BIDS AND AWARDS COMMITTEE
For Engineering Projects

INSTRUCTIONS TO BIDDERS

I. Contractor-applicant shall accomplish all the Bid Forms and use separate sheet if necessary.

II. All supporting photocopied documents shall be duly marked **"CERTIFIED PHOTOCOPY OF THE ORIGINAL"** by the Authorized Managing Officer.

III. Bids shall be submitted on or before the published deadline, otherwise it shall be marked "LATE" and shall not be accepted.

IV. The First Envelope or the Technical Component of the Bid shall contain the following documents:

1. SEC Registration for corporations, DTI for sole proprietorship, or CDA for cooperatives;
2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
3. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents;
4. Valid PCAB License for the type and cost of the contract to be bid;
5. Audited Financial Statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
6. NFCC computation, or a commitment from a Universal or Commercial bank to extend a credit line in favor of the prospective bidder if awarded the contract to be bid, (CLC);
7. If applicable, Valid Joint Venture Agreement (JVA), in case the joint venture is already in existence. In the absence of JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance;
8. Bid Security in the prescribed form, amount and validity period.
9. Project Requirements, which shall include the following:
    a. Organizational Chart for the Contract to be bid;

b. List of contractor's personnel (viz, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
c. List of contractor's equipment units as specified in the Invitation To Bid, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment lessor/vendor for the duration of the project

10. Omnibus Sworn Statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:
    a. It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB.
    b. 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;
    c. It is authorizing the Port Manager or his duly authorized representative/s to verify all the documents submitted;
    d. The signatory is the authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint;
    e. It complies with the disclosure provision under Section 47 of the Act in relation to the other provisions of RA 3019;
    f. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
    g. It complies with existing labor laws and standards.
11. Tax Clearance;
12. Latest income and business tax returns;
13. Certificate of PhilGEPS Registration
14. Construction Safety and Health Program

V. The Second Envelope or the Financial Component of the Bid shall contain the following documents:

1. Bid Proposal in the prescribed form
2. Bid Prices in the Bill of Quantities
3. Detailed Estimates
4. Summary sheets of prices of construction materials, labor and equipment used in coming up with the bid
5. Cash Flow by quarter and payment schedule

VI. All pages of the Technical and Financial Proposals shall be chronologically paged and shall be signed by the Authorized Managing Officer.

VII. The Technical and Financial Proposals shall be provided with "cover" and "table of contents",

VIII. Aside from the original copies of the technical and financial bids, the bidders are required to submit six (6) photocopies of these bids properly bound and marked original or photocopy as the case may be.

Properly bound shall mean cloth-bound, hard-bound or paper-bound. Combo-bound (or ring-bound), fastener-bound or stapler-bound, or with loose page/s, shall not be accepted.

1. The original and photocopies of the Technical Proposal shall be wrapped together and marked “Technical Proposal/Bid”.

2. The original and photocopies of the Financial Proposal shall be wrapped together and marked “Financial Proposal/Bid”.

3. The Technical and Financial Proposals shall then be wrapped together and the wrapper shall be marked as follows:

Name of Bidder Bidder’s Address **To the BAC Chairperson** PPA-PMO Masbate Brgy. Bapor, Port Area Masbate City **Name of Contract to be bid: _____** **_____** **DO NOT OPEN BEFORE** “ *the scheduled time of bidding*”

IX. Bidders or their duly authorized representatives are encouraged to attend the Pre-Bid Conference and the Opening of the Bids, the date of which is indicated in the Invitation to Bid. Bidder’s authorized representatives shall present an authorization from the Authorized Managing Officer.

X. Failure to comply with any of the above requirements shall be ground for disqualification.

XI. Please be guided accordingly.

RENE L. AGAO II
Chairperson