INSTRUCTION TO BIDDERS

The bidder shall prepare and submit their bid in two (2) sealed envelopes clearly, marked/labeled with Project description/title, Name of Company and “Envelope 1” and “Envelope 2”, to the Bid and Award Committee (BAC) the required Bid Documents on or before the deadline for submission stated in the Invitation for Submission of Quotation as advertised for the particular project/contract to be bid. The Bids submitted after the deadline shall be rejected by the BAC and the same shall not be opened. All pages should be signed by the authorized signatory.

A. The envelope marked “Envelope 1” shall contain the following formation/documents:

1. PCAB License
2. DTI Certificate of Registration of Business Name or Sec Registration
3. Current Mayor’s Permit
4. Phil-GEPS Registration
5. VAT Certificate of Registration
6. Current Tax Clearance issued by BIR
7. Omnibus Sworn Statement
8. List of Equipment, either owned, leased and/or has under Purchase Agreement to be used for the execution of the project, if applicable

B. The envelope marked “Envelope 2” shall contain the following information/documents:

1. Bid Proposal / Quotation
2. Bill of Quantities
3. Detailed estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid and Cash Flow/Bar Chart