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;

PORT MANAGEMENT OFFICE OF MASBATE
Bgy. Bapor, Port Area, Masbate City
Telephone Nos. (056) 333-2217; (056) 333-0942; (056) 578-6618