



**CIVIL AVIATION AUTHORITY OF THE PHILIPPINES  
AREA CENTER VI**

**REPAIR AND MAINTENANCE OF AIR-  
CONDITIONING AND CHILLER  
SYSTEM AT ILOILO INTERNATIONAL  
AIRPORT**

**(PB-ILO-2025-18)**

**May 22, 2025**

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# ***Glossary of Acronyms, Terms, and Abbreviations***

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

**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.

**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])

**CDA** - Cooperative Development Authority.

**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.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

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

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**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]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**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.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**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.

**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.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

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



*Republic of the Philippines*  
***Civil Aviation Authority of the Philippines***

**INVITATION TO BID  
FOR**

**REPAIR AND MAINTENANCE OF AIR-CONDITIONING  
AND CHILLER SYSTEM AT ILOILO INTERNATIONAL  
AIRPORT**

1. The *Civil Aviation Authority of the Philippines-Area Center VI*, through the *CAAP Corporate Operating Budget CY 2025* intends to apply the sum of **One Million Eighty-Two Thousand One Hundred Eighty-Seven Pesos and 33/100 (₱ 1,082,187.33)** being the ABC to payments under the contract for ***REPAIR AND MAINTENANCE OF AIR-CONDITIONING AND CHILLER SYSTEM AT ILOILO INTERNATIONAL AIRPORT, PB-ILO-2025-18***. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Civil Aviation Authority of the Philippines -Area Center VI* now invites bids for the above Procurement Project. Delivery of the Goods is required by ***Ninety (90) Calendar Days***. Bidders should have completed, within ***5 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).
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.  
  
Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the 2016 revised IRR of RA No. 9184.
4. Prospective Bidders may obtain further information from ***Civil Aviation Authority of the Philippines -Area Center VI*** and inspect the Bidding Documents at the address given below during ***8:00 AM to 4:00 PM, Monday to Friday***.
5. A complete set of Bidding Documents may be acquired by interested Bidders on ***May 22, 2025, from 8:00 am to 4:00 pm until June 11, 2025 @ 3:30 PM*** from the given address *and upon payment of the applicable fee for the Bidding Documents and a Letter of Intent, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Six Hundred Pesos (₱ 5,600.00)*. The Procuring Entity shall allow the

bidder to present its proof of payment for the fees *by the manner if it will be presented in person, by facsimile, or through electronic means.*

The ***Civil Aviation Authority of the Philippines -Area Center VI*** will hold a Pre-Bid Conference<sup>1</sup> on ***May 30, 2025, at 3:30 PM*** at the ***Conference Room Administration Building, CAAP Iloilo International Airport***, and/or through video conferencing or webcasting which shall be open to prospective bidders via:

***meet.google.com/npj-akoy-mep***

6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below on or before ***June 11, 2025 @ 3:30 PM*** Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
8. Bid opening shall be on ***June 11, 2025 @ 3:30 PM*** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
9. The ***Civil Aviation Authority of the Philippines -Area Center VI*** 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.
10. For further information, please refer to:

***ENGR. JOEL C. GERVERO***  
*BAC Chairman*  
*Civil Aviation Authority of the Philippines*  
*Area Center VI*  
*Iloilo International Airport*  
*Cabatuan, Iloilo*  
*bac\_area6@caap.gov.ph*  
*(033)-3211950; (033)-3299500 loc. 3266*

*May 22, 2025*

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***(SGD.) ENGR. JOEL C. GERVERO***  
*BAC Chairman*  
*Civil Aviation Authority of the Philippines*  
*Area Center VI*

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.



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

## 1. Scope of Bid

The Procuring Entity, *Civil Aviation Authority of the Philippines -Area Center VI* wishes to receive Bids for the **REPAIR AND MAINTENANCE OF AIR-CONDITIONING AND CHILLER SYSTEM AT ILOILO INTERNATIONAL AIRPORT**, with identification number **PB-ILO-2025-18**.

The Procurement Project (referred to herein as “Project”), details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

- 2.1. The GOP through the source of funding as indicated below for **CY 2025** in the amount of **One Million Eighty-Two Thousand One Hundred Eighty-Seven Pesos and 33/100 (₱ 1,082,187.33)**.
- 2.2. The source of funding is 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 Manuals 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 **IB** 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 verified and accepted the general requirements of this Project, including 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, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, 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. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
- a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
  - b. For the procurement of Expendable Supplies: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least twenty-five percent (25%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## **6. Origin of 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, subject to Domestic Preference requirements under **ITB** Clause 18.

## **7. Subcontracts**

- 7.1. 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 either at its physical address ***REPAIR AND MAINTENANCE OF AIR-CONDITIONING AND CHILLER SYSTEM AT ILOILO INTERNATIONAL AIRPORT*** as indicated in paragraph 6 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

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

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

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within ***five (5) years*** prior to the deadline for the submission and receipt of bids.

- 10.3. 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. Similar to the required authentication above, 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.

## **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 VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. 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. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in the **BDS**.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers

registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

- ii. The price of other (incidental) services, if any, as listed in the **Section VII (Technical Specifications)**.

### **13. Bid and Payment Currencies**

13.1. For Goods that the Bidder will supply from outside the Philippines, the 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.

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

### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration<sup>2</sup> 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**.

14.2. The Bid and bid security shall be valid until ***One Hundred Twenty (120) Calendar Days*** after the opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **15. 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 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 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.

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

16.1. 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**.

### **17. Opening and Preliminary Examination of Bids**

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<sup>2</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

- 17.1. 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.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 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 the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case may be. In this case, the Bid Security as required by **ITB** Clause 14 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as One Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.1. 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, 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**

- 21.1. 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<br>Clause |  |
|---------------|--|
| 3.0           | <ul style="list-style-type: none"> <li>● <i>SITE INSPECTION</i> and <i>CERTIFICATE of SITE INSPECTION</i> are required and shall be included as part of the Technical Documents of the Technical Component Envelope. <ul style="list-style-type: none"> <li>○ Site inspection schedule is 8:00AM to 3:00PM, Monday to Friday, except for holidays.</li> <li>○ Absence of Certificate of Site Inspection is a ground for <b><u>disqualification</u></b>.</li> </ul> </li> <li>● A <i>LETTER of INTENT</i> is required for site inspection and must be included in the bidding document to be submitted. <ul style="list-style-type: none"> <li>○ The Letter of Intent must indicate the authorized personnel to conduct site inspection.</li> <li>○ The Letter of Intent must be addressed to: <p style="text-align: center;"><b>ENGR. EUSEBIO F. MONSERATE, JR</b><br/>Acting Area Manager<br/>Civil Aviation Authority of the Philippines<br/>Iloilo International Airport</p> <p style="text-align: center;">Thru: <b>ENGR. ALEX B. GALLANA</b><br/>Engineering Supervisor,<br/>Iloilo International Airport</p> </li> <li>○ A Letter of Intent may also be submitted through the official email of Iloilo International Airport: iloilo_airport@caap.gov.ph</li> <li>○ An Authorization Letter is required for the Company Representative during the conduct of the Site Inspection.</li> </ul> </li> </ul> <p>For inquiries pertaining to the project, it may be directed to Engr. Alex B. Gallana at (033) 329 9500 local 3307 or 3301.</p> |
| 5.3           | <p>For this purpose, contracts similar to the Project shall be:</p> <ul style="list-style-type: none"> <li>a. Air-Conditioning, Chiller</li> <li>b. Have a project completed within <b>five (5) years</b> prior to the deadline of the submission and receipt of Bids</li> </ul>   |
| 7.1           | <i>Sub-contracting is not allowed.</i>   |
| 12            | The price of the Goods shall be quoted DDP <b><i>Civil Aviation Authority of the Philippines, Iloilo International Airport, Cabatuan, Iloilo</i></b> or the applicable International Commercial Terms (INCOTERMS) for this Project.  |
| 14.1          | The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:  |

|      |   |
|------|---|
|      | <p>a. The amount of not less than <b><u>₱ 21,643.75</u></b> [ (2%) of ABC], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</p> <p>b. The amount of not less than <b><u>₱ 54,109.37</u></b> [ (5%) of ABC] if bid security is in Surety Bond.</p>   |
| 19.3 | <i>Partial bids are not allowed.</i>  |
| 20.2 | <p>The Bidder declared as SCB/LCB shall provide the following documents required in the Post Qualification Evaluation:</p> <ul style="list-style-type: none"> <li>● PhilGEPS Certificate of Registration</li> <li>● Annual Latest Income Tax Returns</li> <li>● Quarterly Business Tax Returns</li> <li>● Tax Clearance</li> <li>● Mayor's or Business Permit</li> <li>● Audited Financial Statements, stamped "Received" by the Bureau of Internal Revenue (BIR) or its duly Accredited and Authorized institutions for manual submission, for the preceding calendar year, which should not be earlier than Two (2) years from bid submission. For online submission, an email confirmation from the BIR in lieu of the manual "Received" stamping.</li> <li>● Registration Certificate from following: <ul style="list-style-type: none"> <li>○ Securities and Exchange Commission (SEC), or</li> <li>○ Department of Trade and Industry (DTI for Sole Proprietorship, or Cooperative Development Authority (CDA) for Cooperatives.</li> </ul> </li> </ul> |
| 21.2 | The Bidder declared as SCB/LCB shall submit <i>Legal Clearance Request Form</i> for approval to the Office of the Legal of the CAAP Area VI before the Contract of Agreement.   |

## ***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.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## **2. Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## **3. Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder 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 of RA No. 9184.

## **4. Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section VII (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

- 5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

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

## Special Conditions of Contract

| GCC Clause |   |
|------------|---|
| 1          | <p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <b>Civil Aviation Authority of the Philippines Iloilo International Airport</b>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <b>Civil Aviation Authority of the Philippines Iloilo International Airport</b>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is:</p> <p><b>ENGR. EUSEBIO F. MONSERATE JR.</b><br/>Acting Area Manager<br/>Area Center VI</p> |
|            | <p><b>Spare Parts –</b></p> <p>The spare parts and other components required are listed in <b>Section VI (Schedule of Requirements)</b> and the cost thereof is included in the contract price.</p> <p>The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of <b>three (3) times</b>.</p> <p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <b>one (1) month</b> of placing the order.</p>   |

|  |   |
|--|---|
|  | <p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity</p> <p>Name of the Supplier</p> <p>Contract Description</p> <p>Final Destination</p> <p>Gross weight</p> <p>Any special lifting instructions</p> <p>Any special handling instructions</p> <p>Any relevant HAZCHEM classifications</p> |
|  | <p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p>  |



|     |   |
|-----|---|
|     | <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>   |
|     | <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p> |
| 2.1 | No mobilization fees or advance payments shall be extended or paid to any project as per DOTr Memorandum dated 10 July 2018 and Area CAAP Memorandum dated July 23, 2018  |
| 2.2 | Partial payment shall be allowed as per CAAP Memorandum Circular No.: 11-2021   |
| 4   | The inspections and/or tests will be conducted by the <b>ENDUSER</b> and/or <b>AREA VI TECHNICAL INSPECTION AND ACCEPTANCE COMMITTEE (ATIAC)</b> .  |

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

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

| <b>Item Number</b> | <b>Description</b>  | <b>Quantity</b> | <b>Total</b> | <b>Delivered, Weeks/Months</b>  |
|--------------------|---|-----------------|--------------|---|
|                    | REPAIR AND MAINTENANCE OF AIR-CONDITIONING AND CHILLER SYSTEM AT ILOILO INTERNATIONAL AIRPORT | One (1)<br>Lot  |              | Completion Schedule of materials and goods shall be delivered within <b>Ninety (90) Calendar Days</b> upon the effectivity of the Notice to Proceed |

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

Name of Bidder: \_\_\_\_\_

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

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

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

*Use this form for Framework Agreement:]*

## ***Framework Agreement List***

Limited to repeatedly required goods and services that are identified to be necessary and desirable, but, by its nature, use or characteristic, the quantity and/ or exact time of need cannot be accurately pre-determined and are not advisable to be carried in stock.

Prepared by the End-User, attached to the APP and submitted to the BAC for the approval of the HOPE.

| <b><i>FRAMEWORK AGREEMENT LIST<br/>(AGENCY)</i></b> |   |   |                                   |                                       |
|---|---|---|-----------------------------------|---------------------------------------|
|   | <b><i>Item / Service<br/>Type and nature of<br/>each item/service</i></b> | <b><i>Cost per item or<br/>service</i></b>                                      | <b><i>Maximum Quantity</i></b>    | <b><i>Total Cost<br/>per Item</i></b> |
|   |   |   |                                   |                                       |
|   |   |   |                                   |                                       |
|   |   |   |                                   |                                       |
|   | <b><i>TOTAL<br/>(Approved Budget for<br/>the Contract)</i></b>            |   |                                   |                                       |
|   | <i>Expected delivery<br/>timeframe after receipt<br/>of a Call-Off.</i>   | <i>Within [no. of days] calendar days upon issuance of Call-off.</i>            |                                   |                                       |
|   | <i>Remarks</i>  | <i>Indicate here any other appropriate information as may be<br/>necessary.</i> |                                   |                                       |
|   |   |   |                                   |                                       |
|   | <b><i>SIGNATURE OVER<br/>PRINTED NAME</i></b>                             | <b><i>POSITION</i></b>  | <b><i>DEPARTMENT/DIVISION</i></b> |                                       |

## ***Section VII. Technical Specifications***

# TECHNICAL SPECIFICATIONS

| REPAIR AND MAINTENANCE OF AIR-CONDITIONING AND CHILLER SYSTEM AT ILOILO INTERNATIONAL AIRPORT |   |                         |
|---|---|-------------------------|
| Item  | Specifications  | Statement of Compliance |
| 1   | Replacement of Defective Air Conditioning Unit at PTB CCTV Room (1lot)                                  |                         |
| 2   | Replacement of Bearings and Pillow Block Bearings of AHU at Gangway (gate 5) and Control Tower (4units) |                         |
| 3   | General Cleaning of FCU at PTB, ADM, CTO, MNT, CPE, and CPM (170units)                                  |                         |
|   | Scope of Work:  |                         |
|   | Dismantle and Clean FCU Coil ; use pressure washer and detergent that have MSDS                         |                         |
|   | Reinstall all dismantled FCU Coil   |                         |
| 4   | Repainting of Corroded FCU Face Cover at ADM, MNT, CTO, CPE and CPM (55units)                           |                         |
| 5   | Preventive Maintenance Materials (1lot)   |                         |
|   | Refrigerant, R410a, 13.2 kg (2tanks)  |                         |
|   | Refrigerant, R32, 13.2 kg (2tanks)  |                         |
|   | Bearing, 6201 (Japan made) (15pcs)  |                         |
|   | Bearing, 6202 (Japan made) (15pcs)  |                         |
|   | Plastic Charol 48" x 50 yards (1roll)   |                         |
|   | vbelt A-47 (8pcs)   |                         |
|   | vbelt A-66 (3pcs)   |                         |
|   | vbelt A-59 (2pcs)   |                         |
|   | vbelt A-67 (2pcs)   |                         |
|   | vbelt A-94 (2pcs)   |                         |
|   | eurotape 2" (9rolls)  |                         |
|   | wd40, 333ml (7bottles)  |                         |
|   | paint latex, white (4gallons)   |                         |
|   | rewinding of fan motor (2units)   |                         |
|   | acoustic board, 10pcs per box (8boxes)  |                         |
|   | rugs bundle, 10pcs (8bundles)   |                         |
|   | 10"UV-LED Water Purifier 4-stages (3sets)   |                         |
|   | puller, 4" (1pc)  |                         |
|   | Clampmeter (1unit)  |                         |
|   | With true RMS AC voltage  |                         |
|   | Max Voltage = 600 V   |                         |
|   | Max Ampere = 600 A  |                         |
|   | Max Hertz = 500 Hz  |                         |
|   | PCB indoor (1set)   |                         |
|   | MATRIX floor mounted  |                         |
|   | Model No. MX-480DCI-M (Indoor)  |                         |

# **MANAGEMENT FRAMEWORK**

**Project Name: Repair and Maintenance of Air-conditioning and Chiller System at Iloilo International Airport**

## **Work Identification:**

1. Repair and Maintenance

## **Effects:**

1. The non-inverter air-conditioning unit at CCTV room is frequently malfunctioning and less efficient due to the unit is nearly end of life. A malfunction of this unit may cause the remaining operational unit to excessively working in 24/7 to maintain the room temperature requirements of IT Equipments.
2. Noisy operation was observed on Air Handling Unit at gangway (gate5) and CTO building probably due to worn-out bearings. Defective bearings if not replaced may cause severe damaged to motor and blower shaft.
3. AC unit at CFRU Dining room has defective PCB Indoor. Replacing the PCB will maintain the room temperature within the comfort zone of the occupants.
4. Dirt on coil and fins of FCU may cause less efficient performance due to poor heat transfer.

## **Planning:**

1. Defective PCB Indoor of AC unit at CFRU Dining shall be replaced with new PCB unit.
2. Inefficient and old AC unit at CCTV Room shall be replaced with inverter AC.
3. Motor and pillow block bearings of AHU at gangway 1(gate 5) and CTO shall be replaced to maintain its efficiency and prevent major damaged on shafts.
4. Dismantle/pulldown the FCU and thoroughly clean coil and fins to maintain its efficiency.
5. The cost for the replacement, repair and maintenance shall be included to CY2024 budget proposal.
6. Once budget was included to approved CY 2025 APP, the program of works (with required attachments) shall be submitted for approval.
7. Once the POW was approved, the procurement process shall be handled by Area BAC through a competitive bidding.

## **Schedule:**

1. Once procurement process has completed and NTP was issued, the contractor must complete the project within ninety (90) calendar days from the effectivity of notice to proceed.

2. The contractor shall submit within seven (7) days the schedule of deliveries and Gantt chart for the parts replacement, repair and cleaning of FCU.
3. The project is target to be completed on August 2024.

**Execution:**

1. The contractor shall process the necessary work permits for their AC Technicians for the repair/installation of AC Units.
2. The contractor shall provide tools, and technical expertise for the replacement of AC unit at CCTV Room, replacement of bearings and cleaning of FCU.
3. The contractor shall deliver the items within the delivery schedule.
4. The project In-charge shall monitor the progress of the project based on the Gantt chart.

**Follow-up**

1. The contractor shall be responsible for any defects within the warranty period and shall repair or replace the item within fifteen (15) days from the date the notice was received.
2. The contractor shall submit an accomplishment report after the replacement/repair of AC units and cleaning of FCU were completed.
3. The project will be inspected and accepted by Area 6 Technical Inspector and Acceptance Committee.
4. The project status shall be reported during the monthly management/staff meeting to discuss the overall accomplishments of the project and to identify what went wrong or what went right during the implementation.

Name of Bidder: \_\_\_\_\_

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

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

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

# Technical Specifications

| <b>TECHNICAL SPECIFICATIONS</b> |                         |   |  |
|---------------------------------|-------------------------|---|--|
| <i>Item / Service</i>           | <i>Maximum Quantity</i> | <i>Technical Specifications / Scope of Work</i> | <i>Statement of Compliance</i>   |
|                                 |                         |   | <p><i>[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution.]</i></p> |
|                                 |                         |   |  |
|                                 |                         |   |  |
|                                 |                         |   |  |
|                                 |                         |   |  |
|                                 |                         |   |  |
|                                 |                         |   |  |
|                                 |                         |   |  |
|                                 |                         |   |  |



## ***Section VIII. 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;**

#### 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 for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) 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**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS) **and** , 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

- (g) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class “B” Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) 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

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule(s).

#### Other documentary requirements under RA No. 9184 (as applicable)

- (k) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**Omnibus Sworn Statement**  
*[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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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]*

**Bid Form for the Procurement of Goods**  
*[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, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. 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 or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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

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

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

(if none, state "None") ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.



The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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

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

Legal capacity: \_\_\_\_\_

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

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

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

**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

| 1    | 2  | 3                 | 4         | 5   | 6  | 7                                      | 8                                    | 9                                     |
|------|--|-------------------|-----------|---|--|--|--------------------------------------|---------------------------------------|
| Item | Description  | Country of origin | Quantity  | Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination) | Total CIF or CIP price per item (col. 4 x 5) | Unit Price Delivered Duty Unpaid (DDU) | Unit price Delivered Duty Paid (DDP) | Total Price delivered DDP (col 4 x 8) |
| 1    | Replacement of Defective Air Conditioning Unit at PTB CCTV Room                                |                   | 1 lot     |   |  |  |                                      |                                       |
| 2    | Replacement of Bearings and Pillow Block Bearings of AHU at Gangway (gate 5) and Control Tower |                   | 4 units   |   |  |  |                                      |                                       |
| 3    | General Cleaning of FCU at PTB, ADM, CTO, MNT, CPE, and CPM                                    |                   | 170 units |   |  |  |                                      |                                       |
|      | Scope of Work:   |                   |           |   |  |  |                                      |                                       |
|      | Dismantle and Clean FCU Coil ; use pressure washer and detergent that have MSDS                |                   |           |   |  |  |                                      |                                       |
|      | Reinstall all dismantled FCU Coil  |                   |           |   |  |  |                                      |                                       |
| 4    | Repainting of Corroded FCU Face Cover at ADM, MNT, CTO, CPE and CPM                            |                   | 55 units  |   |  |  |                                      |                                       |
| 5    | Preventive Maintenance Materials   |                   | 1 lot     |   |  |  |                                      |                                       |
|      | Refrigerant, R410a, 13.2 kg (2tanks)   |                   |           |   |  |  |                                      |                                       |
|      | Refrigerant, R32, 13.2 kg (2tanks)   |                   |           |   |  |  |                                      |                                       |

|  |   |  |  |  |  |  |  |  |
|--|---|--|--|--|--|--|--|--|
|  | Bearing, 6201 (Japan made) (15pcs)        |  |  |  |  |  |  |  |
|  | Bearing, 6202 (Japan made) (15pcs)        |  |  |  |  |  |  |  |
|  | Plastic Charol 48" x 50 yards (1roll)     |  |  |  |  |  |  |  |
|  | vbelt A-47 (8pcs)                         |  |  |  |  |  |  |  |
|  | vbelt A-66 (3pcs)                         |  |  |  |  |  |  |  |
|  | vbelt A-59 (2pcs)                         |  |  |  |  |  |  |  |
|  | vbelt A-67 (2pcs)                         |  |  |  |  |  |  |  |
|  | vbelt A-94 (2pcs)                         |  |  |  |  |  |  |  |
|  | eurotape 2" (9rolls)                      |  |  |  |  |  |  |  |
|  | wd40, 333ml (7bottles)                    |  |  |  |  |  |  |  |
|  | paint latex, white (4gallons)             |  |  |  |  |  |  |  |
|  | rewinding of fan motor (2units)           |  |  |  |  |  |  |  |
|  | acoustic board, 10pcs per box (8boxes)    |  |  |  |  |  |  |  |
|  | rugs bundle, 10pcs (8bundles)             |  |  |  |  |  |  |  |
|  | 10"UV-LED Water Purifier 4-stages (3sets) |  |  |  |  |  |  |  |
|  | puller, 4" (1pc)                          |  |  |  |  |  |  |  |
|  | Clampmeter (1unit)                        |  |  |  |  |  |  |  |
|  | With true RMS AC voltage                  |  |  |  |  |  |  |  |
|  | Max Voltage = 600 V                       |  |  |  |  |  |  |  |
|  | Max Ampere = 600 A                        |  |  |  |  |  |  |  |
|  | Max Hertz = 500 Hz                        |  |  |  |  |  |  |  |
|  | PCB indoor (1set)                         |  |  |  |  |  |  |  |
|  | MATRIX floor mounted                      |  |  |  |  |  |  |  |
|  | Model No. MX-480DCI-M (Indoor)            |  |  |  |  |  |  |  |

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

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

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

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

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

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_\_ of \_\_\_\_

| 1    | 2  | 3                 | 4         | 5                       | 6   | 7  | 8  | 9                                   | 10  |
|------|--|-------------------|-----------|-------------------------|---|--|--|-------------------------------------|---|
| Item | Description  | Country of origin | Quantity  | Unit price EXW per item | Transportation and all other costs incidental to delivery, per item | Sales and other taxes payable if Contract is awarded, per item | Cost of Incidental Services, if applicable, per item | Total Price, per unit (col 5+6+7+8) | Total Price delivered Final Destination (col 9) x (col 4) |
| 1    | Replacement of Defective Air Conditioning Unit at PTB CCTV Room                                |                   | 1 lot     |                         |   |  |  |                                     |   |
| 2    | Replacement of Bearings and Pillow Block Bearings of AHU at Gangway (gate 5) and Control Tower |                   | 4 units   |                         |   |  |  |                                     |   |
| 3    | General Cleaning of FCU at PTB, ADM, CTO, MNT, CPE, and CPM                                    |                   | 170 units |                         |   |  |  |                                     |   |
|      | Scope of Work:   |                   |           |                         |   |  |  |                                     |   |
|      | Dismantle and Clean FCU Coil ; use pressure washer and detergent that have MSDS                |                   |           |                         |   |  |  |                                     |   |
|      | Reinstall all dismantled FCU Coil  |                   |           |                         |   |  |  |                                     |   |
| 4    | Repainting of Corroded FCU Face Cover at ADM, MNT, CTO, CPE and CPM                            |                   | 55 units  |                         |   |  |  |                                     |   |
| 5    | Preventive Maintenance Materials   |                   | 1 lot     |                         |   |  |  |                                     |   |
|      | Refrigerant, R410a, 13.2 kg (2tanks)   |                   |           |                         |   |  |  |                                     |   |
|      | Refrigerant, R32, 13.2 kg (2tanks)   |                   |           |                         |   |  |  |                                     |   |

|   |  |  |  |  |  |  |  |  |
|---|--|--|--|--|--|--|--|--|
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| vbelt A-94 (2pcs)                         |  |  |  |  |  |  |  |  |
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| wd40, 333ml (7bottles)                    |  |  |  |  |  |  |  |  |
| paint latex, white (4gallons)             |  |  |  |  |  |  |  |  |
| rewinding of fan motor (2units)           |  |  |  |  |  |  |  |  |
| acoustic board, 10pcs per box (8boxes)    |  |  |  |  |  |  |  |  |
| rugs bundle, 10pcs (8bundles)             |  |  |  |  |  |  |  |  |
| 10"UV-LED Water Purifier 4-stages (3sets) |  |  |  |  |  |  |  |  |
| puller, 4" (1pc)                          |  |  |  |  |  |  |  |  |
| Clampmeter (1unit)                        |  |  |  |  |  |  |  |  |
| With true RMS AC voltage                  |  |  |  |  |  |  |  |  |
| Max Voltage = 600 V                       |  |  |  |  |  |  |  |  |
| Max Ampere = 600 A                        |  |  |  |  |  |  |  |  |
| Max Hertz = 500 Hz                        |  |  |  |  |  |  |  |  |
| PCB indoor (1set)                         |  |  |  |  |  |  |  |  |
| MATRIX floor mounted                      |  |  |  |  |  |  |  |  |
| Model No. MX-480DCI-M (Indoor)            |  |  |  |  |  |  |  |  |

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

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

