***( C O V E R )***

***ORIGINAL / COPY NO.*** ___

**PHILIPPINE PORTS AUTHORITY**
PORT MANAGEMENT OFFICE - PALAWAN
Quezon Street, Barangay Bagong Pag-Asa,
Port Area, Puerto Princesa 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 - PALAWAN**

Quezon Street, Barangay Bagong Pag-Asa, Port Area, Puerto Princesa City

# ELIGIBILITY STATEMENTS

_____

**NAME OF CONTRACT TO BE BID**

_____

**NAME AND ADDRESS OF PROSPECTIVE BIDDER**

**(Revised/Updated July 2017)**

# PHILIPPINE PORTS AUTHORITY

## PORT MANAGEMENT OFFICE - PALAWAN

### BIDS AND AWARDS COMMITTEE (BAC) FOR ENGINEERING PROJECTS

## TABLE OF CONTENTS


| | DOCUMENTS | PAGE |
|---|---|---|
| 1. | Eligibility Requirements | A1-A2 |
| 2. | Instructions for Eligibility Requirements | A3-A5 |
| 3. | Letter of Application (**Form I**) | A6 |
| 4. | General Information (**Form II**) | A7 |
| 5. | Legal Documents | |
| | 5.1 Additional Information to be Furnished by Single/Sole Proprietorship (**Form III**) | A8-A11 |
| | 5.2 Additional Information to be Furnished by Cooperative (**Form IV**) | A12 |
| | 5.3 Additional Information to be Furnished by Partnership (**Form V**) | A13 |
| | 5.4 Additional Information to be Furnished by Corporation (**Form VI**) | A14 |
| | 5.5 Additional Information to be Furnished by Joint Venture (**Form VII**) | A15 |
| 6. | Technical Documents | |
| | 6.1 Experience Record of Prospective Bidder (**Form VIII**) | A16 |
| | 6.2 Breakdown of Major Categories of Work of the Prospective Bidder's Single Largest Completed Contract Similar in Nature and Complexity to the Contract to be Bid (**Form IX**) | A17-A25 |
| | 6.3 Record of On-Going Projects of Prospective Bidder (**Form X**) | A26-A30 |
| 7. | Financial Documents | |
| | 7.1 Financial Data and Requirements (**Form XI**) | A31-A41 |

# PHILIPPINE PORTS AUTHORITY

## PORT MANAGEMENT OFFICE - PALAWAN

### 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
   1. PCAB License and Registration
   2. PhilGEPS Certificate of Registration and Membership **(Platinum)**

4. Form IV – Additional Information to be Furnished by Cooperative
   1. PCAB License and Registration
   2. PhilGEPS Certificate of Registration and Membership **(Platinum)**

5. Form V – Additional Information to be Furnished by Partnership
   1. PCAB License and Registration
   2. PhilGEPS Certificate of Registration and Membership **(Platinum)**

6. Form VI – Additional Information to be Furnished by Corporation
   1. Valid PCAB License
   2. PhilGEPS Certificate of Registration and Membership **(Platinum)**
   3. Authority of Signing Official (Secretary's Certificate/Board Resolution)

7. Form VII – Additional Information to be Furnished by Joint Venture
   7.1 Authority of each JV Member Firm to enter into Joint Venture Agreement
   7.2 Joint Venture Agreement
   7.3. Special PCAB License
   7.4. PhilGEPS Certificate of Registration and Membership **(Platinum)**

8. Form VIII – Experience Record of Prospective Bidder

9. Form IX – Breakdown of Major Categories of Work of the Prospective Bidder's Single Largest Completed Similar Contract in Nature and Complexity to the Contract to be Bid

   9.1 Certificates of Project Completion & Acceptance and/or Constructors Performance Evaluation System (CPES).

9.2 Bill of Quantities (BOQ)

[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

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

# PHILIPPINE PORTS AUTHORITY

## PORT MANAGEMENT OFFICE - PALAWAN

### BIDS AND AWARDS COMMITTEE (BAC) FOR ENGINEERING PROJECTS

## INSTRUCTIONS FOR ELIGIBILITY REQUIREMENTS

### READ THE FOLLOWING INSTRUCTIONS CAREFULLY BEFORE ACCOMPLISHING THIS ELIGIBILITY STATEMENT FORM

**I.** Prospective bidders must meet the eligibility criteria as provided for under Section 23.4.2.4 of the 2016 Revised IRR of RA 9184, "The prospective bidder must have completed an Single Largest Completed Project (SLCC) that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty percent (50%) of the ABC to be bid: Provided, however , that contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB."

**II.** The PCAB Registration Classification of prospective bidders must comply with the minimum required PCAB Registration Classification of the project to be bid as indicated in the Invitation to Bid. The PCAB License and Registration Classification must be valid and subsisting as of the deadline of submission and receipt of bids.

**III.** Prospective bidders must use and accomplish the attached/supplied Forms. If space is not enough on any of the Forms, prospective bidders shall reproduce said Forms. All Forms applicable to the prospective bidder must be completed without any alterations to their format and no substitute form shall be accepted. All blank spaces shall be filled in with all the information requested. **Erroneously, improperly and incompletely filled-up Forms are grounds for ineligibility.**

**IV.** The prospective bidder-firm should write "NOT APPLICABLE" in all forms that are not applicable to the prospective bidder-firm.

**V.** All attached supporting photocopied documents must be marked or stamped "certified true copy" by the issuing office/agency/entity and duly signed by the authorized representative of said office/agency/entity. If the original documents are in the possession of the prospective bidder-firm, the photocopies of such documents must be marked or stamped "certified true copy" by the prospective bidder-firm and duly signed by the authorized representative of the said firm. **Failure to comply with these requirements is ground for ineligibility.**

**VI.** Submission of falsified documents, false information/ statements or misrepresentation and/ or withholding of required and pertinent information **shall be ground for ineligibility/ disqualification and imposition of applicable sanctions under the 2016 Revised IRR of RA 9184.**

**VII.** (a) Pages in the Technical Bid shall be paged as follows:

1. Part A - Eligibility requirements. The paging on the eligibility statements including attached documents thereto shall be A1, A2, A3 and so on.

2. Part B – Technical/Project requirements. The paging on the project requirements including attached documents thereto shall be B1, B2, B3 and so on.

All pages of the Technical Bid (Part A and Part B, including all Forms and attached documents thereto) must be initialed/signed by the authorized representative at the **right bottom corner of each and every page.**

(b) Pages in the Financial Bid shall be paged as follows:

All pages of the Financial Bid including attached documents thereto shall be chronologically paged (1, 2, 3, and so on) and initialed/signed by the authorized representative at the right bottom corner of each and every page.

**By affixing the initial/signature at the right bottom corner of each and every page of the Technical Bid and Financial Bid, the authorized representative acknowledges that he/she prepared the requirements/bid himself/herself or the same were prepared under his/her supervision.**

**Failure to initial/sign all the pages of the bidding documents shall be a ground for the rejection of the bid.**

**VIII.** (a) Prospective bidders shall submit eight (8) sets/copies (one original and seven copies) of their Technical Bid, of which the Eligibility requirements (accomplished Eligibility Statement Form including supporting documents) is Part A thereof. Part B of the Technical Bid is the technical/project requirements. All sets/copies of the submitted Technical Bid (as well as the Financial Bid) shall be properly **book-bound** (indicating the name of the project, name & address of the bidder, and name & address of the procuring entity). Properly book-bound means hard-bound/soft-bound. Combo-bound, ring-bound, fastener-bound or stapler-bound Technical and Financial Bids, or with loose page(s), are not considered book bound. **Failure to comply with these requirements is ground for disqualification.**

(b) Bidders shall enclose their original eligibility and technical documents described in **ITB** Clause 12, in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT," and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT," sealing them all in an outer envelope marked "ORIGINAL BID."

(c) Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. ___ - TECHNICAL COMPONENT" and "COPY NO. ___ – FINANCIAL COMPONENT" and the outer envelope as "COPY NO. ___," respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.

(d) In the event of any discrepancy, the original shall prevail.

(e) All envelopes shall:

(e.1.) contain the name of the contract to be bid in capital letters;

(e.2.) bear the name and address of the Bidder in capital letters;

(e.3.) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 20.1;

(e.4.) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and

(e.5.) bear a warning "DO NOT OPEN BEFORE…" the date and time for the opening of bids, in accordance with **ITB** Clause 21.

**IX.** The BAC shall check the submitted documents of each bidder against a checklist of required documents to ascertain if they are all present, using a non-discretionary "pass/fail" criterion, as stated in the Instructions to Bidders. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed." Otherwise, the BAC shall rate the said first bid envelope as "passed", as prescribed in Section 30.1 of 2016 Revised IRR of 9184.

**X.** Requests for reconsideration of prospective bidders who failed in the technical bid or disqualified shall be granted only in cases where the BAC may have erred in the examination of the eligibility or technical/project requirements. In which case, the BAC shall review and re-evaluate the submitted Technical Bid of said prospective bidders.

**XI.** Notwithstanding the eligibility of a prospective bidder, PPA reserves the right to review its qualifications at any stage of the procurement process. Should such review uncover any misrepresentation made in the eligibility requirements, statements or documents, or any changes in the situation of the prospective bidder which will affect the capability of the bidder to undertake the project so that it fails the eligibility criteria, the PPA shall consider said prospective bidder as ineligible and shall disqualify it from obtaining an award or contract, in accordance with Rules XXI, XXII and XXIII of the 2016 Revised IRR of RA 9184.

**XII.** For further clarification concerning the above instructions, please call or visit the Contact Person/s indicated in the Invitation to Bid.

**FORM I**

# LETTER TO APPLY FOR ELIGIBILITY

The Chairman, Bids and Awards Committee
for Engineering Projects
PMO Palawan
Philippine Ports Authority
Malvar Street, Brgy. Bagong Pag-asa, Port Area
Puerto Princesa City

Sir:

1. We hereby apply for eligibility with the Philippine Ports Authority – Port Management Office Palawan 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

_____
Designation

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

_____
Designation

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:

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

_____

Name of Prospective Bidder-Firm

_____

Signature over Printed Name of Authorized Signing Official

_____

Designation

Date _____

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

1. ***PCAB License and Registration***
2. ***PhilGEPS Certificate of Registration and Membership (Platinum)***

**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

_____
Designation

Date : _____

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

1. ***PCAB License and Registration***
2. ***PhilGEPS Certificate of Registration and Membership (Platinum)***

**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

_____
Designation

Date : _____

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

1. ***PCAB License and Registration***
2. ***PhilGEPS Certificate of Registration and Membership (Platinum)***

**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. | _____ | _____ | _____ | _____ |

**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

_____
Designation

Date : _____

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

1. ***Valid PCAB License***
2. ***PhilGEPS Certificate of Registration and Membership (Platinum)***
3. ***Authority of Signing Official (Secretary's Certificate/Board Resolution)***

**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

_____
Designation

Date : _____

**NOTE: Attach clear and certified true copies of the following documents immediately after this Form (Refer to Item V & VIII 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.***
3. ***Special PCAB License***
4. ***PhilGEPS Certificate of Registration and Membership (Platinum)***

***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)***

# STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID

I hereby certify that below is the Single Largest Completed Contract (SLCC) of the government and/or private construction contract that is similar to the contract to be bid and with the same major categories of work as the contract to be bid, and whose value, adjusted to current prices using the PSA 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.

Name of Contract to be Bid : _____

| Name of the Contract or Title of the Project [a] [1] | Owner's Name, Address, and Telephone Numbers [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. 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

_____ Designation

***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 23.4.2.4 of the 2016 Revised IRR 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 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 similar to the contract to be bid.

Name of Contract to be Bid : **NCP-PLW-03-2017 CONSTRUCTION OF CARGO TRANSIT/SHED, PORT OF CULION, CULION, PALAWAN**

Name of Single Largest Completed Contract 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 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] | Unit of Measure [6] | Quantity [7] |
| 1. SUPPLY AND PLACE 3,500 PSI CONCRETE FOR COLUMNS, BEAMS AND SLAB | 13.54% | CU.M. | 33.50 | | | |
| 2. SUPPLY, DELIVER AND INSTALL ROOFING MATERIALS INCLUDING ACCESSORIES | 15.17% | SQ.M. | 291.00 | | | |
| 3. SUPPLY, FABRICATE AND INSTALL STEEL TRUSS, C-PURLINS, TIE-RODS WITH TURN BUCKLE, SAG RODS, PLATES, GRILLS AND MISCELLANEOUS HARDWARES | 17.60% | KGS. | 7,097.51 | | | |

*[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

_____ Designation

**NOTE:**

1) ***Prospective bidders must have completed a single largest completed 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 largest completed contract, updated to current prices using the PSA consumer price indices, must be at least 50% of the ABC to be bid. 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 final ratings, if applicable), and the Bill of Quantities (BOQ) of the similar completed contract where the major categories of work came from. Failure to attach any of these documents is ground for ineligibility. (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 & VIII of the Instructions for Eligibility Requirements).***

FORM X

# STATEMENT OF ALL ON-GOING PROJECTS OF PROSPECTIVE BIDDER

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

| Name of the Contract or Title of the Project [a] [1] | Owner's Name, Address, and Telephone Nos. [2] | Nature/Scope of Work [b] [3] | Contractor's Role (in percentage) [c] [4] | Total Contract Value at Award [5] | Date of Award [6] | AS OF _____ % of Accomplishment [d] | | Value of Outstanding Works [9] | Estimated Date of Completion [10] |
|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Planned [7] | Actual [8] | | |
| **a) Government Contracts/Projects**<br>i. On-going<br>ii. Awarded but not yet started<br>**b) Private Contracts/Projects**<br>i. On-going<br>ii. Awarded but not yet started | | | | | | | | | |
| | | | | | | 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

_____
Designation

***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 and VIII of the Instructions for Eligibility Requirements):**

***1. Notice of Award and/or Notice to Proceed of the above-listed projects.***
***2. Certificate of Accomplishments signed by the Owner ot Project Engineer. In case the project was just awarded or still in the mobilization stage.***

***A certification to that effect, in lieu of a Certificate Accomplishment, signed by the Owner or Project Engineer, should be submitted.***

**FORM XI**

# FINANCIAL DATA AND REQUIREMENTS

**Summary of the Prospective Bidder's assets and liabilities on the basis of the attached Audited Financial Statements, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.** ***(Data appearing on Colum 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 Net Financial Contracting Capacity (NFCC) must be at least equal to the approved budget for the contract to be bid, computed based on the above data, using the following formula:

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

**NFCC =** **₱**

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

_____
Designation

Date : _____

**NOTE : Attach clear and certified true copies of the following documents immediately after this Form (Refer to Item V & VIII 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 BIR authorized collecting agent for the latest/immediately preceding***
2. ***The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).***
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 – Current Liabilities) (15) ] – Value of all Outstanding or Uncompleted portions of the projects**

**where:**

**Current Assets = _____**

**Current Liabilities = _____**

**Value of all outstanding or Uncompleted portions of the projects = _____**

**[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

_____
Designation

Date: _____

***Note: Erroneous computation of NFCC is ground for ineligibility.***

# PART B

# TECHNICAL/PROJECT REQUIREMENTS

**PHILIPPINE PORTS AUTHORITY**

**PORT MANAGEMENT OFFICE - PALAWAN**

Quezon Street, Barangay Bagong Pag-Asa, Port Area,
Puerto Princesa 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)*

## TABLE OF CONTENTS


| | | Page No. |
|---|---|---|
| 1. | Bid Security | B1 |
| 2. | Organizational Chart of the Contract to be Bid | B2 |
| 3. | Names of Key Personnel with their complete Qualification and Experience Data, Certificate of Accreditation, PRC ID's, etc. | B3-B21 |
| 4. | List of Equipment Units supported by Certificate of Availability of Equipment | B22-B24 |
| 5. | Omnibus Sworn Statement | B25-B26 |

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

# BID-SECURING DECLARATION

**Invitation to Bid/Request for Expression of Interest No.[1]: [insert reference number]**

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

I/We[2], 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[3], if I/we have committed any of the following actions:

   (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or

   (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

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 filed a waiver to avail of said right;

   (c) I am/We are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid[4], and I/we have furnished the performance security and signed the Contract.

---

[1] Select one and delete the other.

[2] Select one and delete the other. Adopt same instruction for similar terms throughout the document.

[3] Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

[4] Select one and delete the other.

# 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] | Construction Safety and Health Officer [5] |
|---|---|---|---|---|---|---|
| 1. | **NAME** | | | | | |
| 2. | **ADDRESS** | | | | | |
| 3. | **DATE OF BIRTH** | | | | | |
| 4. | **CITIZENSHIP** | | | | | |
| 5. | **CIVIL STATUS** | | | | | |
| 6. | **EDUCATION** | | | | | |
| | **ELEMENTARY**<br>**Name and Location of School**<br><br>**Year Graduated** | | | | | |
| | **HIGH SCHOOL**<br>**Name and Location of School**<br><br>**Year Graduated** | | | | | |
| | **COLLEGE**<br>**Name and Location of School**<br><br>**Year Graduated** | | | | | |
| | **POST-GRADUATE**<br>**Name and Location of School**<br>**Year Graduated** | | | | | |
| 7. | **PRC LICENSE No.** | | | | | |
| 8. | **TIN (Tax Identification No.)** | | | | | |
| 9. | **SSS No.** | | | | | |

_____ Name of Applicant - Firm/Contractor

_____ Signature over Printed Name of Authorized Signing Official

_____ (Date)

_____ Designation

***NOTE:*** ***Attach complete qualification and experience data of all Key Personnel including certified copies of their valid DPWH certificate of accreditation for Materials Engineer, PRC ID's for the Project Engineer and Certificate of Training for the Construction Safety and Health Officer issued by the DOLE Accredited Training. Failure to attach the said documents is ground for disqualification.***

***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 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 _____

***GPPB Resolution No. 03-2012 dated 27 January 2012***

# BIODATA OF ***(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 ten (10) years of experience. Attached as many pages as necessary to show involvement of personnel in the projects using the format below.)**

| Name of Company/Firm | Name and Address of Owner of Company/Firm | 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)**

_____
**Designation**

# EQUIPMENT PLEDGED TO THE CONTRACT TO BE BID

I hereby declare that the following equipment listed below which are owned, leased or under purchase agreement are in good operating condition and are available for the duration of the project.

**Name of Contract to be Bid** : _____

| DESCRIPTION (Type, Model, Make) [1] | No. of Each [2] | YEAR OF MANUFACTURE [3] | OWNED/LEASED/ UNDER PURCHASE AGREEMENT [a] [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

Date

Designation

**NOTE:**

1. ***Attached 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 _____ 2017 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 _____, 20__, 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* _____
_____ *contract to be bid)* _____ *, to wit:*

| *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 _____
2017 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 Bidder's Company)*

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

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__, 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 project _____*(name of*_____ _____*contract to be bid)*_____ , *to wit:*

| *No. of Units* | *Name/Description of Equipment* | *Performance Capacity* | *Amount* |
|---|---|---|---|

The undersigned shall execute with _____*(name of bidder)*_____ the corresponding purchase agreement/deed of sale for the above-mentioned equipment upon award of the contract to the latter.

IN WITNESS WHEREOF, I have hereunto set my had this _____ day _____ 2017 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 Bidder's Company)*

## ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20__,, 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.

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.

# ACKNOWLEDGEMENT

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

| | NAME | RES.CERT. # | DATE | PLACE |
|---|---|---|---|---|
| 1. | _____(Lessor)_____ | _____ | _____ | _____ |
| 2. | _____(Lessee)_____ | _____ | _____ | _____ |

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

***(Omnibus Sworn Statement for Sole Proprietorship)***

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

# AFFIDAVIT

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

1. I am the sole proprietor of ***[Name of Bidder-Firm]*** with office address at ***[Address of Bidder-Firm]***;

2. As the owner and sole proprietor of ***[Name of Bidder-Firm]***, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for ***[Name of the Contract to be Bid]*** of the Philippine Ports Authority – PMO Palawan;

3. ***[Name of Bidder-Firm]*** 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-Firm]*** is authorizing the Port Manager of PMO-Palawan or his duly authorized representative(s) to verify all the documents submitted;

6. I am not related to the Port Manager of PMO-Palawan, the 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-Firm]*** complies with existing labor laws and standards; and

8. ***[Name of Bidder-Firm]*** 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 Contract to be Bid]***.

9. ***[Name of Bidder-Firm]*** *it 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 _____, 20_____,affiant exhibiting to me his/her Community Tax Certificate No. _____issued on _____ at _____, Philippines.

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

**NOTARY PUBLIC**

***(Omnibus Sworn Statement for Corporation or Joint Venture)***

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

# AFFIDAVIT

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

1. I am the duly authorized and designated representative of ***[Name of Corporation/Joint Venture]*** with office address at ***[Address of Corporation/Joint Venture]***;

2. I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the ***[Name of Corporation/Joint Venture]*** in the bidding for ***[Name of the Contract to be Bid]*** of the Philippine Ports Authority – PMO-Palawan as shown in the attached ***[state title of attached document showing proof of authorization – e.g. notarized Secretary's Certificate issued by the corporation, or the members of the joint venture]***;

3. ***[Name of Corporation/Joint Venture]*** 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 Corporation/Joint Venture]*** is authorizing the Port Manager of PMO-Palawan or his duly authorized representative(s) to verify all the documents submitted;

6. None of the officers, directors, and controlling stockholders of the ***[Name of Corporation/Joint Venture]*** is related to the Port Manager of PMO-Palawan, the 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 Corporation/Joint Venture]*** complies with existing labor laws and standards; and

8. ***[Name of Corporation/Joint Venture]*** 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 Contract to be Bid]***.

9. ***[Name of Bidder-Firm]*** *it 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 _____, 20___, affiant exhibiting to me his/her Community Tax Certificate No. _____
issued on _____ at _____, Philippines.

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

NOTARY PUBLIC

# JOINT VENTURE AGREEMENT

**KNOW ALL MEN BY THESE PRESENTS:**

That this JOINT VENTURE AGREEMENT is entered into by and between:

_____, of legal age, (*civil status*) , Owner/Proprietor/ General Manager/President of *(business name of JV partner #1)* with business address at _____

- and -

_____, of legal age, (*civil status*) , Owner/Proprietor/ General Manager/President of ___(*business name of JV partner #2)*__ with business address at _____.

## WITNESSETH:

1. That both parties agree to join together their capital, manpower, equipment, work experience and other resources and efforts to enable the Joint Venture to participate in the Eligibility Check, Bidding and Undertaking of the hereunder stated Contract of the *Philippine Ports Authority – PMO Palawan*:

   _____(***complete name/title of the contract to be bid***)_____

2. That (*business name of JV partner #1*) shall contribute _____% and (*business name of JV partner #2*) shall contribute _____% of the logistics requirements of the Contract and the Joint Venture shall share the profit or loss on a _____ ratio;

3. That (*business name of JV partner #1*) and (*business name of JV partner #2*) shall assume joint and several responsibilities for the satisfactory performance of the Contract and the parties shall be jointly and severally liable to the Philippine Ports Authority – Head Office for all the obligations arising under the Contract;

4. That in case one of the parties declares bankruptcy or becomes insolvent, the remaining Joint Venture partner shall assume full responsibilities to undertake any correction works covered by the warranty;

5. That both parties agree that *(name of Authorized Managing Officer)* shall be the Official Representative and the Authorized Managing Officer and therefore the authorized signatory of the Joint Venture and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said Contract, as fully and effectively as the Joint Venture may do as if personally present with full power of substitution and revocation.

**REPUBLIC OF THE PHILIPPINES )**
**CITY/MUNICIPALITY OF _____ )**

# AFFIDAVIT OF SITE INSPECTION

I, _____, of legal age, Filipino, married, and residing at _____, after having been duly sworn to in accordance with law, hereby depose and say:

1. That I am the _____ of _____ with principal address at _____;

2. That I have inspected the project site for the _____ _____ on _____;

3. That I have fully determined the geographical and physical conditions of the project site and its environ, including the socio-political and peace and order condition of the barangay, municipality and province where the project is located;

4. That I am fully aware of the laws and ordinances pertaining to project implementation in the barangay, municipality and province where the project is located, as well as the rules and regulations of other government agencies concerning project implementation in the area where the project is located;

5. That I am executing this affidavit to attest to the truth of the foregoing facts and as part of the post-qualification documentary requirements for the aforementioned project.

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

_____
(Affiant's signature over printed name)

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

Doc. No. _____

Page No. _____

Book No. _____

**Series of 2017**

6. That the Joint Venture shall be known as _____
with business address at _____.

7. That this Joint Venture Agreement shall remain in effect only for the above-stated Contract until terminated by both parties.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ day of _____ 20_____ at _____, Philippines.

(*BUSINESS NAME OF JV PARTNER #1*) (*BUSINESS NAME OF JV PARTNER #2*)

BY: _____ BY: _____
(*Proprietor/Gen. Mgr./President*) (*Proprietor/Gen .Mgr./President*)

## W I T N E S S E S

_____ _____

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

**REPUBLIC OF THE PHILIPPINES** )
) **S.S**

BEFORE ME**,** a Notary Public, for and in _____, Philippines personally appeared:

| | Comm. Tax Cert. No. | Date Issued | Place of Issue |
|---|---|---|---|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

who are known to me and to me known to be the same persons who executed the foregoing JOINT VENTURE AGREEMENT and acknowledged to me that the same are their free and voluntary act and deed as well as the companies they represent. This agreement, consisting of two (2) pages including this page where the acknowledgment is written, have been signed by the parties and their instrumental witnesses in each and every page hereof.

WITNESS MY HAND AND SEAL on this _____ day of _____, 20____ at the place written above.

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

NOTARY PUBLIC