Section IX. 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

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

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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   - 4.3 Record of On-Going Projects of Prospective Bidder (**Form X**)
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6. Tax Clearance Certificate
7. 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
   - 4.1 Valid PCAB License
   - 4.2 CDA Registration Certificate
   - 4.3 Articles of Cooperation & By-Laws
   - 4.4 Current Mayor's Permit
   - 4.5 BIR Certificate of Registration
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
   - 6.3 Articles of Incorporation & By-Laws
   - 6.4 Current Mayor's Permit
   - 6.5 BIR Certificate of Registration
7. Form VII – Additional Information to be Furnished by Joint Venture
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   - 7.3 Valid PCAB License
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   - 7.5 Current Mayor's Permit
   - 7.6 BIR Certificate of Registration
8. Form VIII – Experience Record of Prospective Bidder
9. Form IX – Breakdown of Major Categories of Work of the Prospective Bidder' 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

10.1 Notice of Award and/or Notice to Proceed

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. Tax Clearance Certificate

13. PhilGEPS Certificate of Registration

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

FORM I

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 : _____

FORM II

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 : _____

FORM III

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***

FORM IV

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***

FORM V

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***

FORM VI

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***

FORM VII

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)

FORM VIII

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 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 [e]	
				at Project Completion [5]	at Adjusted Value to Present Prices [d] [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/xerox 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/executed 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" 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:

1. ***For further clarification on the prospective bidder's required experience and supporting documents, refer to the footnotes of Form IX.***
2. ***For contractors under Small "A" and Small "B" categories, similar experience is not required provided they meet the requirements of Section 23.5.2.5 of the IRR, as revised, of RA 9184.***
3. ***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.***

FORM IX

BREAKDOWN OF MAJOR CATEGORIES OF WORK OF PROSPECTIVE BIDDER'S COMPLETED CONTRACT/S SIMILAR TO THE CONTRACT TO BE BID

I hereby certify that below is the breakdown of the major categories of work of the completed contract/s similar to the contract to be bid.

Name of Contract to be Bid : ***Repair and Maintenance of Halfway House, Port of Batangas, Batangas City***

Name of Largest Single Completed Similar Contract/s with the same Major Categories of Work as the Contract to be Bid (***To be filled-up by Prospective Bidder***) :

Contract to be Bid				**Similar Completed Contract/s of the Prospective Bidder (*To be Filled-up by the Propsective Bidder*)**			
Major Categories of Work (Experience required) [1]	Percentage Weight [2]	Unit of Measure [3]	Required Quantity (50% of BOQ) [4]	Similar Major Categories of Work [5]	Name of Contract/s (from which the Major Similar Categories of Work came from) [6] *	Unit of Measure [7]	Quantity [8]
Building Works	100.00%	sq. m.	50.00				

[Prospective bidders must meet the required quantities (Column 4) of the major categories of work (Column 1) of the matrix above. Refer to footnotes below. If space is not enough, reproduce/xerox this form.]

Name of Propsective Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Date

NOTE:

1) ***Prospective bidders must have completed at least a single similar contract with the same major categories of work as the contract to be bid enumerated in Column 1 of the matrix above, the quantities of which must meet the required quantities indicated in Column 4 of the matrix above. The value of this single completed similar contract, updated to current prices using the NSO consumer price indices, must be at least 50% of the ABC to be bid and completed within a period of 5 years from the date of submission and receipt of the Bids. Failure to meet these requirements is ground for ineligibility.***

2) ****Attach, immediately after this Form, certified true copies of the Certificates of Project Completion & Owner's Acceptance (or CPES ratings, if applicable), the Bill of Quantities (BOQ) and Statement of Work Accomplishment (SWA), Variation Order and change order if any of the similar completed contract/s where the major categories of work came from. Failure to attach any of these documents is ground for ineligibilty. (Refer to Item V of the Instructions for Eligibility Requirements). If prospective bidder is sub-contractor, he must attach, immediately after this page, certified true copies of the Sub-Contract Agreement, the Certificates of Project Completion & Acceptance and the Bill of Quantities (BOQ) of the completed work(s) being sub-contracted (with the same major categories of work as the contract to be bid) issued by the Principal Contractor, and the Certificate of Project Acceptance issued by the Project Owner. Failure to attach any of these documents is ground for ineligibility. (Refer to Item V of the Instructions for Eligibility Requirements).***

FORM X

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 constracts 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 contract entered/executed 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 Partner in a Joint Venture

d] Physical accomplishment as of 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 after this Form (Refer to Item V of the Instructions for Eligibility Requirements):

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

FORM XI

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:

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 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. (Erroneuos 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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1. Bid Security
2. Organizational Chart for the Contract to be Bid
3. List of Contractor's Key Personnel with their Complete Qualification, Experience Data, Certificate of Accreditation, PRC ID's, etc.
4. List of Contractor's Equipment Units Supported by Certificate of Availability of Equipment
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

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: _____

	Project Manager [1]	Project Engineer [2]	Materials Engineer [3]	Foreman [4]	Other Positions (as deemed necessary by the Bidder) [5]
1. NAME					
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)

BIODATA OF _____ *(Continuation)*

10. Experience : (This should cover the past five (5) years of experience. Attached as many pages as necessary to show involvement of personnel in projects using the format below.)

Name of Company/Firm	Name/Location of Project and Name/Address of Project	Indicate the features of project (particulars of the project components and any other particular interest connected with the project)	Contract Amount (in Philippine Currency)	Position	Structures for which the employee/ personnel was responsible	Assignment Period	
						From	To

_____
(Name and Signature of Employee/Personnel)

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

_____
(Place and Date)

_____
(Signature Over Printed Name of Authorized Signatory of the Bidder-Firm)

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) [1]	No. of Each [2]	YEAR OF MANUFACTURE [3]	OWNED/LEASED/ UNDER PURCHASE AGREEMENT [4]	CAPACITY PERFORMANCE [5]	MOTOR NO./ BODY NO. [6]	CONDITION [7]	PRESENT LOCATION [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 :

a) Bidder - for equipment units owned by the bidder;

b) Lessor - for equipment units under lease;

c) 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:

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

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____ 2015 at _____, Philippines.

_____
(Signature over printed name of Bidder)

_____
(Position/Designation in the Company)

_____
(Name of Company of Bidder)

Affiant

A C K N O W L E D G E M E N T

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2015, 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)

No. of Units	*Name/Description of Equipment*	*Performance Capacity*	*Rental/Day*

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 _____ 2015 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)

A C K N O W L E D G E M E N T

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2015, 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 Purchase Agreement)

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 projec_____
(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 _____ 2015 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)

A C K N O W L E D G E M E N T

SUBSCRIBED AND SWORN to before me this _____ day of _____, 2015, affiant exhibiting to me his/her Community Tax Certificate No. _____issued on _____ at _____, Philippines.

Doc. No. _____
Page No. _____
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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.**

WITHNESSETH

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.

A C K N O W L E D G E M E N T

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

(REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
x----------x

Invitation to Bid *[Insert reference 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 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 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;

    c. I am/we are declared as 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. _____.

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

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] [insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

   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]*, accompanied by the 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;

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 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 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.

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 _____

(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 **Repair & Maintenance of Halfway House, Port of Batangas, Batangas City** 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	REPAIR OF ROOF & CEILING	
II	REPAIR OF CABINETS	
III	REPAIR OF STEEL FENCE & GATE	
IV	GENERAL REPAINTING	
V	REPAIR OF CONCRETE BLOCK PAVEMENT	
VI	DECLOGING/SIPHONING OF SEPTIC TANK	
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

REPAIR & MAINTENANCE OF HALFWAY HOUSE
PORT OF BATANGAS, BATANGAS CITY

ITEM NO. I - REPAIR OF ROOF & CEILING

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
1.01	Repair of Roof & Ceiling	lot	1.00		
				Total For Item No. I P	

Subitted by :

_____ _____
(Name & Signature of Representative of the Bidder) Date

_____
(Position)

_____
Name of the Bidder

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

BILL OF QUANTITIES

REPAIR & MAINTENANCE OF HALFWAY HOUSE
PORT OF BATANGAS, BATANGAS CITY

ITEM NO. II - REPAIR OF CABINETS

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
2.01	Repair of Wooden Cabinets	lot	1.00		
				Total For Item No. II P	

Subitted by :

_____ _____
(Name & Signature of Representative of the Bidder) Date

_____
(Position)

_____
Name of the Bidder

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

BILL OF QUANTITIES

REPAIR & MAINTENANCE OF HALFWAY HOUSE
PORT OF BATANGAS, BATANGAS CITY

ITEM NO. III - REPAIR OF STEEL FENCE & GATE

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
3.01	Repair of Steel Fence & Gate	ln.m.	20.00		
				Total For Item No. III P	

Subitted by :

_____
(Name & Signature of Representative of the Bidder)

_____
Date

_____
(Position)

_____
Name of the Bidder

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

BILL OF QUANTITIES

REPAIR & MAINTENANCE OF HALFWAY HOUSE
PORT OF BATANGAS, BATANGAS CITY

ITEM NO. IV - GENERAL REPAINTING

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
4.01	Repainting of Interior & Exterior Walls, Concrete Fence, Doors Grills & Cabinet	lot	1.00		
				Total For Item No. IV P	

Subitted by :

_____ _____

(Name & Signature of Representative of the Bidder) Date

_____

(Position)

_____

Name of the Bidder

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

BILL OF QUANTITIES

REPAIR & MAINTENANCE OF HALFWAY HOUSE
PORT OF BATANGAS, BATANGAS CITY

ITEM NO. V - REPAIR OF CONCRETE BLOCK PAVEMENT

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
5.01	Repair of Concrete Block Pavement	lot	1.00		
				Total For Item No. V P	

Subitted by :

_____
(Name & Signature of Representative of the Bidder)

_____
Date

_____
(Position)

_____
Name of the Bidder

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

BILL OF QUANTITIES

REPAIR & MAINTENANCE OF HALFWAY HOUSE
PORT OF BATANGAS, BATANGAS CITY

ITEM NO. VI - DECLOGING/SIPHONING OF SEPTIC TANK

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount
6.01	Decloging and Siphoning of Septik Tank at Halfway House	lot	1.00		
				Total For Item No. VI P	

Subitted by :

_____ _____
(Name & Signature of Representative of the Bidder) Date

_____
(Position)

_____
Name of the Bidder