

# **PHILIPPINE BIDDING DOCUMENTS**

## **PROCUREMENT OF CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING (RE-BID)**

Government of the Republic of the Philippines

**BID NO. 25-19-04 ALPHA**

**Sixth Edition  
July 2020**

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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 CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING (RE-BID) Bid No. 25-19-04 ALPHA

1. The Civil Aviation Authority of the Philippines, through the **CAAP APP FY 2025** intends to apply the sum of **Two Million pesos only (Php 2,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING (RE-BID) -(Bid No. 25-19-04 ALPHA)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Civil Aviation Authority of the Philippines now invites bids for the above Procurement Project. Completion of the Works requires **NINETY (90) CALENDAR DAYS (INCLUSIVE OF ELEVEN (11) RAINY/UNWORKABLE DAYS)**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from the Civil Aviation Authority of the Philippines, BAC Office and inspect the Bidding Documents at the address given below from 08:00 AM to 05:00 PM from Monday to Friday.
5. A complete set of Bidding Documents may be acquired by interested bidders on **09 June 2025 until deadline of submission of bid** from given address and website/s below *and* upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **PHP 5,000.00 (exclusive of any/or taxes imposed by relevant government agencies)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees by presenting the official receipt in person.
6. Upon payment of the bid documents, bidders must provide their respective email addresses to the BAC Secretariat. All communications, including but not limited to Notices, Resolutions, and Replies, among others, will be sent to the email address provided by the bidder/s. The date when such email was sent shall be considered the date of receipt of the bidder/s for purposes of complying with the requirements under RA 9184.
7. Bidders must also check the PhilGEPS website, CAAP website, and BAC Secretariat for any bid bulletins and announcements related to the bidding.



8. The Civil Aviation Authority of the Philippines will hold a Pre-Bid Conference<sup>1</sup> on **17 June 2025 @ 9:30 AM** through videoconferencing/webcasting via Jitsi/Zoom/Google Meet, which shall be open to prospective bidders.
9. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **01 July 2025 @ 9:30 AM**. Late bids shall not be accepted.
10. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.
11. Bid opening shall be on **01 July 2025 @ 9:30 AM** at the given address below and/or Jitsi/Zoom/Google Meet. 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 reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to:

**ENGR. LEANDRO R. VARQUEZ**

Head, BAC Secretariat

BAC Office

3rd Floor Supply, Procurement Building

Civil Aviation Authority of the Philippines

MIA Road corner Ninoy Aquino Avenue

1300 Pasay City, Metro Manila

Telephone number – (02) 8246-4988 loc. 2236

Email: [\*\*bac@caap.gov.ph\*\*](mailto:bac@caap.gov.ph)

14. You may visit the following websites:  
For downloading of Bidding Documents: [\*\*www.caap.gov.ph\*\*](http://www.caap.gov.ph)

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**ATTY. ROBERTO MARTIN S. BUENAVENTURA**  
Chairperson, BAC-ALPHA

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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 invites Bids for the **CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING (RE-BID)**, with Project Identification Number: **Bid No. 25-19-04 ALPHA**.

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 CAAP APP FY 2025 in the amount of **Two Million pesos only (Php 2,000,000.00)**.

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

## 3. **Bidding Requirements**

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

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

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

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

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

## **5. Eligible Bidders**

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

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

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

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

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

## **7. Subcontracts**

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

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

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in paragraph 8 of the **IB**.

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

Prospective bidders may request 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 *[indicate date]*. 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 9 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 11 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>A. For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <table border="1" data-bbox="323 472 1393 607"> <tr> <th data-bbox="323 472 954 517">Category</th><th data-bbox="954 472 1393 517">ABC,</th></tr> <tr> <td data-bbox="323 517 954 607"><b>Building Construction/ Improvement/ Rehabilitation/ Repair</b></td><td data-bbox="954 517 1393 607"><b>Php 2,000,000.00</b></td></tr> </table> <p>B. The statement of SLCC shall be accompanied by a Certificate of Final Acceptance issued by the owner, or a final rating of at least "Satisfactory in the Constructors Performance Evaluation System (CPES). In the case of contracts with the private sector, an equivalent document shall be submitted. (Section 23.4.2.5 of the Revised IRR of Republic Act No. 9184)</p>	Category	ABC,	<b>Building Construction/ Improvement/ Rehabilitation/ Repair</b>	<b>Php 2,000,000.00</b>
Category	ABC,				
<b>Building Construction/ Improvement/ Rehabilitation/ Repair</b>	<b>Php 2,000,000.00</b>				
7.1	Subcontracting is not allowed.				
10.1	<p>Bidder shall submit all eligibility and technical documents as specified in <b>Section IX. Checklist of Technical and Financial Documents:</b></p> <p><b>Class "A" Documents</b></p> <p><u>Legal Documents</u></p> <p>a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;</p> <p><u>Technical Documents</u></p> <p>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. (<i>Annex "A" Form 1</i>); and</p> <p>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. (<i>Annex "A" Form 2</i>); and</p> <p>1. The statement of SLCC shall be accompanied by a Certificate of Final Acceptance issued by the owner, or a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). In the case of contracts with the private sector, an equivalent document shall be submitted. (Section 23.4.2.5 of the Revised IRR of Republic Act No. 9184).; <b>and</b></p> <p>d. Special PCAB License in case of Joint Ventures <b>and</b> registration for the type and cost of the contract to be bid;</p>				

	<p>e. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission <b>or</b> original copy of Notarized Bid Securing Declaration (<i>Annex "B" Form 1</i>); and</p> <p>f. Project Requirements, which shall include the following:</p> <ol style="list-style-type: none"> <li>1. Organizational chart for the contract to be bid (<i>Annex "B" Form 2</i>); and</li> <li>2. 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 (<i>Annex "B" Form 3</i>); and</li> <li>3. 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 (<i>Annex "B" Form 5</i>); and</li> </ol> <p>g. Original duly signed Omnibus Sworn Statement (OSS) <b>and</b> 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 (<i>Annex "B" Form 6</i>)</p> <p>This shall include all of the following documents as attachment to the Omnibus Sworn Statement:</p> <ol style="list-style-type: none"> <li>1. Certification, under oath, attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements as prescribe under the 2016 Revised Implementing Rules and Regulation (R-IRR) of RA No. 9184; and</li> <li>2. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority; and</li> <li>3. Bid Bulletins (if applicable); and</li> </ol> <p><u>Financial Documents</u></p> <p>h. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).</p>
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	<p style="text-align: center;"><b>Class "B" Documents</b></p> <p>i. 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; <b>or</b> 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.</p> <p>II. FINANCIAL COMPONENT ENVELOPE</p> <p>j. Original of duly signed and accomplished Financial Bid Form; and</p> <p><u>Other documentary requirements under RA No. 9184</u></p> <p>k. Original of duly signed Bid Prices in the Bill of Quantities (<i>Annex "C" Form 1</i>);</p> <p>l. Summary of Bid Proposal (<i>Annex "C" Form 2</i>);</p> <p>m. Bill of Materials &amp; Cost Estimates (<i>Annex "C" Form 3</i>);</p> <p>n. Summary Sheet indicating the Unit Prices of Construction Materials (<i>Annex "C" Form 4</i>);</p> <p>o. Summary Sheet indicating Unit Prices of Labor (<i>Annex "C" Form 5</i>);</p> <p>p. Summary Sheet indicating the Unit Prices of Equipment (<i>Annex "C" Form 6</i>); and</p> <p>q. Cash Flow by Quarter and Payment Schedule (<i>Annex "C" Form 7</i>).</p> <p>Bids not complying with the above instruction shall be disqualified.</p>
10.3	<p>Valid PCAB License or a valid special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project.</p> <p><b>Small B - License Category C &amp; D</b> (<i>Building and Industrial Plant</i>)</p> <p>No other contractor license or permit is required.</p>

10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table><tr><td><u>Key Personnel</u></td><td><u>General Experience</u></td><td><u>Relevant Experience</u></td></tr><tr><td>Project (Civil) Engineer</td><td>Five (5)</td><td>Three (3) years in</td></tr><tr><td>Construction Safety and Health Officer</td><td>years in</td><td>Building</td></tr><tr><td>Master Plumber</td><td>General</td><td>Construction/</td></tr><tr><td>Construction Foreman</td><td>Engineering</td><td>Improvement/</td></tr><tr><td></td><td></td><td>Rehabilitation/</td></tr><tr><td></td><td></td><td>Repair</td></tr></table> <p><b>Use Annex “B” Forms 3, 4a, 4b &amp; 4c</b></p>	<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>	Project (Civil) Engineer	Five (5)	Three (3) years in	Construction Safety and Health Officer	years in	Building	Master Plumber	General	Construction/	Construction Foreman	Engineering	Improvement/			Rehabilitation/			Repair
<u>Key Personnel</u>	<u>General Experience</u>	<u>Relevant Experience</u>																				
Project (Civil) Engineer	Five (5)	Three (3) years in																				
Construction Safety and Health Officer	years in	Building																				
Master Plumber	General	Construction/																				
Construction Foreman	Engineering	Improvement/																				
		Rehabilitation/																				
		Repair																				
10.5	<p>The minimum major equipment requirements are the following:</p> <table><tr><td><u>Equipment</u></td><td><u>Capacity</u></td><td><u>Number of Units</u></td></tr><tr><td>Jackhammer</td><td></td><td>One (1)</td></tr><tr><td>One-bagger Concrete Mixer</td><td></td><td>One (1)</td></tr><tr><td>Concrete Vibrator</td><td></td><td>One (1)</td></tr><tr><td>Heat Fusing Machine</td><td></td><td>One (1)</td></tr></table> <p><b>Use Annex “B” Form 5</b></p>	<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>	Jackhammer		One (1)	One-bagger Concrete Mixer		One (1)	Concrete Vibrator		One (1)	Heat Fusing Machine		One (1)						
<u>Equipment</u>	<u>Capacity</u>	<u>Number of Units</u>																				
Jackhammer		One (1)																				
One-bagger Concrete Mixer		One (1)																				
Concrete Vibrator		One (1)																				
Heat Fusing Machine		One (1)																				
12	No further instructions.																					
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than two percent (2%) of ABC, if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than five percent (5%) of ABC if bid security is in Surety Bond.</p>																					
16	<p>1. Each and every page thereof shall be initialed/signed by the duly authorized representative/s of the Bidder.</p> <p>Submitted Eligibility, Technical and Financial documents shall be properly marked with index tabs (ear tab) and must be sequentially paginated in accurate order in the form i.e. “page 3 of 100”. Page number of last page of the document (per envelope basis).</p> <p>Pagination should be sequential based on the entire span of the whole documents inside the envelope.</p> <p>Bids not complying with the above instructions shall be automatically disqualified.</p> <p>2. Each Bidder shall submit <b>one copy of the first and second components</b> of its bid.</p>																					

19.2	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20	<p>The Bidder with the Lowest Calculated Bid (LCB) that complies with and is responsive to all the requirements and conditions shall submit its</p> <ul style="list-style-type: none"> <li>a) Updated Valid PhilGEPS Certificate of Registration;</li> <li>b) Latest income and business tax returns filed through the Electronic Filing and Payment System (EFPS);</li> <li>c) Key personnel licenses;</li> <li>d) Updated status of all ongoing contracts, including contracts awarded but not yet started, issued by the government agency or private concerned;</li> </ul> <p>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided, that in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the Bid Security in accordance with Section 69 of the IRR of RA 9184.</p>
21	<p>The following relevant project documents are required to be submitted by the successful bidder who submitted the LCRB as part of the Contract Agreement during its signing:</p> <ul style="list-style-type: none"> <li>a) Construction schedule</li> <li>b) Bar Chart &amp; S-curve</li> <li>c) PERT/CPM Network Diagram</li> <li>d) Manpower schedule</li> <li>e) Construction methods</li> <li>f) Equipment utilization schedule</li> </ul> <p>Construction safety &amp; health programs approved by the Department of Labor &amp; Employment <b>(CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING)</b></p>

## ***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 10.4 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	Not applicable.
3.1	The <b>CIVIL AVIATION AUTHORITY OF THE PHILIPPINES</b> shall give possession of all parts of the Site to the Contractor upon receipt of the Notice to Proceed.
5	In addition to the Performance Security, winning bidder shall submit Contractor's All Risks Insurance (CARI) upon release of Notice to Proceed.
6	None.
7.2	Fifteen (15) years.
10	No dayworks are applicable to the contract.
11.1	Not applicable.
11.2	Not applicable.
13	The amount of the advance payment shall not exceed 15% of the total contract price.
14	No further instructions.
15.1	<p>The date by which operating and maintenance manuals are required is upon completion of the project</p> <p>The date by which "as built" drawings are required is upon completion of the project.</p> <p>PDF/AutoCAD File of the "as built" plans shall include as attachment to the required hard copy of the same upon completion of the project.</p>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is percent (2.00%) of the Contract price.

## ***Section VI. Specifications and Scopes of Work***

Name of Project: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING  
Location: CAAP Compound, NAIA Road Cor. N. Aquino Ave., Pasay City  
Duration: Ninety (90) Calendar Days

### **SCOPE OF WORK**

The project covers the supply of labor, materials and equipment necessary for the **CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING AT CAAP COMPOUND**. The details of work are best enumerated below; however, it is understood that the contract includes all works and services though not specifically mentioned herein but are needed to fully complete the project shall be undertaken by the Contractor.

The following scopes of work shall be done in accordance with the approved plans, specifications and provisions of contract.

#### **I. GENERAL REQUIREMENTS**

##### **I.a MOBILIZATION / DEMOBILIZATION**

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

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

Demobilization shall include the disassembly of offices and other facilities on the site, as well as the removal and hauling of debris and rubbish materials.

The following provisions must be delivered within seven (7) days upon receipt of the Notice to Proceed (NTP).

##### **I.b OCCUPATION SAFETY AND HEALTH PROGRAM**

The contractor shall be responsible in providing personal protective equipment (PPE) for CAAP Project In-Charge, staffs and workers. Also, the contractor is responsible in providing safety practitioner and safety aides at the job site for the whole duration of the project.

##### **I.c PROJECT BILLBOARD/SIGN BOARD**

This covers the provision of project billboard/sign board (4' x 8' tarpaulin size) constructed in a sturdy material, visible to public, and if possible, near the construction site.

## **CIVIL/STRUCTURAL WORKS**

### **1.01 SITE WORKS**

This item covers supply of materials, labor, equipment to complete the 9.39cu.m. demolition works such as removal of affected portion of existing waste water drainage canal, removal of affected portion of existing 75mm dia. waterline pipe, dismantling of existing portion of perimeter fence, dismantling of existing lighting post and pedestal, removal of affected portion of existing concrete pavement and curbs, and cutting of affected portion of tree branches, 71.18cu.m. excavation works including catch basin, drainage canal and re-routing of waterline, 77cu.m. backfilling works, and 6.62cu.m. gravel bedding as indicated on the approved plans.

Total Volume of Site Works = 164.19. cu.m.

### **1.02 CONCRETE WORKS**

This item covers supply of materials, labor and equipment to finish the concreting with a total volume of 30.09cu.m. including the fabrication/installation/ dismantling of rebar and formworks. The work shall conform to lines, grades and dimensions as indicated on the approved plans. Materials to be used and workmanship must be approved by the Project In-Charge.

### **1.03 MASONRY WORKS**

The work includes materials, labor and equipment/tools for the laying of 150mm thick concrete hollow block (CHB) including mortar, ¾" thick plastering on both sides & installation of reinforcing steel bars as indicated on the approved plans. Materials to be used and workmanship must be approved by the Project In-Charge assigned by CAAP.

Total Area of Masonry Works = 278.67 sq.m.

### **1.04 WATERPROOFING**

The work includes all materials, labor and equipment/tools to complete the waterproofing works (using liquid applied waterproofing membrane with reinforcement fleece) as indicated on the approved plans. Materials to be used and workmanship must be approved by the Project In-Charge assigned by CAAP.

Total Area of Waterproofing Works = 70.20 sq.m.

### **1.05 CATCH BASIN**

The work includes all materials, labor and equipment/tools needed to complete the construction of 5 sets catch basins/area drains as indicated on the approved plans. Bottom of catch basins/area drains must be compacted before placement of gravel base to avoid any settlement. Debris and other waste materials must not be allowed to accumulate on the site. It is the responsibility of the Contractor to transport all waste materials to proper



disposal field. (Materials to be used and workmanship must be approved by the Project In-Charge assigned by CAAP).

## **2.00 ARCHITECTURAL WORKS**

### **2.01 PAINTING WORKS**

This work includes the supply of labor, materials and tools necessary to complete the painting works with a total coverage area of 399.17sq.m. The work shall conform to lines, grades and dimensions as indicated on the approved plans. Materials to be used and workmanship must be approved by the Project In-Charge.

### **2.02 DOORS AND WINDOWS**

This work includes the supply of labor, materials and equipment/tools necessary to complete the installation of doors and windows with complete accessories and steel frames including painting works. The work shall conform to lines, grades and dimensions as indicated on the approved plans. Materials to be used and workmanship must be approved by the Project In-Charge.

Total No. of Doors = 9 sets

Total No. of Windows = 6 sets

### **2.03 FIXTURES**

This item covers supply of materials and labor to finish the installation of 4 sets of 0.40m x 0.40m Wall Mounted Exhaust Fan and shall conform to lines, grades and dimensions as indicated on the approved plans. Materials to be used and workmanship must be approved by the Project In-Charge.

## **3.00 ELECTRICAL WORKS**

### **3.01 Wires and Conduits**

The work includes all materials, labor, and equipment/tools for the installation of 399.00 linear meters of wires and conduits including conduit fittings, pullwire, utility boxes, junction boxes, hangers, supports, termination accessories and other hardware and accessories to complete the installation. Routing of conduits shall be for approval of the CAAP Project In-Charge. All wires and conduits shall be Underwriters Laboratories (UL) Listed.

### **3.02 Lighting Fixture and Wiring Devices**

The work includes all materials, labor, and equipment/tools for the installation of 21.00 sets of lighting fixtures and electrical wiring devices including standard accessories and other hardware to complete the installation. All lighting fixtures and wiring devices should be tested and commissioned.

### **3.03 Panel Board**

The work includes all materials, labor, and equipment/tools for the installation of 1.00 assembly of panel board including standard accessories and other hardware to complete the installation. All panel board and circuit breakers should be tested and commissioned.

## **4.00 PLUMBING WORKS**

### **4.00 STORM DRAINAGE**

The work includes all materials, labor, equipment/tools and material testing to complete the 102ln.m. storm drainage system including the installation and joining of pipes, provision of pipe fittings, accessories, hangers, support, pipe sleeves, pipe tags, miscellaneous and consumables as per approved plans. This item also covers provision of roof drains reflected on the approved Plumbing and Architectural Plans. Materials to be used and workmanship must be approved by the Project In-Charge assigned by CAAP.

### **4.02 WATERLINE**

The work includes all materials, labor, equipment/tools and material testing to complete the re-routing of 23.79ln.m. waterline system including the roughing-in of pipes, installation and attachment to all necessary fixtures, provision of pipe fittings, accessories, hangers, support, pipe sleeves, pipe tags, miscellaneous and consumables as per approved plans. This item also covers tapping to existing waterline (potable)/ temporary domestic water supply regardless of length including installation of all necessary fittings and accessories to complete the water supply. Materials to be used and workmanship must be approved by the Project In-Charge assigned by CAAP.

All scopes of work for this item must be in accordance with the approved plans and specifications. Quality and types of materials must conform to specifications and must be approved by the project in-charge of the CAAP.

The contractor shall be responsible for all laboratory, material testing, environmental compliance certificate (ECC), safety permits and survey instruments necessary in the project implementation. All expenses shall be incorporated in the contractor's overhead cost and shall not be considered as pay item.

## **GENERAL PROVISIONS**

Provisions for staff house, service vehicles, laptops, printers, cameras, plotters, furniture and other materials, devices and equipment under Special Item or Temporary Facilities shall not include OCM & CP.

The contractor shall be responsible for providing safety perimeter fence or security fences, personal protective equipment (PPE) for staff and workers on site while construction is ongoing. Safety reports should be prepared regularly.

The contractor shall be responsible for all laboratory, material testing, environmental compliance certificate (ECC), safety permits and survey instruments necessary in the project implementation. All expenses shall be incorporated in the contractor's overhead cost and shall not be considered as pay item.

## **SPECIFICATIONS**

### **Section 105 Mobilization**

**105-1 Description.** This item shall consist of work and operations, but is not limited to, work and operations necessary for the movement of personnel, equipment, material and supplies to and from the project site for work on the project except as provided in the contract as separate pay items.

**105-1.1 Posted notices.** Prior to commencement of construction activities the Contractor must post the following documents in a prominent and accessible place where they may be easily viewed by all employees of the prime Contractor and by all employees of subcontractors engaged by the prime Contractor: Equal Employment Opportunity (EEO) Poster "Equal Employment Opportunity is the Law" in accordance with the Office of Federal Contract Compliance Programs Executive Order 11246, as amended; Davis Bacon Wage Poster (WH 1321) - DOL "Notice to All Employees" Poster; and Applicable Davis-Bacon Wage Rate Determination. These notices must remain posted until final acceptance of the work by the Owner.

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\*\*\*\*\*

**The Owner may include additional posted notices as required by  
local and State law.**

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**105-2 Basis of measurement and payment.** Based upon the contract lump sum price for "Mobilization" partial payments will be allowed as follows:

- a. With first pay request, 25%.
- b. When 25% or more of the original contract is earned, an additional 25%.
- c. When 50% or more of the original contract is earned, an additional 40%.

d. After Final Inspection, Staging area clean-up and delivery of all Project Closeout materials as required by 90-11, the final 10%.

\*\*\*\*\*  
\*\*\*\*\*

**Item Mobilization may be added to project at Owner's discretion.  
Rather than paying Contractor 100% of mobilization on first pay**

request, many Sponsors have found a payment schedule to be an effective way to reimburse Contractor for mobilization and demobilization. It is not required but it is recommended that the final 10% of this bid item not be paid until the Contractor has cleaned up the project staging area. The payment schedule can be altered, e.g., on small projects may not be appropriate to have more than two (2) payments.

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\*\*\*\*\*

**END OF SECTION 105**

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

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

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

***Bill of Quantities, Summary of Bid Proposal & Detailed Estimate should be submitted together with the Annex "C" Form 4 to 7.***

***Non-attachment of Annex "C" Form 1 to 7 shall be automatically disqualified.***

{ATTACH COMPANY LETTERHEAD/LOGO}

**BILL OF QUANTITIES**

PROJECT: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING

LOCATION: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	TOTAL COST	UNIT COST
<b>I</b>	<b>GENERAL REQUIREMENTS</b>				
I.a	Mobilization/Demobilization	1.00	lot		
	Pesos_____ Amount in Words _____ and _____ _____ centavos				
I.b	Occupational Safety and Health Program	3.00	mos.		
	Pesos_____ Amount in Words _____ and _____ _____ centavos				
I.c	Project Billboard/Sign Board	1.00	lot		
	Pesos_____ Amount in Words _____ and _____ _____ centavos				
<b>1.00</b>	<b>CIVIL/STRUCTURAL WORKS</b>				
1.01	Site Works	164.19	cu.m.		
	Pesos_____ Amount in Words _____ and _____ _____ centavos				
1.02	Concrete Works	30.09	cu.m.		
	Pesos_____ Amount in Words _____ and _____ _____ centavos				

TOTAL BID AMOUNT (Php)

\_\_\_\_\_

TOTAL BID AMOUNT IN WORDS

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

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

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

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

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

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



1.03	Masonry Works	278.67	sq.m.		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				
1.04	Waterproofing Works	70.20	sq.m.		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				
1.05	Catch Basin	5.00	sets		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				
<b>2.00</b>	<b>ARCHITECTURAL WORKS</b>				
2.01	Painting Works	399.17	sq.m.		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				
2.02	Doors and Windows	15.00	sets		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				
2.03	Fixtures	4.00	sets		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				

TOTAL BID AMOUNT (Php)

\_\_\_\_\_

TOTAL BID AMOUNT IN WORDS

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

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

<b>3.00</b>	<b>ELECTRICAL WORKS</b>				
3.01	Wires and Conduits	399.00	li.m.		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				
3.02	Lighting Fixtures and Wiring Devices	21.00	sets		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				
3.03	Panel Board	1.00	assy		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				
<b>4.00</b>	<b>PLUMBING WORKS</b>				
4.01	Storm Drainage	102.00	ln.m.		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				
4.02	Waterline	24.00	ln.m.		
	Pesos_____ Amount in Words				
	_____ and _____				
	_____ centavos				
<b>TOTAL AMOUNT</b>					

TOTAL BID AMOUNT (Php)

\_\_\_\_\_

TOTAL BID AMOUNT IN WORDS

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

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

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

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

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

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

(ATTACH COMPANY LETTERHEAD/LOGO)  
SUMMARY OF BID PROPOSAL

PROJECT: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING  
LOCATION: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City

ITEM NO.	DESCRIPTION OF WORK	QUANTITY	UNIT	MATERIAL COST	LABOR COST	EQUIPMENT COST	ESTIMATED DIRECT COST	MARK-UPS IN		VAT	TOTAL INDIRECT	TOTAL COST	UNIT COST		
								OCM	Profit						
(1)	(2)	(3)	(4)	(A)	(B)	(C)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
I	GENERAL REQUIREMENTS														
1a	Mobilization/Demobilization	1.00	lot												
1b	Occupational Safety and Health Program	3.00	mos.												
1c	Project Billboard/Sign Board	1.00	lot												
1.00	CIVIL/STRUCTURAL WORKS														
1.01	Site Works	164.19	cu.m.												
1.02	Concrete Works	30.09	cu.m.												
1.03	Masonry Works	278.67	sq.m.												
1.04	Waterproofing Works	70.20	sq.m.												
1.05	Catch Basin	5.00	sets												
2.00	ARCHITECTURAL WORKS														
2.01	Painting Works	399.17	sq.m.												
2.02	Doors and Windows	15.00	sets												
2.03	Fixtures	4.00	sets												
3.00	ELECTRICAL WORKS														
3.01	Wires and Conduits	399.00	l.m.												
3.02	Lighting Fixtures and Wiring Devices	21.00	sets												
3.03	Panel Board	1.00	assy												
4.00	PLUMBING WORKS														
4.01	Storm Drainage	102.00	l.m.												
4.02	Waterline	24.00	l.m.												
	TOTAL AMOUNT														

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING			
DESCRIPTION		:			
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			QUANTITY
SUBJECT		: Bill of Materials & Cost Estimate			1.00
					lot
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
I	GENERAL REQUIREMENTS	QUANTITY	DUR. (DAYS)	RATE/DAY	
I.a	Mobilization/Demobilization				
C	Equipment				
	VARIOUS EQUIPMENT NEEDED FOR THE PROJECT				
			Equipment Cost	.....	
C	TOTAL EQUIPMENT COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% of TDC)					
2. CONTRACTOR's PROFIT (0% of TDC)					
E. TOTAL OCM & CONTRACTOR's PROFIT					
F. VALUE ADDED TAX, (VAT)					5.0% of (D + E)
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
TOTAL ESTIMATED COST ( D + G ), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantitv). P/Unit					

### SUBMITTED BY:

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

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

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

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

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING			
DESCRIPTION		:			
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			
SUBJECT		: Bill of Materials & Cost Estimate		QUANTITY	UNIT
ITEM	DESCRIPTION	QUANTITY	UNIT	3.00	mos.
I	GENERAL REQUIREMENTS				
I.b	Occupational Safety and Health Program				
A	Material				
	Safety Shoes	2.00	pairs		
	Working Gloves	2.00	pairs		
	Safety Hats	2.00	pcs.		
	Reflectorized Safety Vest	2.00	pcs.		
	First-aid Kit	2.00	pcs.		
			Material cost	.....	
B	Labor	QUANTITY	DUR. (DAYS)	RATE/DAY	
	Safety Practitioner	1.00	45.00		
	First Aider	1.00	90.00		
			Labor cost	.....	
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% of TDC)					
2. CONTRACTOR's PROFIT (0% of TDC)					
E. TOTAL OCM & CONTRACTOR's PROFIT					
F. VALUE ADDED TAX, (VAT)					5.0% of (D + E)
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
TOTAL ESTIMATED COST ( D + G ), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

### SUBMITTED BY:

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

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

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

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

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING				
DESCRIPTION		:				
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			QUANTITY	UNIT
SUBJECT		: Bill of Materials & Cost Estimate			1.00	lot
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT	
I	GENERAL REQUIREMENTS	QUANTITY	pc. bd.ft. sq.ft. kg. Material cost	.....		
I.c	Project Billboard/Sign Board					
A	Material					
	Marine Plywood, 1/2"					
	Form Lumber, 2" x 2"					
	Project Sign (Tarpaulin 4' x 8')		DUR. (DAYS)	RATE/DAY		
	CWN Assorted					
B	Labor					
	Construction Foreman					
	Skilled Laborer					
	Common Laborer	Labor cost	.....			
A	TOTAL MATERIAL COST					
B	TOTAL LABOR COST					
D	TOTAL DIRECT COST					
INDIRECT COSTS						
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost				
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost				
E. TOTAL OCM & CONTRACTOR'S PROFIT		of D				
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)			
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P						
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit						
TOTAL ESTIMATED COST ( D + G ), P						
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit						

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

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

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

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

NAME OF PROJECT		CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING			
DESCRIPTION					
LOCATION		CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			QUANTITY
SUBJECT		Bill of Materials & Cost Estimate			UNIT
ITEM	DESCRIPTION	QUANTITY	UNIT	164.19	cu.m.
				UNIT COST	AMOUNT
1.00	CIVIL/STRUCTURAL WORKS				
1.01	Site Works				
A	Materials				
	Demolition & Disposal		cu.m.		
	Excavation		cu.m.		
	Backfill		cu.m.		
	Gravel, G1		cu.m.		
	Form Lumber		bd.ft.		
	CWN Assorted		kgs.		
	Nylon Spool		roll		
			Material cost	.....	
B	Labor	QUANTITY	DUR. (DAYS)	RATE/DAY	
	Construction Foreman				
	Common Laborer				
			Labor cost	.....	
C	Equipment	QUANTITY	DUR. (DAYS)	RATE/DAY	
	Jackhammer				
			Equipment Cost	.....	
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
C	TOTAL EQUIPMENT COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost			
E. TOTAL OCM & CONTRACTOR'S PROFIT		of D			
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)		
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
TOTAL ESTIMATED COST ( D + G ), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

### SUBMITTED BY:

Signature:

Printed Name:

Position:

Name Company:

Date:

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING			
DESCRIPTION		:			
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			
SUBJECT		: Bill of Materials & Cost Estimate			
				QUANTITY	UNIT
				30.09	cu.m.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
1.00	CIVIL/STRUCTURAL WORKS				
1.02	Concrete Works				
A	Materials				
	Portland Cement, 40kgs.		bags		
	Sand		cu.m.		
	Gravel		cu.m.		
	16mm dia. DRSB, Grade60		kgs.		
	10mm dia. DRSB, Grade40		kgs.		
	#16 G.I. Tie Wire		kgs.		
	1/2" x 4' x 8' Ordinary Plywood		pcs.		
	Form Lumber, 2" x 2"		bd.ft.		
	CWN (Assorted)		kgs.		
			Material cost	.....	
B	Labor	QUANTITY	DUR. (DAYS)	RATE/DAY	
	Construction Foreman				
	Skilled Laborer				
	Common Laborer				
			Labor cost	.....	
C	Equipment	QUANTITY	DUR. (DAYS)	RATE/DAY	
	One-bagger Concrete Mixer				
	Concrete Vibrator				
			Equipment Cost	.....	
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
C	TOTAL EQUIPMENT COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost			
E. TOTAL OCM & CONTRACTOR's PROFIT		of D			
F. VALUE ADDED TAX, (VAT)		5.0% of (D + E)			
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
TOTAL ESTIMATED COST ( D + G ), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

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



NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING				
DESCRIPTION		:				
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			QUANTITY	UNIT
SUBJECT		: Bill of Materials & Cost Estimate			278.67	sq.m.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT	
1.00	CIVIL/STRUCTURAL WORKS					
1.03	Masonry Works					
A	Materials					
	150mm Thk. CHB		pcs.			
	Portland Cement, 40kgs.		bags			
	Sand		cu.m.			
	10mm dia. DRSB, Grade40		kgs.			
	#16 G.I. Tie Wire		kgs.			
			Material cost	.....		
B	Labor	QUANTITY	DUR. (DAYS)	RATE/DAY		
	Construction Foreman					
	Skilled Laborer					
	Common Laborer					
			Labor cost	.....		
A	TOTAL MATERIAL COST					
B	TOTAL LABOR COST					
D	TOTAL DIRECT COST					
INDIRECT COSTS						
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost				
2. CONTRACTOR's PROFIT (0% - 10% of TDC)		of Estimated Direct Cost				
E. TOTAL OCM & CONTRACTOR's PROFIT		of D				
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)			
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P						
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit						
TOTAL ESTIMATED COST ( D + G ), P						
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit						

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

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

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

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

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING			
DESCRIPTION		:			
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			QUANTITY
SUBJECT		: Bill of Materials & Cost Estimate			UNIT
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
1.00	CIVIL/STRUCTURAL WORKS	QUANTITY	pail pcs. pcs. Material cost .....	70.20	sq.m.
1.04	Waterproofing Works				
A	Materials				
	Water Proofing Liquid Applied Membrane 18 kg				
	Reinforcement Fleece, 1m x 50m				
	9" Paint Roller with Pan		DUR. (DAYS)	RATE/DAY	
B	Labor				
	Construction Foreman				
	Skilled Laborer				
	Common Laborer				
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost			
E. TOTAL OCM & CONTRACTOR'S PROFIT		of D			
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)		
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
TOTAL ESTIMATED COST ( D + G ), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Ouantitv). P/Unit					

### SUBMITTED BY:

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

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

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

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

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING				
DESCRIPTION		:				
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			QUANTITY	UNIT
SUBJECT		: Bill of Materials & Cost Estimate			5.00	sets
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT	
1.00	CIVIL/STRUCTURAL WORKS					
1.05	Catch Basin					
A	Materials					
	Portland Cement, 40kgs.		bags			
	Sand		cu.m.			
	Gravel		cu.m.			
	10mm dia. DRSB, Grade40		kgs.			
	#16 G.I. Tie Wire		kgs.			
	1/2" x 4' x 8' Ordinary Plywood		pc.			
	Form Lumber, 2" x 2"		bd.ft.			
	CWN (Assorted)		kg.			
	150mm Thk. CHB		pcs.			
			Material cost	.....		
B	Labor	QUANTITY	DUR. (DAYS)	RATE/DAY		
	Construction Foreman					
	Common Laborer					
			Labor cost	.....		
A	TOTAL MATERIAL COST					
B	TOTAL LABOR COST					
D	TOTAL DIRECT COST					
INDIRECT COSTS						
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost				
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost				
E. TOTAL OCM & CONTRACTOR'S PROFIT		of D				
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)			
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P						
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit						
TOTAL ESTIMATED COST ( D + G ), P						
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit						

### SUBMITTED BY:

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

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

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

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

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

<b>NAME OF PROJECT</b>		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING			
<b>DESCRIPTION</b>		:			
<b>LOCATION</b>		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			
<b>SUBJECT</b>		: <b>Bill of Materials &amp; Cost Estimate</b>			
ITEM	DESCRIPTION	QUANTITY	UNIT	QUANTITY	UNIT
				399.17	sq.m.
<b>2.00</b>	<b>ARCHITECTURAL WORKS</b>				
<b>2.01</b>	<b>Painting Works</b>				
<b>A</b>	<b>Materials</b>				
	<i>FF-1: Heavy Duty Rubberized Paint Finish (32.33 sq.m)</i>				
	Epoxy Primer		gals		
	Epoxy Paint Topcoat		gals		
	Epoxy Reducer		gals		
	<i>(Thinning Solvent for Primer)</i>				
	9" Paint Roller with Pan		pcs.		
	4" Paint Brush		pcs.		
	<i>WF-1: Plain Cement in Smooth Plastered Wall in Elastomeric Semi-Gloss (230.02 sq.m.)</i>				
	<i>Paint Finish</i>				
	Concrete Putty		gals		
	Elastomeric Sealer		gals		
	Elastomeric Paint		gals		
	Paint Thinner		gals		
	Semi-Gloss Latex Paint		gals		
	9" Paint Roller with Pan		pcs.		
	4" Paint Brush		pcs.		
	<i>WF-2: Concrete Facia/Parapet Wall in Smooth Plastered Wall in</i>				
	<i>Elastomeric Semi-Gloss Paint Finish (80.56 sq.m.)</i>				
	Concrete Putty		gals		
	Elastomeric Sealer		gals		
	Elastomeric Paint		gals		
	Paint Thinner		gals		
	Semi-Gloss Latex Paint		gals		
	9" Paint Roller with Pan		pcs.		
	4" Paint Brush		pcs.		

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

B	CF-3: Poured Concrete in Flat White Latex Paint Finish (56.27 sq.m.) Acrylic Skimcoat Primer Masonry Putty Flat Latex Paint (Topcoat) Masonry Neutralizer Flat Latex Paint (Primer) 9" Paint Roller with Pan 4" Paint Brush	QUANTITY	gals gals gals gals gals gals pcs. pcs. Material cost .....	RATE/DAY
	Labor			
	Construction Foreman Skilled Laborer Common Laborer			
	Labor cost .....			
A	TOTAL MATERIAL COST			
B	TOTAL LABOR COST			
D	TOTAL DIRECT COST			
INDIRECT COSTS				
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost		
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost		
E. TOTAL OCM & CONTRACTOR's PROFIT		of D		
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)	
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P				
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit				
TOTAL ESTIMATED COST ( D + G ), P				
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit				

### SUBMITTED BY:

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

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

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

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

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING				
DESCRIPTION		:				
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			QUANTITY	UNIT
SUBJECT		: Bill of Materials & Cost Estimate			15.00	sets
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT	
2.00	ARCHITECTURAL WORKS					
2.02	Doors and Windows					
A	Materials					
	DOORS (9 sets)					
	D-1: 2m x 2.4m , 2-Leaf Single Swing Steel Gate in epoxy paint finish with barrel bolt; gate anchorage/ Hinges (Complete hardware & Accessories)	1.00	set			
	D-2: 1.8m x 2.40m, 2-Leaf Single Swing Steel Louvered Door in spray applied epoxy paint finish with butt hinges; chrome lever type lockset; door stopper; heavy duty door closer	4.00	sets			
	D-3: 0.94m x 2.40m, 1-Leaf Single Swing Steel Louvered Door in spray applied epoxy paint finish with butt hinges; chrome lever type lockset; door stopper; heavy duty door closer	4.00	sets			
	WINDOWS (6 sets)					
	W-1: 2.03m x 1.55m Ga. 18 Steel Storm Louver Window in spray applied epoxy paint finish	2.00	sets			
	W-2: 1.50m x 1.55m Ga. 18 Steel Storm Louver Window in spray applied epoxy paint finish	2.00	sets			
	W-3: 1.04m x 1.55m Ga. 18 Steel Storm Louver Window in spray applied epoxy paint finish	2.00	sets			
			Material cost	.....		
B	Labor	QUANTITY	DUR. (DAYS)	RATE/DAY		
	Construction Foreman					
	Skilled Laborer					
	Common Laborer					
			Labor cost	.....		
A	TOTAL MATERIAL COST					
B	TOTAL LABOR COST					
D	TOTAL DIRECT COST					
INDIRECT COSTS						
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost				
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost				
E. TOTAL OCM & CONTRACTOR's PROFIT		of D				
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)			
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P						
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit						
TOTAL ESTIMATED COST ( D + G ), P						
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit						

### SUBMITTED BY:

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

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

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

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

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING			
DESCRIPTION		:			
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			QUANTITY
SUBJECT		: Bill of Materials & Cost Estimate			UNIT
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
2.00	ARCHITECTURAL WORKS	4.00	sets	.....	
2.03	Fixtures				
A	Materials				
	0.40m x 0.40m Wall Mounted Exhaust Fan (Voltage: 230V-60Hz; Power: 120W; Airflow: 4230 CFM; Noise Level: 69dB)				
B	Labor				
	Construction Foreman Common Laborer	QUANTITY	DUR. (DAYS)	RATE/DAY	
			Labor cost	.....	
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. CONTRACTOR's PROFIT (0% - 10% of TDC)		of Estimated Direct Cost			
E. TOTAL OCM & CONTRACTOR's PROFIT		of D			
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)		
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
TOTAL ESTIMATED COST ( D + G ), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

### SUBMITTED BY:

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

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

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

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

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING			
DESCRIPTION		:			
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			
SUBJECT		: Bill of Materials & Cost Estimate			
ITEM		DESCRIPTION		QUANTITY	UNIT
3.00	ELECTRICAL WORKS			QUANTITY	DUR. (DAYS)
3.01	Wires and Conduits				
A	Materials				
	3.5 mm² THHN/THWN-2 Cu Wire, Lead Free Type, UL Listed x 150m				rolls
	20mm diameter x 3m uPVC Electrical Pipe, Thick Wall, UL Listed				pcs
	20mm diameter uPVC Electrical Coupling				pcs
	20mm diameter uPVC Electrical Female Adapter with Locknut				pcs
	Octagonal Junction Box, Steel Gauge 16 with cover				pcs
	4"x2" Utility Box, Steel Gauge 16				pcs
	Electrical Tape, 0.16mm×19mm×16m, UL Listed				pcs
	#16 G.I. Tie Wire				kg
					Material cost .....
B	Labor				
	Construction Foreman				
	Skilled Laborer				
	Common Laborer				
					Labor cost .....
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost			
E. TOTAL OCM & CONTRACTOR'S PROFIT		of D			
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)		
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
TOTAL ESTIMATED COST ( D + G ), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

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

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

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



NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING			
DESCRIPTION		:			
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			
SUBJECT		: Bill of Materials & Cost Estimate			
ITEM		DESCRIPTION		QUANTITY	UNIT
				21.00	sets
				UNIT COST	AMOUNT
3.00	ELECTRICAL WORKS				
3.02	Lighting Fixtures and Wiring Devices				
A	Materials				
	1.2m Fluorescent luminaire, IP65 water proof, moisture proof, dust proof and corrosion proof with polycarbonate cover and metal bracket with 1×20W 2200-Lumen 6500K T8 LED Tube Light	12.00	sets		
	Duplex Universal Convenience Outlet with Ground, 16A, 250V, Wide Series, with Device Plate Cover	4.00	sets		
	Two-Gang Switch, 16A, 250V, Wide Series, with Device Plate Cover	5.00	sets		
			Material cost	.....	
B	Labor	QUANTITY	DUR. (DAYS)	RATE/DAY	
	Construction Foreman				
	Skilled Laborer				
	Common Laborer				
			Labor cost	.....	
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost			
E. TOTAL OCM & CONTRACTOR'S PROFIT		of D			
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)		
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
TOTAL ESTIMATED COST ( D + G ), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

### SUBMITTED BY:

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

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

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

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

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING				
DESCRIPTION		:				
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			QUANTITY	UNIT
SUBJECT		: Bill of Materials & Cost Estimate			1.00	assy
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT	
3.00	ELECTRICAL WORKS					
3.03	Panel Board					
A	Materials					
	Panel - BP	1.00	assy			
	Main : 20AT, 100AF, 2P, 230V, 60Hz Bolt-on type Circuit Breaker					
	Branches : 3 - 20AT, 100AF, 2P, 230V, 60Hz Bolt-on type Circuit Breaker					
	With Grounding Bus Bar, Terminal Lugs and Bolted Dead Front					
	Enclosure: NEMA-1 Gauge 16, Powder coated gray finish					
B	Labor	QUANTITY	DUR. (DAYS)	RATE/DAY		
	Construction Foreman					
	Skilled Laborer					
	Common Laborer					
				Labor cost .....		
A	TOTAL MATERIAL COST					
B	TOTAL LABOR COST					
D	TOTAL DIRECT COST					
INDIRECT COSTS						
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost				
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost				
E. TOTAL OCM & CONTRACTOR'S PROFIT		of D				
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)			
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P						
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit						
TOTAL ESTIMATED COST ( D + G ), P						
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit						

### SUBMITTED BY:

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

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

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

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

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING				
DESCRIPTION		:				
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			QUANTITY	UNIT
SUBJECT		: Bill of Materials & Cost Estimate			102.00	ln.m.
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT	
4.00	PLUMBING WORKS	QUANTITY	UNIT	UNIT COST	AMOUNT	
4.01	Storm Drainage					
A	Materials					
	8" dia. X 3m PVC Pipe, Series 1000					
	4" dia. X 3m PVC Pipe, Series 1000					
	4" dia. PVC 90 deg. Elbow					
	4" Brass Roof Drain, Dome type with Strainer					
B	Labor					
	Master Plumber					
	Skilled Laborer					
	Common Laborer					

### SUBMITTED BY:

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

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

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

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

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

NAME OF PROJECT		: CONSTRUCTION OF MATERIAL RECOVERY FACILITY BUILDING			
DESCRIPTION		:			
LOCATION		: CAAP COMPOUND, NAIA Road Cor. N. Aquino Ave., Pasay City			
SUBJECT		: Bill of Materials & Cost Estimate			
ITEM	DESCRIPTION	QUANTITY	UNIT	QUANTITY 24.00	UNIT In.m.
4.00	PLUMBING WORKS				
4.02	Waterline				
A	Materials				
	3" dia. X 4m PPR Pipe		pcs.		
	3" dia. PPR 45 deg. Elbow		pc.		
	3" dia. Coupling		pcs.		
			Material cost	.....	
B	Labor	QUANTITY	DUR. (DAYS)	RATE/DAY	
	Master Plumber				
	Skilled Laborer				
	Common Laborer				
			Labor cost	.....	
C	Equipment	QUANTITY	DUR. (DAYS)	RATE/DAY	
	Heat Fusing Machine				
			Equipment Cost	.....	
A	TOTAL MATERIAL COST				
B	TOTAL LABOR COST				
C	TOTAL EQUIPMENT COST				
D	TOTAL DIRECT COST				
INDIRECT COSTS					
1. OCM (0% - 15% of TDC)		of Estimated Direct Cost			
2. CONTRACTOR'S PROFIT (0% - 10% of TDC)		of Estimated Direct Cost			
E. TOTAL OCM & CONTRACTOR'S PROFIT		of D			
F. VALUE ADDED TAX, (VAT)		5.0%	of (D + E)		
G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P					
H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit					
TOTAL ESTIMATED COST ( D + G ), P					
TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit					

### SUBMITTED BY:

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

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

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

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

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

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

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) 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 (*Annex "A" Form 1*); **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 (*Annex "A" Form 2*);
  - ☐ a. The statement of SLCC shall be accompanied by a Certificate of Final Acceptance issued by the owner, or a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). In the case of contracts with the private sector, an equivalent document shall be submitted. (Section 23.4.2.5 of the Revised IRR of Republic Act No. 9184).; **and**
- ☐ (d) 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 (*Annex "B" Form 1*); **and**
- ☐ (f) Project Requirements, which shall include the following:
  - ☐ a. Organizational chart for the contract to be bid (*Annex "B" Form 2*);
  - ☐ 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 (*Annex "B" Form 3*);
  - ☐ 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 (*Annex "B" Form 5*); **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 (*Annex "B" Form 6*).

This shall include all of the following documents as attachment to the Omnibus Sworn Statement:

1. Certification, under oath, attesting that they have no pending case(s) against the Government, in addition to the eligibility requirements as prescribe under the 2016 Revised Implementing Rules and Regulation (R-IRR) of RA No. 9184; and
2. Legal Clearance to be issued by the CAAP Enforcement and Legal Service with respect to the non-pending cases of the prospective bidders against this Authority; and
3. Bid Bulletins (if applicable); and

*Financial Documents*

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

***Class "B" Documents***

- ☐ (i) 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**

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

*Other documentary requirements under RA No. 9184*

- ☐ (k) Original of duly signed Bid Prices in the Bill of Quantities (*Annex "C" Form 1*) **and**
- ☐ (l) Summary of Bid Proposal (*Annex "C" Form 2*); **and**
- ☐ (m) Bill of Materials & Cost Estimates (*Annex "C" Form 3*); **and**
- ☐ (n) Summary Sheet indicating the Unit Prices of Construction Materials (*Annex "C" Form 4*); **and**

- ☐ (o) Summary Sheet indicating the Unit Prices of Labor (*Annex "C" Form 5*); **and**
- ☐ (p) Summary Sheet indicating the Unit Prices of Equipment (*Annex "C" Form 6*)  
**and**
- ☐ (q) Cash Flow by Quarter and Payment Schedule (*Annex "C" Form 7*).



# ***Bidding Forms***

## *Other Bidding Forms*

### (ANNEX "A")

**ANNEX "A" FORM 1 .....STATEMENT OF ALL ON-GOING CONTRACTS**

**ANNEX "A" FORM 2 .....STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT**

{ATTACH COMPANY LETTERHEAD/LOGO}

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

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

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

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

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

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

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

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

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

{ATTACH COMPANY LETTERHEAD/LOGO}

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

Name of Project: \_\_\_\_\_  
Location of Project: \_\_\_\_\_  
  
Name of Company : \_\_\_\_\_  
Address of Company: \_\_\_\_\_

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

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

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*Important Notice: This statement shall be accompanied by a Certificate of Final Acceptance issued by the owner, or a final rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES). In the case of contracts with the private sector, an equivalent document shall be submitted. (Section 23.4.2.5 of the Revised IRR of Republic Act No. 9184)*

## *Other Bidding Forms*

### (ANNEX "B")

<b>Annex "B" Form 1 .....</b>	<b>Bid Securing Declaration</b>
<b>Annex "B" Form 2 .....</b>	<b>Organizational Chart of Contract to be Bid</b>
<b>Annex "B" Form 3 .....</b>	<b>Qualification of Key Personnel Proposed to be Assigned in the Project</b>
<b>Annex "B" Form 4a .....</b>	<b>Contractor's Letter-Certificate to Procuring Entity</b>
<b>Annex "B" Form 4b .....</b>	<b>Key Personnel's Certificate of Employment</b>
<b>Annex "B" Form 4c .....</b>	<b>Key Personnel (Format of Bio-Data)</b>
<b>Annex "B" Form 6 .....</b>	<b>List of Equipment Owned or Leased and/or under Purchased</b>
<b>Annex "B" Form 7 .....</b>	<b>Omnibus Sworn Statement</b>
<b>Annex "B" Form 8 .....</b>	<b>Performance Securing Declaration (Revised)</b>

**Bid Securing Declaration Form**

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

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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]*

## CAAP-BAC-SF Annex "B" Form 2

### Contractor's Organizational Chart for the Project

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

{ATTACH COMPANY LETTERHEAD/LOGO}

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

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

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

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

{ATTACH COMPANY LETTERHEAD/LOGO }

Qualification of Key Personnel Proposed to be Assigned to the Project

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

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

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

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

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



{ATTACH COMPANY LETTERHEAD/LOGO}

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

CAPTAIN EDGARDO G. DIAZ  
Chairman, Bids and Awards Committee  
Civil Aviation Authority of the Philippines  
Mia Road, Pasay City, M.M. 1300  
Tel: 944-2358

Subject: Contractor's Letter-Certificate to Procuring Entity

Dear Sir:

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

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

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

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

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

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

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

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

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

Very truly yours,

---

(Authorized Representative of Bidder)

CONCURRED BY:

---

(Name of Engineer)

{ATTACH COMPANY LETTERHEAD/LOGO}

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

CAPTAIN EDGARDO G. DIAZ  
Chairman, Bids and Awards Committee  
Civil Aviation Authority of the Philippines  
Mia Road, Pasay City, M.M. 1300  
Tel: 944-2358

Subject: Key Personnel's Certificate of Employment

Dear Sir:

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

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

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

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

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

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____


At present, I am supervising the following project:

NAME OF PROJECT	OWNER	COST	DATE COMPLETION

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

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

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

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

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

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

**KEY PERSONNEL**

(FORMAT OF BIO-DATA)

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

1. Authorized Managing Officer / Representative: \_\_\_\_\_

2. Sustained Technical Employee:

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

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

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

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

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

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

Length of Service with the Firm:

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

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

Years of Experience:

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

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

Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

a. Name: \_\_\_\_\_

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

\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

**Omnibus Sworn Statement (Revised)**

***[shall be submitted with the Bid]***

---

REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting



rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting:**

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

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, 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 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>2</sup> for this purpose;
- 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,

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<sup>2</sup> currently based on GPPB Resolution No. 09-2020

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].

- I. 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: \_\_\_\_\_

## *Other Bidding Forms*

### (ANNEX "C")

<b>Annex "C" Form 1 .....</b>	<b>Bill of Quantities</b>
<b>Annex "C" Form 2 .....</b>	<b>Summary of Bid Proposal</b>
<b>Annex "C" Form 3 .....</b>	<b>Bill of Materials &amp; Cost Estimates</b>
<b>Annex "C" Form 4 .....</b>	<b>Summary of Unit Prices of Materials</b>
<b>Annex "C" Form 5 .....</b>	<b>Summary of Unit Prices of Labor</b>
<b>Annex "C" Form 6 .....</b>	<b>Summary of Unit Prices of Equipment</b>
<b>Annex "C" Form 7 .....</b>	<b>Cash Flow by Quarter and Payment Schedule</b>

# CAAP-BAC-SF Annex "C" Form 1

{ATTACH COMPANY LETTERHEAD/LOGO}

## BILL OF QUANTITIES

PROJECT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT PRICE (Pesos)	AMOUNT (Pesos)
	Pesos_____ Amount in Words _____ _____ _____ _____and_____ _____ _____centavos				
	Pesos_____ Amount in Words _____ _____ _____ _____and_____ _____ _____centavos				
	Pesos_____ Amount in Words _____ _____ _____ _____and_____ _____ _____centavos				
	Pesos_____ Amount in Words _____ _____ _____ _____and_____ _____ _____centavos				
	Pesos_____ Amount in Words _____ _____ _____ _____and_____ _____ _____centavos				

TOTAL BID AMOUNT (Php) \_\_\_\_\_

TOTAL BID AMOUNT IN WORDS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

{ATTACH COMPANY LETTERHEAD/LOGO}

SUMMARY OF BID PROPOSAL

PROJECT:  
LOCATION:

ITEM NO.	DESCRIPTION OF WORK	QTY	UNIT	ESTIMATED DIRECT COST	MARK-UPS IN PERCENT		TOTAL MARK-UP		V.A.T.	TOTAL INDIRECT COST	TOTAL COST	UNIT COST
					OCM	PROFIT	%	VALUE				
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]	[9] [5] x [8]	[10] 5%{[5] +[9]}	[11] [9] +[10]	[12] [5] + [11]	[13] [12] / [3]

SUBMITTED BY:

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

## CAAP-BAC-SF Annex "C" Form 3

{ATTACH COMPANY LETTERHEAD/LOGO}

BILL OF MATERIALS & COST ESTIMATES					
NAME OF PROJECT		:			
DESCRIPTION		:			
LOCATION		:			
				QUANTITY	UNIT
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
<b>A</b>	<b>TOTAL MATERIAL COST</b>				
<b>B</b>	<b>TOTAL LABOR COST</b>				
<b>C</b>	<b>TOTAL EQUIPMENT COST</b>				
<b>D</b>	<b>TOTAL DIRECT COST</b>				
<b>INDIRECT COSTS</b>					
1. OCM (0% of TDC)					
2. CONTRACTOR's PROFIT (0% of TDC)					
<b>E. TOTAL OCM &amp; CONTRACTOR's PROFIT</b>					
<b>F. VALUE ADDED TAX, (VAT)</b> 5.0%					
<b>G. TOTAL ESTIMATED INDIRECT COST ( E + F ), P</b>					
<b>H. TOTAL ESTIMATED UNIT INDIRECT COST ( G / Quantity), P/Unit</b>					
<b>TOTAL ESTIMATED COST ( D + G ), P</b>					
<b>TOTAL ESTIMATED UNIT COST (Total Estimated Cost / Quantity), P/Unit</b>					

SUBMITTED BY:

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

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

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

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

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



{ATTACH COMPANY LETTERHEAD/LOGO}

**SUMMARY FOR UNIT PRICES OF MATERIALS**

PROJECT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DESCRIPTION	UNIT PRICE	UNIT

SUBMITTED BY:

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

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

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

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

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

{ATTACH COMPANY LETTERHEAD/LOGO}

**SUMMARY FOR UNIT PRICES OF LABOR**

PROJECT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DESCRIPTION	UNIT PRICE	UNIT

SUBMITTED BY:

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

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

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

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

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

{ATTACH COMPANY LETTERHEAD/LOGO}

**SUMMARY FOR UNIT PRICES OF EQUIPMENT**

PROJECT: \_\_\_\_\_

LOCATION: \_\_\_\_\_

DESCRIPTION	UNIT PRICE	UNIT

SUBMITTED BY:

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

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

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

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

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

{ATTACH COMPANY LETTERHEAD/LOGO}

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

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

CASH FLOW BY QUARTER AND PAYMENY SCHEDULE

PARTICULAR	% W	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 Company

\_\_\_\_\_  
Date

## *Other Bidding Forms*

### (ANNEX "D")

**Annex "D" Form 1 ..... Authority of Signatory (Secretary's Certificate)**

## CAAP-BAC-SF Annex "D" Form 1

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

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

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

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

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

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

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

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

—

(Corporate Secretary)

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

Notary Public

\_\_\_\_\_

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

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

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

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

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

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

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

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

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

