

TERMS OF REFERENCE

PROCUREMENT OF SECURITY SERVICES FOR PHILIPPINE PORTS AUTHORITY, PORT SECURITY CLUSTER-SOUTHERN MINDANAO COMPRISING PORT MANAGEMENT OFFICES (PMOs) OF DAVAO, SOCSARGEN, ZAMBOANGA DEL NORTE AND ZAMBOANGA, AND TERMINAL MANAGEMENT OFFICES (TMOs)/PORTS UNDER THEIR RESPECTIVE JURISDICTION)

1. RATIONALE/OBJECTIVE

- 1.1 Consistent with principles of transparency, competitiveness, streamlining and use of technology in procurement, accountability, and public monitoring under Republic Act No. 9184 and its Revised Implementing Rules and Regulations, this Terms of Reference shall inform and guide prospective bidders interested in a public and competitive bidding for the Contract for Port Security Services in Port Security Cluster–Southern Mindanao.

2. SCOPE OF UNDERTAKING

- 2.1 The Contract subject of the desired competitive public bidding under Republic Act No. 9184 and its Revised Implementing Rules and Regulations includes port security needs of the Port Management Offices/Terminal Management Offices/Facilities/Units located across Southern Mindanao, namely:

2.1.1 Port Management Office of Davao

	No. of SGs
2.1.1.1 Baseport (Davao)	- 76
2.1.1.2 TMO Babak	- 11
Port of Tagpopongan	- 01
Port of Maco	- 01
2.1.1.3 TMO Mati	- 11
Port of San Isidro	- 01
2.1.1.4 Port of Banay-Banay	- 01
2.1.1.5 Port of Malalag	- <u>09</u>
Total	111

2.1.2 Port Management Office of Socsargen

	No. of SGs
2.1.2.1 Baseport (General Santos) -	60
2.1.2.2 TMO Glan -	03
2.1.2.3 TMO Cotabato -	10
2.1.2.4 TMO Sultan Kudarat -	<u>09</u>
Total	82

2.1.3 Port Management Office of Zamboanga del Norte

2.1.3.1 Baseport (Dapitan) -	53
2.1.3.2 Port of Taguilon -	02
2.1.3.3 Port of Sindangan -	04
2.1.3.4 Port of Liloy -	<u>04</u>
Total	63

2.1.4 Port Management Office of Zamboanga

	No. of SGs
2.1.4.1 Baseport (Zamboanga) -	92
2.1.4.2 TMO Pagadian -	05
2.1.4.3 TMO Margosatubig -	03
2.1.4.4 TMO Malangas -	03
2.1.4.5 TMO Ipil -	04
2.1.4.6 TMO Basilan -	<u>11</u>
Total	118
TOTAL NO. OF SGs	374

- 2.2 The facilities, offices, installations and structures to be secured under the Contract are particularly described and delineated in the Facility/Port Layout Plans hereto attached and marked as *Annexes "A-1", "A-2", "A-3", "A-4" et sequential.*

3. DESCRIPTION OF SERVICES

The Philippine Ports Authority (PPA) desires to engage the services of a security agency for deployment of **three hundred seventy-four (374)** security guards, through a One (1) year contract, the sum of **Eighty-Two Million One Hundred Thirty-Nine Thousand Nine Hundred Twenty-Two Pesos Only (P 82,139,922.00)** for the purpose of safeguarding and protecting its properties, equipment, facilities, installations and confidential information as well as its officers, employees, their visitors and all persons transacting legitimate business within the premises identified and delineated above (*Annexes "A" et seq.*) against any and all crimes/unlawful acts or any act of terrorism within the areas described above which must be consistent with Port Facility Security Plans prepared in accordance with the relevant provisions of *International Ship and*

Port Facility Security (ISPS) Code as well as the National Security Programme for Sea Transport and Maritime Infrastructure.

4. MINIMUM TRACK RECORD

Considering its basic role in the operation, management and administration of seaports, the PPA desires a security Contractor who has completed, within the last five (5) years from the date of submission and receipt of bids, a single contract that is similar to the Contract to be bid. A similar contract must be a seaport security contract the value of which must be at least fifty percent (50%) of the Approved Budget for the Contract (ABC).

5. OBLIGATIONS AND RESPONSIBILITIES

5.1 The Contractor shall:

- a. Provide and operate efficient port security plans and services in accordance with the standards prescribed by the PPA and the *International Ship and Port Facility Security (ISPS) Code as well as the National Security Programme for Sea Transport and Maritime Infrastructure*;
- b. Deploy and maintain duly licensed security guards as required and who are compliant with the PPA qualification standard as enumerated in *Annex "B"* hereof;
- c. Provide and maintain the required security service equipment, mobile units, communications units and gears in ready and operational condition as listed in *Annex "C"* hereof;
- d. Anyone of the five 5 Key Officers, such as the (1) Manager/Chief Security Director, (1) Assistant Manager/Assistant Chief Security Director, (1) Chief Inspector and (2) Detachment Commanders, shall have appropriate trainings on International Ship and Port Facility Security Code, specifically in Port Facility Security Officer (PFSO) Course and on any two (2) of the following:
 - d.1 Crowd Control Management;
 - d.2 Bomb Awareness and Management;
 - d.3 Intelligence and Investigation; and
 - d.4 Basic First Aid.
- e. Assist in the enforcement of access control and traffic regulations and other security policies existing within the port premises and in facilities, buildings, installations or offices as directed by PPA.
- f. Provide, at no expense to PPA, security training programs for all security guards to be deployed such as, but not limited to, the following:
 - f.1 Security Awareness Seminar duly accredited by Office for Transportation Security.

- f.2 Knowledge of current security threats and patterns in port facilities,**
 - f.3 Recognition of characteristics and behavioral patterns of persons who are likely to threaten security,**
 - f.4 Techniques used to circumvent security measures,**
 - f.5 Crowd management and control techniques,**
 - f.6 Security-related communications,**
 - f.7 Inspection, control and monitoring techniques,**
 - f.8 Methods of physical searches of person, personal effects, baggage, cargo, and ship's stores,**
 - f.9 Basic Intelligence and Investigation Course, and report writing,**
 - f.10 Basic knowledge on the meaning of and consequential requirements of the different security alert levels as defined under the *ISPS Code* and *National Security Programme for Sea Transport and Maritime Infrastructure*.PPA reserves the right to review and evaluate the required training programs.**
 - g. Comply with all labor laws, standards, social legislations in favor of its security guards and DOLE DO No. 150-16 Series of 2016, in the implementation of the Contract and hold PPA free and harmless from any liability arising from the claims by security guards against the Contractor.**
 - h. Employ security guards, with appropriate training on Customer Relation.**
 - i. Provide a Supervisor for every PMO who shall oversee security operations at the expense or overhead of the security services contractor.**
 - j. Increase/decrease such number of security guards after due notice from the PPA.**
 - k. Submit to the PPA detailed reports of undertaking and unusual incidents and such other reports in accordance with the form and frequency prescribed by PPA.**
 - l. Make available at any reasonable time all documents related to the Contract for inspection, examination and audit by PPA.**
 - m. Assume liability for any or all losses and damages for destructions to property or death/injuries sustained by the PPA, its employees, guests and passengers, which are directly attributable to the negligence, fault, laxity, unlawful act or misconduct of the Contractor or any of its officers or security guards.**
 - n. Provide insurance coverage or pay for life insurance premium for its security guards.**
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- o. Comply with all other applicable laws, ordinances, terms and conditions of the Contract and applicable rules and regulations promulgated by the PPA.
- p. Pay taxes in full and on time and that the failure to do so will entitle the PPA to suspend payment for any services delivered/rendered by the Contractor.
- q. Regularly present to PPA, within the duration of the contract, a tax clearance from the Bureau of Internal Revenue as well as a copy of its income and business tax returns stamped and received by the Bureau of Internal Revenue and duly validated with the tax payments made thereon;
- r. Comply with all the provisions of the contract and contract documents. Non-compliance with or violations of any of its obligations and responsibilities shall be a ground for rescission, cancellation and/or termination of the Contract after due notice.
- s. Post the required performance security in sufficient amount, for the duration of the Contract and in the form of cash, manager's check or a bond secured from a reputable insurance company duly accredited by the appropriate government agency to guarantee full performance and compliance with every stipulation, terms and conditions of the Contract, and adjust the amount of the bond accordingly whenever the number of guards are increased or decreased.

5.2 The PPA shall:

- a. Award the Contract for Port Security Services in the **Port Security Cluster-Southern Mindanao** for a period of one (1) year to the Lowest Calculated Responsive Bidder after a competitive public bidding under Republic Act No. 9184 and its IRR.
- b. Ensure the availability of funds for security services rendered under the Contract.
- c. After the perfection of the Contract, an automatic crediting provision which shall immediately give effect to the common provision in wage orders that prescribed increases in wage rates and other wage-related benefits of security guards shall be borne by the principals or clients of the Security Services Contractor and the Service Agreements shall be deemed amended accordingly, pursuant to Department of Labor and Employment Order No. 150-16 series of 2016.
- d. Exercise functional and operational supervision over the security guards deployed under the Contract for its proper implementation.

- e. Provide, in coordination with the Contractor ISPS Code related seminars, Port orientation briefings, and other pertinent port security training updates to security guards under the Contract.
- f. Provide compensation for overtime services as may be authorized by the Head of the Responsibility Center under exceptional circumstances. Its computation shall be subject to existing labor laws and on the basis of "no gain/no loss" policy under the IRR of Republic Act No. 9184.
- g. Exercise visitorial power or conduct inspection or audit of the Contractor's compliance with existing social legislation or provisions of the contract relating to the welfare of security guards deployed under the Contract.

6. RIGHTS OF CONTRACTOR AND PPA

6.1 The Contractor shall:

6.1.1 Financial

Collect its fees and charges for services rendered as concurred in, validated and approved by the PPA, which shall be issued with Official Receipts by the Contractor, which shall be payable every 15th and the last working day of the month following the submission by the Agency of the statement of accounts and other supporting documents.

6.1.2 Administrative

Confer or meet with the authorized representatives of PPA on issues and concerns pertaining to proper implementation of the Contract concerning a particular situation in a particular port.

6.2 The PPA shall:

6.2.1 Financial

To require the Contractor to submit supporting documents as basis for payment of services rendered by its security guards.

6.2.2 Operational

Supervise the services rendered by and control the conduct of security guards deployed under the Contract with a view of ensuring their maximum efficiency in port management, operation and management.

6.2.3 Administrative

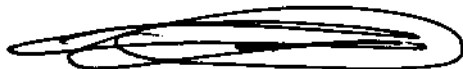
- a. Terminate and/or cancel the Contract as may be provided for therein.
- b. Conduct audit in compliance with the terms and conditions of the Contract.

7. DURATION OF CONTRACT

- 7.1 The Contract for Port Security Services in Port Security Cluster-Southern Mindanao shall be effective for a period of one (1) year.

8. VENUE OF ACTION

- 8.1 All actions relating to the Contract shall only be instituted before appropriate courts in the City of Manila, Philippines.



PPSUPT GENARO P. MANCIO, JR.
Acting Manager/Superintendent
Port Police Department

Qualifications of Security Guards

- a. Must be a Filipino citizen, at least twenty-one (21) years old but preferably not more than fifty (50) years of age upon hiring;
- b. Must be duly licensed as a security guard;
- c. Must be physically and mentally fit, able-bodied, not less than 5 feet and 4 inches in height for male and 5'2" for female;
- d. Must be at least high school graduate;
- e. Must have at least two (2) years' experience in security work;
- f. Must have trainings/seminars on the following:
 - 1. Safe handling of firearms;
 - 2. Bomb Awareness.
- g. Must be of good moral character, reputation and has no criminal and derogatory police record;
- h. Must possess a neuro-psychiatric clearance issued by a competent person or institution;
- i. Must not be a dishonorably discharged member of the Philippine National Police or any of the branches of the Armed Forces of the Philippines, and such other similar agencies;
- j. Must possess all other qualifications required of a security guard under R.A. No. 5487, as amended, otherwise known as the Private Security Agency Law.

a.) Security Guard Paraphernalia

Paraphernalia	PMO Davao	PMO Socsargen	PMO Zamboanga del Norte	PMO Zamboanga
Head gear	111	82	63	118
Whistle with lanyard	111	82	63	118
Retractable Baton	111	82	63	118
Rechargeable LED Flash light	111	82	63	118
First aid kit	111	82	63	118
Raincoat	111	82	63	118
Rain boots	111	82	63	118
Service Shoes (Black)	111	82	63	118
Traffic Vest	111	82	63	118



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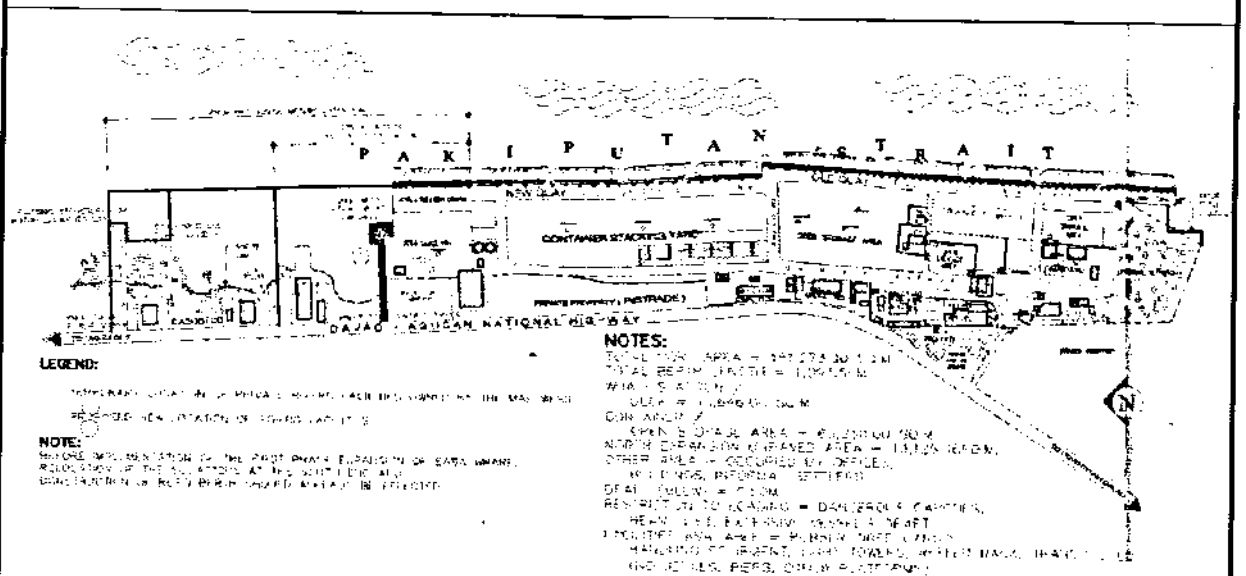
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PORT DAVAO (BASEPORT), DAVAO CITY

PORT DEVELOPMENT PLAN



SASA WHARF DEVELOPMENT PLAN PORT OF DAVAO



NOTE:
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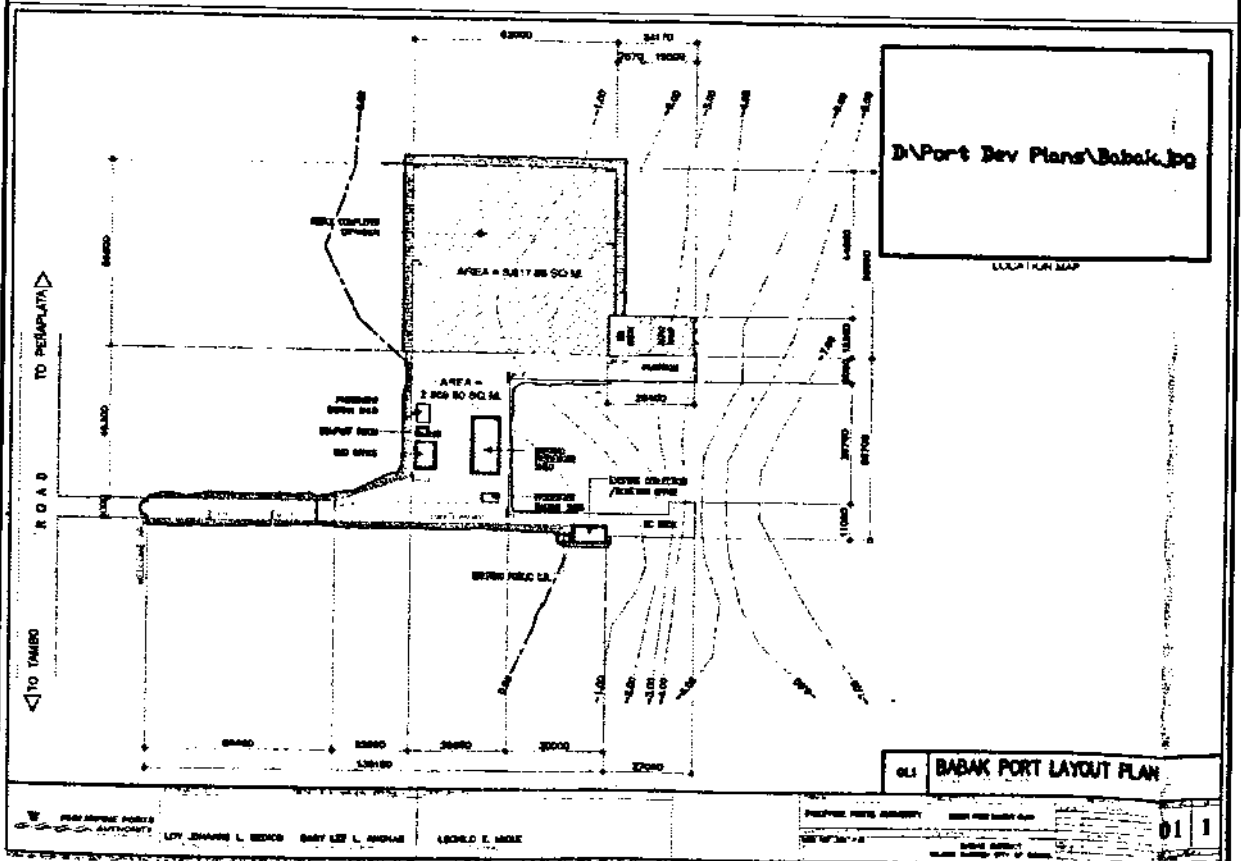
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PORT OF BABAK, ISLAND OF SAMAL, DAVAO DEL SUR

PORT DEVELOPMENT PLAN



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PORT OF MACO, DAVAO CITY

PORT DEVELOPMENT PLAN



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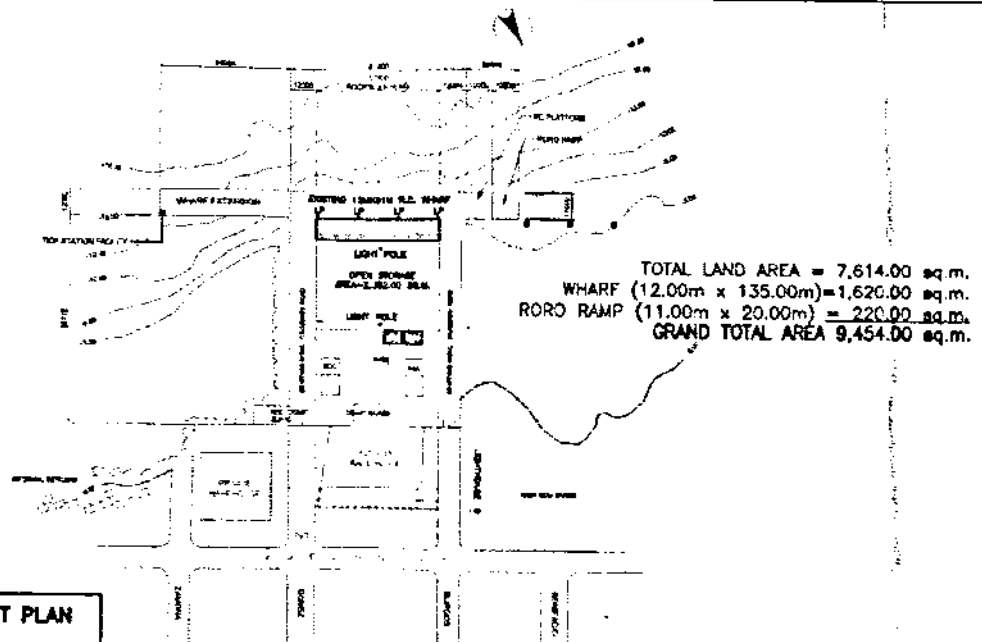
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PORT OF MATI, DAVAO ORIENTAL

PORT DEVELOPMENT PLAN



1.1 MATI PORT LAYOUT PLAN

PHILIPPINE PORTS
AUTHORITY

LOY KHAME L. BISCO

JOELSON R. ARBOLANE LEONILDO E. MIDDLE

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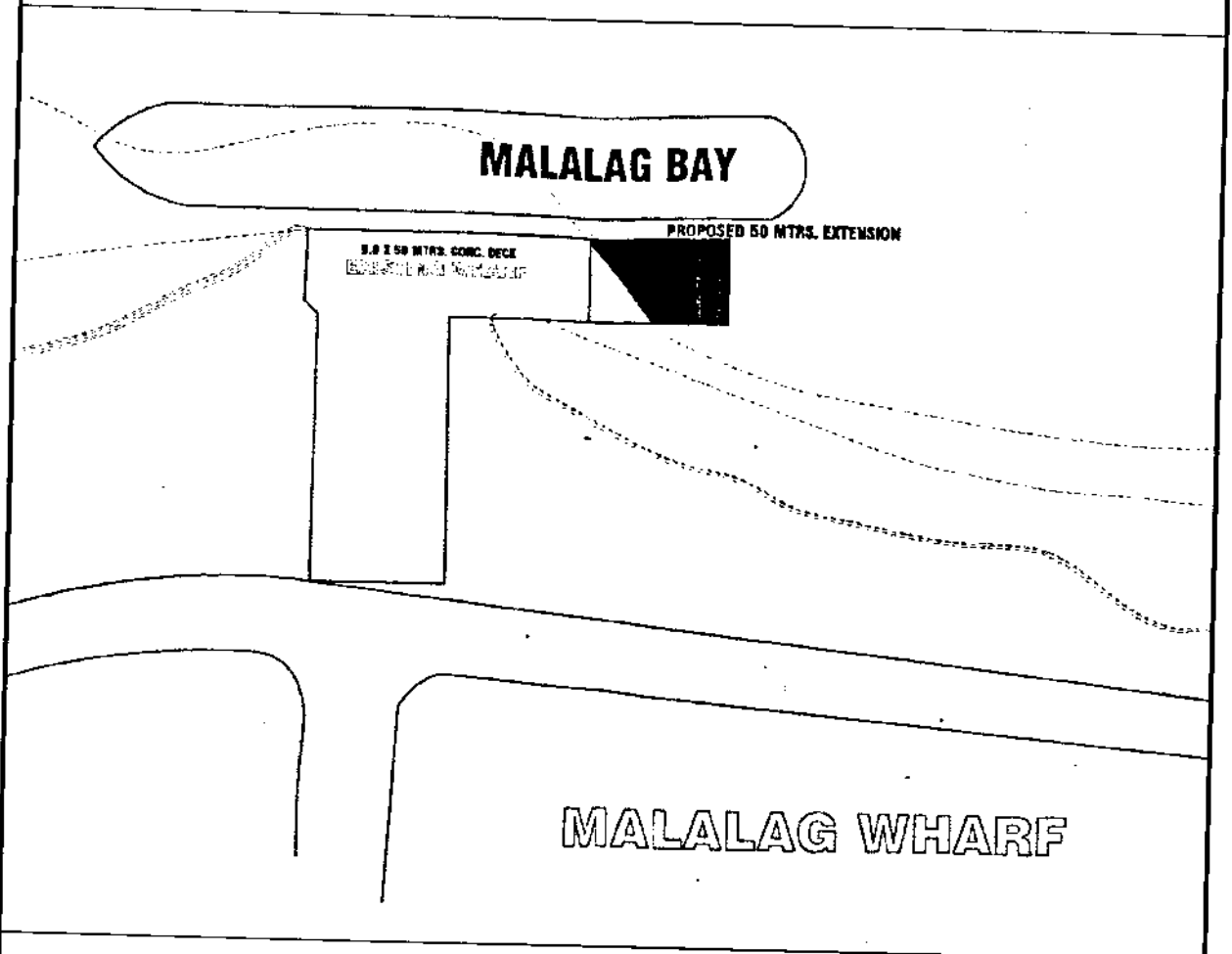
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PORT OF MALALAG, DAVAO DEL SUR

PORT DEVELOPMENT PLAN



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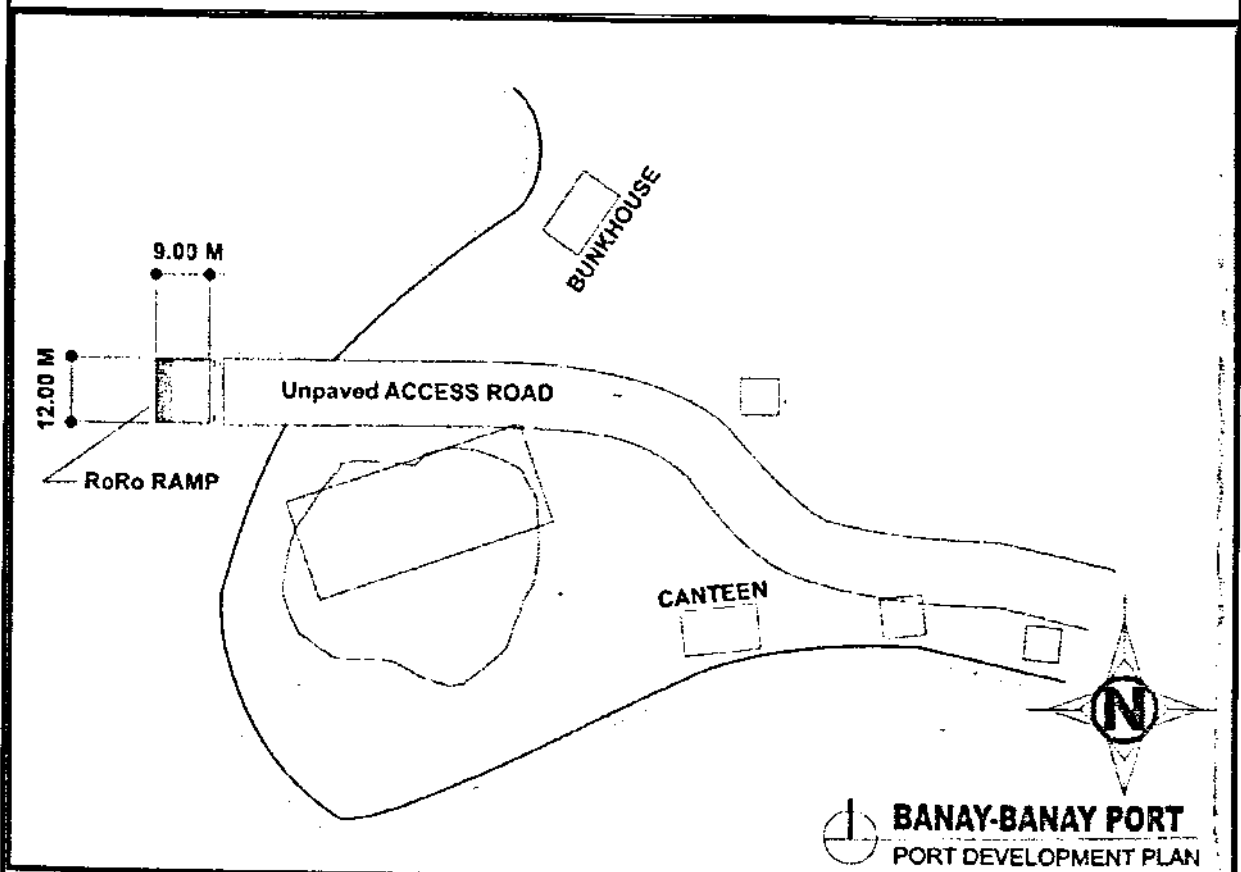
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PORT OF BANAY-BANAY, DAVAO ORIENTAL

PORT DEVELOPMENT PLAN



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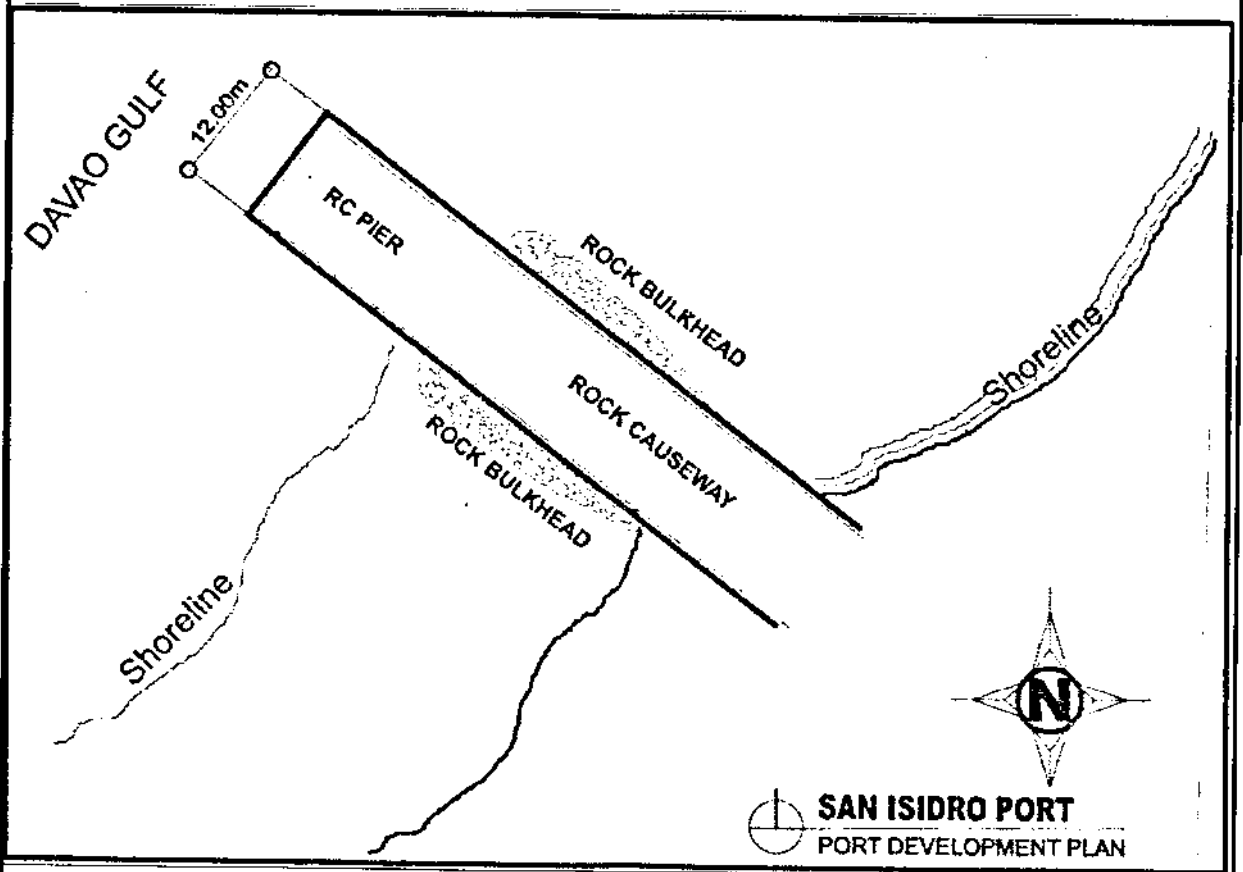
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PORT OF SAN ISIDRO, DAVAO ORIENTAL

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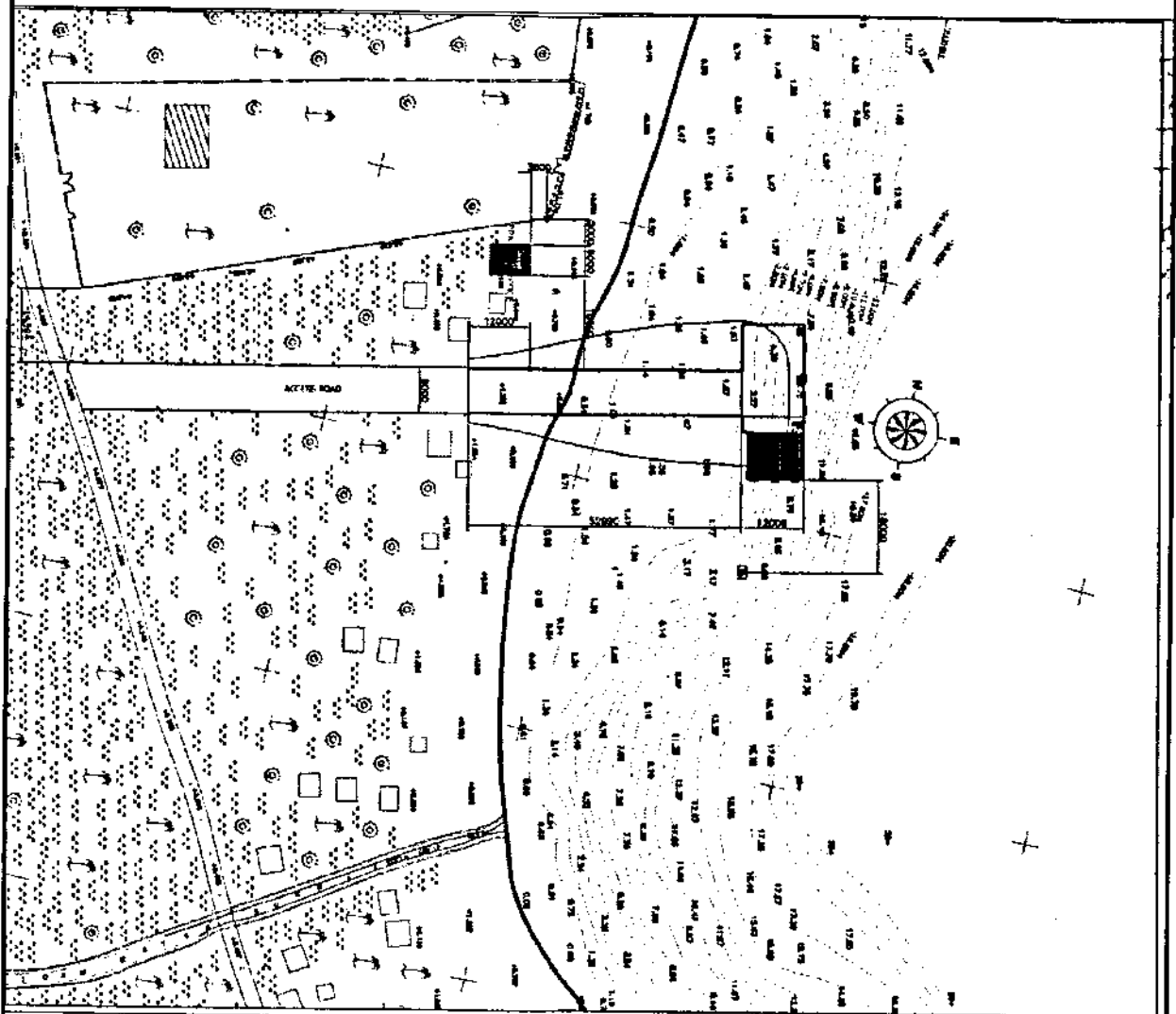
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PORT OF TAGPOPPONGAN, ISLAND OF SAMAL, DAVAO DEL SUR

PORT DEVELOPMENT PLAN



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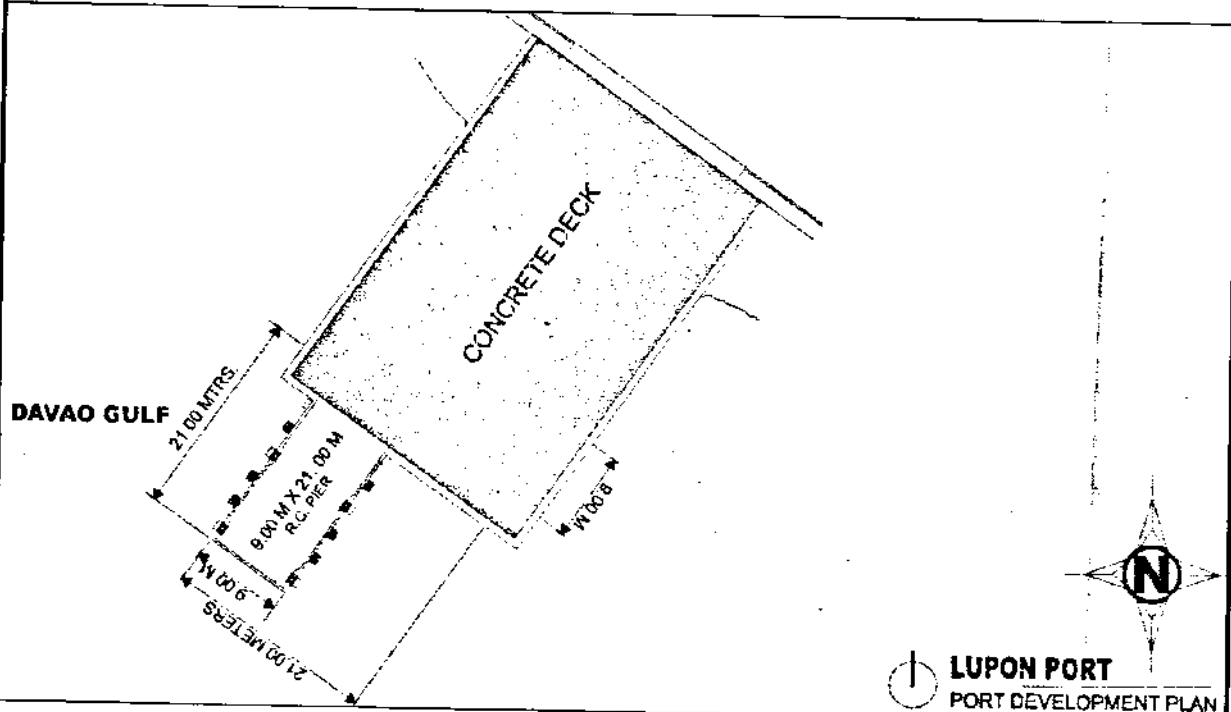
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PORT OF LUPON, DAVAO CITY

PORT DEVELOPMENT PLAN



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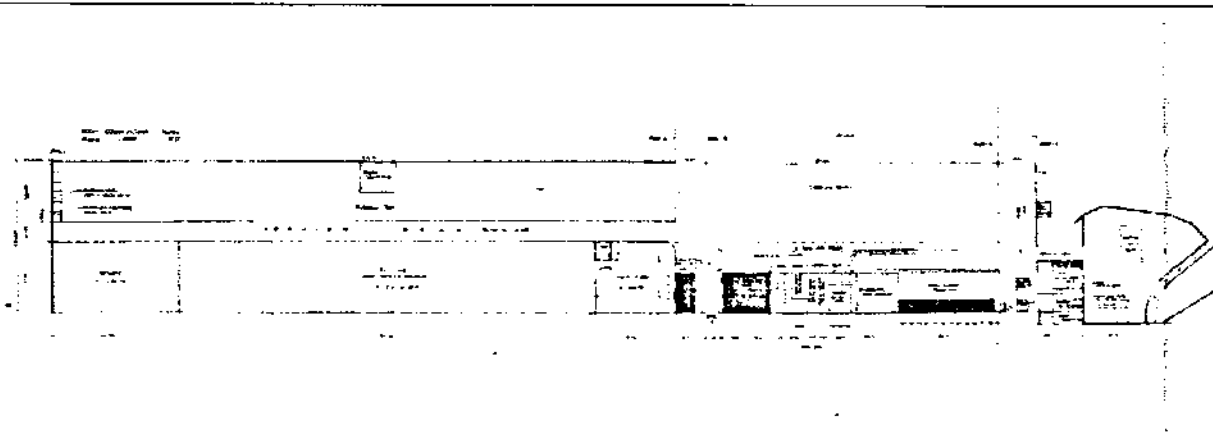
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PORT OF STA. ANA, DAVAO CITY

PORT DEVELOPMENT PLAN



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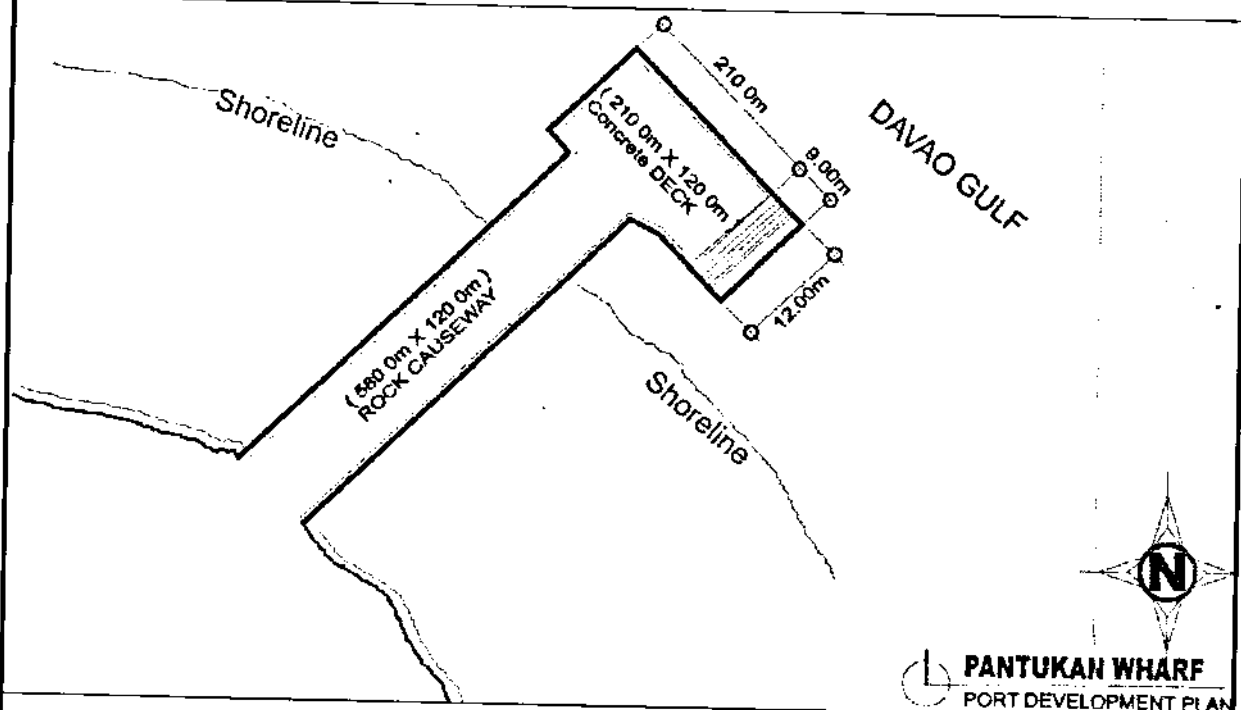
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PORT OF PANTUKAN, COMPOSTELA VALLEY

PORT DEVELOPMENT PLAN



PANTUKAN WHARF
PORT DEVELOPMENT PLAN

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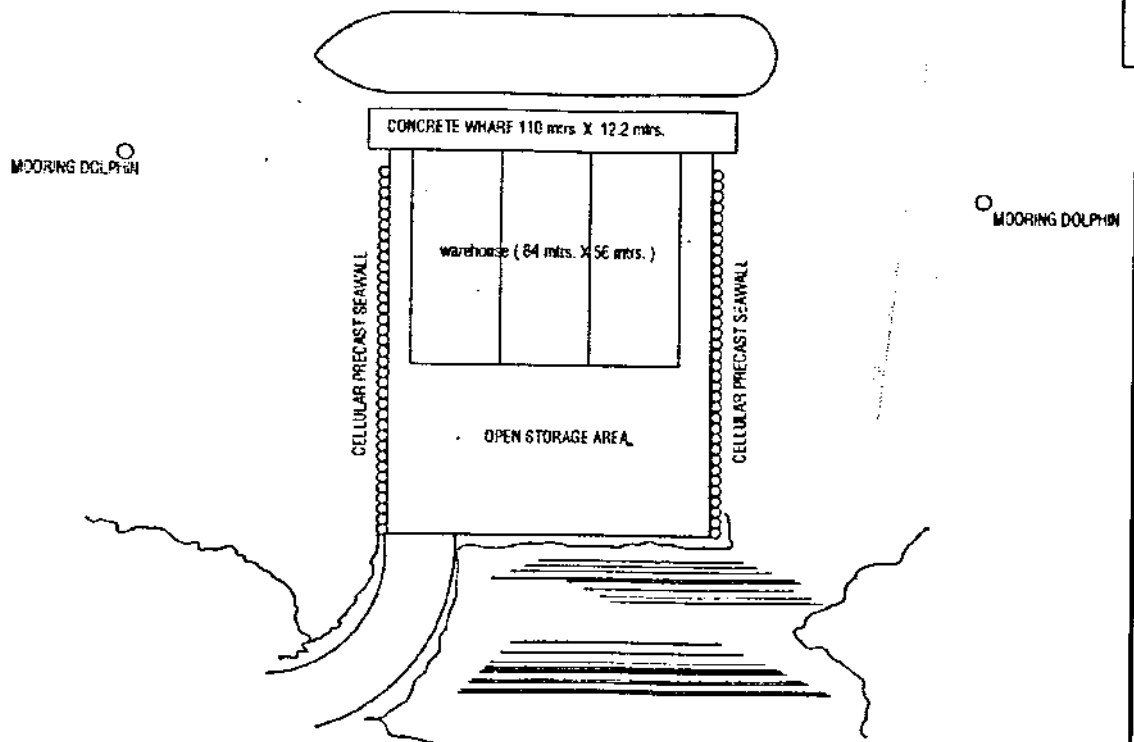
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PACINTER WHARF, PANABO CITY, DAVAO DEL NORTE

PORT DEVELOPMENT PLAN



PACINTER WHARF

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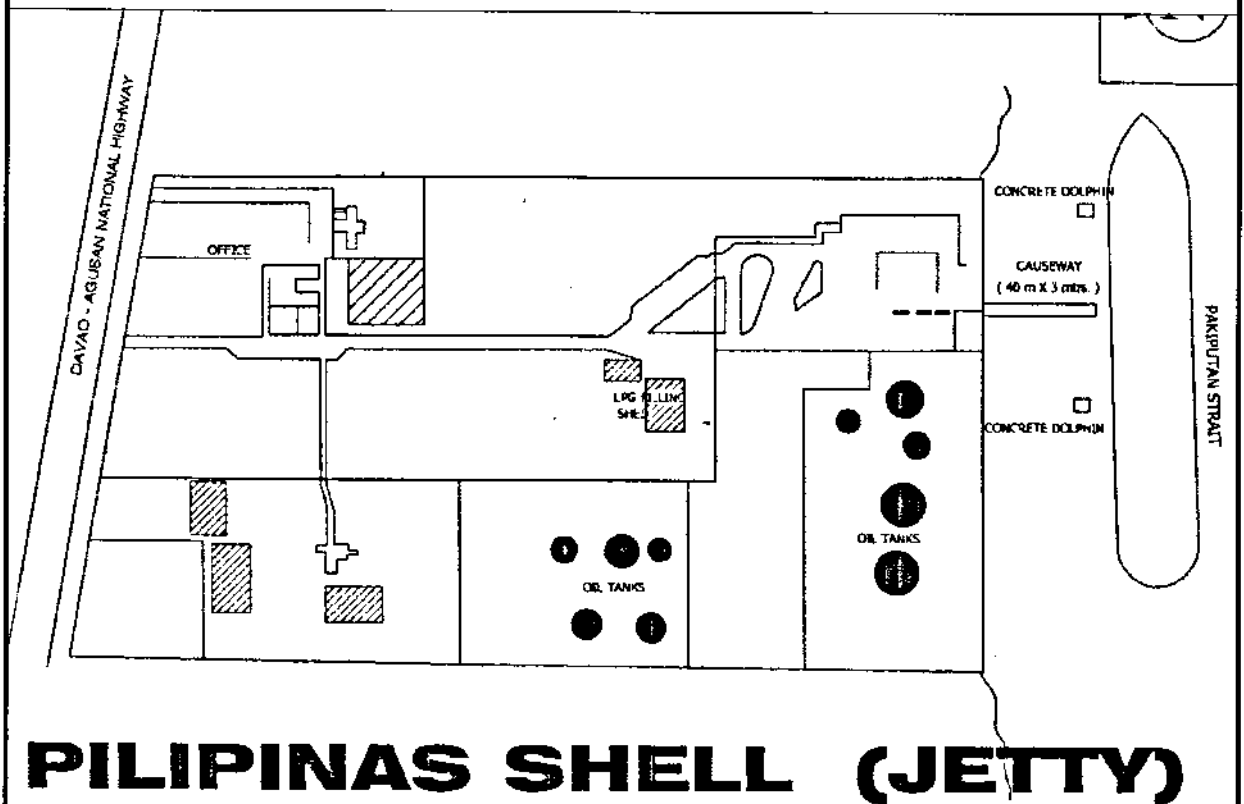
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SHELL, DAVAO CITY

PORT DEVELOPMENT PLAN



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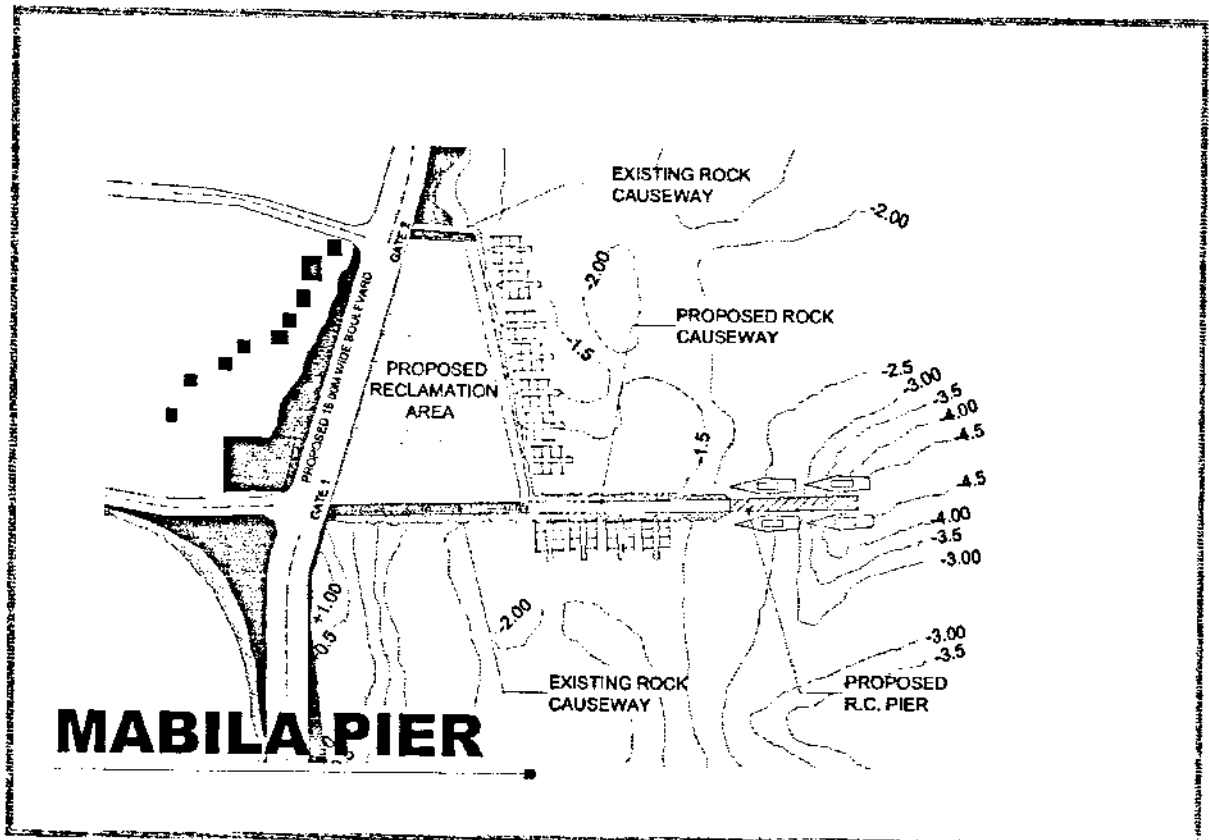
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PORT OF MABILA GENERAL SANTOS CITY

PORT PLAN



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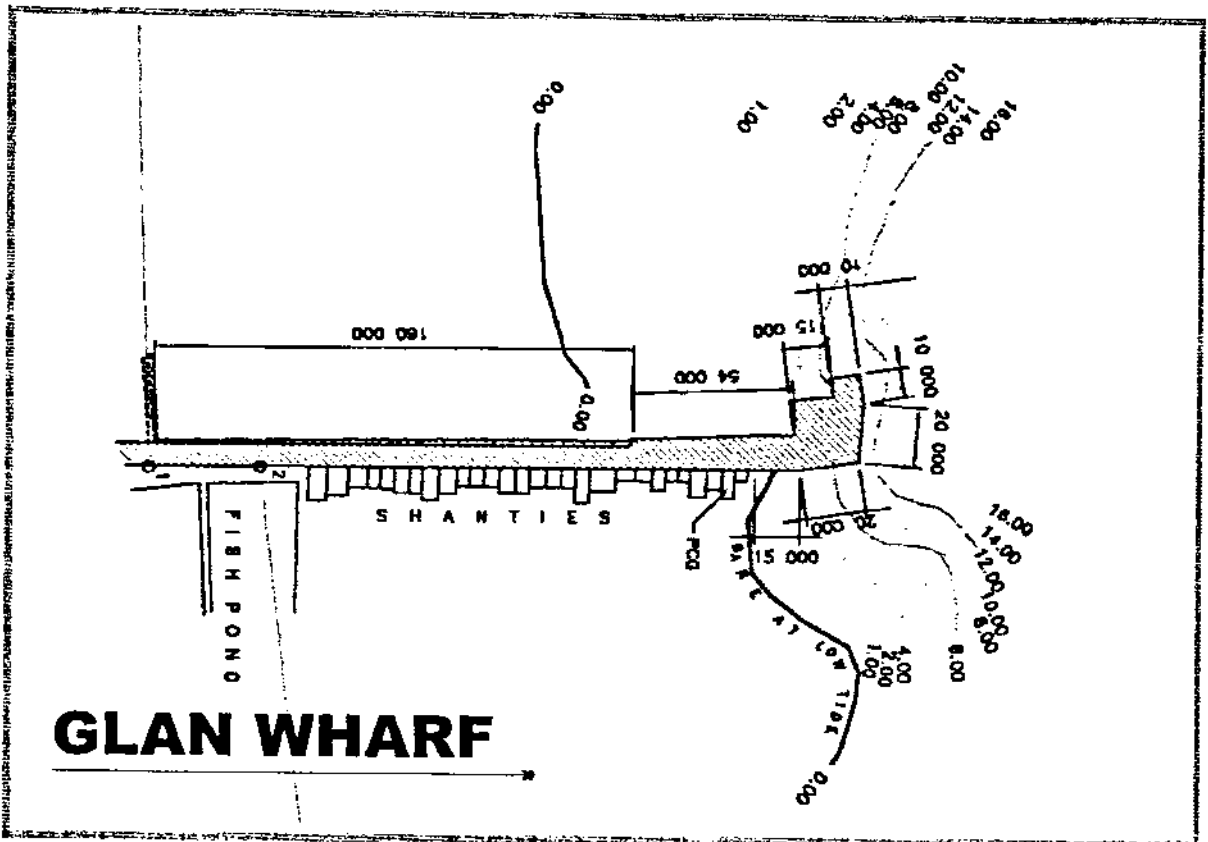
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PORT OF GLAN, GENERAL SANTOS CITY

PORT PLAN



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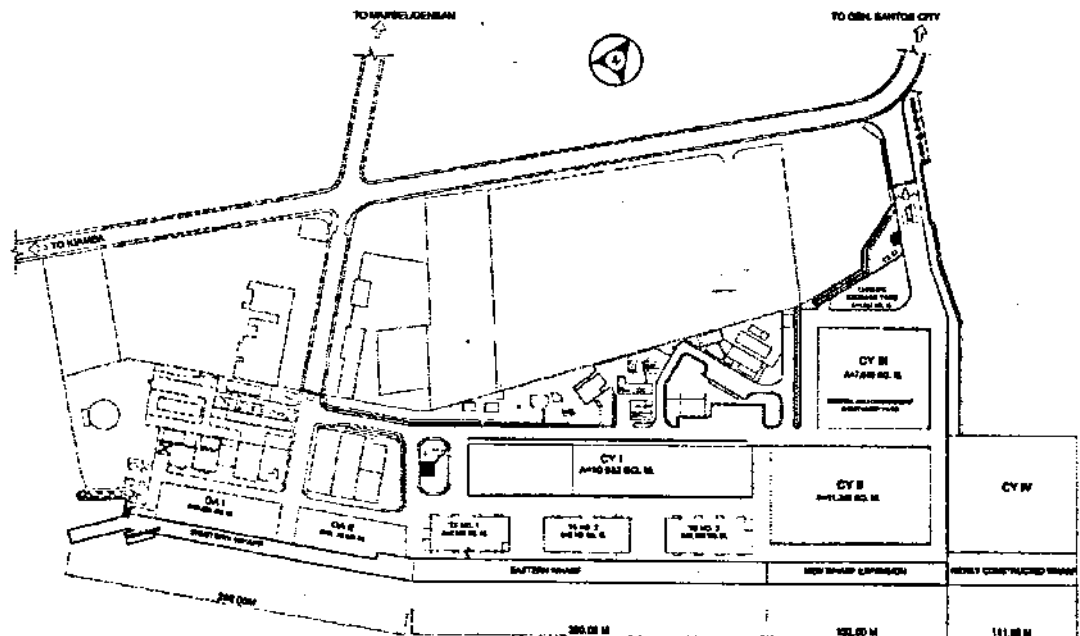
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PORT OF GENSAN, GENERAL SANTOS CITY

PORT PLAN



LOCATION PLAN

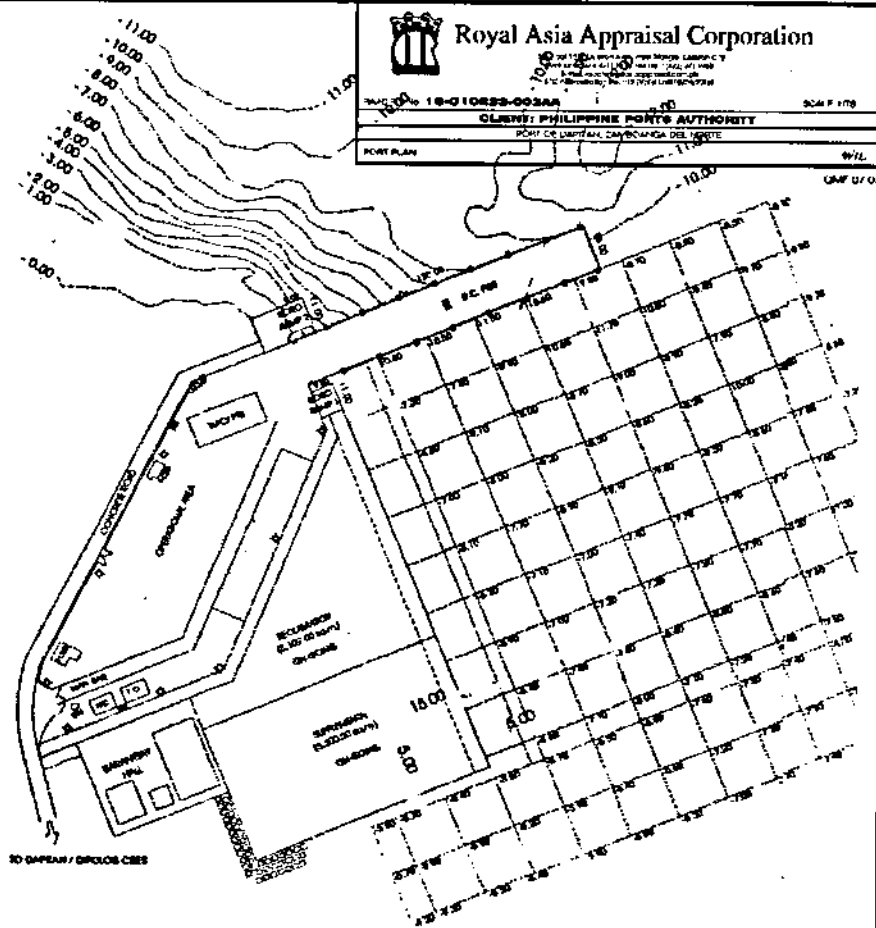
NOTE:
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AND SHOULD NOT BE CONSTRUED AS ITS FINAL AND/OR
ACTUAL CONFIGURATION.

WTL

QMF 07.02

PORT OF DAPITAN

TMO BUILDING / PTB	= 28.00 m x 12.00 m
GUARD HOUSE	= 3.0 m x 2.00 m
R.C. PIER	= 120.00 m x 18.00 m
RORO RAMP 1	= 11.00 m x 9.00 m
RORO RAMP 2	= 11.00 m x 9.00 m
PORT POLICE BARRACKS	= 9.00 m x 6.00 m
FIELD OFFICE	= 18.00 m x 6.00 m
PCBSI OFFICE	= 8.00 m x 6.00 m
PCBSI FIELD OFFICE	= 6.00 m x 4.00 m
HOLLOW CYLINDRICAL FENDERS	= 16 UNITS
MOORING BIT	= 16 UNITS
MOORING CLEAT	= 2 UNITS
SINGLE ARM LAMP POST	= 9 UNITS
HIGH MAST TOWER	= 4 UNITS
OPERATIONAL AREA	= 7,667.00 sq.m.
ON-GOING RECLAMATION PROJECT	= 10,402.00 sq.m.
TOTAL PORT AREA	= 18,255.00 sq.m.



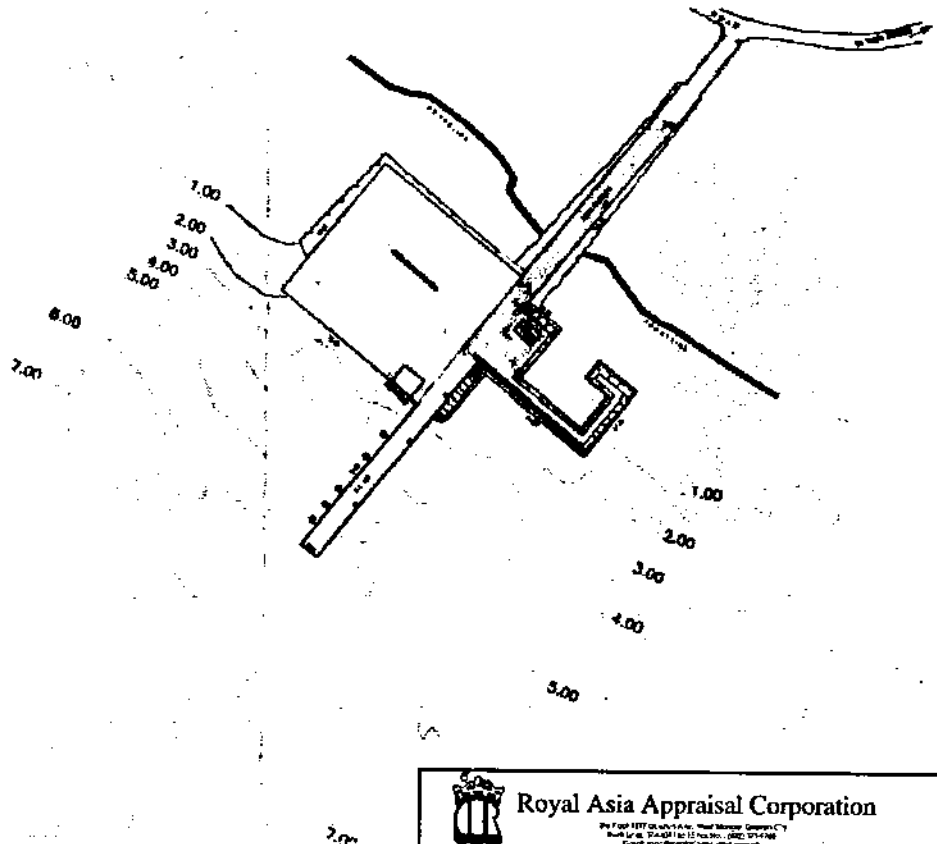
NOTE:
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PORT OF SINDANGAN ZAMBOANGA DEL NORTE

EXISTING FACILITIES :

R.C. PIER	= 9.00 m X 86.00 m
ROCK CAUSEWAY	= 9.00 m X 150.00 m
PPA OFFICE	= 10.00 m X 6.00 m
SINGLE ARM LAMP POST	= 7 UNITS
DOUBLE ARM LAMP POST	= 1 UNIT
ELECTRICAL ROOM	= 2.00 m X 5.00 m
MOORING CLEAT	= 16 UNITS
WHAVER PILE CLUSTER FENDER	= 8 UNITS
RECLAIMED AREA WITH ROCK RAMP (11.00m X 9.00m)	= 5,250 sq m

TOTAL PORT AREA = 0.78 Ha



NOTE:
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Royal Asia Appraisal Corporation

INCORPORATED IN THE PHILIPPINES
REGISTERED IN THE PHILIPPINE OFFICE OF THE
SECURITIES AND EXCHANGE COMMISSION
SEC. REG. NO. 10-010223-003AA

SEC. REG. NO. 10-010223-003AA

02/01/1998

CLIENT: PHILIPPINE PORTS AUTHORITY

PROJECT: PORT OF SINDANGAN, ZAMBOANGA DEL NORTE

PILOT PLAN

9/10

CONF 07.02

PORT OF LAMAO



Royal Asia Appraisal Corporation

WE OFFER THE FOLLOWING SERVICES:
PROPERTY APPRAISAL, INVESTMENT CONSULTING,
FINANCIAL ANALYSIS, RISK ASSESSMENT,
TECHNOLOGICAL, FINANCIAL, AND OTHER

PROJECT NO. 10-010223-00244

SCALE: 1:100

CLIENT: PHILIPPINE PORTS AUTHORITY

PORT OF LEDY, ZAMBANGA DEL NORTE

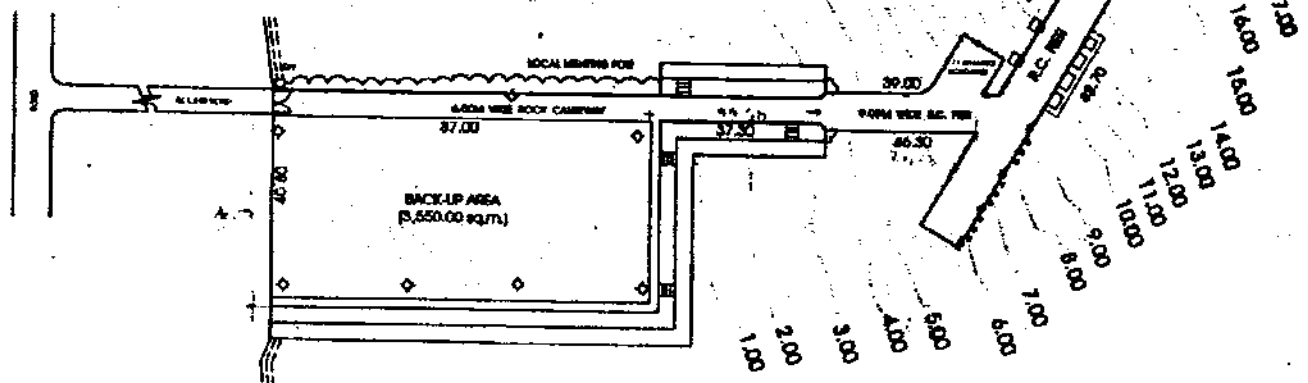
PORT PLAN

9/20

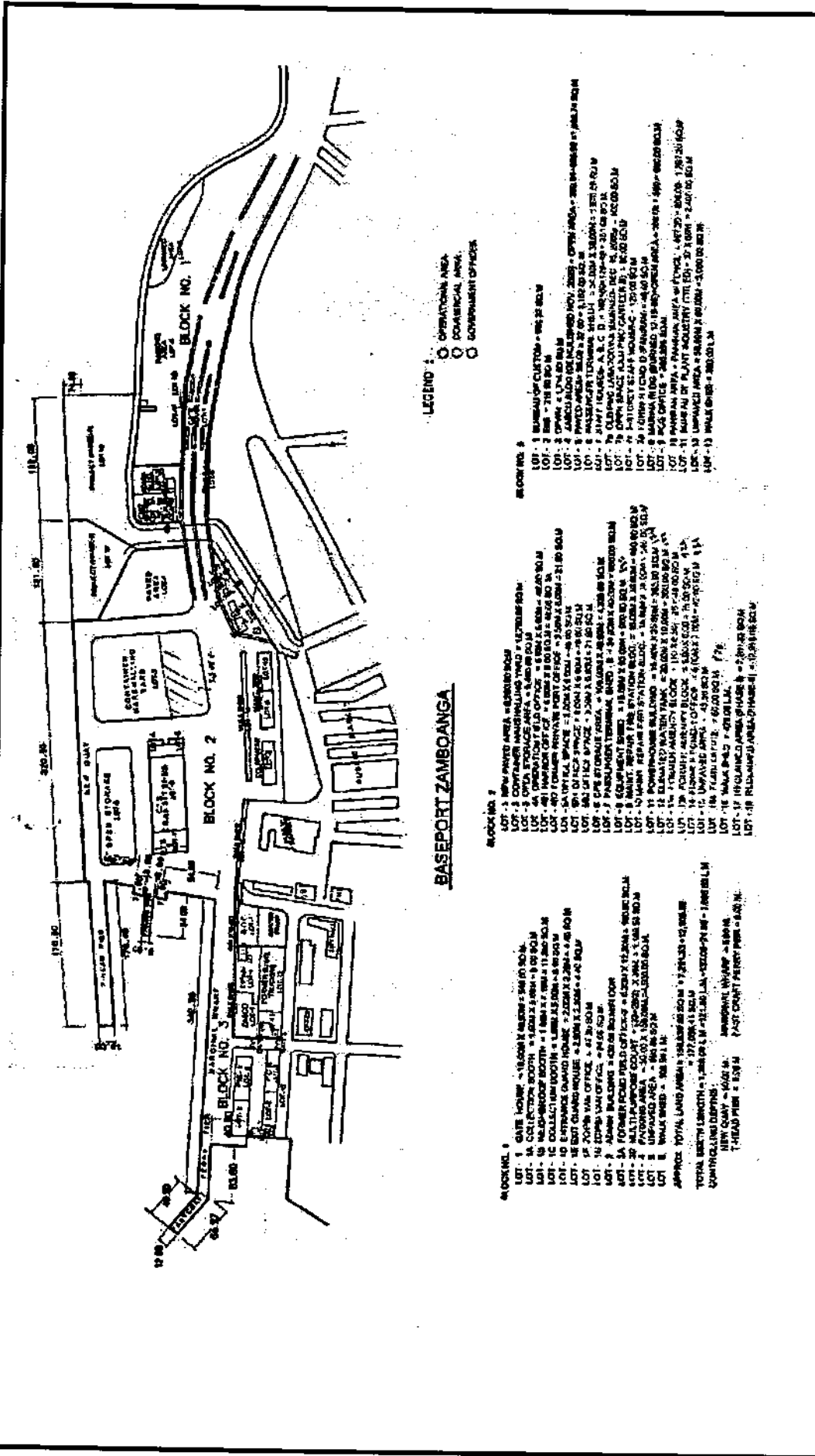
ONE OF TWO

EXISTING FACILITIES:

R.C. PIER	= 82.70 m x 11.00 m
R.C. PIER	= 39.00 m x 9.00 m
ROCK CAUSEWAY	= 126.30 m x 6.00 m
BACK-UP AREA	= 3,550.00 sq.m.
MOORING T-HEAD	= 7 UNITS
MOORING BITT	= 3 UNITS
MOORING CLEAT	= 4 UNITS
HOLLOW CYLINDRICAL FENDER	= 3 UNITS
V-TYPE FENDER	= 14 UNITS
SINGLE ARM LAMP POST	= 6 UNITS
GUARD HOUSE	= 2.00 x 3.00
TOTAL PORT AREA	= 0.57 ha.



NOTE:
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Royal Asia Appraisal Corporation

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Tel: (718) 349-1017
Fax: (718) 349-1018
E-Mail: royalasia@earthlink.net

SCALE: NTS

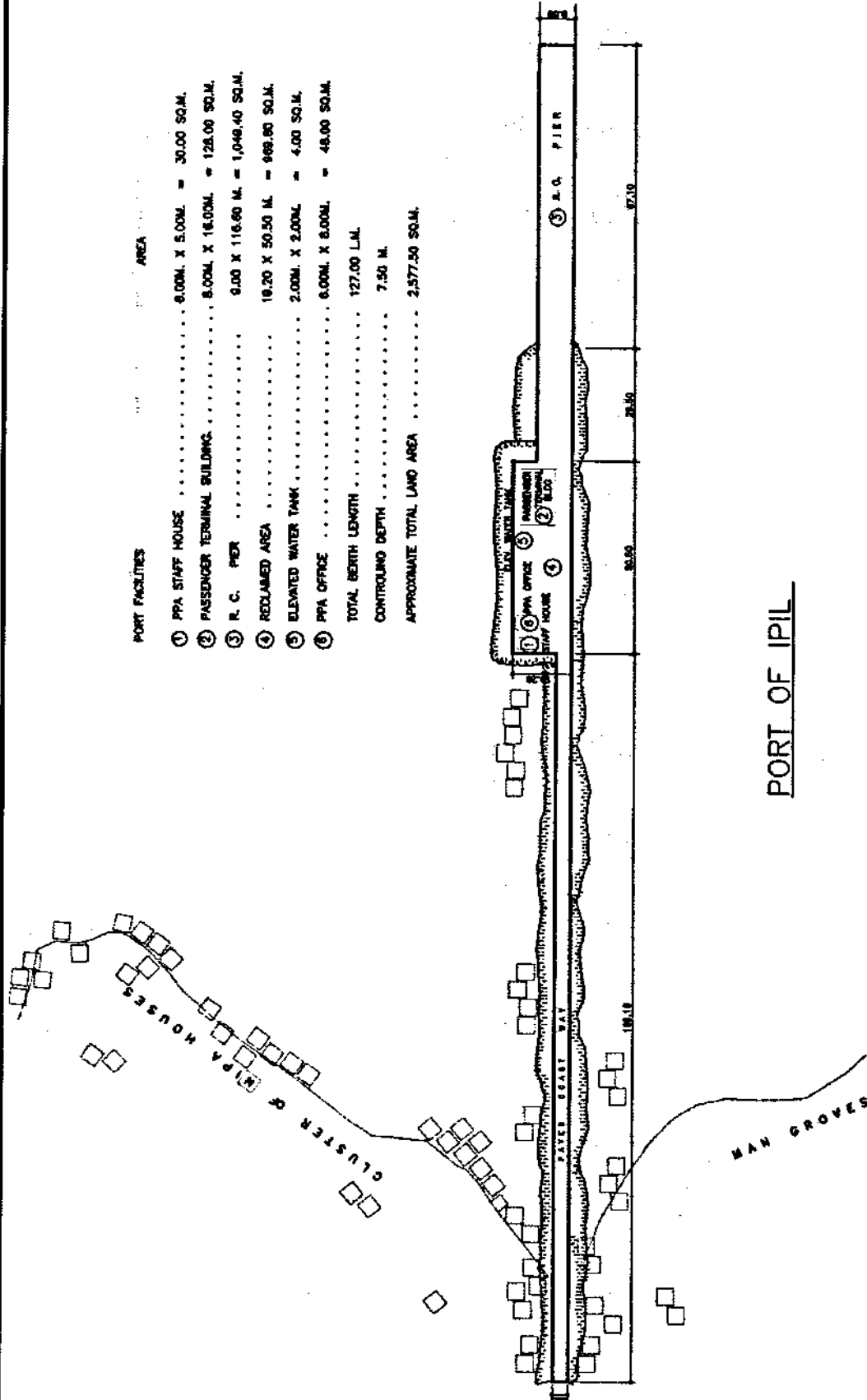
CLIENT: PHILIPPINE PORTS AUTHORITY

PORT OF ZAMBOANGA, ZAMBOANGA CITY

PORT PLAN

BLANK NO. 10-010823-0037

NOTE:
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ACTUAL CONFIGURATION.



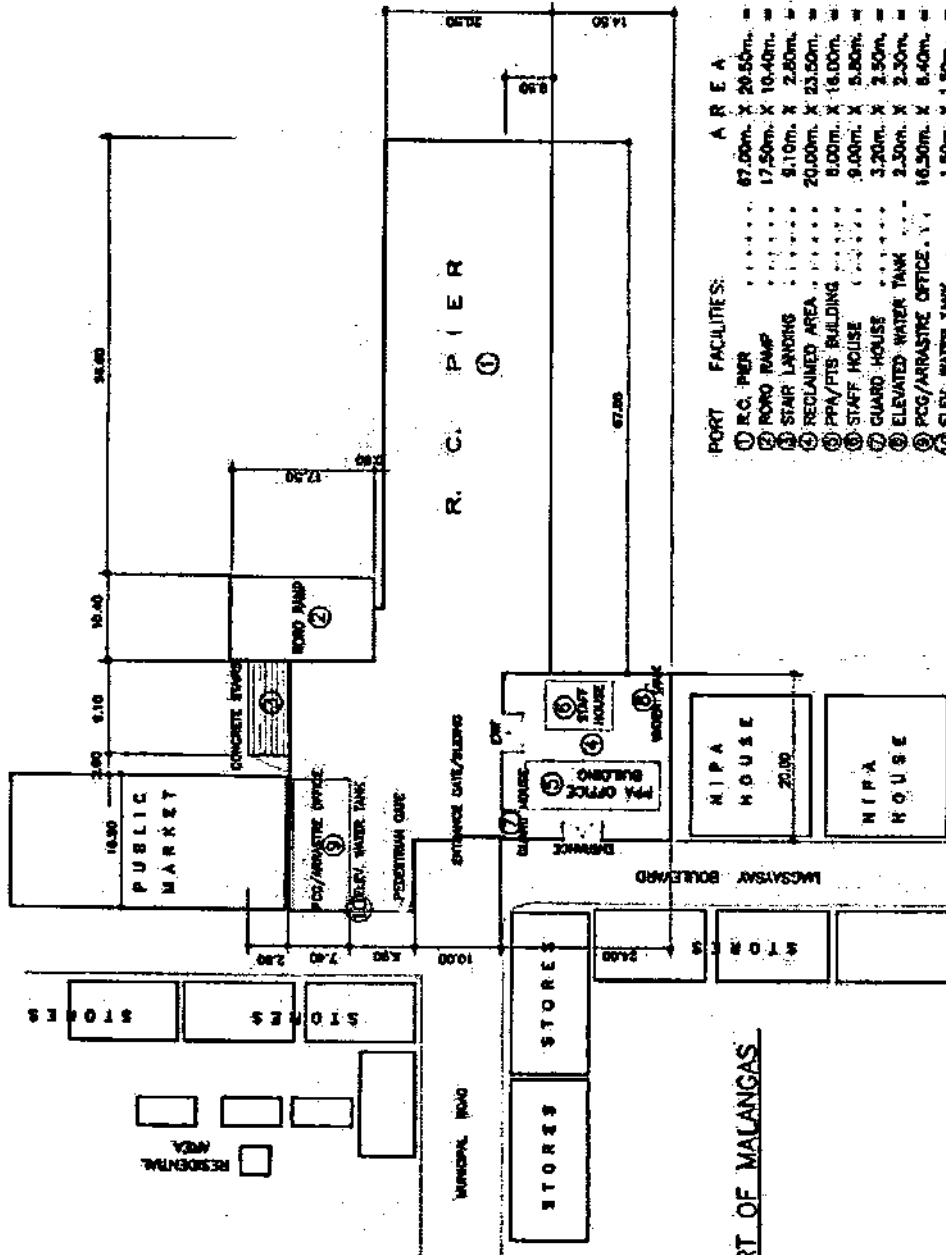
PORT FACILITIES	AREA
① PPA STAFF HOUSE	8.00M X 5.00M = 30.00 SQ.M.
② PASSENGER TERMINAL BUILDING	8.00M X 16.00M = 128.00 SQ.M.
③ R.C. PIER	9.00 X 116.60 M. = 1,049.40 SQ.M.
④ RECLAIMED AREA	18.20 X 50.50 M. = 968.80 SQ.M.
⑤ ELEVATED WATER TANK	2.00M X 2.00M = 4.00 SQ.M.
⑥ PPA OFFICE	8.00M X 8.00M = 48.00 SQ.M.
TOTAL BERTH LENGTH	127.00 L.M.
CONTROLLING DEPTH	7.50 M.
APPROXIMATE TOTAL LAND AREA	2,577.50 SQ.M.

PORT OF IPIL

Royal Asia Appraisal Corporation
 3rd Floor 1817 Quinson Ave., West Bangle, Quezon City
 Tel: (02) 745-1111 to 1115 Fax No.: (02) 745-1115
 E-mail: royalasia@netcom.ph
 SEC. Accreditation No. DTI F-000-000-000-000

PMAC No: 18-010223-003V	SCALE: NTS
CLIENT: PHILIPPINE PORTS AUTHORITY	
PORT OF IPIL, ZAMBANGSA SIBOLAY	
PORT PLAN	WTC

NOTE:
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 AND SHOULD NOT BE CONSIDERED AS ITS FINAL AND/OR
 ACTUAL CONFIGURATION.



Royal Asia Appraisal Corporation

1417 14th Ave., Westborough, MA 01581
 Tel: (508) 366-1111
 Fax: (508) 366-1112
 E-mail: royalasia@comcast.net
 Web: www.royalasiainc.com

RAAC Proj. No. 19-010888-003V

SCALE: NTS

CLIENT: PHILIPPINE PORTS AUTHORITY

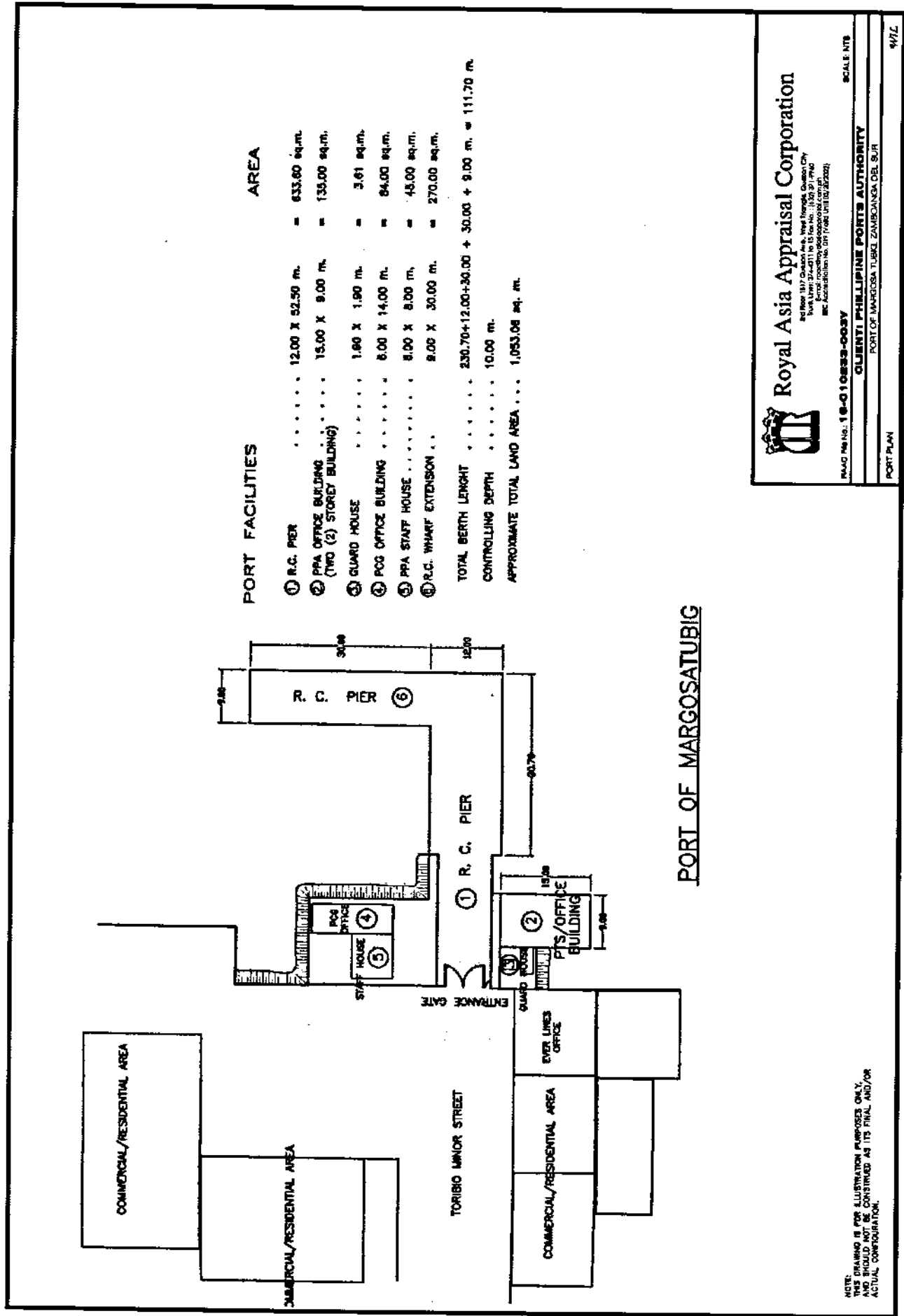
PORT OF MALANGAS, ZAMBONIA, S.E. ASIA

PORT PLAN

4/10

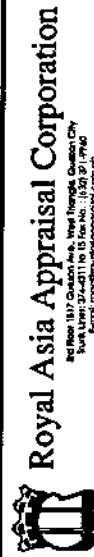
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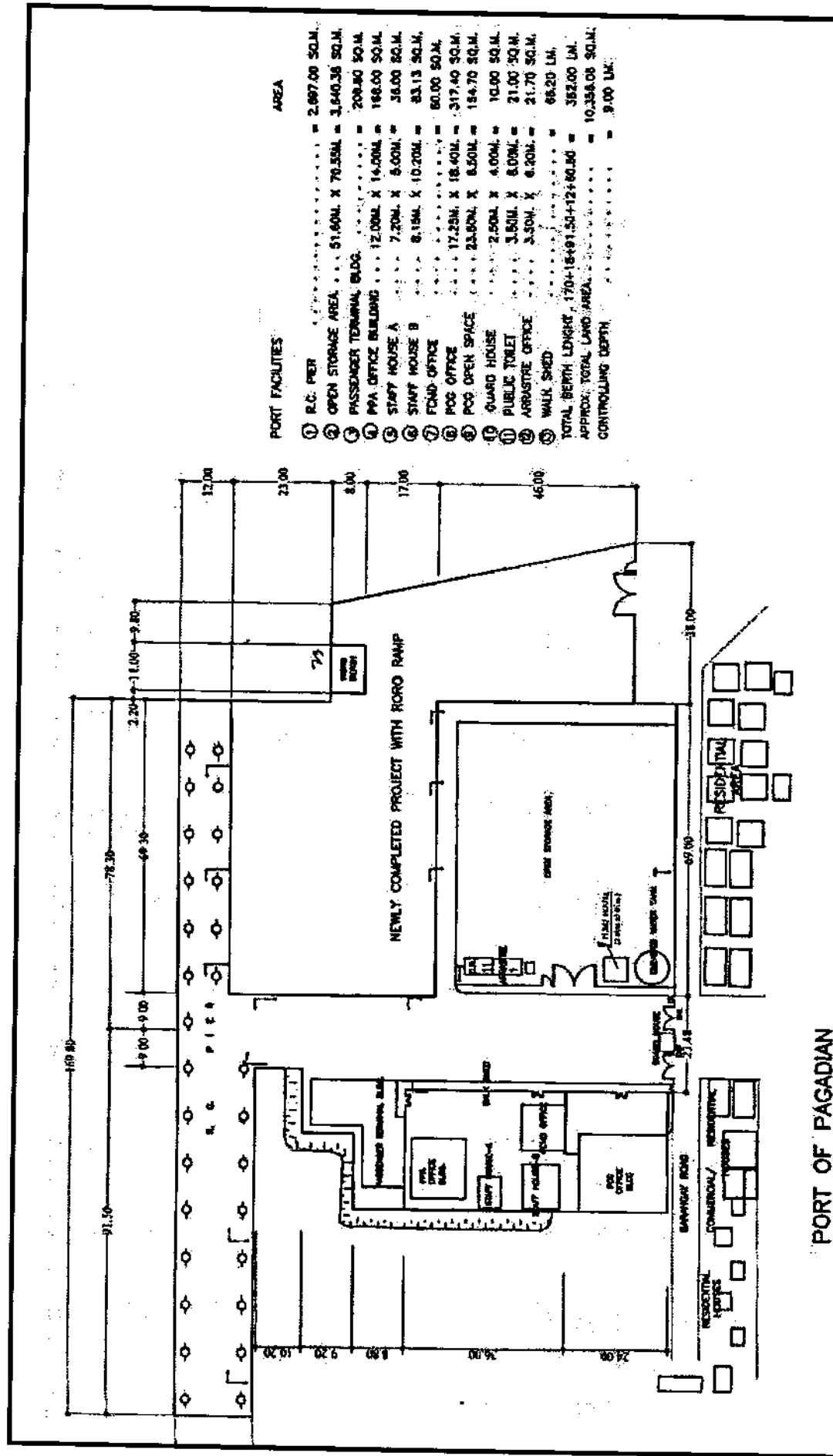
PORT FACILITIES

PORT FACILITIES	AREA
① R.C. PIER	12.00 X 52.50 m. = 633.00 sq.m.
② PPA OFFICE BUILDING (TWO (2) STOREY BUILDING)	15.00 X 9.00 m. = 135.00 sq.m.
③ GUARD HOUSE	1.80 X 1.90 m. = 3.61 sq.m.
④ POG OFFICE BUILDING	8.00 X 14.00 m. = 84.00 sq.m.
⑤ PPA STAFF HOUSE	8.00 X 8.00 m. = 45.00 sq.m.
⑥ R.C. WHARF EXTENSION	8.00 X 30.00 m. = 270.00 sq.m.
TOTAL BERTH LENGTH	230.70+12.00+30.00 + 30.00 + 9.00 m. = 111.70 m.
CONTROLLING DEPTH	10.00 m.
APPROXIMATE TOTAL LAND AREA	1,053.06 sq. m.



Royal Asia Appraisal Corporation

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Royal Asia Appraisal Corporation
 1st Floor, 1517 O'Connell Street, New Manila, Quezon City
 Tel. (02) 774-8111 to 1515 ext. 40, 41, 42, 43, 44, 45
 Fax: (02) 774-8111
 E-mail: royalasiaappraisal@comcast.net
 SEC. REGISTRATION NO. 119-174811 (JAN 02) 247292

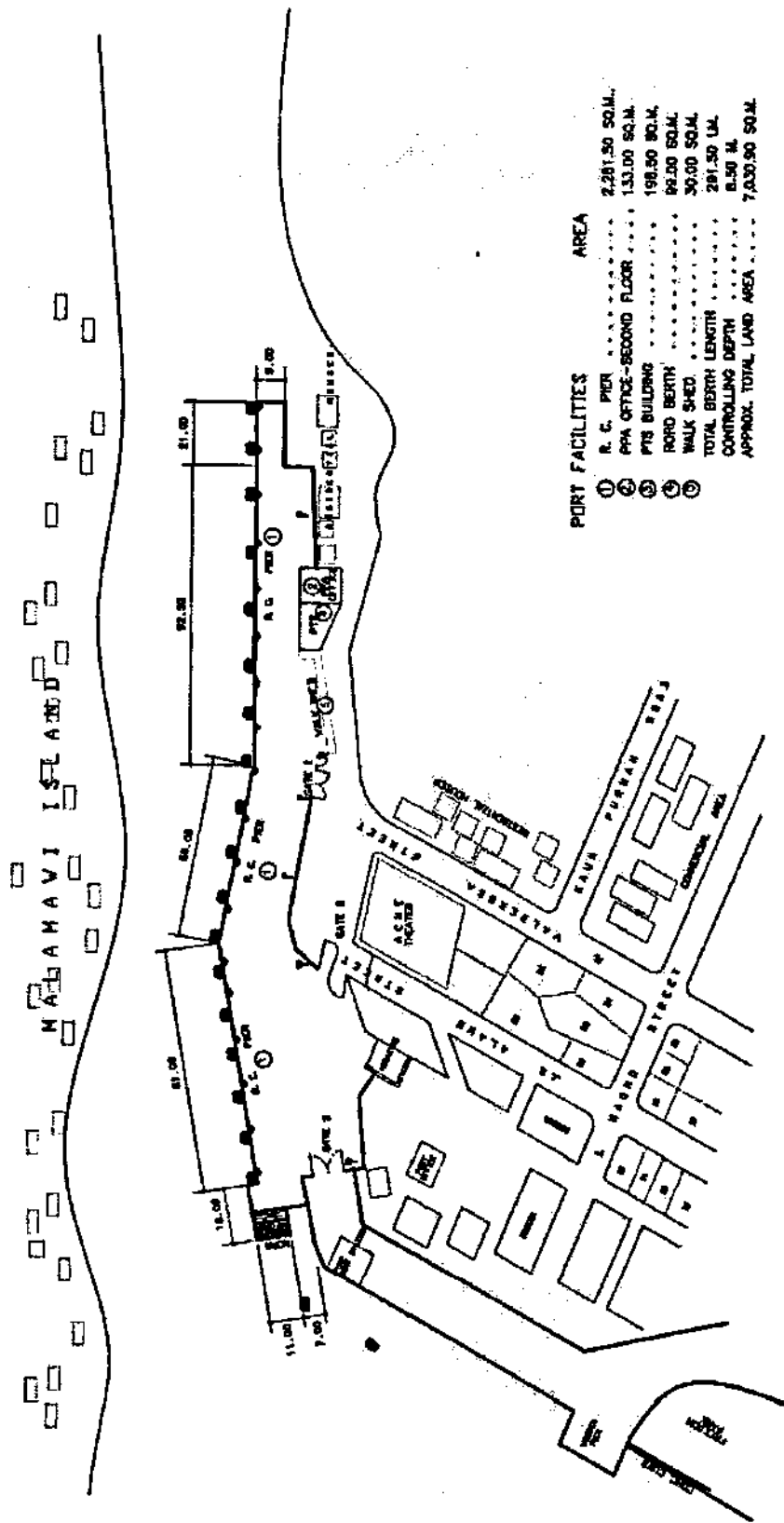
CLIENT: PHILIPPINE PORTS AUTHORITY
PORT OF PAGADIAN, ZAMBOANGA DEL SUR

PORT PLAN

SCALE: NTS

DATE: 11/1/02

W/C



PORT FACILITIES	AREA
① R. C. PIER	2,281.50 SQ.M.
② PHA OFFICE-SECOND FLOOR	133.00 SQ.M.
③ PHS BUILDING	198.50 SQ.M.
④ RORO BERTH	89.00 SQ.M.
⑤ WALK SHED	30.00 SQ.M.
TOTAL BERTH LENGTH	281.50 M.
CONTROLLING DEPTH	8.50 M.
APPROX. TOTAL LAND AREA	7,030.90 SQ.M.

PORT OF BASILAN



34th Floor 1317 Quirino Ave., Third Building, Quezon City
 Telephone: (02) 771-1111
 Telex: 3302 PPA
 Email: ppa@ppa.gov.ph
 SEC Accreditation No. 017 (7/08) and 02 (2/2009)

PPA-000 No. 18-010223-0003V

SCALE: NTS

CLIENT: PHILIPPINE PORTS AUTHORITY

PORT OF BASILAN

PORT PLAN

4/12

NOTE:
 THIS DRAWING IS FOR ILLUSTRATION PURPOSES ONLY
 AND SHOULD NOT BE CONSIDERED AS ITS FINAL AND/OR
 ACTUAL CONFIGURATION.

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OMNIBUS SWORN STATEMENT FOR CORPORATION OF JV

BID SECURING DECLARATION FORM

STATEMENT OF THE BIDDER'S ONGOING GOV'T

STATEMENT OF THE BIDDER'S SLCC

NET FINANCIAL CONTRACTING CAPACITY COMPUTATION

Bid Form

Date: _____
Invitation to Bid¹ N^o: _____

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform the Procurement of Security Services for Philippine Ports Authority, Port Security Cluster-Southern Mindanao Comprising Port Management Offices (PMOs) of Davao, Socsargen, Zamboanga del Norte and Zamboanga and Terminal Management Offices (TMOs)/Ports Under Their Respective Jurisdiction in conformity with the said Bidding Documents for the sum of *(total bid amount in words and figures)* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for ITB Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:²

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

(if none, state "None")

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

¹ If ADB, JICA and WB funded projects, use IFB.

² Applicable only if the Funding Source is the ADB, JICA or WB.

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

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of [Name of Bidder],* has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the [Name of Project] of the [Name of Procuring Entity] *[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder,* to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for the [Name of Project] of the [Name of the Procuring Entity].

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

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

For Goods Offered From Abroad

Name of Bidder _____, Invitation to Bid³ Number __, Page ____ of _____

[illegible]

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

³ If ADB, JICA and WB funded projects, use IFB.

For Goods Offered From Within the Philippines

Name of Bidder _____ Invitation to Bid Number __. Page of ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____

Republic of the Philippines
PHILIPPINE PORTS AUTHORITY
PPA Building, Bonifacio Drive, South Harbor,
Port Area, Manila, Philippines

CONTRACT

FOR THE _____

This Contract made and entered into this _____ day of _____ 2019, in Manila, Philippines, by and between:

PHILIPPINE PORTS AUTHORITY, a government instrumentality created under Presidential Decree No. 857, as amended, with principal office at PPA Building, Bonifacio Drive, South Harbor, Port Area, Manila, represented herein by its duly authorized General Manager, **JAY DANIEL R. SANTIAGO**, and hereinafter referred to as "**PPA**";

- and -

_____, duly organized and existing in accordance with Philippine laws, with office and business address at _____, represented in this act by its _____, as evidenced by _____, a copy of which is hereto attached and made an integral part hereof as Annex "A", and hereinafter referred to as "**CONSULTANT**."

WITNESSETH:

WHEREAS, in accordance with Republic Act No. 9184 and its Revised Implementing Rules and Regulations, the PPA Head Office Bids and Awards Committee for the Procurement of Goods and Consultancy Services (BAC-PGCS), advertised in a newspaper of general nationwide circulation and posted on PhilGEPS and PPA Website as well as on its bulletin board a Request for Expression of Interest for the Procurement of _____;

WHEREAS, in response to the said advertisement, _____ bidders submitted their respective bids for the foregoing project;

WHEREAS, after the opening of the Technical and Financial Proposals on ____ and _____, and the conduct of bid evaluation and post-qualification, the bid submitted by the **CONSULTANT** was declared as the _____ Bid in the amount of _____ **PESOS ()**, Philippine Currency;

required documents within the prescribed period and compliance to the conditions stipulated in the IRR;

WHEREAS, the SERVICE PROVIDER duly accepted the award by signing its Conforme on the said Notice of Award;

NOW, THEREFORE, for and in consideration of the foregoing premises and the mutual stipulations herein contained, PPA and the SERVICE PROVIDER have agreed, as follows:

1. In this Contract, words and expressions shall have the same meanings as are respectively assigned to them in the attached Contract Documents.
2. The following documents shall form part of this Contract:
 - A. Bid Documents consisting of the following:
 - A.1 Invitation to Bid;
 - A.2 Instructions to Bidders;
 - A.3 Bid Data Sheet;
 - A.4 General Conditions of Contract
 - A.5 Special Conditions of Contract;
 - A.6 Schedule of Requirements;
 - A.7 Terms of Reference;
 - A.8 Technical Specifications; and
 - A.9 Addenda and/or Supplemental/Bid Bulletins, if any;
 - B. Technical and Financial Proposals;
 - C. Performance Security;
 - D. Notice of Award of Contract with the Service Provider's Conforme thereto; and
 - E. Other contract documents that may be required by existing laws and PPA, such as:
 - E.1 Certificate of Availability of Funds;
 - E.2 Abstract of Bids; and
 - E.3 Resolution of Award
3. In consideration of the payments to be made by PPA, the SERVICE PROVIDER commits to complete the Works and remedy any defects therein in conformity with the provisions of this Contract and Contract Documents.
4. In consideration of the execution and completion of the Works and remedying any defects therein, PPA commits to pay the Contract Price or such other sum as may become payable under the provisions of this Contract and Contract Documents.

5. This Contract shall become effective after the same shall have been signed by the Parties hereof.

IN WITNESS WHEREOF, the Parties have hereunto signed this Contract on the date and place first hereinabove written.

PHILIPPINE PORTS AUTHORITY

TIN No. _____

By: _____

JAY DANIEL R. SANTIAGO

General Manager

WITNESSES:

ACKNOWLEDGMENT

Omnibus Sworn Statement For Sole Proprietorship

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. I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;
2. 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 Project]*, as shown in the attached duly notarized Special Power of Attorney;
3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of Project].

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

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

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Omnibus Sworn Statement for Partnership or Cooperative

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. I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;
2. 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 Procurement of Security Services for Philippine Ports Authority, Port Security Cluster-Southern Mindanao Comprising Port Management Offices (PMOs) of Davao, Socsargen, Zamboanga del Norte and Zamboanga and Terminal Management Offices (TMOs)/Ports Under Their Respective Jurisdiction, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)]*;
3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - b) Carefully examine all of the Bidding Documents;

- c) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- d) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- e) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of Project]*.

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

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

Omnibus Sworn Statement for Corporation or Joint Venture

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. I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;
2. 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 Procurement of Security Services for Philippine Ports Authority, Port Security Cluster-Southern Mindanao Comprising Port Management Offices (PMOs) of Davao, Socsargen, Zamboanga del Norte and Zamboanga and Terminal Management Offices (TMOs)/Ports Under Their Respective Jurisdiction, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)]*;
3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

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BID SECURING DECLARATION FORM

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

X-----X

BID SECURING DECLARATION Invitation to Bid: *[Insert Reference number]*

To: Philippine Ports Authority
PPA Building, Bonifacio Drive
South Harbor, Port Area, Manila

I/We⁴, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

⁴ Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

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

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

[Insert NAME OF BIDDER'S AUTHORIZED
REPRESENTATIVE]
[Insert Signatory's Legal Capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on ____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

**STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC)
SIMILAR TO THE CONTRACT TO BE BID**

This is to certify that _____ has completed the following:

[illegible]

***TO BE ATTACHED TO THE STATEMENT**

Name and Signature of Authorized Representative

Date _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC) COMPUTATION

- A. The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

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

NFCC = Php _____

K = 15

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

Name of Supplier/Distributor/Manufacturer

Signature of Authorized Representative