

# **PHILIPPINE BIDDING DOCUMENTS**

## **COMPREHENSIVE MAINTENANCE SERVICING OF DIESEL ENGINE GENERATOR SETS AT BICOL AIRPORT**

Government of the Republic of the Philippines

**Sixth Edition  
June 17, 2025**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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***

## INVITATION TO BID

For The

### **COMPREHENSIVE MAINTENANCE SERVICING OF DIESEL ENGINE GENERATOR SETS AT BICOL AIRPORT**

1. The **Civil Aviation Authority of the Philippines, Area Center V, Bicol International Airport** through the **CAAP Corporate Budget for CY 2025** intends to apply the sum of **Four Million Four Hundred Ninety-Five Thousand Three Hundred Twenty Pesos and 27/100 (PHP 4,495,320.27)** being the ABC to payments under the contract for **Comprehensive Maintenance Servicing of Diesel Engine Generator Sets at Bicol Airport / CAAP BICOL INTERNATIONAL AIRPORT BAC CONTRACT NO. 2025-005**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Civil Aviation Authority of the Philippines, Area Center V, Bicol International Airport** now invites bids for the **Comprehensive Maintenance Servicing of Diesel Engine Generator Sets at Bicol Airport**. Completion of the Works is required within **Sixty (60) Calendar Days**. Bidders should have completed, within the last **five (5) years**, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the National Statistics Office consumer price index. For this purpose, **similar contract refers to Repair of Diesel Engine Generator Set (Minimum – 3MVA Capacity)**. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instruction to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.
5. Prospective Bidders may obtain further information from **Civil Aviation Authority of the Philippines, Area Center V, at its physical address at the BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay**, and inspect the Bidding Documents **from 8:00AM to 5:00PM, Monday to Friday**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

6. A complete set of Bidding Documents may be acquired by interested Bidders on **28 May 2025 to 17 June 2025** from the given physical address 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 Six Hundred Pesos (Php 5,600.00), including 12% VAT**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person or through his authorized representative.

7. The **Civil Aviation Authority of the Philippines, Area Center V** will hold a Pre-Bid Conference on **05 June 2025 at 2:00 p.m. onwards at its physical address at the BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay** which shall be open to prospective bidders.

8. Bids must be duly received by the BAC Secretariat at its physical address, **BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay, not later than 2:00 p.m. of 17 June 2025. Online submission is not allowed and late submission shall not be accepted.**

9. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14.**

10. Prospective Bidders should possess the following:

<b>Technical Personnel</b>	1 - Technical Personnel 2 - Helper
<b>Equipment</b>	• Minor Tools and Equipment.

11. Bid opening shall be on **17 June 2025 at 2:00 p.m. onwards at the physical address of the Civil Aviation Authority of the Philippines, Area Center V at the BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

12. **The Civil Aviation Authority of the Philippines, Area Center V, Bicol International Airport** shall resolve cases involving a tie, after post-qualification, among bidders determined and declared as the Lowest Calculated Responsive Bidder (LCRB), by drawing lots.

13. **The Civil Aviation Authority of the Philippines, Area Center V, Bicol 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 IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

14. For further information, please refer to:

***THE BAC SECRETARIAT***

BAC Office, G/F Admin Building  
Civil Aviation Authority of the Philippines  
Area Center V, Bicol International Airport, Daraga, Albay  
Telephone Nos. 0906-410-2901; Email Ad.: [legazpiairport.bac@gmail.com](mailto:legazpiairport.bac@gmail.com)"

**ROLAND N. BOCITO**  
Chairperson

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

## 1. Scope of Bid

The Procuring Entity, **CIVIL AVIATION AUTHORITY OF THE PHILIPPINES (CAAP), AREA CENTER V, BICOL INTERNATIONAL AIRPORT** invites Bids for the **COMPREHENSIVE MAINTENANCE SERVICING OF DIESEL ENGINE GENERATOR SETS AT BICOL AIRPORT**, with Project Identification Number **BICOL INTERNATIONAL AIRPORT BAC CONTRACT NO. 2025-005**.

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

## 2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for **CY 2025** in the amount of **Four Million Four Hundred Ninety-Five Thousand Three Hundred Twenty Pesos and 27/100 (PHP 4,495,320.27)**.
- 2.2. The source of funding is: GOCC and GFIs, the proposed Corporate Operating Budget.

## 3. Bidding Requirements

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

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

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

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

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and

obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

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

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

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

## **6. Origin of Associated Goods**

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

## **7. Subcontracts**

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

- a. 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 at its physical address 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 special PCAB License in case of Joint Ventures, 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 **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 15 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	<p><b>Submission of two (2) separate Statements:</b></p> <p>1. <b>Statement of all Ongoing Government and Private Contracts</b> within three (3) years from the submission of bids, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.</p> <p>2. <b>Statement of the bidder's Single Largest Completed Contract (SLCC)</b> similar to the contract to be bid and shall be supported by the Notice of Award and/or Notice To Proceed, Projects Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructor Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted.</p> <p>The Bidder must have completed, <b>within the last five (5) years</b>, a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted to current prices using the National Statistics Office consumer price index.</p> <p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <b>Repair of Diesel Engine Generator Set (Minimum – 3MVA capacity).</b></p>
7.1	<b>Subcontracting is not allowed.</b>
8	<p>The Civil Aviation Authority of the Philippines Area Center V will hold a Pre bid conference for this Project on <b>05 June May 2025 at 2:00PM onwards at its physical address at the BAC Office, G/F Admin Building, Bicol International Airport, Daraga, Albay.</b></p>
9	<p>The Procuring Entity's address is:</p> <p><b>CIVIL AVIATION AUTHORITY OF THE PHILIPPINES AREA CENTER V BICOL INTERNATIONAL AIRPORT DARAGA, ALBAY</b></p> <p><b>ROLAND N. BOCITO</b> BAC CHAIRPERSON BAC OFFICE, G/F ADMIN BUILDING Thru the BAC Secretariat Tel. Nos.: 0906-410-2901 <b>legazpiairport.bac@gmail.com</b></p>

	<p>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.</p> <p>For purposes of clarifying or modifying any provision of the Bidding Documents, Supplemental/Bid Bulletins may be issued upon the Procuring Entity's initiative <b>at least seven (7) calendar days</b> before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.</p> <p><b>Non-inclusion of copy of Supplemental/Bid Bulletin in the Bid Submission shall not be a ground for disqualification; however, it shall be the responsibility of all those who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletin that may be issued by the BAC.</b></p>
10	<p>Per CAAP Memorandum dated 17 September 2018, re: Disqualification Of Prospective Bidders With Pending Cases Against the Government In The Procurement Activities of the CAAP, all prospective bidders shall be required to submit the following:</p> <ol style="list-style-type: none"> <li>1. <b>A certification, under oath attesting that they have no pending case(s) against the Government</b>, in addition to the eligibility requirements for bidders as prescribed under the 2016 Revised Implementing Rules and Regulations (R IRR) of RA No. 9184.; and</li> <li>2. <b>Valid Legal Clearance issued by the CAAP Enforcement and Legal Service</b> with respect to the non-pendency of any cases of prospective bidders against this Authority.</li> </ol> <p><i><b>These documents can be submitted either during the Opening of Bids or the Post-qualification stage.</b></i></p>
10.1	<p>The following proofs for the on-going government contracts and private contracts, including contracts that have been awarded but not yet started, must be submitted:</p> <ol style="list-style-type: none"> <li>1. Notice of Award and Notice to Proceed; and</li> <li>2. Contract Agreement</li> </ol>

10.4	The key personnel must meet the required minimum years of experience set below:		
	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>
	1. (1) Technical Personnel	3 years	3 years
	2. (2) Helper	3 years	3 years
<b>Required valid licenses and/or certificates of key personnel should be submitted together with the List of Contractor’s Personnel/Qualification of Key Personnel.</b>			
Bids not complying with the above instructions shall be automatically disqualified.			
10.5	The minimum major equipment requirements are the following:		
	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>
1. Minor Tools and Equipment.			
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.			
15.1	The bid security shall be in the form of a <b>Bid Securing Declaration</b> or any of the following forms and amounts:		
	a. The amount of not less than [2% of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;		
b.The amount of not less than [5% of ABC] if bid security is in Surety Bond.			
16	Each bidder shall submit <b>one (1) original and two (2) copies of the first and second components of their bids.</b>		
All envelopes shall:			
• Contain the name of the contract to be bid in capital letters, and Lot Number and Description if applicable			
• Bear the name and address of the bidder in capital letters			
• Be addressed to the Procuring Entity’s BAC Chairperson			
• Bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids			
• Must be sealed and signed by the bidder or authorized representative.			

- Pls. refer to Section 25 of The 2016 Revised IRR of RA 9184- Submission and Receipt Of Bids.

**PROJECT NAME**

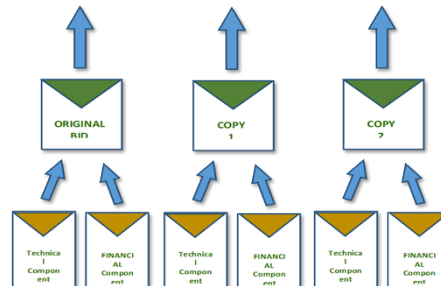
**COMPANY NAME & ADDRESS**  
(If JV, name & address of all parties)

**ATTENTION:** **ROLAND N. BOCITO**  
**BAC CHAIRPERSON**  
**BAC OFFICE, G/F ADMIN BUILDING**  
**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**  
**AREA CENTER V, BICOL INTERNATIONAL AIRPORT**  
**DARAGA, ALBAY**

**CONTRACT NO:**

**“Original; Copy 1; Copy 2; Copy 3”**

**DO NOT OPEN BEFORE:** [Date & Time of Opening of Bids]



Please refer to the above guide in the preparation/marking of Bid Envelopes.

### 1.1. OTHER INSTRUCTIONS

☐ Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12 in one sealed envelope marked “ORIGINAL – TECHNICAL COMPONENT”, and the original of their financial component in another sealed envelope marked “ ORIGINAL – FINANCIAL COMPONENT”, sealing them all in an outer envelope marked “ ORIGINAL BID”

☐ Each copy of the first and second envelopes shall be similarly sealed

	<p>duly marking the inner envelopes as “COPY NO.____ - TECHNICAL COMPONENT” and “COPY NO.____ - FINANCIAL COMPONENT” and the outer envelope as “COPY NO. _____”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.</p> <p><input type="checkbox"/> The original and the number of copies of the Bid (2 copies: Copy 1, and Copy 2) shall be typed or written in indelible ink and shall be signed by the bidder or its duly authorized representative/s.</p> <p><input type="checkbox"/> Each document must be consecutively paged. (e.g. 2 of 100, 3 of 100). Pagination should be sequential based on the entire span of the whole documents inside the envelope.</p> <p><input type="checkbox"/> The documents must be bounded.</p>
17	<p>The address for submission of bids is:</p> <p><b>ROLAND N. BOCITO BAC CHAIRPERSON BAC OFFICE, G/F ADMIN BUILDING CIVIL AVIATION AUTHORITY OF THE PHILIPPINES AREA CENTER V BICOL INTERNATIONAL AIRPORT DARAGA, ALBAY</b></p> <p>The deadline for submission of bids is <b>NOT LATER THAN 2:00 PM ON 17 JUNE 2025.</b></p> <p><b><u>NOTE: ONLINE SUBMISSION IS NOT ALLOWED.</u></b></p>
18	<p>The place of bid opening is at the physical address:</p> <p><b>BAC OFFICE G/F ADMIN BUILDING CIVIL AVIATION AUTHORITY OF THE PHILIPPINES AREA CENTER V BICOL INTERNATIONAL AIRPORT DARAGA, ALBAY</b></p> <p>The date and time of bid opening is on <b>17 JUNE 2025 AT 2:00 PM ONWARDS.</b></p>
19.2	Partial bids are not allowed
20	As part of post-qualification, the Bidder considered to have the Lowest Calculated Bid (LCB) shall submit the latest income and business tax returns



	<p><b>(Tax return filed and paid through the Electronic Filing and Payment System (EFPS)).</b></p> <p><b>NOTE:</b>  <b>In accordance with Executive Order (E.O.) No. 398, Revenue Regulation (R.R.) No. 03-2005 and Revenue Memorandum Circular (RMC) 16 – 2005, the above-mentioned tax returns shall refer to the following:</b></p> <ol style="list-style-type: none"> <li><b>1. Latest Income Tax Return (ITR) shall be the ITR for the preceding year, whether calendar or fiscal; and</b></li> <li><b>2. Latest Business Tax Returns shall refer to the Value Added Tax (VAT) or Percentage Tax filed and paid covering the previous six (6) months before the date of Submission, Receipt, Opening &amp; Preliminary Examination of Bids.</b></li> </ol>
21	<p><b>Contract documents relevant to the Project required during the signing of the contract of the LCRB bidder as follows:</b></p> <ul style="list-style-type: none"> <li>- Work schedule</li> <li>- Performance Security</li> </ul> <p><b>Notes:</b></p> <p><b>1.The Procuring Entity reserves the right to include additional requirements or remove any of the above-mentioned documents if necessary.</b></p> <p><b>The PERFORMANCE SECURITY shall be in the following amount:</b></p> <ol style="list-style-type: none"> <li><b>1. The amount of Php[10% of total contract price], if in the form of cash, cashier's/manager's check issued by Universal or Commercial bank; or</b></li> <li><b>2. The amount of Php [10% of total contract price], if in the form of bank draft/guarantee or irrevocable letter of credit issued by Universal or Commercial Bank Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; or</b></li> <li><b>3. Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security in the amount of Php (30% of total contract price).</b></li> </ol>

## ***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

3.1 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.

3.2 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><b>The Intended Completion Date is Sixty (60) Calendar Days for contract duration.</b></p> <p><b>NOTE:</b></p> <p><b>The contract duration shall be reckoned from the start date and not from contract effectivity date.</b></p> <p><b>The start date shall be the date of receipt of the Notice to Proceed.</b></p>
4.1	<p>The <b>Site</b> is located at <b>Bicol International Airport</b> and is defined in the <b>Bicol International Airport Lay-out Plan</b>.</p>
7.2	<p><i>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.</i></p>
10	<p>No dayworks are applicable to the contract.</p>
11.1	<p>The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <b>seven (7)</b> days of delivery of the Notice of Award.</p>
13	<p>The CAAP shall, upon 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.</p>
15.1	<p>The date by which "as built" drawings are required is <b><i>upon completion of the project.</i></b></p>
15.2	<p>The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is <b>2% of the Contract Price.</b></p>



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

## **SCOPE OF WORK**

### **Repair of 3 MVA DEGS #1**

1. Delivery and Mobilization.
2. Conduct walk-around inspection on the subject generator set prior to execution of repair.
3. Disconnect battery cable from engine starting motor assembly.
4. Pull-out of defective Fuel High Pressure Pump and defective pressure sensor.
5. Installation of new fuel high pressure pump and new pressure sensor. **(The high-pressure pump must be sourced from an accredited manufacturer, specifically Rolls Royce - MTU).**
6. Perform bleeding process of fuel system till the air clog is totally flush out.
7. Reconnect battery cable to engine starting motor and conduct start-up of engine.
8. Perform testing with and without load.
9. Conduct Mechanical and Electrical Adjustments as needed.
10. Conduct technical orientation for personnel and operators in relation to the maintenance aspect of affected components.
11. Submission of Job Completion Certificate and housekeeping.

*Note: Inclusive of 1 yr warranty on unit and services.*

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

## ***Section VIII. Bill of Quantities***

# ***Bill of Quantities***

Annex “B” Form 1 .....	Bill of Quantities
Annex “B” Form 2 .....	Bid Proposal
Annex “B” Form 3 .....	Detailed Estimate

*(Contractor's Logo On Main Page)*

### BILL OF QUANTITIES

Project: **Comprehensive Maintenance Servicing of Diesel Engine Generator Sets  
at Bicol Airport**

Location: Bicol International Airport, Daraga, Albay

Item No	Description	Qty	Unit	Unit Price	Amount
<b>1.00</b>	<b>REPAIR AND MAINTENANCE OF DEGS#1</b>				
	Pesos Amount in Words	1.00	lot		
	and centavos				

-x-x- nothing follows -x-x-

Total Bid Amount (Php):

\_\_\_\_\_

Total Bid Amount in Words:

\_\_\_\_\_

Submitted By :

Signature :

\_\_\_\_\_

Printed Name :

\_\_\_\_\_

Position :

\_\_\_\_\_

Name Company :

\_\_\_\_\_

(Contractor's Logo On Main Page)

**BID PROPOSAL**

**Comprehensive Maintenance Servicing of Diesel Engine Generator Sets at Bicol Airport**

**Bicol International Airport, Daraga, Albay**

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	Profit	%	VALUE				
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
								$(5) \times (8)$	$5\% \times [(5) + (9)]$	$(9) + (10)$	$(5) + (11)$	$(12)/(3)$
1.00	REPAIR AND MAINTENANCE OF DEGS#1	1.00	lot									
TOTAL AMOUNT												

Submitted By :

Signature :

Printed Name :

Position :

Name Company :

# Bill of Quantities (Annex "B") Form 3

(Contractor's Logo On Main Page)

## DETAILED ESTIMATE FORM

NAME OF PROJECT	:	Comprehensive Maintenance Servicing of Diesel Engine Generator Sets at Bicol
LOCATION	:	Airport
SUBJECT	:	Bill of Quantities

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
A	REPAIR OF 3 MVA DEGS #1				
	<b>Material Cost</b>				
	<b>MTU16V400 GENSEI</b> PN: EX59507300031/87 HP Pump  PN: 0035352231 Pressure Sensor	1.00  1.00	Unit  Unit		
				Material Cost...	
B	<b>Labor Cost</b>	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	Supply of Services for Installation and Repair Works  <i>(Labor works, minor consumables, mobilization, provision of special tools and equipment rentals are already included in the package.)</i>  <b>Scope of Works</b>  1. Mobilization, report to assigned BIA Engineer for courtesy call, presentation and submission of required parts. 2. Conduct walk-around inspection on the subject generator set prior to execution of repair. 3. Disconnect battery cable. 4. Pull-out of defective high pressure pump and defective pressure sensor. 5. Installation of new fuel high pressure pump and new pressure sensor. 6. Perform bleeding process of fuel system till the air clog is totally flush out. 7. Reconnect battery cable to engine starting motor and conduct start-up of engine. 8. Perform testing with and without load. 9. Submit job completion certificate and housekeeping.	1.00	Lot		
				Labor Cost...	



A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
C	TOTAL EQUIPMENT RENTAL COST				
D	TOTAL DIRECT COST				
<b>INDIRECT COSTS</b>					
1. OCM	5.0%	of Estimated Direct Cost			
2. CONTRACTOR's PROFIT	0.0%	of Estimated Direct Cost			
E TOTAL OCM & PROFIT	5.0%	of D			
F. VALUEADDED TAX, (VAT)	5.0%	of (D + E)			
G. SUB-TOTAL ESTIMATED INDIRECT COST ( F + E), P					
H. SUB-TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
SUB-TOTAL ESTIMATED COST ( D + G ), P					
SUB-TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

Submitted By :

Signature :

Printed Name :

Position :

Name Company :

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class “A” Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

**Note: Please refer to GPPB Resolution No. 15-2021, dated 14 October 2021 page 7 of 29**

#### Technical Documents

- ☐ (b) 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**
- ☐ (c) 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**
- ☐ (d) 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**
- ☐ (e) 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; **(Please use Form per GPPB Resolution No. 16-2020); and**
- ☐ (f) 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; *(please see sample forms of Qualification of Key Personnel Proposed to be assigned to the Project, Key Personnel’s Certificate of Employment and Key Personnel Bio Data Form)*
  - ☐ 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**
- ☐ (g) 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.

**(Please use Revised Form per GPPB Resolution No. 16-2020.)**

***Financial Documents***

- ☐ (h) 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**
- (i) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

**The computation of a prospective bidder; NFCC must be at least equal to the ABC to be bid, calculated as follows:**

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

The values of the domestic bidder's current assets and current liabilities shall be based on the **latest Audited Financial Statements submitted to the BIR.**

***Class "B" Documents***

- ☐ (j) 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**

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

**Other documentary requirements under RA No. 9184**

- ☐ (l) Original of duly signed Bid Prices in the Bill of Quantities (Annex “B” Form 1) and Bid Proposal (Annex B Form 2); **and**
- ☐ (m) 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 (Annex “B” Form 3); **and**
- ☐ (n) Cash Flow by Quarter.

# ***Bidding Forms Sample***

# Bid Form for the Procurement of Infrastructure Projects

*[shall be submitted with the Bid]*

## BID FORM

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

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

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

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

a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;

b. We offer to execute the Works for this Contract in accordance with the PBDs;

c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;

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

e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,

f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;

g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB 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: \_\_\_\_\_



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

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## 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]*

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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

**AFFIDAVIT**

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

***[Jurat]***

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

## **Bid Securing Declaration Form**

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

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

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and

c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

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

*[Insert signatory's legal capacity]*  
Affiant

***[Jurat]***

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

**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 Civil Engineer, Electrical Engineer, Safety Officer, and Construction Foreman.

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

### ***Note:***

Organizational Chart must tally with List of contractor's personnel to be assigned to the contract to be bid, with their certificate of employment, and complete qualification and experience data (please see sample forms of Qualification of Key Personnel Proposed to be assigned to the Project, Key Personnel's Certificate of Employment and Key Personnel Bio Data Form).



## Key Personnel's Certificate of Employment

### *Date of Issuance*

Head of the Procuring Entity

*Designation*

*Address*

Dear Sir:

I am (Name of Nominee) 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 to it.

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

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____		
_____	_____		
_____	_____		
_____	_____		

At present, I am supervising the following project:

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____		
_____	_____		
_____	_____		
_____	_____		

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.

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) thereof, if the contract is awarded to him since I understand that to do so will be a sufficient ground for any disqualification as (Designation) in my future (Name of the Procuring Entity) bidding or employment with any Contractor doing business with the (Name of the Procuring Entity).

\_\_\_\_\_  
(Signature of Personnel)

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

3. Name: \_\_\_\_\_

4. Date of Birth: \_\_\_\_\_

5. Nationality: \_\_\_\_\_

6. Education and Degrees: \_\_\_\_\_

7. Specialty: \_\_\_\_\_

8. Registration: \_\_\_\_\_

9. Length of Service with the \_\_\_\_\_ Year from \_\_\_\_\_ (months) \_\_\_\_\_ (year)

Firm: \_\_\_\_\_

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

10. Years of Experience:

11. 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 \_\_\_\_\_

12. Experience:

This should cover the required no. of years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

13. Name: \_\_\_\_\_

14. Name and Address of Owner: \_\_\_\_\_

15. Name and Address of the Owner's Engineer (Consultant): \_\_\_\_\_

16. Indicate the Features of Project(particulars of the project components andany other particular interest connected with the project): \_\_\_\_\_

17. Contract Amount Expressed in Philippine Currency: \_\_\_\_\_

18. Position: \_\_\_\_\_

19. Structures for which the employee was responsible: \_\_\_\_\_

20. Assignment Period: from \_\_\_\_\_(months) \_\_\_\_\_(years)  
to \_\_\_\_\_(months) \_\_\_\_\_(years)

\_\_\_\_\_  
Name and Signature of Personnel

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

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

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

(Contractor's Logo on Main Page)  
**Qualification of Key Personnel Proposed to be Assigned to the Project**

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

	Project Manager/Engineer	Civil 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					

Minimum Requirements : Civil Engineer  
 : Safety Officer  
 : Foreman

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

Submitted by : \_\_\_\_\_  
 (Signature Over Printed Name)

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

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

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

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

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

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

List of Minimum equipment required for the project:

Note: Attach Proof of Ownership, Leased Agreement or Purchased Agreement

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

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:





