PPA MEMORANDUM CIRCULAR
No 02
Series of 2016
Attachment

Materials/Items of Work	Required Tests	Minimum Incremental Frequency of Tests
Fixtures	Inspection and Evaluation Report from the Engineer Testing and Commissioning	One per item
Pipe Culverts	Compression Strength Inspection and Evaluation Report from the Engineer	For every size not more than 25 pipes cast in the field
IV Miscellaneous Materials Fencing A Barbed Wire, Cyclone Wire Mesh, Chain Link B Concrete Post	Physical Test (Dimensions and Coatings) Refer to Superstructure (SC)	One per Batch Refer to Superstructure (SC)
Lamp Post A Structural Steel B Zinc (Hot Dip Galvanizing) Coatings	Physical Test (Dimensions) Same test as for SC (E) Same test as for CJ (C)	All units One per batch
Drainage Steel Grating	Same test as for SC (E) Inspection Report	One (1) batch
Metal Pipe (Cast Iron Galvanized, etc)	Physical Test (Dimensions and Coatings)	1 per delivery
Welding Works	Destructive and Non Destructive Test	One (1) per lot

NOTES
1. **Testing of RDF shall be performed only by an independent Testing Laboratory duly accredited by BRS, DOST and PPA**
2. **Testing of other materials shall be performed only by an independent Testing Laboratory duly accredited by BRS and PPA.**
3. **All other issuances which are otherwise inconsistent herewith are hereby revoked or otherwise amended.**

Approved

RAUL T. SANTOS
Officer-In-Charge,
Office of the General Manager

SECTION IX

BID RELATED FORMS

SECTION IX – BID RELATED FORMS

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Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental Bid Bulletin Numbers _____, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a. I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project: **Pantukan Port Improvement and Expansion Project, Port of Pantukan, Davao de Oro**;

b. I/We offer to execute the Works for this Contract in accordance with the PBD;

c. The total price of our Bid in words and figures, excluding any discount offered below, is: _____;

d. The discounts offered and the methodology for their application, if any, are: _____;

e. The total bid price in words and figures, after applying the applicable discount, 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 in the Detailed Estimates.

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

g. If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting;

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 the Bidder.

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

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

The undersigned is authorized to submit the bid on behalf of **[Name of the Bidder]** as evidenced by the attached *[State the Written Authority]*.

I/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.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]
[Position/Designation]

[Date]

Contract Form

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

CONTRACT FOR [INSERT PROJECT TITLE]

THIS CONTRACT executed on the _____ day of _____ 20_____ between:

Philippine Ports Authority, a government agency of the Republic of the Philippines, hereinafter called "the Entity";

-and-

[Name of Contractor], Filipino of legal age or a company duly organized and existing under the laws of **[city and country]**, with principal office at **[name and address of Contractor]**, hereinafter called "the Contractor".

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly *[Brief description of Project]*;

WHEREAS, the Contractor submitted a responsive bid and was awarded the contract for the procurement in the total amount of **[contract price in words and figures in specified currency]**, hereinafter referred to as the "Contract Price."

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

1) Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.

2) The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall be deemed to form and be read and construed as integral part of this Contract, *viz.*:

   a) Philippine Bidding Documents (PBD);

      i. Drawings/Plans;
      ii. Scope of Work;
      iii. Invitation to Bid;
      iv. Instructions to Bidders;
      v. Bid Data Sheet;
      vi. Bid Form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
      vii. Bill of Quantities;
      viii. General and Special Conditions of Contract;
      ix. Supplemental Bid Bulletins, if any; and
      x. Other contract documents that may be required by existing laws and/or the Entity.

   b) Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;

c) Performance Security;

d) Notice of Award of Contract; and the Bidder's Conforme thereto; and

e) Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.

3) In consideration of the Contract Price of **[total contract price in words and figures]**, or such other sums as may be determined in accordance with the terms of the Contract, the Supplier agrees to deliver and perform the items and related services for the **[Project Title]** described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.

4) The **Philippine Ports Authority** agrees to pay the above-mentioned sum to the Supplier in accordance with the schedule and manner provided in the Bidding Documents and its annexes.

5) Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act (RA) No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written

For the Procuring Entity Head of the Procuring Entity or Duly Authorized Representative	*For the Bidder* Duly authorized to sign the Contract for and behalf of *[Bidders Name]*:
[Signature over Printed Name][Position/Designation] *[Date]*	*[Signature over Printed Name]* *[Position/Designation]* *[Date]*
[Name and Signature] *Witness – Procuring Entity*	*[Name and Signature]* *Witness- Supplier*

ACKNOWLEDGMENT

BEFORE ME, A Notary Public for and in the _____, City/Province of _____, this _____ day of _____, 20_____, personally appeared the above-named persons who have satisfactorily proven to me their identity, through their identifying documents written below their names and signatures, that they are the same persons who executed and voluntarily signed the foregoing instrument consisting of ____ pages, including this page where this Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
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 Sole Proprietorship

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

I, _____, of legal age, [Civil Status], [Nationality], and with residence at _____, 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 _____ with office address at _____;

2. As the owner and sole proprietor or authorized representative of _____, 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 **Pantukan Port Improvement and Expansion Project, Port of Pantukan, Davao de Oro** of the **Philippine Ports Authority**, [insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];

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;

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 **[Name of Bidder]** and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the IRR of RA No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

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

9. **[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 [Project Title].

10. *[**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.

11. In case advance payment was made or given to **[Name of Bidder]**, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

_____
[Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

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. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
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 Partnership, Corporation, Cooperative, or Joint Venture

[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

I, _____, of legal age, [Civil Status], [Nationality], and with residence at _____, 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 _____ with office address at _____;

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 **Pantukan Port Improvement and Expansion Project, Port of Pantukan, Davao de Oro** of the **Philippine Ports Authority**, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;

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 others:

    - *If partnership*: The partnership itself and the partners of [Name of Bidder] are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

    - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of [Name of Bidder] are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

    - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, and controlling stockholders of [Name of Bidder] are not related by

consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the HoPE, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the IRR of RA No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

    - *In case of corporations:* **[Name of Bidder]** declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of Republic Act (RA) No. 12009.

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

9. **[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 [Project Title].

10. **[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.

11. In case advance payment was made or given to **[Name of Bidder]**, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

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. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
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 _____.

Bid Securing Declaration Form

[The duly accomplished form shall be submitted with the Bid if bidder opts to provide this type of bid security]

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

BID SECURING DECLARATION

Project Identification No.: _____

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

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 shall enter into contract with the Procuring Entity and furnish the required performance security within ten (10) calendar days as indicated in the Bidding Documents, from receipt of the Notice of Award;

   b. I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and

   c. I/We will pay the applicable fine 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 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c), of the IRR of RA No. 12009; without prejudice to other legal action the government may undertake;

	Applicable Fine
a) in the case of a single bidder	i) two percent (2%) of the Approved Budget for the Contract (ABC); or ii) the difference between the evaluated bid price and the ABC whichever is higher
b) in the case of multiple bidders	i) two percent (2%) of the ABC; or ii) the difference between the evaluated bid prices with the bidder with Lowest Calculated/Highest Rated Bid and the bidder with the next Lowest Calculated/Highest Rated Bid,

	and so on whichever is higher
c) in case of violations committed prior to the opening of the financial envelope	i) a fixed amount of two percent of the ABC,

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]*.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

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. _____.

WITNESS MY HAND AND SEAL this ___ day of *[month] [year].*

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
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 ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

I hereby declare that all ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid are listed below:

Name of outstanding Contracts 1]	Owner's Name and Address	Scope of Work 2]	Contractor's Role and Percentage of Participation 3]	Total Contract Amount or Value 4]	Date of Contract and NOA 5]	Value of Outstanding Works 6]	Accomplishment (in percentage, %) 7]		Contract Duration 8]	
							Planned	Actual	Start of Project	Estimated Completion Date
A) Government Contracts i. On-going ii. Awarded but not yet started B) Private Contracts i. On-going ii. Awarded but not yet started										

NOTE:

1] As appearing in the contract executed by the parties.
2] With special reference to the Scope of Works of the Project as described/enumerated in the Contract.
3] Indicate the percentage of participation and whether as Sole Contractor, Sub-Contractor or Member in a Joint Venture / Consortium.
4] Indicate the FOREX used if Contract Value is expressed in a currency other than the Philippine Peso.
5] As appearing in the Contract and Notice of Award (NOA).
6] Amount or 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.
7] Percentage of Accomplishment as of the preceding month which should not be earlier than two (2) months from the date of bid submission.
8] As appearing in the Notice to Proceed and Contract.

This Statement shall be supported by:

a) Notice of Award
b) Notice to Proceed and Contract

Name of Firm	Name of Bidder/Authorized Representative (Signatory's Legal Capacity)	Date

Revised: September 2021

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

Name of the completed Contract 1]	Owner's Name and Address	Scope of Work 2]	Contractor's Role and Percentage of Participation 3]	Total Contract Value At 4]			Date of Award 5]	Contract Duration 6]	
				Award	Completion	Escalated Value to Present Prices		Start	Completed

NOTE :
1] As appearing in the contract executed by the parties.
2] With special reference to the Scope of Works of the Project as described/enumerated in the Contract.
3] Indicate the percentage of participation and whether as Sole Contractor, Sub-Contractor or Member in a Joint Venture / Consortium.
4] Indicate the FOREX used if Contract Value is expressed in a currency other than the Philippine Peso. Attached the computation for the escalated contract value.
5] As appearing in the Notice of Award.
6] As appearing in the Notice to proceed and Certificate of Completion.

A. The Bidder must have completed an SLCC that is similar to the procurement project to be bid, and whose value must be equivalent to at least fifty percent (50%) of the ABC, adjusted to current prices using the Philippine Statistics Authority (PSA) consumer price indices. A contract is considered to be "similar" to the contract to be bid if it has the same Major Categories of Work as stated in the Bid Data Sheet (BDS).
B. This Statement shall be supported by:
   a. Notice of Award, Notice to Proceed and Contract.
   b. Project Owner's Certificate of Final Acceptance issued by the owner other than the Contractor or Constructors Performance Evaluation System (CPES) Final Rating, which must be at least Satisfactory. The said Certificate of Acceptance shall contain the following: 1) Name of project owner that issued the certificate, 2) Name of Contractor/ Constructor, 3) Name of Contract, and 4) Contract Duration.
   c. Recapitulation or Final Bill of Quantities.

Name of Firm	Name of Bidder/Authorized Representative (Signatory's Legal Capacity)	Date

Revised: September 2026

STATEMENT OF THE BIDDER'S EXPERIENCE ON SIMILAR CATEGORIES OF WORK INCLUDING OTHER COMPLETED CONTRACTS SIMILAR TO THE CONTRACT TO BE BID

Work Description	Unit of Measure	Quantity	**SLCC** similar to the contract to be bid 1]	Other completed contracts similar to the contract to be bid 1]			Unit of Measure 1]	Quantity 1]
			Name of the contract	Name of the contract	Name of the contract	Name of the contract		
Similar Category of Work:								
1. Pile Driving works (Offshore)	l.m.	4,960						
2. Reinforced Concrete Works	cu.m.	816						
Other Qualifying Works:								
1. Placing of fill materials	cu.m.	3,323						
2. Rockworks (50-1000 kg/pc.)	cu.m.	1,651						
3. Construct Portland Cement Concrete Pavement (PCCP)	sq.m.	1,056						

NOTE:
1] As appearing in the Recapitulation and/ or Final Bill of Quantities.
This statement shall be supported by:

a. Notice of Award, Notice to Proceed and Contract.
b. Project Owner's Certificate of Final Acceptance issued by the project owner other than the Contractor or Constructors Performance Evaluation System (CPES) Final Rating, of at least satisfactory. The said Certificate of Acceptance shall contain the following: 1) Name of project owner that issued the certificate, 2) Name of Contractor/Constructor, 3) Name of Contract, and 4) Contract Duration.
c. Recapitulation and/ or Final Bill of Quantities.

Name of Firm	Name of Bidder/Authorized Representative Signatory's Legal Capacity	Date

Revised: September 2026

FINANCIAL DATA

A. The prospective bidder's audited Financial Statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "RECEIVED" by the Bureau of Internal Revenue (BIR), or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

	Year
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 computation of the bidders Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC to be bid, as follows:

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

NFCC = _____

Attached herewith are certified true copies of the audited financial statements stamped received by the BIR or BIR authorized collecting agent for the latest/immediately preceding calendar year.

_____
Name of Firm/Applicant

_____
Authorized Signing Official

Date:_____

NOTES:

If Partnership or Joint Venture, each Partner or Member Firm of Joint venture shall submit separate financial statements.

STATEMENT OF THE BIDDER'S KEY PERSONNEL PLEDGED FOR THE CONTRACT TO BE BID

I hereby declare that the following key personnel are qualified and available for the duration of the contract to be bid:

Position of Key Personnel 1]	Name	No. of Key Personnel	Similar Experience in the Position (Years) 2]	Total Experience in the Position (Years)	Attachment(s)	Annex(es)
Project Manager					PRC License (CE Preferred) Complete Qualification and Experience Data Certificate of Commitment	Annex "_"
Project Engineer					PRC License (CE Preferred) Complete Qualification and Experience Data Certificate of Commitment	Annex "_"
Materials Engineer II					PRC License (CE Preferred) Submit Valid and Renewed DPWH Certificate of Accreditation Submit Accreditation Identification Card as Materials Engineer Complete Qualification and Experience Data Certificate of Commitment	Annex "_"
Construction Safety and Health Officer					Certificate in Construction Occupational Safety and Health (COSH) training or related course issued by DOLE Accredited Trainings Complete Qualification and Experience Data Certificate of Commitment	Annex "_"
Foreman					Complete Qualification and Experience Data Certificate of Commitment	Annex "_"
Other Position(s)					Complete Qualification and Experience Data Certificate of Commitment	Annex "_"

NOTE: 1] As stated in the Bid Data Sheet
2] The number of years of experience of the key personnel shall be as indicated in the qualification and experience data or curriculum vitae.

Minimum qualification requirements: The key personnel must have a work experience that is similar in nature and complexity to the contract to be bid.

Project Manager - Five (5) years	Materials Engineer – One (1) year
Project Engineer - Three (3) years	Materials Engineer I – for projects costing up to 100M
Project Architect - Three (3) years	Materials Engineer II – for projects costing more than 100M
Foreman - Five (5) years	Construction Safety and Health Officer – One (1) year

Name of Firm	Name of Bidder/Authorized Representative (Signatory's Legal Capacity)	Date

Revised: September 2026

STATEMENT OF THE BIDDER'S EQUIPMENT PLEDGED FOR THE CONTRACT TO BE BID

I hereby declare that the following equipment are in good operating condition and available for the duration of the contract to be bid:

DESCRIPTION (Type, Model, Make)	No. of Unit(s)	Capacity/ Output 1]	Owned, Leased, and/or under purchased agreement 2]	Proof of Ownership/ Leased/ Under Purchase Agreement (Mark as Annex "A.....Z") 3]	OTHER INFORMATION (As Applicable)				
					Manufacturer	Engine Serial No.	Chassis No./ Name of Vessel	Location	Status

NOTE:

1] The unit of capacity of the pledged equipment shall be as indicated in the Proof of Ownership, i.e. GW (for crane barge), DWT (for deck barge and hopper barge), Ton (for crane, road roller and drop hammer), kg.-m/blow (for diesel hammer), Ton. (for dump truck), hp (for tugboat, road grader, bulldozer and concrete vibrator), cfm (for compressor), gal (for water truck with pump), amp (for welding machine), bagger (for concrete mixer). If the capacity of the pledged equipment is not indicated in the Proof of Ownership/Lease Contract/Purchased Agreement, submit other proof of capacity such as specifications, brochures or other verifiable printouts indicating the model name, model number and other details of the equipment.

2] Indicate if the pledged equipment are owned, leased or under purchase agreement.

3] If the pledged equipment is owned, it should be in the name of the bidder. Submit proof of ownership, i.e. deed of sale, sales invoice, official receipt; For owned Water Truck, Dump Truck, Cargo Truck and Transit Mixer submit LTO Certificate of Registration and valid Official Receipt; For owned barge/tugboat, submit Marina Certificate of Ownership and valid Cargo Ship Safety Certificate.

If the pledged equipment is leased/under purchase agreement, submit the following:

For equipment under lease agreement:

a. certification of availability of equipment from the equipment lessor for the duration of the project
b. duly Notarized copy of lease contract
c. For Water Truck, Dump Truck, Cargo Truck and Transit Mixer submit LTO Certificate of Registration and valid Official Receipt

For equipment under purchase agreement:

a. certification of availability of equipment from the equipment vendor
b. duly Notarized copy of purchase agreement
c. For Water Truck, Dump Truck and Transit Mixer submit LTO Certificate of Registration and valid Official Receipt or copy of conduction sticker, whichever is applicable.

If the pledged barge/tugboat is leased/under purchase agreement, submit certification of availability of barge/tugboat from the equipment lessor/vendor for the duration of the project, and duly Notarized copy of lease contract/purchased agreement together with a copy of the Marina Certificate of Ownership and valid Cargo Ship Safety Certificate.

The Minimum Major Equipment Requirements are listed in Section 8, Annex 3.

Name of Firm	Name of Bidder/Authorized Representative (Signatory's Legal Capacity)	Date

Revised: April 2025

CONSTRUCTION METHODOLOGY

Name of Project : _____

Project Description : _____

Location : _____

MINIMUM SCOPE OF CONSTRUCTION METHODOLOGY

A. REMOVAL, DISPOSAL AND EXCAVATION WORKS

1. Removal of existing fenders, mooring bollard, and lamp post and tum-over to the authority.
2. Demolition and disposal of existing roro ramp superstructure.
3. Cutting and disposal of existing r.c. piles up to up to MLLW.
4. Removal and disposal of existing PCCP and R.C. curb.
5. Scraping of existing aggregate base course material.
6. Demolition and disposal of existing temporary guard house and turn over items with value to the Authority.
7. Subgrade preparations.
8. Excavation of existing seabed prior to placing of rocks.
9. Excavation and backfilling works for electrical and plumbing works.

B. CONSTRUCTION OF PORT OPERATIONAL AREA AND UPGRADING OF ROCK CAUSEWAY

1. Supply and delivery of steel sheet piles.
2. Handling, pitching, driving of steel sheet piles and installation of steel waling.
3. Supply and installation of reinforcing steel bar and placing of concrete for the retaining wall, anchor wall and electrical works.
4. Supply and placing of core rocks and armour rocks.
5. Supply and installation of tie rod (steel 45) including accessories.
6. Supply and installation of geotextile fabric.
7. Supply and placing of sand and gravel fill.
8. Supply, spread and compact aggregate sub-base course and base course materials.
9. Construction of portland cement concrete pavement (300mm thk) including dowel bars and construction joint.
10. Construction of quardhouse and gate including all accessories and other appurtenances.
11. Construction of CHB fence with cyclone mesh and barbed wire including other accessories.
12. Supply, delivery and installation of Port Lighting System
13. Supply and installation of distribution transformer including metering, bill deposit, testing and calibration fee.

C. CONSTRUCTION OF RC PIER W/ RORO RAMP

1. Supply and delivery of steel pipe piles including polyurethane external coating.
2. Handling, pitching, splicing, driving of vertical and batter steel pipe piles.
3. Removal of clogged materials inside of the newly driven steel pipe piles.
4. Supply and installation of reinforcing cage bar and placing of concrete filler inside of the newly driven steel pipe piles.

5. Supply and installation of steel reinforcement and placing of concrete for the superstructure.
6. Supply and installation of hot-dipped galvanized construction joints.
7. Supply, delivery and installation of rubber dock fenders and mooring bollards.

NOTES:

The narrative construction method will guide and familiarize the contractor and the PPA on how the project shall be carried out in accordance with the highest standard of workmanship.

The construction method shall be consistent with the Bar Chart / S-Curve Schedule, Equipment Schedule and Manpower Schedule.

_____
Name of Bidder/Authorized Representative
(Signatory's Legal Capacity)

Revised: September 2021

MANPOWER SCHEDULE

Name of Project : _____

Project Description : _____

Location : _____

MANPOWER (Minimum)	CONTRACT DURATION (_____ Calendar Days)																		
	MONTHLY																		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Project Manager																				
Project Engineer																				
Materials Engineer II																				
Construction Safety and Health Officer																				
Foreman																				
Specify other applicable positions, ie.:																				
- Carpenter																				
- Steelman																				
- Mason																				
- Electrician																				
- Rigger																				
- Others																				

_____
Name of Bidder/Authorized Representative
(Signatory's Legal Capacity)

Revised: September 2021

EQUIPMENT UTILIZATION SCHEDULE

Name of Project : _____

Project Description : _____

Location : _____

EQUIPMENT (Minimum)	No. of Units	CONTRACT DURATION (_____ Calendar Days)																			
		MONTHLY																			
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20

_____
Name of Bidder/Authorized Representative
(Signatory's Legal Capacity)

Revised: September 2021

CASHFLOW BY QUARTER AND PAYMENT SCHEDULE

Name of Project: : _____

Project Description : _____

Location : _____

Project Duration (days or months)	Payment Schedule (Monthly, in Pesos)	Cash flow (Quarterly, in Pesos)
TOTAL		

NOTES

- The cash flow by quarter and payment schedule should be consistent with the Bar Chart and S-curve.
- Payment schedule shall not be more than once a month.

_____
Name of Bidder/Authorized Representative
(Signatory's Legal Capacity)

Revised: September 2021

H.O. - BIDS AND AWARDS COMMITTEE - EP
CHECKLIST OF BIDDING DOCUMENTS
PANTUKAN PORT IMPROVEMENT AND EXPANSION PROJECT
PORT OF PANTUKAN, DAVAO DE ORO
ABC - Php 619,018,012.09

	REQUIREMENTS
I.	**TECHNICAL COMPONENT ENVELOPE (1 orig. and 6 copies)**
	CLASS "A" DOCUMENTS
	LEGAL DOCUMENTS
	(a) Valid PhilGEPS Registration Certificate
	(Platinum Membership) (all pages)
	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;
	(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;
	a. Major Categories of Work
	1. Supply, delivery and driving of piles (Offshore)
	2. Supply and placing of reinforced concrete works
	b. Experience Record on Similarly Completed Projects
	1. Similar Category of Work
	i. Pile Driving Works (Offshore) (4,960 l.m.)
	ii. Reinforced Concrete Works (816 cu.m.)
	2. Other Qualifying Works
	i. Placing of Fill Materials (3,323 cu.m.)
	ii. Rockworks (50-1000 kg/pc.) (1,651 cu.m.)
	iii. Construct Portland Cement Concrete Pavement (PCCP) (1,056 sq.m.)
	(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; and
	(f) Project Requirements, which shall include the following:
	a. Organizational chart for the contract to be bid;
	b. List of contractor's key personnel to be assigned to the contract to be
	bid, with their complete qualification and experience data:
	Project Manager
	Project Engineer
	Materials Engineer II
	Construction Safety and Health Officer
	Foreman
	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:
	2 unit/s Air Compressor (250 cfm, minimum), owned
	1 unit/s Backhoe (0.50 cu.m., 94.30hp, minimum), owned/leased
	2 unit/s Centrifugal Trash pumps, owned/leased
	1 unit/s Clamshell, owned
	1 unit/s Concrete cutter, owned
	1 unit/s Concrete Mixer (1 bagger, minimum), owned
	1 unit/s Concrete bucket, owned
	1 unit/s Concrete Screeder, owned
	2 unit/s Concrete Vibrator (3.5 hp, minimum), owned
	1 unit/s Crane Barge (319T GW, minimum) with 60T crane, owned/leased
	1 unit/s Crawler Crane (30T, minimum), owned/leased
	1 unit/s Pile Hammer (Diesel, 7,500 kg.m., min. or hydraulic equivalent), owned/leased
	1 unit/s Drop Hammer (2T, minimum), owned
	1 unit/s Dump Truck (10T net capacity., minimum), owned
	4 unit/s Bar Bender (electric, 25mm dia min.), owned
	4 unit/s Bar Cutter (electric, 25mm dia min.), owned
	2 unit/s Jackhammer, owned
	2 unit/s Oxy/Acetylene cutting outfit, owned

H.O. - BIDS AND AWARDS COMMITTEE - EP
CHECKLIST OF BIDDING DOCUMENTS
PANTUKAN PORT IMPROVEMENT AND EXPANSION PROJECT
PORT OF PANTUKAN, DAVAO DE ORO
ABC - Php 619,018,012.09

	REQUIREMENTS
	1 unit/s Payloader (110 hp, minimum), owned/leased
	1 unit/s Plate Compactor (5 hp, minimum), owned
	1 unit/s Road Grader (125 hp, minimum), owned/leased
	1 unit/s Road Roller (10T, vibratory, minimum), owned/leased
	2 unit/s Transit Mixer (10T net cap., minimum), owned/leased
	1 unit/s Tugboat (500hp, minimum), owned/leased
	1 unit/s Water Truck with pump (1,000 gal., minimum), owned
	2 unit/s Welding Machine (400 amp., minimum), owned
	1 unit/s Cargo Truck (2T net capacity, min.), owned
	(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 Orginal Special Power of Attorney
	of all members of the joint venture giving full power and authority to its
	officer to sign the OSS and do acts to represent the Bidder.
	FINANCIAL DOCUMENTS
	(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 which
	R.A. No.4566 and its IRR in case the joint venture is already in existence;
	or
	duly notarized statement 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. 12009
	(k) Original of duly signed Bid Prices in the Bill of Quantities; and
	(l) Duly accomplished Detailed Estimates Form, including a summary sheet
	indicating the unit prices of construction materials, labor rate, and
	equipment rentals used in coming up with the bid; and
	(m) Cash Flow by Quarter.