

Philippine Ports Authority  
Port Management Office of Marinduque/Quezon  
(PMO-Marquez)

BIDS AND AWARDS COMMITTEE FOR ENGINEERING PROJECTS

**INSTRUCTIONS FOR SUBMISSION OF BIDS**

Name of Project: **Repair of R.C Wharf and Platform, Port of Cawit, Boac, Marinduque**

- I. Bidders shall submit to the Bids and Awards Committee, through the Secretariat, their Bids on or before the published deadline. Bids submitted/received after the published deadline shall be marked “LATE” and shall not be accepted.
- II. Bidders shall submit their bids using the forms specified in the Bidding Documents in **two (2) sealed envelopes**, and which shall be submitted simultaneously. (Section 25 of the revised IRR of RA 9184)
- III. The **First Envelope** shall contain the technical component of the bid including the eligibility requirements, or **Technical Bid** for short. The **Technical Bid** shall therefore be composed of two parts, as follows:
  - A) **Part A - Eligibility requirements.** Please refer to the Eligibility Statement Form for the eligibility requirements and instructions.
  - B) **Part B - Project requirements.** This shall contain the following documents:
    1. Bid Security
    2. Organizational chart for the contract to be bid
    3. List of contractor’s key personnel with their complete qualification and experience data
    4. List of contractor’s equipment units supported by certification of availability of equipment
    5. Omnibus Sworn Statement.
    6. Certificate of Site Inspection
      - The site inspection must be conducted by the Bidder’s President/General Manager/Authorized Managing Officer or by the Project Manager or Project Engineer pledged/committed by the Bidder to the project to be bid.
      - For this project, the Certificate of Site Inspection shall be issued by **SHERWIN I. REYES, Officer-in-Charge, TMO-Balanacan.**
- IV. The **Second Envelope** shall contain the financial component of the bid, or **Financial Bid** for short, and shall have the following documents:
  1. Bid proposal in the prescribed form
  2. Bid prices in the Bill of Quantities in the prescribed form
  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
- V. Bidders shall submit their Bids using the Forms supplied in the Bidding Documents. Bidders must use and properly accomplished all supplied forms without alterations to their format. Substitute forms shall not be accepted. Bidders shall fill out all the supplied forms very legibly and shall likewise attach clear and legible copies of supporting documents. Any interlineations, erasures or overwriting to the entries on the forms shall be valid only if signed or initialed by the authorized signatory.

- VI. All attached supporting photocopied documents must be marked or stamped “**certified true copy**” by the issuing agency/office/entity and duly signed by the responsible official of said agency/office/entity.

If the original copy of the documents is in the possession of the bidder, the photocopies of such documents must be marked or stamped “**certified true copy**” duly signed by the bidder/authorized signatory.

- VII. 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 - 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 signatory at the right bottom corner of each and every page.

- VIII. 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 signatory 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 signatory acknowledges that he/she prepared the requirements/bid himself/herself or the same were prepared under his/her direct supervision.

- IX. Bidders shall use legal size bond paper in their Technical and Financial Bids, except original copies of documents from other agencies/entities that must be attached to the Technical and Financial Bids.

- X. The Technical and Financial Bids shall be provided with “cover” and “table of contents”, samples of which are attached in Section VIII (Bidding Forms) of this Bidding Documents.

- XI. Bidders shall submit eight (8) sets (one original and 7 clear copies) each of the Technical Bid and Financial Bid. All sets/copies shall be properly book bound with hard cover. Screw-bound, ring-bound, combo-bound, fastener-bound or stapler-bound are not acceptable. Failure to comply with these requirements shall be ground for disqualification/failure of Bid.

1. The Technical Bid – The eligibility requirements (Part A) and the technical/project requirements (Part B) shall be consolidated into one properly bound book which shall be denominated as the “Technical Bid”.

The original and seven (7) copies of the Technical Bid shall be placed in one (1) envelope (or properly wrapped together), duly sealed and marked as “Envelope No. 1 - Technical Bid”.

2. The original and seven (7) copies of the Financial Bid shall be placed in another envelope (or properly wrapped together), duly sealed and marked as “Envelope No. 2 - Financial Bid”.

3. The envelopes containing the Technical and Financial Bid shall then be placed in a single envelope (or properly wrapped together), duly sealed and with the following markings:

- a) Name of the Contract to be Bid
- b) Name and address of Bidder
- c) Name and address of Procuring Entity
- d) Shall bear the warning “DO NOT OPEN BEFORE (the scheduled time and date of the opening of bids) “.

- XI. Failure to comply with any of the above-mentioned requirements shall be ground for disqualification/failure of Bid.
- XII. Bidders or their duly authorized representatives are enjoined to attend the opening of the Bids, the date and time of which are indicated in the Invitation to Bid. Bidders' authorized representatives should present a written authority (from the concerned Bidder-Firm) to be allowed to attend the meetings/proceedings. Failure to present the written authority shall result to non-recognition of the bidders' representatives during BAC meetings/proceedings.
- XIII. For samples of the Bidding Documents, visit the GPPB website at [www.gppb.gov.ph](http://www.gppb.gov.ph).
- XIV. For further clarification regarding the above instructions, please visit or call the Contact Person/s indicated in the Invitation to Bid.