracting is not allowed.																		
10.3	Valid PCAB License or Special PCAB License in case of Joint Ventures, and registration ( <b>Small B – License Category C &amp; D</b> ) for the type and cost of this project.																		
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table><tr><td><u>Key Personnel</u></td><td><u>General Experience</u></td><td><u>Relevant Experience</u></td></tr><tr><td>1. Civil Engineer</td><td>1 year</td><td>1 year</td></tr><tr><td>2. Safety Officer</td><td>1 year</td><td>1 year</td></tr><tr><td>3. Foreman</td><td>1 year</td><td>1 year</td></tr><tr><td>4. Painter</td><td>1 year</td><td>1 year</td></tr><tr><td>5. Laborer</td><td>1 year</td><td>1 year</td></tr></table>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	1. Civil Engineer	1 year	1 year	2. Safety Officer	1 year	1 year	3. Foreman	1 year	1 year	4. Painter	1 year	1 year	5. Laborer	1 year	1 year
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>																	
1. Civil Engineer	1 year	1 year																	
2. Safety Officer	1 year	1 year																	
3. Foreman	1 year	1 year																	
4. Painter	1 year	1 year																	
5. Laborer	1 year	1 year																	
10.5	<p>The minimum major equipment requirements are the following:</p> <table><tr><td><u>Equipment</u></td><td><u>Capacity</u></td><td><u>Number of Units</u></td></tr><tr><td>Flood Light and Accessories</td><td>30 watts</td><td>Two (2) sets</td></tr><tr><td>Portable Generator Set</td><td>any voltage may apply</td><td>One (1)</td></tr></table>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Flood Light and Accessories	30 watts	Two (2) sets	Portable Generator Set	any voltage may apply	One (1)									
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>																	
Flood Light and Accessories	30 watts	Two (2) sets																	
Portable Generator Set	any voltage may apply	One (1)																	
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>Thirty Four Thousand Nine Hundred Eighty Four Pesos &amp; 53/100 Only (PhP34,984.53)</b> if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than <b>Eighty Seven Thousand Four Hundred Sixty One Pesos &amp; 33/100 Only (PhP87,461.33)</b> if bid security is in Surety Bond.</p>																		
16	<p>Each Bidder shall submit, at their option, hard copy and/or electronic copy of their bids.</p> <p>a. For hard copy, one original and two copies of the first and second components of its bid. Three-envelope system.</p> <p>b. For electronic copy, submit a Searchable Portable Document Format (Searchable PDF), the first and second components of its bid in two separate files, both must be digitally signed, and password protected.</p>																		

	<p>Password for the files shall only be provided by the bidder during the opening of the bids.</p> <p>c. For electronic copy, both files, the first and second components must be named accordingly (i.e., Eligibility and Technical, Financial), and be placed in a folder named with the <b>identification number of this bidding</b>.</p> <p>d. Electronic copy may be submitted via USB flash drive or cd/dvd rom, or thru email <b><u>caap_bacpps@yahoo.com.ph</u></b>.</p> <p>e. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.</p> <p>f. Likewise, an electronic copy that contains virus/malware as determined by the BAC pc/laptop <b>shall not be opened</b> and be considered <b>non-responsive</b> and, thus, <b>automatically disqualified</b>.</p>
19.2	<p>Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding evaluation, and contract award.</p>
20	<p>The bidder with the Lowest Calculated Bid (LCB) that complies with and is responsive to all the requirements and conditions shall:</p> <p>a) <b>submit</b> Methods of Working Plan indicating each daily activity or movement activity as precedence to request for NOTAM, and</p> <p>b) <b>attend</b> the Safety Awareness seminar for Airside Driving Area (ADA) and Airside Movement Area) AMA.</p>
21	<p>Contract documents relevant to the Project required during the signing of the contract of the LCRB bidder as follows:</p> <ul style="list-style-type: none"> <li>- Construction/Work schedule</li> <li>- S-curve</li> <li>- PERT/CPM</li> <li>- Manpower Schedule</li> <li>- Equipment Utilization Schedule</li> <li>- Construction/Work methods</li> <li>- Constructor's All Risk Insurance</li> <li>- Construction Safety &amp; Health Programs (CSHP) approved by the Department of Labor &amp; Employment (DOLE) (<b>BI-ANNUAL REPAIR/REPAINTING OF RUNWAY MARKERS/MARKINGS AT PUERTO PRINCESA INTERNATIONAL AIRPORT</b>)</li> <li>- Performance Security</li> </ul>

## ***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	<p>The Intended Completion Date is <b>One Hundred Sixty (160) calendar days</b>.</p> <p>a) Phase 1 = Forty-Five (45) calendar days b) Phase 2 = Forty-Five (45) calendar days</p> <p><i>NOTE: The contract duration shall be reckoned from the start date and not from contract effectivity date.</i></p> <p><i>NOTE: The start date shall be the date of receipt of the Notice to Proceed.</i></p>
4.1	<p>The <b>CIVIL AVIATION AUTHORITY OF THE PHILIPPINES, AREA CENTER IV – PUERTO PRINCESA INTERNATIONAL AIRPORT</b> shall give possession of all parts of the Site to the Contractor upon receipt of the Notice to Proceed (NTP).</p>
7.2	<p>In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures: Fifteen (15) years.</p>
10	<p>No day works are applicable to the contract.</p>
11.1	<p>Not applicable.</p>
11.2	<p>Not applicable.</p>
13	<p>The amount of the advance payment shall not exceed 15% of the total contract price. However, as per Department of Transportation (DOTr) Policy, the Procuring Entity will not give advance payment to contractors.</p>
14	<p>The contractor must submit a request for payment or Statement of Work Accomplished (SWA) upon completion of Phase 1, (1<sup>st</sup> billing) and upon completion of Phase 2 (2<sup>nd</sup> billing or full payment).</p>
15.1	<p>Not required.</p>
15.2	<p>Not required.</p>

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



Republic of the Philippines  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

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Name of Project : **BI-ANNUAL REPAIR/REPAINTING OF RUNWAY MARKERS/MARKINGS**

Location : Puerto Princesa International Airport, Puerto Princesa City, Palawan

Duration : One Hundred Sixty (160) calendar days

Source of Funds : CAAP Corporate Budget CY 2021

## **SCOPE OF WORK AND TECHNICAL SPECIFICATIONS**

### **1.0 GENERAL**

The works to be accomplished by the successful bidder shall consist of furnishing, supervision, labor, materials, supply, tools and equipment to complete the scope of work for the **“BI – ANNUAL REPAIR/REPAINTING OF RUNWAY MARKERS/MARKINGS”** at Puerto Princesa International Airport project.

### **2.0 LOCATION OF PROJECT**

The **“BI – ANNUAL REPAIR/REPAINTING OF RUNWAY MARKERS/MARKINGS”** to be bid is located at Puerto Princesa International Airport, Palawan.

### **3.0 GENERAL CONDITIONS OF PLANS AND SPECIFICATIONS**

The execution of this Specifications, Plans and other related Contract Documents shall be subject to the rules and regulations as provided in the General condition of the Contract. The plans and specifications shall be interpreted by the Head of Procuring Entity and or his/her representative. No excuses shall be entertained for misinterpretation of the Plans and specifications after the award of contract. All work as deemed required by the Procuring Entity shall be carried out properly by the Contractor.

1. The Contractor shall consult the Head of Procuring Entity or his/her representative on portion of the work not mentioned in the specifications and not illustrated on the Plans. Contractor shall base all their works on detailed plans approved by the Head of Procuring Entity, otherwise Contractor shall be responsible for the in-acceptance of the work done, which did not commensurate to the approved plans. In such case, the Contractor shall make good the work at his own expense.

2. No alteration or addition shall be allowed without the consent and proper documentation approved by the Head of Procuring Entity, even such change is ordered by the designated project in charge, the Contractor shall bring the case to the Procuring Entity. Request for changes, alteration and deviation of work on the approved program of work, lay-outs plan, design and scope of work shall not be done without the approval of the Head of Procuring Entity.

TWO (2) SET of clean Plans and specification shall always be kept at the jobsite to be available to the Head of Procuring Entity or his/her representative upon his request during the construction.

#### **4.0 GENERAL REQUIREMENTS**

##### **1.0 Processing and Securing of Permits and Insurance**

The contractor shall be responsible for securing all necessary permits related to the project, including payment of assessed as may be required.

#### **5.0 SCOPE OF WORK**

The details of work are the best enumerated below, but be noted that the Contract includes all works and services although not specifically mentioned herein, but are needed to fully complete the Project.

The project covers the supply of labor, materials, mobilization/demobilization, tools/equipment's, and construction and related permits necessary for the **“BI – ANNUAL REPAIR/REPAINTING OF RUNWAY MARKERS/MARKINGS”** with the following scope of works which shall be done in accordance with the approved plans, specifications and provision of contract to wit;

Execution of this Section shall be coordinated and harmonized to each corresponding elaborated section of these same specifications.

In case discrepancies exist between this Section and its corresponding elaborated sections, notify the Head of Procuring Entity immediately for clarification; their decision shall be final.

The Contractor shall bear the responsibility of checking all the numbers and units as indicated in the Bill of Quantities. It is understood that the Contractor shall supply and install the required units in accordance with the Plans and the Specifications. Any excess in the bill of quantities shall be the property of the Procuring Entity.

During project implementation, the winning bidder/contractor may propose substitution of materials or equipment or makes other than those specified in the Contract documents shall be subject to the approval of the Head of Procuring Entity for the following reasons only:

1. That the materials or equipment proposed for substitution is equal or superior to the materials or equipment specified in construction efficiency and utility provided that any and all costs relative thereof shall be shouldered by the Contractor.

2. Or that the materials or equipment specified cannot be delivered to the job site on time to complete the work of the other Contractors due to conditions beyond the control of the Contractor.
3. In case of a price difference, the Procuring Entity (CAAP) shall receive all benefits of the difference in cost involved in any substitution and the Contract shall be altered by Change Order to credit the Procuring Entity (CAAP) with any savings so obtained.

To receive consideration, request (s) for substitution shall be accompanied by documentary proof of equality or difference in price and delivery, if any, in the form of certified quotations and guaranteed date of delivery from suppliers of either the proposed substituted materials or equipment.

The Contractor shall conduct thorough inspection of the existing job site conditions.

The scope of work shall include all additions necessary in order to implement the whole set of approved Plans, Working Drawings and Specifications.

The Contractor shall secure and do all the legwork necessary for all pertinent permits needed for the Procuring Entity.

The Contractor shall construct all works in accordance with the Plans and Specifications. All items shown on the Plans but not mentioned in the Specifications shall be included. Discrepancies shall be verified with the Head of Procuring Entity.

The Contractor shall have licensed professionals required in the execution of the project which they have submitted in their bid. Shop drawings of actual reference marks shall be verified and approved by the Head of Procuring Entity prior to any permanent construction. Contractor shall refer to the General Nature and Scope of Work and other Bid Documents for more extensive description of the work.

The Contractor shall submit details and shop drawings, templates, and schedules required for the coordination of the work of the various trades. Drawings should include information on all working dimensions, arrangement and sectional views, connections and materials.

Final Cleaning as Pre-requisite to Final Acceptance: Final cleaning of the work shall be employed by the General Contractor prior to the Head of Procuring Entity or his/her representative final inspection for certification of final acceptance.

The Contractor shall be responsible for the safety and safe working practices of its respective employees and agents.

The Head of Procuring Entity may at any time without invalidating the Contract make changes by altering, adding to or deducting from the work as covered by the drawings, specifications, and general scope in written instructions.

Construction, furnishing, labor, materials, tools and equipment not in accordance with the specification approve by the Head of Procuring Entity, may be undone or replaced as the case may be and expenses relative to these shall be done/shouldered by the contractor.

## **6.0 MOBILIZATION/DEMOBILIZATION**

This work includes mobilization and demobilization of the contractor's personnel and equipment necessary for performing the work required under the contract.

Mobilization shall include all activities and associated costs for transportation of contractor's personnel, equipment, and operating supplies to the site; establishment of offices, temporary facilities and other necessary general facilities for the contractor's operations at the site.

Demobilization shall include the disassembly, hauling, removal of debris/rubbish, and site cleanup of painting sites, and other facilities assembled on the site.

Mobilization shall consist of obtaining all required insurance, bonds and permits; preparatory work and operations necessary for the movement of personnel, equipment, supplies, and incidentals to the project site; preparation of construction schedule; furnishing and erecting field offices, laboratory, batch plants and progressive Program of Work.

Dis-assembled materials useful to the agency shall be entrusted to the Supply Unit of CAAP. Materials considered as waste material shall be supported by a waste disposal report.

## **7.0 CARPENTRY WORKS**

All carpentry shall be executed with workmanship of the best quality. Scantlings and boarding shall be accurately sawn and shall be of uniform width and thickness throughout.

All carpenter's work shall be accurately set out in strict accordance with the drawings and shall be framed together and securely fixed in best possible manner with properly made joints. All necessary brads, nails and screws, etc. shall be provided as directed and approved.

## **8.0 PAINTING WORKS**

The painting contractor shall supply all labor, paint materials, and equipment necessary, and shall perform all painting and finishing work as shown in the schedule of painting and finishing work for the project.

Before any painting is to be done, all surfaces shall be cleaned, smoothed and freed from dust, dirt grease, and other foreign substances. All parts where paint remover has been used shall be washed off with paint or lacquer thinner. All paints shall be spread evenly and carefully.



All paint and paint materials shall be delivered to the building site in unbroken packages, compliant with the specifications prescribes in the “Bill of Quantities” and bearing the marks of the specified brand. No adulteration of specified paints with other brand shall be allowed.

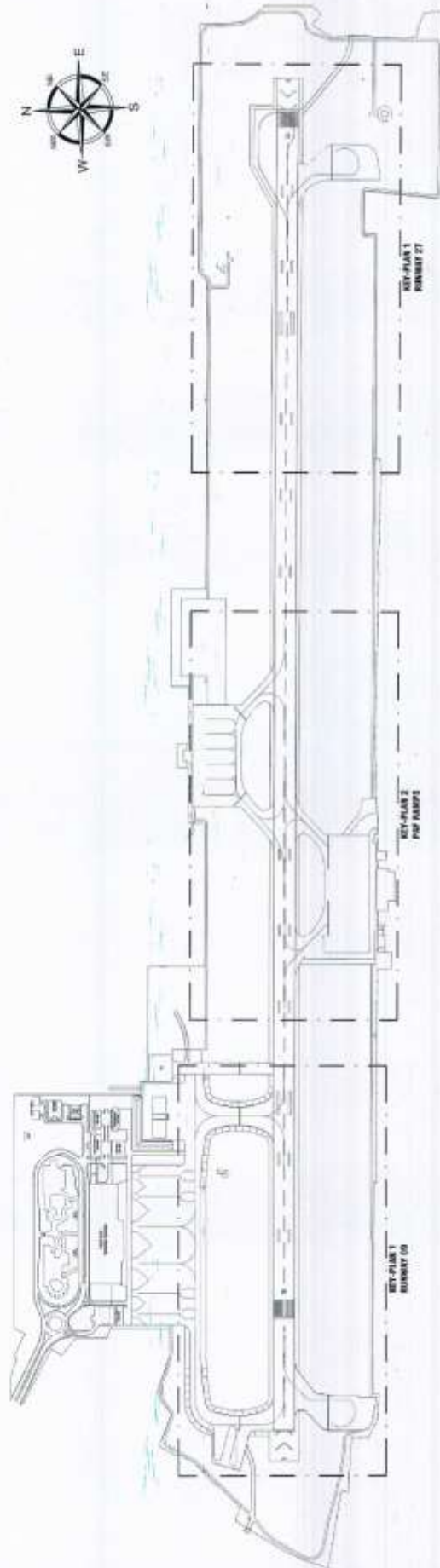
**Application:**

1. All sample paint shall be submitted on at least 300-mm x 300mm plywood panel, color and shade as per approval by the Procuring Entity.
2. Application shall be as per paint Manufacturer’s specification and recommendation.
3. All applications and methods used shall strictly follow the Manufacturer's Instructions and Specifications. All surfaces shall be thoroughly cleaned, puttied, sandpapered, rubbed and polished.
4. Application of paint in the prepared surface are as follows:
  - a. Initial or first application of two (2) coats
  - b. Second paint application after 24 hours of initial application is two (2) coats
  - c. Final paint application after 24 hours of second application is two (2) coats
5. All painting jobs shall be applied with primer.

## **9.0 CONSTRUCTION SAFETY AND HEALTH**



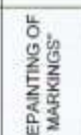

The contractor shall include a Construction Safety and Health Program for the project by providing necessary gear and protective accessories for workers such as safety helmet, shoes, vest, gloves, boots and raincoats if necessary are to be provided. The Contractor should also provide two (2) units of Handheld radio for the necessary coordination with the Control Tower during the activity. A Safety Practitioner and Health Personnel are required a list of safety protocols shall be provided. The contractor shall be solely liable for any accidents injury caused to any person by reason of negligence at the work area.

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



REPAIR/REPAINTING OF RUNWAY MARKERS/MARKINGS  
PUERTO PRINCESA INTERNATIONAL AIRPORT'S LAYOUT

1  
REV

	<p>REPUBLIC OF THE PHILIPPINES DEPARTMENT OF TRANSPORTATION <b>CIVIL AVIATION AUTHORITY OF THE PHILIPPINES</b> HAGYO-PRINCESA CITY</p> <p><small>ESTABLISHED BY DEPARTMENT ORDER OF THE CIVIL AVIATION AUTHORITY OF THE PHILIPPINES AND LAY OUT IN ACCORDANCE WITH THE AIRPORT ACT OF 1995 (RA 9173) AND ITS AMENDMENTS.</small></p>	<p>AREA IV ENGINEERING AND DESIGN UNIT INFRASTRUCTURE DEVELOPMENT AND DESIGN DIVISION</p>	<p>PROJECT TITLE: "BI-ANNUAL REPAIR / REPAINTING OF RUNWAY MARKERS / MARKINGS"</p>	<p>LOCATION: PUERTO PRINCESA INTL AIRPORT</p>	<p>DRAWN BY:  <b>MARK J. DELERA</b> AIRCRAFT ENGINEER, AEC-1 AIRCRAFT ENGINEERING AND MAINTENANCE</p>	<p>CHECKED/SUBMITTED BY:  <b>DENNIS A. SOLIS</b> CHIEF, AIRCRAFT ENGINEERING AND MAINTENANCE AREA CENTER IV</p>	<p>APPROVED BY:  <b>ATTY. RAFAEL A. TANDIAN</b> AREA CENTER MANAGER / AREA CENTER IV PUERTO PRINCESA INTERNATIONAL AIRPORT</p>	<p>REVISIONS:</p>	<p>SHEET NO. <b>AR-1</b> <b>01/04</b></p>
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## ***Section VIII. Bill of Quantities***



{CONTRACTOR'S LOGO IN MAIN PAGE}

## BILL OF QUANTITIES

PROJECT: Bi-Annual Repair/Repainting of Runway Markers/Markings

LOCATION: Puerto Princesa International Airport

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE (Pesos)	AMOUNT (Pesos)
<b>SPL-1</b>	<b>MOBILIZATION/DEMOBILIZATION</b>				
	Pesos_____Amount in Words _____ _____ and_____ _____ centavos	1.0	LOT		
<b>SPL-2</b>	<b>TEMPORARY FACILITIES</b>				
	Pesos_____Amount in Words _____ _____ and_____ _____ centavos	1.0	LOT		
<b>1032</b>	<b>PAINTING WORKS</b>				
	Pesos_____Amount in Words _____ _____ and_____ _____ centavos	1.0	LOT		

**TOTAL BID AMOUNT IN WORDS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Position \_\_\_\_\_  
Name of Company \_\_\_\_\_  
Date \_\_\_\_\_



{CONTRACTOR'S LOGO IN MAIN PAGE}

## BID PROPOSAL

PROJECT: Bi-Annual Repair/Repainting of Runway Markers/Markings

LOCATION: Puerto Princesa International Airport

ITEM NO.	DESCRIPTION OF WORK	QTY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		V.A.T.	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	PROFIT	%	VALUE				
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9] [5]x[8]	[10] 12%[(5+9)]	[11] [9]+ [10]	[12] [5]+ [11]	[13] [12] / [3]
SPL-1	MOBILIZATION/ DEMOBILIZATION	1.0	LOT									
SPL-2	TEMPORARY FACILITIES	1.0	LOT									
1032	PAINTING WORKS	1.0	LOT									

SUBMITTED BY:

Signature\_\_\_\_\_

Printed Name\_\_\_\_\_

Position\_\_\_\_\_

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

Date\_\_\_\_\_

{CONTRACTOR'S LOGO IN MAIN PAGE}

## DETAILED ESTIMATE

<b>NAME OF PROJECT</b> Bi-Annual Repair/Repainting of Runway Markers/Markings <b>LOCATION</b> : Puerto Princesa Airport <b>SUBJECT</b> :					
				<b>QTY</b> 1	<b>UNIT</b> LOT
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
SPL-1	<b>Mobilization/Demobilization</b>	1	lot		
SPL-2	<b>Temporary Facility</b>	1	lot		
1032	<b>Painting Works</b>				
	<b>Materials</b>				
	Reflectorized Traffic Paint (yellow)	372	gal		
	Reflectorized Traffic Paint (white)	1653	gal		
	Reflectorized Traffic Paint (red)	54	gal		
	Reflectorized Traffic Paint (black)	123	gal		
	Flat Latex (black)	66	gal		
	Roller Brush 4" with pan	30	pcs		
	Paint Brush 4"	30	pcs		
	Paint Brush 2"	30	pcs		
	Paint Thinner	36	pcs		
	2" Spatula	30	pcs		
	Hard Broom	24	pcs		
				Material Cost .....	
	<b>Labor</b>	QTY	DU. (DAYS)	RATE/DAY	
	Foreman	1	111		
	Skilled	3	111		
	Laborer	6	111		
				Labor Cost .....	
<b>A</b>	<b>TOTAL MATERIAL COST</b>				
<b>B</b>	<b>TOTAL LABOR COST</b>				
<b>C</b>	<b>TOTAL EQUIPMENT</b>				
<b>D</b>	<b>TOTAL DIRECT COST</b>				
<b>INDIRECT COST</b>					
1. OCM (0% - 15% of TDC)					
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)					
<b>E. TOTAL OCM &amp; CONTRACTOR'S PROFIT</b>					
<b>F. VALUE ADDED TAX, (VAT 5.0% of (D + E))</b>					
<b>G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P</b>					
<b>H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/unit</b>					
<b>TOTAL ESTIMATED COST (D + G), P</b>					
<b>TOTAL ESTIMATED COST (Total Estimated Cost/Quantity), P/unit</b>					

{ ATTACH COMPANY LETTERHEAD/LOGO }

## SUMMARY FOR UNIT PRICES OF MATERIALS

PROJECT: Bi-Annual Repair/Repainting of Runway Markers/Markings

LOCATION: Puerto Princesa International Airport

DESCRIPTION	UNIT PRICE	UNIT

SUBMITTED BY:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name Company: \_\_\_\_\_

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

{ ATTACH COMPANY LETTERHEAD/LOGO }

## SUMMARY FOR UNIT PRICES OF LABOR

PROJECT: Bi-Annual Repair/Repainting of Runway Markers/Markings

LOCATION: Puerto Princesa International Airport

DESCRIPTION	UNIT PRICE	UNIT

SUBMITTED BY:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name Company: \_\_\_\_\_

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

{ ATTACH COMPANY LETTERHEAD/LOGO }

## SUMMARY FOR UNIT PRICES OF EQUIPMENT

PROJECT: Bi-Annual Repair/Repainting of Runway Markers/Markings

LOCATION: Puerto Princesa International Airport

DESCRIPTION	UNIT PRICE	UNIT

SUBMITTED BY:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Name Company: \_\_\_\_\_

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

Name of the Project : \_\_\_\_\_

Location : \_\_\_\_\_

*CASH FLOW BY QUARTER AND PAYMENT SCHEDULE*

PARTICULAR	%WT.	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
ACCOMPLISHMENT					
CASH FLOW					
CUMULATIVE ACCOMPLISHMENT					
CUMULATIVE CASH FLOW					

Submitted by:

\_\_\_\_\_  
Name of the Representative of the Bidder

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of the Bidder

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

## ***Section IX. Bidding Forms Sample***

# Bid Form for the Procurement of Infrastructure Projects

*[shall be submitted with the Bid]*

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## BID FORM

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

Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the



Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>12</sup> for this purpose;

<sup>12</sup> currently based on GPPB Resolution No. 09-2020

- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute

and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].

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

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

{ATTACH COMPANY LETTERHEAD/LOGO}

Statement of all its ON-GOING government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

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

Address of Company: \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed	Accomplishment		Values of Outstanding Works
			Description	%			Planned	Actual	
Government									
Private									
							Total value of outstanding works		

Submitted by: \_\_\_\_\_  
(Print Name & Signature)

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

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

{ ATTACH COMPANY LETTERHEAD/LOGO }

Statement of single largest COMPLETED contract similar to the contract to be bid

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

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

Address of Company: \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed
			Description	%		

Submitted by: \_\_\_\_\_  
(Print Name & Signature)

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

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

## ***JOINT RESOLUTION***

Whereas, \_\_\_\_\_ (Bidder / Name of Particular JV Partner), duly organized and existing under the Laws of the \_\_\_\_\_, with office address at \_\_\_\_\_, represented herein by its \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ (Name of Particular JV Partner), duly organized and existing under the Laws of the \_\_\_\_\_, with main office address at \_\_\_\_\_, represented by herein by its \_\_\_\_\_, have entered into a Joint Venture ( JV ) Agreement to undertake the following project / contract:

### **( Name of Project / Contract )**

Whereas, in order to facilitate the orderly execution and conduct of the contract that was entered into by the joint venture in the name of the joint venture, it is hereby resolved by the parties in the Joint Venture as follows:

- a. To appoint \_\_\_\_\_ as the Authorized Managing Officer and Official Representative, to represent, to manage the Joint Venture and is empowered to enter in contract in the name of the Joint Venture, or to sign for any document in the name of the Joint Venture required by the ( Procurement Agency ) or any entities pursuant to the terms of the Joint Venture Agreement:
- b. That, the parties agreed to make \_\_\_\_\_ ( Name of Particular Lead Partner ) \_\_\_\_\_ as the Lead Partner of the Joint Venture and ( Name of Authorized Officer ) \_\_\_\_\_ as the Official Representative & Managing Partner of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract in the name of the Joint Venture, as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation. \_\_\_\_\_ is fully authorized and empowered to sign any or all documents pertaining to the above stated project / contract in the name of the Joint Venture.
- c. That the parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.
- d. That the terms of the JV Agreement entered into the parties shall be valid and is co-terminus with the final completion and turnover of the Name of Contract / Project to the agency of the government, which in this case, the ( Name of Procurement Entity );

IN WITNESS THEREFORE, We hereby sign jointly this Joint Resolution this \_\_\_\_\_ day  
of \_\_\_\_\_, 20 \_\_\_\_ in \_\_\_\_\_.

**Name of Bidder ( Lead Partner )**

**Name of Bidder ( Member Partner )**

**By:** \_\_\_\_\_

Signature & Name of  
Managing Officer

**By:** \_\_\_\_\_

Signature & Name of Authorized  
Authorized Representative

\_\_\_\_\_

Designation / Position

\_\_\_\_\_

Designation / Position

**Name of Bidder ( Member Partner )**

**Name of Bidder ( Member Partner )**

**By:** \_\_\_\_\_

Signature & Name of  
Managing Officer

**By:** \_\_\_\_\_

Signature & Name of Authorized  
Authorized Representative

\_\_\_\_\_

Designation / Position

\_\_\_\_\_

Designation / Position

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## A C K N O W L E D G E M E N T

REPUBLIC OF THE PHILIPPINES )

CITY OF \_\_\_\_\_ )S.S.

BEFORE ME, a Notary Public, for and in the City of \_\_\_\_\_, Philippines,  
this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ personally appeared the following persons:

NAME	Community Cert. No.	Date / Place of Issue
------	---------------------	-----------------------

Representing \_\_\_\_\_ to be the \_\_\_\_\_ of  
\_\_\_\_\_ and \_\_\_\_\_ of  
\_\_\_\_\_ respectively, known to me and  
to me known to be the same persons who executed the foregoing instrument for and in behalf  
of said corporations and who acknowledge to me that same is their free and voluntary act and  
deed as well as of the corporations which they represent, for the uses, purposes, and  
considerations therein set forth and that they are duly authorized to sign the same.

This Instrument consists of THREE (3) pages including this page wherein this  
Acknowledgement is written and signed by the parties and their instrumental witnesses on  
each and every page thereon.

**WITNESS MY HAND AND NOTARIAL SEAL** at the place and date hereinafter first  
above written.

NOTARY PUBLIC

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

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

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

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

## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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

### BID SECURING DECLARATION

**Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]*  
*[year]* at *[place of execution]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*



**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

---

REPUBLIC            OF            THE            PHILIPPINES)  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

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, **by itself or by relation, membership, association, affiliation, or controlling interest with**

**another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED*

*REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

***[Jurat]***

*[Format shall be based on the latest Rules on Notarial Practice]*

**AUTHORITY OF SIGNATORY  
(SECRETARY'S CERTIFICATE)**

I,, a duly elected and qualified Corporate Secretary of (Name of the Bidder), a corporation duly organized and existing under and by virtue of the law of the, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on at which meeting a quorum was present and acting throughout, the following resolutions were approve, and the same have been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that(Name of Bidder)be, as it hereby is, authorized to participate in the bidding of(Name of the Project)by the(Name of the Procuring Entity); and in that if awarded the project shall enter into a contract with the(Name of the Procuring Entity)and in connection therewith hereby appoints(Name of Representative), acting as duly authorized and designated representatives of(Name of the Bidder), and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent(Name of the Bidder)in the bidding as fully and effectively as the(Name of the Bidder)might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FERTHER THAT, the Board hereby authorized its President to:

- a. execute a waiver of jurisdiction whereby the(Name of the Bidder)hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine court;
- b. execute a waiver that the (Name of the Bidder) shall not seek and obtain writ of injunctions or prohibition or restraining order against the CAAP or any other agency in connection with this Project to prevent and restrain the bidding procedures related thereto, the negotiating and award of a contract to a successful bidder, and the carrying out of the awarded project.

WITNESS the signature of the undersigned as such officer of the said\_this.

—

(Corporate Secretary)

SUBSCRIBED AND SWORN to before me this day \_\_\_\_\_ of, 20\_\_ affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on\_\_\_\_\_  
\_\_\_\_\_at, Philippines.

Notary Public

Until 31 December 20\_\_\_\_\_

PRT No.: \_\_\_\_\_

Issued at: \_\_\_\_\_

Issued on: \_\_\_\_\_

TIN No.: \_\_\_\_\_

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

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

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

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

**AUTHORITY OF SIGNATORY**  
**(SPECIAL POWER OF ATTORNEY)**

I, \_\_\_\_\_, President of \_\_\_\_\_ (Name of the Bidder), a corporation incorporated under the laws of the Republic of the Philippines with its registered office at \_\_\_\_\_, by virtue of Board Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, has made, constituted and appointed \_\_\_\_\_ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent \_\_\_\_\_ in the bidding of \_\_\_\_\_ (Name of the Project) \_\_\_\_\_ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ date of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_.

Signed in the Presence of:

\_\_\_\_\_

**ACKNOWLEDGEMENT**

*[Format shall be based on the latest Rules on Notarial Practice]*

### **Contractor's Organizational Chart for the Project**

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the contract if awarded to him. Indicate in the chart the names of the Key Engineering Personnel who will be assigned in the Project.

{ATTACH COMPANY LETTERHEAD/LOGO}

Attach the required Proposed Organizational Chart for the Contract as stated above.

Submitted by: \_\_\_\_\_

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

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

{ATTACH COMPANY LETTERHEAD/LOGO }

*Qualification of Key Personnel Proposed to be Assigned to the Project*

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

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

Address of Company: \_\_\_\_\_

	Project Manager/Engineer	Material Engineer	Foreman	Construction Safety and Health Personnel	Other Position deemed required by the Applicant for this project
1. Name					
2. Address					
3. Date of Birth					
4. Employed Since					
5. Experience					
6. Previous Employment					
7. Education					
8. PRC License					

Note: Attached individual PRC License of the (professional) personnel.

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



{ ATTACH COMPANY LETTERHEAD/LOGO }

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

ENGR. ROWLAND G. ALARCON  
Chairman, BAC - Area Center IV, Puerto Princesa International Airport  
Civil Aviation Authority of the Philippines-Puerto Princesa International Airport  
National Highway, Brgy. San Miguel,  
Puerto Princesa City, 5300, Palawan  
Tel: (048) 433 4965

Subject: Contractor's Letter-Certificate to Procuring Entity

Dear Sir:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

That I/we have engaged the service of (Name of Employee), to be the (Designation) of the (Name of Project), who is a (Profession) with Professional License Certificate No.     issued on                      and who has performed the duties in the construction of the project enumerated in the filled Annex "B" Form 5b.

That (Name of Employee) shall personally perform the duties of the said position in the above-mentioned project, if and when the same is awarded in our favor.

That (Name of Employee) shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.

That (Name of Employee) shall be personally present at the jobsite all the time to supervise the phase of the construction work pertaining to his assignment as (Designation).

That (Name of Employee) is aware that he shall be authorized to handle only one contract at a time.

That in order to guarantee that (Name of Employee) shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity's Engineer at the end of every month.

That in the event that I/we elect or choose to replace (Name of Employee) with another Engineer, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new (Designation), his qualification, experience, list of projects undertaken and other relevant information.

That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Procuring Entity.

Very truly yours,

---

(Authorized Representative of Bidder)

CONCURRED BY:

---

(Name of Engineer)

{ ATTACH COMPANY LETTERHEAD/LOGO }

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

ENGR. ROWLAND G. ALARCON  
Chairman, BAC - Area Center IV, Puerto Princesa International Airport  
Civil Aviation Authority of the Philippines-Puerto Princesa International Airport  
National Highway, Brgy. San Miguel,  
Puerto Princesa City, 5300, Palawan  
Tel: (048) 433 4965

Subject: Key Personnel's Certificate of Employment

Dear Sir:

I am (Name of Employee) a License \_\_\_\_\_ Engineer with Professional License No. \_\_\_\_\_ issued on (Date of Issuance) at (Place of Issuance).

I hereby certify that (Name of Bidder) has engaged my services as (Designation) for (Name of the Project), if awarded in their favor.

As (Designation), I know I will have to stay in the job site all the time to supervise and managed the Contract works to the best of my ability, and aware that I am authorized to handle only one (1) contract at a time.

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the post of (Designation).

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

**NAME OF PROJECT OWNER  
COMPLETED**

**COST**

**DATE**

_____	_____
_____	_____
_____	_____
_____	_____

At present, I am supervising the following project:

**NAME OF PROJECT OWNER  
COMPLETED**

**COST**

**DATE**

_____	_____
_____	_____
_____	_____
_____	_____

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

\_\_\_\_\_  
(Signature of Engineer)

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
affiant exhibiting to me his/her Residence Certificate No. \_\_\_\_\_ issued  
on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Notary Public

Until 31 December 20\_\_\_\_  
PRT No.: \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No.: \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## KEY PERSONNEL

(FORMAT OF BIO-DATA)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

1. Authorized Managing Officer / Representative: \_\_\_\_\_
2. Sustained Technical Employee: \_\_\_\_\_

Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Nationality: \_\_\_\_\_

Education and Degrees: \_\_\_\_\_

Specialty: \_\_\_\_\_

Registration: \_\_\_\_\_

Length of Service with the Firm:

\_\_\_\_\_ Year      From \_\_\_\_\_ (months) \_\_\_\_\_ (year)

To \_\_\_\_\_ (months) \_\_\_\_\_ (year)

Years of Experience:

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

Name and Address of Employer	Length of Service
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____

Experience:

This should cover the past two (2) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

- a. Name: \_\_\_\_\_
- b. Name and Address of Owner: \_\_\_\_\_

- c. Name and Address of the Owner's Engineer (Consultant): \_\_\_\_\_
- d. Indicate the Features of Project (particulars of the project components and any other particular interest connected with the project): \_\_\_\_\_
- e. Contract Amount Expressed in Philippine Currency: \_\_\_\_\_
- f. Position: \_\_\_\_\_
- g. Structures for which the employee was responsible: \_\_\_\_\_
- h. Assignment Period:        from \_\_\_\_\_(months)        \_\_\_\_\_ (years)  
   to        \_\_\_\_\_(months)        \_\_\_\_\_ (years)

\_\_\_\_\_  
Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to the \_\_\_\_\_ Project, if the contract is awarded to our company.

\_\_\_\_\_  
(Place and Date)

\_\_\_\_\_  
(The Authorized Representative)

*List of Equipment, Owned or Leased and/or under Purchased Agreements, Pledge to the Proposed Project*

Name of Project: \_\_\_\_\_  
Location of Project: \_\_\_\_\_

Name of Company: \_\_\_\_\_  
Address of Company: \_\_\_\_\_

Description	Model/Year	Capacity/ Performance/ Size	Plate No.	Motor No./ Body No.	Location	Condition	Proof of Ownership/ Lessor or Vendor
<u>A. Owned</u>							
I.							
II.							
III.							
IV.							
V.							
<u>B. Leased</u>							
I.							
II.							
III.							
IV.							
V.							
<u>C. Under Purchased Agreement</u>							
I.							
II.							
III.							
IV.							
V.							

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

## **Contract Agreement Form for the Procurement of Infrastructure Projects (Revised)**

[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after  
receiving the Notice of Award (NOA) ]

---

### **CONTRACT AGREEMENT**

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the “Entity”) and *[name and address of Contractor]* (hereinafter called the “Contractor”).

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, *viz.*:

**a. Philippine Bidding Documents (PBDs);**

- i. Drawings/Plans;
- ii. Specifications;
- iii. Bill of Quantities;
- iv. General and Special Conditions of Contract;
- v. Supplemental or Bid Bulletins, if any;

**b. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;**

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to



request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- c. Performance Security;
  - d. Notice of Award of Contract and the Bidder's conforme thereto; and
  - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid. *GPPB Resolution No. 16-2020, dated 16 September 2020*
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

**IN WITNESS WHEREOF**, the parties thereto have caused this Agreement to be executed the day and year first before written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

for:

for:

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

### **Acknowledgment**

*[Format shall be based on the latest Rules on Notarial Practice]*

## ***Section X. 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.

