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Philippine Ports Authority  
PMO MARINDUQUE/QUEZON  
Port Operations Building, Brgy Talao-Talao, Port Area, Lucena City

## **TECHNICAL BID**

*For*

**REPAIR OF DAMAGED PORT FACILITIES  
PORT OF POLILLO, QUEZON**

---

**(Name of Contract to be Bid)**

*Submitted by*

---

**(Name and Address of Bidder)**

**PART A**

**ELIGIBILITY REQUIREMENTS**

# ELIGIBILITY STATEMENTS

## REPAIR OF DAMAGED PORT FACILITIES PORT OF POLILLO, QUEZON

---

NAME OF CONTRACT TO BE BID

---

NAME AND ADDRESS OF PROSPECTIVE BIDDER

Philippine Ports Authority  
PMO MARINDUQUE/QUEZON  
BIDS AND AWARDS COMMITTEE (BAC) FOR ENGINEERING PROJECTS

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Philippine Ports Authority  
PMO MARINDUQUE/QUEZON  
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 and Registration
  - 3.2 DTI Certificate of Registration of Business Name
  - 3.3 Current Mayor's Permit
  - 3.4 Tax Clearance
  - 3.5 PhilGEPS Certificate of Registration
4. Form IV – Additional Information to be Furnished by Cooperative
  - 4.1 Valid PCAB License and Registration
  - 4.2 CDA Registration Certificate
  - 4.3 Articles of Cooperation & By-Laws
  - 4.4 Current Mayor's Permit
  - 4.5 Tax Clearance
  - 4.6 PhilGEPS Certificate of Registration
5. Form V – Additional Information to be Furnished by Partnership
  - 5.1 Valid PCAB License and Registration
  - 5.2 SEC Registration Certificate
  - 5.3 Articles of Partnership & By-Laws
  - 5.4 Current Mayor's Permit
  - 5.5 Tax Clearance
  - 5.6 PhilGEPS Certificate of Registration
6. Form VI – Additional Information to be Furnished by Corporation
  - 6.1 Valid PCAB License and Registration
  - 6.2 Current Mayor's Permit
  - 6.3 Authority of Signing Official (Secretary's Certificate/Board Resolution)
  - 6.4 SEC Registration Certificate
  - 6.5 Articles of Incorporation and By-Laws
  - 6.6 Tax Clearance
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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
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 & 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  
PMO MARINDQUE/QUEZON  
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 of the IRR-A, as amended, of RA 9184.
- 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. (a) Prospective bidders must use and accomplish all 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 correctly, properly and completely filled-up. **Erroneously, improperly, incompletely and not filled-up Forms are grounds for ineligibility/failure of eligibility requirements.**

Prospective bidders must use all the Forms supplied in this Bidding Documents. These Forms shall be accomplished without alterations to their format. Substitute forms are not acceptable. **The use of altered or substitute forms shall be ground for ineligibility/failure of bid.**

Any interlineations, erasures or overwriting to the entries on the Forms shall be valid only if signed or initialed by the authorized signatory. **Failure to comply with this requirement shall be ground for ineligibility/failure of bid.**

- (b) Do not leave any columns or spaces in the Forms vacant. Write "not applicable" or "none", whichever is appropriate, in the columns or spaces that are not applicable to the Prospective Bidder.
- (c) The name of the prospective bidder-firm and the date the Forms were accomplished shall be indicated and the signature of the authorized signing official shall be affixed at the space provided for at the lower left side of the Forms. **Failure to comply with this requirement is ground for ineligibility/failure of eligibility requirements.**
- IV. The prospective bidder-firm should write "NOT APPLICABLE" in all Forms that are not applicable to the prospective bidder-firm. The name prospective bidder-firm and the date the forms were accomplished shall be indicated and the signature of the authorized signing official shall be affixed at the spaces provided for at the lower left side of the Forms even if said Forms are not applicable to the prospective bidder-firm. **Failure to comply with this requirement shall be ground for ineligibility/failure of eligibility requirements.**
- V. 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 IRR of RA 9184.**
- VI. (a) The Eligibility Requirements constitute Part A of the Technical Bid. For easy reference and to easily locate/find any document/form/sheet in the submitted Eligibility Statements and determine the total number of pages thereof, the prospective bidder shall chronologically page all sheets of his submitted Eligibility Statements as A1, A2, A3 and so on. Starting with the covering page of the Eligibility Statement Form as page no. A1, the prospective bidder shall page anew, in chronological and alpha-numeric order, all succeeding pages/sheets (at the right bottom side of each page/sheet) including all documents attached to his submitted accomplished

Eligibility Statement Form. (In complying with this instruction, the paging in the supplied Eligibility Statement Form shall be disregarded.). **Failure to comply with this requirement is ground for ineligibility/failure of bid.**

Refer to the Instructions for Submission of Bids for the paging requirements of Part B of the Technical Bid and of the Financial Bid.

- (b) Supplant the Table of Contents found on page 2 of this Eligibility Statement Form with your own table of contents based on the paging of the sheets of your submitted Eligibility Statements.
  - (c) Do not remove or detach any sheet/page supplied with this Eligibility Statement Form when submitting your accomplished Eligibility Statement Form.
- VII. (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 project requirements. All sets/copies of the submitted Technical Bid (as well as the Financial Bid) shall be properly book-bound with **hard cover**. **Failure to comply with these requirements is ground for disqualification/failure of Technical Bid and the Technical Bid shall be returned to the prospective bidder/s un-examined/un-evaluated. The Financial Bid (Envelope No. 2) shall likewise be returned to the concerned prospective bidder/s un-opened.**
- (b) The original and copies of the Technical Bid (and Financial Bid) shall be properly book-bound with **hard cover**. Paper-bound, screw-bound, ring-bound, combo-bound, fastener-bound or stapler-bound Technical Bid (and Financial Bid), or with loose page(s), are not acceptable and **shall be ground for disqualification/failure of the Technical Bid and the same shall be returned to the prospective bidder/s un-examined/un-evaluated. The Financial Bid shall likewise be returned to the concerned prospective bidder/s un-opened.**
  - (c) In case of conflict between the original and the copies, the original shall prevail.
- VIII. (a) The BAC strictly enforces the "No Enhancement Policy" on the submitted Eligibility Statements. Additional information, documents and requirements submitted after the published deadline for submission/receipt of Bids or after the opening of Bids in order to correct the deficiencies in the eligibility requirements or to update or enhance the legal, technical and financial records of the prospective bidder will not be accepted. **Non-submission and/or lack of any of the required information, documents and requirements and/or submission of deficient, invalid or non-subsisting documents are grounds for ineligibility/failure of eligibility requirements.**
- (b) Any modification to the submitted Technical Bid or Financial Bid shall be submitted before the published deadline for the submission/receipt of Bids. Item V of this Instruction shall govern the submission of photocopied documents for "modification". The "modification" shall be in eight (8) copies [one original and 7 copies], and shall be submitted in a sealed envelope (or wrapped properly) addressed to the BAC Chairman.
  - (c) Prospective bidders' eligibility statements/requirements will be evaluated on a "pass/fail" basis. The determination of the prospective bidders' eligibility shall be strictly based on their submitted Eligibility statements, documents and requirements, their compliance with these Instructions for Eligibility Requirements and other requirements/instructions herein stated in the Eligibility Forms and in the Instructions for Submission of Bids.
  - (d) The determination of eligibility will be based on the presence, completeness, sufficiency and compliance of all requirements, documents, information and data contained in the submitted Eligibility Statements as required by the IRR of RA 9184 and this Instructions for Eligibility Requirements and the compliance with the instructions herein stated in this Instructions for Eligibility Requirements and in the Instructions for Submission of Bids.



- (e) In order for a prospective bidder's to be declared "eligible" or "passed the eligibility requirements", he must meet and comply **all** the requirements for eligibility, which means that **all** legal, technical and financial requirements, documents, information, data, etc. contained in the Eligibility Statements are present, complete, sufficient and complying, including compliance with this Instructions for Eligibility Requirements and other requirements/instructions herein stated in the Eligibility Statement Forms.
  - (f) Prospective bidders who "failed" in just **one** requirement will be declared "ineligible" or "failure of eligibility" and shall be disqualified, which means **one** requirement, document, information or data is either not submitted, lacking, incomplete, invalid, non-subsisting, patently insufficient or non-complying, or has failed to comply with this Instructions for Eligibility Requirements and other requirements/instructions herein stated in this Eligibility Statement Form. Submission by the ineligible prospective bidders of additional requirements, documents, information, data, etc. after the opening/examination of the Technical Bid in order to correct their deficiencies or update/enhance their legal, technical and financial records pertaining to the project to be bid will not be accepted.
  - (g) Requests/motions 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.
- IX. 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 IRR of RA 9184.
- X. For further clarification concerning the above instructions, please call or visit the Contact Person/s indicated in the Invitation to Bid.

LETTER TO APPLY FOR ELIGIBILITY

The Chairman, Bids and Awards Committee  
for Engineering Projects  
PMO Marinduque/Quezon  
Philippine Ports Authority  
Port Operations Building,  
Brgy. Talao-Talao, Port Area,  
Lucena City

Sir:

1. We hereby apply for eligibility with the Philippine Ports Authority – PMO Marquez for the hereunder project as per advertised Invitation To Bid:

**REPAIR OF DAMAGED PORT FACILITIES  
PORT OF POLILLO, QUEZON**

*(Name of Contract to be Bid)*

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

Very truly yours,

\_\_\_\_\_  
Name of Prospective Bidder-Firm

\_\_\_\_\_  
Signature over Printed Name of Authorized Signing Official

Date : \_\_\_\_\_

## GENERAL INFORMATION

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

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

\_\_\_\_\_  
Signature over Printed Name of Authorized Signing Official

Date : \_\_\_\_\_

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

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

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

5. Main Lines of Business

General Construction:

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

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 and Registration*
2. *DTI Certificate of Registration of Business Name*
3. *Current Mayor's Permit*
4. *Tax Clearance*
5. *PhilGEPS Certificate of Registration*

**ADDITIONAL INFORMATION TO BE FURNISHED BY COOPERATIVE**

Name of Cooperative \_\_\_\_\_

CDA Registration No. \_\_\_\_\_ Date of Registration \_\_\_\_\_

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

Who is actively managing the affairs of the cooperative?

NAME \_\_\_\_\_  
 DESIGNATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

\_\_\_\_\_  
 Name of Prospective Bidder-Firm

\_\_\_\_\_  
 Signature over Printed Name of Authorized Signing Official

Date: \_\_\_\_\_

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

1. *Valid PCAB License and Registration*
2. *CDA Registration Certificate*
3. *Articles of Cooperation & By-Laws*
4. *Current Mayor's Permit*
5. *Tax Clearance*
6. *PhilGEPS Certificate of Registration*



**ADDITIONAL INFORMATION TO BE FURNISHED BY PARTNERSHIP**

Name of Partnership \_\_\_\_\_

SEC Registration No. \_\_\_\_\_ Date of Registration \_\_\_\_\_

State Whether the Partnership is General or Limited: \_\_\_\_\_

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

Who is actively managing the affairs of the partnership?

NAME \_\_\_\_\_  
 DESIGNATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_

\_\_\_\_\_  
 Name of Prospective Bidder-Firm

\_\_\_\_\_  
 Signature over Printed Name of Authorized Signing Official

Date : \_\_\_\_\_

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

1. *Valid PCAB License and Registration*
2. *SEC Registration Certificate*
3. *Articles of Partnership & By-Laws*
4. *Current Mayor's Permit*
5. *Tax Clearance*
6. *PhilGEPS 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.	_____	_____	_____	_____

**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  
Item V of the Instructions for Eligibility Requirements):

(Refer to

1. Valid PCAB License and Registration
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. Tax Clearance
7. PhilGEPS 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)

## EXPERIENCE RECORD OF PROSPECTIVE BIDDER

I hereby certify that below is the list of completed 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, 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 single largest similar completed contract.).

Name of Contract to be Bid : REPAIR OF DAMAGED PORT FACILITIES  
PORT OF POLILLO, QUEZON

Name of the Contract or Title of the Project <sup>ai</sup> [1]	Owner's Name and Address [2]	Nature/Scope of Work <sup>bi</sup> [3]	Contractor's Role (in percentage) <sup>ci</sup> [4]	Total Contract Value (in Pesos)		Date of Award <sup>di</sup> [7]	Contract Duration <sup>ei</sup>	
				at Project Completion [5]	at Adjusted Value to Present Prices <sup>aj</sup> [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:

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

**BREAKDOWN OF THE MAJOR CATEGORIES OF WORK OF PROSPECTIVE BIDDER'S  
SINGLE LARGEST SIMILAR COMPLETED CONTRACT**

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

Name of Contract to be Bid : REPAIR OF DAMAGED PORT FACILITIES, PORT OF POLILLO, QUEZON

Name of Single Largest Similar 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				Prospective Bidder's Largest Similar Completed Contract/s with the same Major Categories of Work as the Contract to be Bid (To be filled-up by Prospective Bidder)			
Major Categories of Work (Experience required) [1]	Percentage Weight [2]	Unit of Measure [3]	Required Quantity (50% of BOQ) [4]	Major Categories of Work [5]	Name of Contract [6] *	Unit of Measure [7]	Quantity [8]
1. Reinforced Concrete Works	46.32%	cu.m.	30.00				
2. Building	38.71%	sq.m.	88.00				

[A contract shall be considered "similar" to the contract to be bid if it has the same major categories of work. (GPPB Resolution 11-2012 dated 01 June 2012)]

\_\_\_\_\_  
Name of Prospective Bidder-Firm

\_\_\_\_\_  
Signature over Printed Name of Authorized Signing Official

\_\_\_\_\_  
Date

**NOTE:**

- 1) Prospective bidders must have completed at least one (1) 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 similar 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 ratings, if applicable), and the Bill of Quantities (BOQ) of the similar completed contract/s where the major and minor 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 of the Instructions for Eligibility Requirements).



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

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

Name of Prospective Bidder-Firm

Signature over Printed Name of Authorized Signing Official

Date

**LEGEND:**

- a) As appearing or defined in the 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.

## 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 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 : 2018
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:

$$\text{NFCC} = [( \text{current asset} - \text{current liabilities} ) (15)] \text{ minus value of all outstanding works under on-going contracts including awarded contracts but not yet started}$$

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

\_\_\_\_\_  
Name of Prospective Bidder-Firm

\_\_\_\_\_  
Signature over Printed Name of Authorized Signing Official

Date : \_\_\_\_\_

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

- 1. Audited Financial Statements (Auditor's Report/Certification, Balance Sheet, and Income Statement, and showing, among others, the total and current assets and liabilities) - stamped received by the BIR or the BIR authorized institutions, for the preceding calendar year which should not be earlier than two years from the date of bid submission.*
- 2. 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. NFCC computation. Erroneous computation of NFCC is ground for ineligibility.*
- 4. 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 = 15 (Current Assets - Current Liabilities) - Value of all Outstanding Works under On-going Contracts including Awarded Contracts but not yet Started

where: K = 15

Current Assets = \_\_\_\_\_

Current Liabilities = \_\_\_\_\_

Value of all outstanding works = \_\_\_\_\_

[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**

### **PROJECT REQUIREMENTS**

Philippine Ports Authority  
**PMO MARINDUQUE/QUEZON**

Port Operations Building, Brgy. Talao-Talao, Port Area, Lucena City

**PROJECT REQUIREMENTS**

*For*

**REPAIR OF DAMAGED PORT FACILITIES  
PORT OF POLILLO, QUEZON**

---

(Name of Contract to be Bid)

*Submitted by*

---

(Name and Address of Bidder)



## **PROJECT REQUIREMENTS**

### **REPAIR OF DAMAGED PORT FACILITIES PORT OF POLILLO, QUEZON**

FOR :

*(Name of Contract to be Bid)*

## **TABLE OF CONTENTS**

Page No.

1. Bid Security (Bid Securing Declaration or any other form per Sec. 18.1 of the IIB)
2. Organizational Chart of the Contract to be Bid
3. Names of Key Personnel with their complete Qualification and Experience Data, Certificate of Accreditation, PRC ID's, etc.
4. List of Equipment Units supported by Certificate of Availability of Equipment
5. Omnibus Sworn Statement
6. Certificate of Site Inspection

REPUBLIC OF THE PHILIPPINE )  
CITY OF \_\_\_\_\_ )

-----X-----X-----

**BID-SECURING DECLARATION**  
**Invitation to Bid No. MRQ-R2019-06**

To: Philippine Ports Authority  
Port Management Office - Marinduque/Quezon  
Port Operations Building, Brgy. Talao-Talao,  
Port Area, Lucena City

I/We<sup>2</sup>, 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<sup>3</sup>, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid-securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 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 and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

---

<sup>1</sup> Select one and delete the other. Adopt same instruction for similar terms throughout the document.

<sup>2</sup> Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

<sup>3</sup> Select one and delete the other.

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

*[Signature Over Printed Name of Bidder's Authorized Rep.]*  
*[Signatory's legal capacity]*  
*[Business Name of Bidder]*  
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. \_\_\_\_\_ 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]*

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Series of \_\_\_\_\_.

# 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 ID's, certificates of accreditation, etc.

Name of Contract to be Bid:

REPAIR OF DAMAGED PORT FACILITIES, PORT OF POLILLO, QUEZON

	Project Manager [1]	Project Engineer [2]	Materials Engineer [3]	Foreman [4]	Construction Safety and Health Personnel [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 (Position of Key Personnel)

*[Give detailed information of the Key Personnel who are assigned as full-time Project Manager, Project Engineer, Materials Engineer, Foreman and Construction Safety and Health Personnel 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 projects using the format below.)

Name & Address of Company/Firm	Name/Location of Project and Name/Address of Project Owner	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 : REPAIR OF DAMAGED PORT FACILITIES  
PORT OF POLILLO, QUEZON

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

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

\_\_\_\_\_  
 Name of Bidder-Firm

\_\_\_\_\_  
 Signature over Printed Name of Authorized Signing Official

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

- 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:

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

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_  
20 \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature over printed name of Bidder)

\_\_\_\_\_  
(Position/Designation in the Company)

\_\_\_\_\_  
(Name of Company of Bidder)

**Affiant**

### ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_,  
affiant exhibiting to me his/her [type of government identification card used], with no. \_\_\_\_\_  
issued on \_\_\_\_\_ at \_\_\_\_\_.

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**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:

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

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 \_\_\_\_\_ 20\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature over printed name of Vendor)

\_\_\_\_\_  
(Position/Designation in the Company)

\_\_\_\_\_  
(Name of Vendor's Company)

**Affiant**

CONFORME:

\_\_\_\_\_  
(Signature over printed name of Bidder)

\_\_\_\_\_  
(Position/Designation in the Company)

\_\_\_\_\_  
(Name of Company of Bidder)

### ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant exhibiting to me his/her [type of government identification card used], with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

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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**.

- AND -

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

### WITNESSETH

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

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

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

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

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

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

### TERMS AND CONDITIONS:

1. In case wherein the equipment is utilized below two (2) hours (or days), a minimum of one (1) hour (or day) per day shall be charged to the **LESSEE**.
2. Lease contract shall commence when the equipment leaves the **LESSOR'S** yard and shall terminate upon the return of the equipment by the **LESSEE** to the **LESSOR'S** yard.
3. **LESSEE** shall pick-up the equipment and its operators at **LESSOR'S** yard. Upon termination of works, the lessee shall demobilize all units within one week. **LESSEE** shall pay for each unit an equivalent of one (1) hour (or day) rental for every day of delayed demobilization.



4. Fuel, oil and lubricants to be supplied by the **LESSEE** but for the account of the **LESSOR**.
5. The equipment and accessories contracted shall be under the supervision and responsibility for the safekeeping and scope of work of the equipment and accessories or as required by the **LESSOR**.
6. Equipment operator(s), mechanics and servicemen shall be provided by and for the account of the **LESSOR**.
7. **MOBILIZATION**, provided for **LESSEE'S** account, per equipment hour (or day) basis.
8. **DEMOBILIZATION**, for **LESSEE'S** account, per equipment hour (or day) basis.

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

**LESSOR:**

**LESSEE:**

by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

WITNESSED BY:

\_\_\_\_\_

\_\_\_\_\_

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S. S.

#### ACKNOWLEDGEMENT

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

	Name	Gov't-Issued ID	No.	Place of Issue
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.

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**NOTARY PUBLIC**

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

**AFFIDAVIT**

1. [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] with office address at [Address of Bidder];
2. As the owner and sole proprietor of [Name of Bidder], 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 Marinduque/Quezon;
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 of PMO Marinduque/Quezon or his duly authorized representative(s) to verify all the documents submitted;
6. I am not related to the Head of the Procuring Entity, 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] 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 Contract to be Bid].

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, personal or representative of government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature Over Printed Name of Authorized Signatory)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
affiant exhibiting to me his/her [type of government identification card used],  
with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

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**NOTARY PUBLIC**

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

**AFFIDAVIT**

1. [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 Bidder] with office address at [Address of Bidder];
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 Bidder] in the bidding for [Name of the Contract to be Bid] of the Philippine Ports Authority – PMO Marinduque/Quezon 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 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 of PMO Marinduque/Quezon 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 Bidder] is related to the Head of the Procuring Entity, 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] 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 Contract to be Bid].

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, personal or representative of government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_  
20\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Signature Over Printed Name of Authorized Signatory)

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant  
exhibiting to me his/her [type of government identification card used], with no. \_\_\_\_\_ issued  
on \_\_\_\_\_ at \_\_\_\_\_.

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