

BIDDING FORMS

(SAMPLE COVER)

ORIGINAL / COPY NO. _____

Philippine Ports Authority
PORT MANAGEMENT OFFICE - BATANGAS
PPA Administration Building, Port Access Road, Calicanto, Batangas City

TECHNICAL BID

For

(Name of Contract to be Bid)

Submitted by

(Name and Address of Bidder)

PART A

ELIGIBILITY REQUIREMENTS

ELIGIBILITY STATEMENTS

NAME OF CONTRACT TO BE BID

NAME AND ADDRESS OF PROSPECTIVE BIDDER

(Revised September 2009)

Philippine Ports Authority
PORT MANAGEMENT OFFICE OF BATANGAS
BIDS AND AWARDS COMMITTEE (BAC) FOR ENGINEERING PROJECTS

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7. Valid Certification from an entity with a sanitary landfill (with valid ECC issued by EMB) authorizing the former to dump waste.
8. Tax Clearance Certificate
9. PhilGEPS Certificate of Registration

Philippine Ports Authority
PORT MANAGEMENT OFFICE OF BATANGAS
BIDS AND AWARDS COMMITTEE (BAC) FOR ENGINEERING PROJECTS

ELIGIBILITY REQUIREMENTS

This Eligibility Requirements shall contain the following forms with their respective supporting documents:

1. Form I – Letter of Application
2. Form II – General Information
3. Form III – Additional Information to be Furnished by Single/Sole Proprietorship
 - 3.1 Valid PCAB License
 - 3.2 DTI Certificate of Registration of Business Name
 - 3.3 Current Mayor's Permit
 - 3.4 BIR Certificate of Registration
4. Form IV – Additional Information to be Furnished by Cooperative
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 - 4.2 CDA Registration Certificate
 - 4.3 Articles of Cooperation & By-Laws
 - 4.4 Current Mayor's Permit
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5. Form V – Additional Information to be Furnished by Partnership
 - 5.1 Valid PCAB License
 - 5.2 SEC Registration Certificate
 - 5.3 Articles of Partnership & By-Laws
 - 5.4 Current Mayor's Permit
 - 5.5 BIR Certificate of Registration
6. Form VI – Additional Information to be Furnished by Corporation
 - 6.1 Valid PCAB License
 - 6.2 SEC Registration Certificate
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 - 6.4 Current Mayor's Permit
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7. Form VII – Additional Information to be Furnished by Joint Venture
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8. Form VIII – Experience Record of Prospective Bidder
9. Form IX – Breakdown of Major Categories of Work of the Prospective Bidder's Largest Single Completed Contract Similar in Nature and Complexity to the Contract to be Bid

- 9.1 Certificates of Project Completion & Owner's Acceptance and/or Constructors Performance Evaluation System (CPES) ratings, if applicable.
- 9.2 Bill of Quantities (BOQ) and Statement of Work Accomplishment (SWA)
[If applicant is a sub-contractor, he must attach certified true copies of the Sub-Contract Agreement, the Certificates of Completion & Acceptance and the Bill of Quantities (BOQ) of the completed work/s being sub-contracted issued by the Principal Contractor, and Certificate of Project Acceptance of the entire completed project issued by the Project Owner.]
10. Form X – Record of On-Going Projects of Prospective Bidder
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11. Form XI – Financial Documents of Prospective Bidder
 - 11.1 Audited Financial Statements (Auditor's Report/Certification, Balance Sheet and Income Statement)
 - 11.2 NFCC Computation
12. Sanitary landfill with a valid Environmental Compliance Certificate (ECC) issued by Environment Management Bureau (EMB); or
13. Valid Certification from an entity with a sanitary landfill (with valid ECC issued by EMB) authorizing the former to dump waste.
14. Tax Clearance Certificate
15. PhilGEPS Certificate of Registration

[Refer to the footnotes on each Form for the detailed particulars of the Eligibility Requirements]

LETTER TO APPLY FOR ELIGIBILITY

The Chairperson, Bids and Awards Committee
for Engineering Projects
Port Management Office - Batangas
Philippine Ports Authority
PPA Administration Building, Port Access Road,
Calicanto, Batangas City

Sir:

1. We hereby apply for eligibility with the Philippine Ports Authority – Port Management Office - Batangas for the hereunder project as per advertised Invitation To Bid:

(Name of Contract to be Bid)

2. We hereby submit this application letter with all the documents, requirements and information required for the eligibility examination/evaluation of contractors for the contract to be bid and with full knowledge and understanding of all the instructions contained in this Eligibility Statement Form.
3. We declare that the statements made and the documents and requirements and information provided in the duly accomplished application are complete, true and correct in every detail, and in accordance with RA 9184 and its IRR, as amended.

Very truly yours,

Name of Prospective Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Date : _____

GENERAL INFORMATION

1. Name of Prospective Bidder-Firm _____

2. Registered Business Name: _____
3. Type of Firm:
 - ☐ Single Proprietorship
 - ☐ Cooperative
 - ☐ Partnership
 - ☐ Corporation
 - ☐ Joint Venture
4. Business Address/Tel. and Fax Numbers/E-mail Address

Main Office	Branch Office (if any)
Address _____	_____
_____	_____
Tel No. : _____	_____
Fax No. : _____	_____
E-mail : _____	_____
5. If Contractor is:
 - a) Single/Sole Proprietorship, accomplish *Form III*
 - b) Cooperative, accomplish *Form IV*
 - c) Partnership, accomplish *Form V*
 - d) Corporation, accomplish *Form VI*
6. For Joint Venture, also accomplish *Form VII*

Signature over Printed Name of Authorized Signing Official

Date : _____

**ADDITIONAL INFORMATION TO BE FURNISHED BY
SINGLE/SOLE PROPRIETORSHIP**

1. Name of Entity/Firm _____
2. Name of Owner/Proprietor _____
3. DTI Registration No. _____ Validity Period _____
4. Business Address/Tel. and Fax Numbers/E-mail Address:

Main Office	Branch Office (if any)
Address _____	_____
_____	_____
Tel No. : _____	_____
Fax No. : _____	_____
E-mail : _____	_____

5. Main Lines of Business
 - General Construction:

5.1 Building and Industrial Plant	Since _____
5.2 Road, Highway Pavement, Railway, Airport, Horizontal Structures and Bridges	Since _____
5.3 Port, Harbor & Offshore Engineering	Since _____
5.4 Others (Specify) _____	Since _____

Name of Prospective Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Date _____

NOTE: Attach clear and certified true copies of the following documents immediately after this Form
(Refer to Item V of the Instructions for Eligibility Requirements):

1. *Valid PCAB License*
2. *DTI Certificate of Registration of Business Name*
3. *Current Mayor's Permit*
4. *BIR Certificate of Registration*

ADDITIONAL INFORMATION TO BE FURNISHED BY COOPERATIVE

Name of Cooperative _____

CDA Registration No. _____ Date of Registration _____

	Name & Address of Board of Directors	Age	Position	Value of Contribution
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
			Total	_____

Who is actively managing the affairs of the cooperative?

NAME _____

DESIGNATION _____

ADDRESS _____

Name of Prospective Bidder-Firm_____
Signature over Printed Name of Authorized Signing Official

Date : _____

NOTE: Attach clear and certified true copies of the following documents immediately after this Form
(Refer to Item V of the Instructions for Eligibility Requirements):

1. Valid PCAB License
2. CDA Registration Certificate
3. Articles of Cooperation & By-Laws
4. Current Mayor's Permit
5. BIR Certificate of Registration

**ADDITIONAL INFORMATION TO BE FURNISHED BY
PARTNERSHIP**

Name of Partnership _____

SEC Registration No. _____ Date of Registration _____

State Whether the Partnership is General or Limited: _____

	Name & Address of Partners/Members	Age	Occupation	Value of Contribution
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
			Total	_____

Who is actively managing the affairs of the partnership?

NAME _____
 DESIGNATION _____
 ADDRESS _____

 Name of Prospective Bidder-Firm

 Signature over Printed Name of Authorized Signing Official

Date : _____

NOTE: Attach clear and certified true copies of the following documents immediately after this Form
 (Refer to Item V of the Instructions for Eligibility Requirements):

1. *Valid PCAB License*
2. *SEC Registration Certificate*
3. *Articles of Partnership & By-Laws*
4. *Current Mayor's Permit*
5. *BIR Certificate of Registration*

ADDITIONAL INFORMATION TO BE FURNISHED BY CORPORATION

Name of Corporation _____

SEC Registration No. _____ Date of Registration _____

List below all stockholders and/or those financially interested in your organization owning 5% or more interests or shares.

	NAME	TYPE OF INTEREST OR NO. OF SHARES OWNED	%	AMOUNT
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____

OFFICIALS OF THE CORPORATION AND MEMBERS OF THE BOARD

	NAME	DESIGNATION
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____

Who is actively managing the affairs of the Corporation?

NAME _____

DESIGNATION _____

ADDRESS _____

Name of Prospective Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Date : _____

NOTE: Attach clear and certified true copies of the following documents immediately after this Form
(Refer to Item V of the Instructions for Eligibility Requirements):

1. Valid PCAB License
2. Current Mayor's Permit
3. Authority of Authorized Signing Official (Secretary's Certificate/Board Resolution)
4. SEC Registration Certificate
5. Articles of Incorporation & By-Laws
6. BIR Certificate of Registration

**ADDITIONAL INFORMATION TO BE FURNISHED BY
JOINT VENTURE**

Name of Joint Venture _____

NAME (Member Firms of Joint Venture)	TYPE (Single Prop./Partnership/ Cooperative/ Corporation)	NAME OF AUTHORIZED SIGNING OFFICIAL OF THE MEMBER-FIRM
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of Authorized Signing Official of the Joint Venture _____

The Joint Venture Agreement shall state, among others, the extent of exposure and division of work of the member firms for this particular project.

	Major Division of Work (% Contribution)	
1. Lead Firm	_____	_____
2. Minor Firm	_____	_____
3. Others	_____	_____

Key Personnel Deployment (Identify from what member-firm the personnel came from):

	Name	Member-Firm the Personnel Came From
Project Manager	_____	_____
Project Engineer	_____	_____
Materials Engineer	_____	_____
Foreman	_____	_____
Others	_____	_____

Name of Prospective Bidder-Joint Venture

Signature over Printed Name of Authorized Signing Official

Date : _____

NOTE: Attach clear and certified true copies of the following documents immediately after this Form (Refer to Item V of the Instructions for Eligibility Requirements):

1. Authority of each JV member-firm to enter into Joint Venture Agreement and authority of the signing official of each member-firm of the JV;
2. Joint Venture Agreement, indicating the authorized signing official of the JV, among others.

For Joint Venture (JV), each JV member shall fill-out the applicable Form corresponding to each member's business type (Form III - Single Proprietorship, Form IV - Cooperative, Form V - Partnership or Form VI - Corporation) and attach the required supporting documents thereto (reproduce the Form if necessary)

EXPERIENCE RECORD OF PROSPECTIVE BIDDER

I hereby certify that below is the list of the government and/or private construction contract/s that is/are similar to the contract to be bid and with the same major categories of work as the contract to be bid, completed within the period of 5 years from the date of submission and receipt of the bids and whose value, adjusted to current prices using the NSO consumer price indices, is at least 50% of the approved budget for the contract to be bid. Please refer to Form IX for the breakdown of the major categories of work of my completed similar contract/s.

Name of Contract to be Bid :

Name of the Contract or Title of the Project ^{a)} [1]	Owner's Name and Address [2]	Nature/Scope of Work ^{b)} [3]	Contractor's Role (in percentage) ^{c)} [4]	Total Contract Value (in Pesos)		Date of Award ^{e)} [7]	Contract Duration ^{d)}	
				at Project Completion [5]	at Adjusted Value to Present Prices ^{g)} [6]		Start [8]	Completed [9]

(Prospective bidders must use and accomplish this form to list down his completed similar contract/s. For Joint Venture, each member-firm of the Joint Venture must separately accomplish this form and must be signed by the authorized signing official of the member-firm. If space is not enough, reproduce/attach this form. This form must be filled up in conjunction with Form IX.)

Name of Prospective Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Date

LEGEND:

- a) As appearing or defined in the contract entered/procured by the parties
b) With special reference to the Scope of Works as described/enumerated in the advertised Invitation To Apply for Eligibility And To Bid
c) Indicate whether as Sole Contractor, Sub-Contractor or Member in a Joint Venture

- d) Indicate the FOREX used if Contract Value is expressed in a currency other than the Philippine Peso. Specify the Escalation Factor^{g)} used to escalate the Contract Value from completion date to the date of beginning/start of the advertisement of the invitation to Apply for Eligibility And To Bid of the project under consideration.

- e) State Month and Year

NOTE:

- For further clarification on the prospective bidder's required experience and supporting documents, refer to the footnotes of Form IX.
- For contractors under Small "A" and Small "B" categories, similar experience is not required provided they meet the requirements of Section 23.4.2.4 of the IRR, as revised, of RA 9184.
- A contract shall be considered "similar" to the contract to be bid if it has the same major categories of work. Refer to Form IX for the major categories of work of the contract to be bid.

RECORD OF ON-GOING PROJECTS OF PROSPECTIVE BIDDER

I hereby certify that below is the list of all on-going government and private construction contracts/projects, including contracts awarded but not yet started.

Name of the Contract or Title of the Project ^{a)} [1]	Owner's Name and Address [2]	Nature/Scope of Work ^{b)} [3]	Contractor's Role (in percentage) ^{c)} [4]	Total Contract Value at Award [5]	Date of Award [6]	% of Accomplishment ^{d)}		Value of Outstanding Works [9]	Estimated Date of Completion [10]
						Planned [7]	Actual [8]		
a) Government Contracts/Projects									
b) Private Contracts/Projects									
TOTAL COST									

(Prospective bidders must use and accomplish this form to list down all their on-going government and private construction contracts, including contracts awarded but not yet started. For Joint Venture applicant, each member-firm of the Joint Venture must separately accomplish this form and must be signed by the authorized signing official of the member-firm. If space is not enough, reproduce/xerox this form.)

Name of Prospective Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Date

LEGEND:

- a) As appearing or defined in the context entered/exercuted by the parties
- b) With special reference to the Scope of Works as described/enumerated in the advertised Invitation To Bid
- c) Indicate whether as Sole Contractor, Sub-Contractor or Partner in a Joint Venture
- d) Physical accomplishment as at the end of the month previous to the month of advertisement of the invitation to Apply For Eligibility And To Bid of the project under consideration.

NOTE: Attach clear and certified true copies of the following document/s immediately

1. Notice of Award and/or Notice to Proceed of the above-listed projects.

FINANCIAL DATA AND REQUIREMENTS

Summary of the Prospective Bidder's assets and liabilities on the basis of the attached latest Audited Financial Statements, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized institutions. *(Data appearing on Column 2 of the matrix below must correspond to the data in the Audited Financial Statements. Erroneous entries or any inconsistencies thereof shall be ground for ineligibility.)*

[1]	[2]
	Year :
1. Total Assets	
2. Current Assets	
3. Total Liabilities	
4. Current Liabilities	
5. Net Worth (1-3)	
6. Net Working Capital (2-4)	

The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

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

The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

Attach the NFCC computation immediately after this Form. (Erroneous computation of NFCC shall be ground for ineligibility.)

Name of Prospective Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Date : _____

NOTE : Attach clear and certified true copies of the following documents immediately after this Form
(Refer to Item VI of the Instructions for Eligibility Requirements):

1. Audited Financial Statements (Auditor's Report/Certification, Balance Sheet, and Income Statement, and showing, among others, the total and current assets and liabilities) - stamped received by the BIR or the BIR authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.
2. NFCC computation. Erroneous computation of NFCC is ground for ineligibility.
3. If prospective bidder is a Joint Venture, each member-firm of the Joint Venture shall submit separate financial requirements/documents enumerated above.

NFCC COMPUTATION

NFCC = [(Current assets minus current liabilities) (K)] 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,

where: K = _____

Current Assets = _____

Current Liabilities = _____

Value of all outstanding or uncompleted portion of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid = _____

[Show detailed computation of NFCC by substituting the values in the formula]

NFCC = _____

Name of Prospective Bidder-Firm

Signature Over Printed Name of Authorized Signing Official

Date : _____

[Note: Erroneous computation of NFCC is ground for ineligibility.]

PART B

TECHNICAL/PROJECT REQUIREMENTS

Philippine Ports Authority
PORT MANAGEMENT OFFICE - BATANGAS
PPA Administration Building, Port Access Road, Calicanto, Batangas City

TECHNICAL/PROJECT REQUIREMENTS

For

(Name of Contract to be Bid)

Submitted by

(Name and Address of Bidder)

TECHNICAL/PROJECT REQUIREMENTS

FOR

(Name of Contract to be Bid)

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5. Duly Signed Construction Schedule and S-Curve
6. Duly Signed Manpower Schedule
7. Duly Signed Construction Methods in Narrative Form
8. Duly Signed Equipment Utilization Schedule
9. Duly Signed Safety and Health Program
10. Affidavit of Site Inspection
11. Certificate of Site Inspection Issued by the Division Manager/Supervisor of the Port Where the Project is Located
12. Omnibus Sworn Statement of the Prospective Bidder
13. Certification under oath certifying that they have no pending case(s) against the Government

KEY PERSONNEL TO BE ASSIGNED TO THE CONTRACT TO BE BID

Following are the key personnel that I will assign to the project if awarded the contract. Attached are their qualification and experience data and certified true copies of their PRC IDs, certificates of accreditation, etc.

Name of Contract to be Bid:

1. NAME	Project Manager [1]	Project Engineer [2]	Materials Engineer [3]	Foreman [4]	Other Positions (as deemed necessary by the Bidder) [5]
2. ADDRESS					
3. DATE OF BIRTH					
4. CITIZENSHIP					
5. CIVIL STATUS					
6. EDUCATION					
ELEMENTARY					
Name and Location of School Year Graduated					
HIGH SCHOOL					
Name and Location of School Year Graduated					
COLLEGE					
Name and Location of School Year Graduated					
POST-GRADUATE					
Name and Location of School Year Graduated					
7. PRC LICENSE No.					
8. TIN (Tax Identification No.)					
9. SSS No.					

Name of Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Note: Attach complete qualification and experience data of all Key Personnel including certified copies of their certificates of accreditation, PRC ID's, etc. Failure to attach the said documents is ground for disqualification of the bidder's bid.

BIODATA OF _____
(Name / Position of Key Personnel)

[Give detailed information of the Key Personnel who are assigned as full-time Project Manager, Project Engineer, Materials Engineer and Foreman for the project to be bid. Each Key Personnel must fill-up this form.]

- 1. Name : _____
- 2. Date of Birth : _____
- 3. Nationality : _____
- 4. Education and Degrees : _____
- 5. Specialty : _____
- 6. Registration : _____
- 7. Length of Service with the Firm : _____ Years, from _____ (month) _____ (year) to _____ (month) _____ (year)
- 8. Total Years of Experience including previous employment: _____
- 9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

_____	_____ year(s), from _____ to _____
_____	_____ year(s), from _____ to _____
_____	_____ year(s), from _____ to _____
_____	_____ year(s), from _____ to _____
_____	_____ year(s), from _____ to _____
_____	_____ year(s), from _____ to _____
_____	_____ year(s), from _____ to _____

10. Experience: (see next page)

EQUIPMENT PLEDGED TO THE CONTRACT TO BE BID

Following are the required equipment units, as advertised, that are available to be used in the project if awarded the contract. Attached are the certificates of availability of these equipment units.

Name of Contract to be Bid :

DESCRIPTION (Type, Model, Make)	No. of Each	YEAR OF MANUFACTURE	OWNED/LEASED/ UNDER PURCHASE AGREEMENT	CAPACITY PERFORMANCE	MOTOR NO./ BODY NO.	CONDITION	PRESENT LOCATION
[1]	[2]	[3]	[4]	[5]	[6]	[7]	[8]

(If space is not enough, reproduce/xerox this Form.)

Name of Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Note: Attach notarized Certificate of Availability of Equipments Units from :

- Bidder - for equipment units owned by the bidder;
- Lessor - for equipment units under lease;
- Vendor - for equipment units under purchase agreement.

Failure to attach the aforementioned notarized certificate(s) is ground for disqualification of the bidder's bid.

(For equipment units owned by the Bidder)

CERTIFICATION OF AVAILABILITY OF EQUIPMENT

This is to certify that I have the following owned equipment units which shall be used exclusively for the duration of the project _____

(name of contract to be bid)

if awarded the contract, to wit:

<u>No. of Units</u>	<u>Name/Description of Equipment</u>	<u>Performance Capacity</u>

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ 2021 at _____, Philippines.

(Signature over printed name of Bidder)

(Position/Designation in the Company)

(Name of Company of Bidder)

Affiant

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NOTARY PUBLIC

(For equipment units under Lease)

CERTIFICATION OF AVAILABILITY OF EQUIPMENT

This is to certify that I have the following owned equipment units which are available for lease to

_____ (name of bidder)
and which shall be exclusively used for the duration of the project _____ (name of
_____, to wit:
_____ contract to be bid)

<u>No. of Units</u>	<u>Name/Description of Equipment</u>	<u>Performance Capacity</u>	<u>Rental/Day</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The undersigned shall execute with _____ (name of bidder)
the corresponding contract of lease for the above-mentioned equipment upon award of the
contract to the latter.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____
2021 at _____, Philippines.

(Signature over printed name of Lessor)

(Position/Designation in the Company)

(Name of Lessor's Company)

Affiant

CONFORME:

(Signature over printed name of Bidder)

(Position/Designation in the Company)

(Name of Company of Bidder)

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021,
affiant exhibiting to me his/her Community Tax Certificate No. _____ issued
on _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NOTARY PUBLIC

CERTIFICATION OF AVAILABILITY OF EQUIPMENT

This is to certify that I have the following owned equipment units which are available for sale to/purchase by _____

(name of bidder)

and which shall be exclusively used for the duration of the project _____

(name of

), to wit:

contract to be bid)

No. of Units	Name/Description of Equipment	Performance Capacity	Amount

The undersigned shall execute with _____

(name of bidder)

the corresponding purchase agreement/deed for sale for the above-mentioned equipment upon award of the contract to the latter.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ 2021 at _____, Philippines.

(Signature over printed name of Vendor)

(Position/Designation in the Company)

(Name of Vendor's Company)

Affiant

CONFORME:

(Signature over printed name of Bidder)

(Position/Designation in the Company)

(Name of Company of Bidder)

ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NOTARY PUBLIC

CONTRACT OF LEASE OF EQUIPMENT

KNOW ALL MEN BY THESE PRESENTS:

This contract made and entered into this _____ in _____
by and between:

_____, a company duly organized and existing under and by the
virtue of Laws of the Republic of the Philippines, with Postal address at
_____; represented in this Act by its President/General
Manager, _____ hereinafter referred to as the **LESSOR**.

- A N D -

_____, a company duly organized and existing under and by the
virtue of Laws of the Republic of the Philippines, with Postal address at
_____; represented in this Act by its President /General
Manager, _____ hereinafter referred to as the **LESSEE**.

WITNESSETH

Whereas, the Lessor represents that it is the Owner/Legal possessor of below described
construction equipment hereinafter referred to as the **EQUIPMENT**.

Whereas, the **LESSEE** being engaged in the construction activities, is in need of the
EQUIPMENT and has satisfied himself that the same is suitable for the proposed project:
_____;

Whereas, on offer and acceptance made by one to the other, the parties hereby agree to
execute the Contract of Lease of Equipment under the terms and conditions set forth;

Whereas, the Contract of Lease of Equipment shall be executed after the award of the
above-mentioned project to the **LESSEE** and the contract shall be in effect until such time that
the contractor is authorized by the Philippine Ports Authority to pull out the said equipment.

Now, therefore, for and in consideration of the foregoing premises, the **LESSOR** hereby
leases and the **LESSEE** accepts the lease of the following **EQUIPMENT**, to wit :

DESCRIPTION	PERFORMANCE CAPACITY	RATE PER HOUR (Php) or RATE PER DAY
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

TERMS AND CONDITIONS:

1. In case wherein the equipment is utilized below two (2) hours (or days), a minimum of
one (1) hour (or day) per day shall be charged to the **LESSEE**.
2. Lease contract shall commence when the equipment leaves the **LESSOR'S** yard and shall
terminate upon the return of the equipment by the **LESSEE** to the **LESSOR'S** yard.

3. LESSEE shall pick-up the equipment and its operators at LESSOR'S yard. Upon termination of works, the lessee shall demobilize all units within one week. LESSEE shall pay for each unit an equivalent of one (1) hour (or day) rental for every day of delayed demobilization.
4. Fuel, oil and lubricants to be supplied by the LESSEE but for the account of the LESSOR.
5. The equipment and accessories contracted shall be under the supervision and responsibility for the safekeeping and scope of work of the equipment and accessories or as required by the LESSOR.
6. Equipment operator(s), mechanics and servicemen shall be provided by and for the account of the LESSOR.
7. **MOBILIZATION**, provided for LESSEE'S account, per equipment hour (or day) basis.
8. **DEMOBILIZATION**, for LESSEE'S account, per equipment hour (or day) basis.

IN WITNESS THEREFORE, both parties agreed and hereto have subscribed their names:

LESSOR:

LESSEE:

by:

by:

WITNESSED BY:

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

ACKNOWLEDGEMENT

BEFORE ME, A NOTARY PUBLIC, personally appeared the following persons:

	NAME	RES. CERT. #	DATE	PLACE
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____

are known to me to be the same persons who executed and signed the foregoing **CONTRACT OF LEASE OF EQUIPMENT**, acknowledged to me that the same are their true and voluntary act and deed of the company they each represent.

WITNESS MY HAND AND NOTARIAL SEAL on this _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NOTARY PUBLIC

Bid Securing Declaration Form

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

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

BID SECURING DECLARATION **Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

(SAMPLE COVER)

ORIGINAL / COPY NO. _____

Philippine Ports Authority
PORT MANAGEMENT OFFICE - BATANGAS
PPA Administration Building, Port Access Road, Calicanto, Batangas City

FINANCIAL BID

For

(Name of Contract to be Bid)

Submitted by

(Name and Address of Bidder)

FINANCIAL BID

FOR : _____
(Name of Contract to be Bid)

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1. Bid Proposal
2. Bid Prices in Bill of Quantities
3. Detailed Estimates
4. Summary Sheet Indicating the Unit Prices of Construction Materials, Labor Rates, and Equipment Rental Rates Used in Coming up with the Bid
5. Cash Flow by Quarter and Payment Schedule

Date: _____

The Port Manager
Philippine Ports Authority
Port Management Office
Calicanto, Batangas City

Attention: **BIDS AND AWARDS COMMITTEE**

Gentlemen:

In accordance with your advertisement inviting proposals for the **Garbage Collection & Upkeeping of Green Area, Roads & Pavement, Port of Batangas** and subject to all the conditions hereof, We/I propose to accomplish all necessary works and furnish all necessary plant/equipment, tools, appliances, consumable stores, fuel, labor and materials, to complete the works at our/my own expense at the following prices in Philippine Currency:

ITEM NO.	DESCRIPTION	TOTAL AMOUNT
I	GENERAL EXPENSES	
II	GARBAGE COLLECTION AND DISPOSAL	
III	UPKEEPING OF GREEN AREAS	
IV	UPKEEPING OF ROADS & PAVEMENT	
TOTAL ESTIMATED AMOUNT (including VAT)		
AMOUNT IN WORDS		

Note: Total amount in accordance with prices quoted in the Bill of Quantities

1. Quantities are approximate only and are to be used for comparison of bid
Actual quantities will be as needed in the field and as ordered by the Engineer.
2. Contractor's bid prices shall be inclusive of required taxes.
3. All pages of the proposal should be signed by the bidder.
4. Erasures or corrections in the proposal should be initialed by the bidder's authorized signatory.

We/I make this proposal with adequate knowledge of the kind, quantity and quality of the materials, services and scope of the work required. If our proposal is accepted we/I will, after receiving the Notice of Award, enter into the contract with the PPA within thirty (30) calendar days from the receipt of such Notice with good and sufficient Performance Bond for the faithful performance thereof.

We/I shall complete the works in accordance with the Drawings and the Bid Documents within _____ () calendar days beginning on the date specified in the Notice to Proceed.

We/I understand that the Authority may order additions to or deletions from the scope of work as specified if necessary.

We/I acknowledge the following addenda/notice:

Enclosed is our Bid Securing Declaration/Bid Bond in the amount of _____ Pesos (P _____), which is to be retained if this proposal is considered for award to guarantee our acceptance of the contract and our delivery of the Performance Bond as required.

Enclosed herewith are also detailed estimates and computations of the cost of all items of the work enumerated above.

All provisions contained in the contract affected by the acceptance of this Proposal shall extend to and be binding upon the successors of the parties hereto.

Very truly yours,

Authorized Signatory

For:

Business Name of Bidder: _____

Address of Bidder: _____

Full Name of Person Signing: _____

Position/Title: _____

Standard Form Number : SF - INFR - 16
Revised on : August 11, 2004

BILL OF QUANTITIES
GARBAGE COLLECTION & UPKEEPING OF GREEN AREA, ROADS & PAVEMENT,
PORT OF BATANGAS

ITEM NO. I - GENERAL EXPENSES

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
1.01	Provide environmental safety and health program in the execution of the project	mos	12.00		
Total For Item No. I				P	

Submitted by :

(Name & Signature of Representative of the Bidder)

Date

(Position)

Name of the Bidder

BILL OF QUANTITIES
GARBAGE COLLECTION & UPKEEPING OF GREEN AREA, ROADS & PAVEMENT,
PORT OF BATANGAS

ITEM NO. II - GARBAGE COLLECTION AND DISPOSAL

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
2.01	Garbage Collection, Disposal & Accreditation Fee	mos	12.00		
Total For Item No. II				P	

Submitted by :

(Name & Signature of Representative of the Bidder)

Date

(Position)

Name of the Bidder

BILL OF QUANTITIES
GARBAGE COLLECTION & UPKEEPING OF GREEN AREA, ROADS & PAVEMENT,
PORT OF BATANGAS

ITEM NO. III - UPKEEPING OF GREEN AREAS

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
3.01	Grass Cutting, Trimming of Plants, Soil Cultivation / Fertilization, Pest Control, Watering	mos	12.00		
Total For Item No. III				P	

Submitted by :

(Name & Signature of Representative of the Bidder)

Date

(Position)

Name of the Bidder