Name of the Procuring Entity
Contract Reference Number

Name of the Contract
Location of the Contract

Standard Form Number: SF-INFR-15
Revised on: July 29, 2004

List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started

Business Name : _____
Business Address : _____

Name of Contract/Location Project Cost	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
Government								
Private								
						Total Cost		

Note: **This statement shall be supported with**:

1 Notice of Award and/or Contract
2 Notice to Proceed issued by the owner
3 Certificate of Accomplishments signed by the owner or Project Engineer

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all its on-going, completed, and awarded but not yet started contracts.

Name of the Procuring Entity
Contract Reference Number

Name of the Contract
Location of the Contract

Standard Form Number: SF-INFR-16
Revised on: July 29, 2004

Statement of all Completed Government & Private Construction Contracts which are similar in nature

Business Name : _____
Business Address : _____

Name of Contract	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
Government						
Private						

Note: This statement shall be supported with:

1 Contract
2 CPES rating sheets and/or Certificate of Completion
3 Certificate of Acceptance

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all contracts which are similar in nature and complexity to the contract to be bid. This statement will show that the value of the prospective bidder's largest single completed contract, adjusted to current prices using the National Statistics Office (NSO) consumer price indices available at the G-EPS website, and similar to the contract to be bid, must be at least fifty percent (50%) of the approved budget for the contract to be bid.

Name of the Procuring Entity

Contract Reference Number

Name of the Contract
Location of the Contract

Standard Form Number: SF-INFR-48
Revised on: August 11, 2004

Qualification of Key Personnel Proposed to be Assigned to the Contract

Business Name : _____
Business Address : _____
_____

	Project Manager	Project Engineer	Materials Engineer	Construction Safety and Health Personnel	Foreman
1 Name					
2 Address					
3 Date of Birth					
4 Employed Since					
5 Experience					
6 Previous Employment					
F A 7 Education					
8 PRC License					

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

Contractor's Letter Certificate to procuring Entity

_____
(Issuance Date)

_____
Port Manager
Philippine Ports Authority
Port Management Office – Panaya/Guimaras
ICPC, Iloilo City

Dear Madame:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

!. That I/we have engaged the services of _____,
(Name of Employee)
to be the _____ of the _____
(Designation) (Name of Contract)
_____

who is a _____ with Professional License
(Profession)
Certificate No. _____, issued on _____ and who has performed the

duties in the construction of the Contracts enumerated in the duly filed Form ___.

2. The said Engineer shall be designated by us as our _____
(Designation)
to personally perform the duties of the said position in the above –mentioned Project, if and when the same is awarded in our favor.

3. That said Engineer shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.

4. That said Engineer shall be personally present at the jobsite to supervise the phase of the construction work pertaining to this assignment as _____,
(Designation)
all the time.

5. That, in order to guarantee that said Engineer shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity Engineer at the end of every month.

That, in the event that I/we elect or choose to replace said _____
(Designation)
with another Engineer, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new _____,
(Designation)
his qualifications, experience, list of projects undertaken and other relevant information.

6. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in the future bidding of the Procuring Entity.

Very truly yours,

_____
(Authorized Representative of Bidder)

CONCURRED IN:

_____
(Name of Engineer)

_____
(Address)

Name of the Procuring Entity

Contract Reference Number
Name of the Contract
Location of the Contract

Standard Form Number: SF-INFR-46
Revised on: August 11, 2004

Key Personnel's Certificate of Employment

_____
(Issuance Date)

_____
Port Manager
Philippine Ports Authority
Port Management Office –Panay/Guimaras
Brgy. Loboc, Lapaz
Iloilo City

Dear Sir:

I am _____ a Licensed _____ Engineer with Professional License No.
(Name of Nominee)
_____ issued on _____ at _____.
(Date of Issuance) (Place of Issuance)

I hereby certify that _____has engaged my
(Name of Bidder)
services as _____ for _____
(Designation) (Name of Contract)
_____, if awarded to it.

As _____, I supervised the following completed projects similar to the
(Designation)
contract under bidding:

NAME OF PROJECT	**OWNER**	**COST**	**DATE COMPLETED**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following projects:

NAME OF PROJECT	**OWNER**	**COST**	**DATE COMPLETED**
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the _____
(Name of the Procuring Entity)
at least twenty one (21) days before the effective date of my separation.

As _____, I know I will have to stay in the job site all the time to
(Designation)

One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, Foremen and Safety & Health Officer), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).

supervise and manage the Contract works to the best of my ability, and aware that I am authorized to handle only one (1) contract at a time.

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the post of _____ therefor, if the contract is awarded to him since I understand that to do
(Designation)
so will be a sufficient ground for my disqualification as _____ in any
(Designation)
future _____ bidding
(Name of the Procuring Entity)
or employment with any Contractor doing business with the _____.
(Name of the Procuring Entity)

_____
(Signature of Engineer)

DRY SEAL

Republic of the Philippines)
_____) S.S.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 200_ affiant exhibiting to me his Residence Certificate No. _____ issued on _____ at _____.

Notary Public
Until December 31, 20___

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

One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, Foremen and Safety & Health Officer), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).

Standard Form Number: SF-INFR-47
Revised on: August 11, 2004

KEY PERSONNEL
(FORMAT OF BIO-DATA)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : _____
2. Date of Birth : _____
3. Nationality : _____
4. Education and Degrees : _____
5. Specialty : _____
6. Registration : _____
7. Length of Service with the Firm : _____ Year from _____ (months) _____ (year)
   To _____ (months) _____ (year)
8. Years of Experience : _____
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 _____

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).

One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, Foremen and Safety & Health Officer), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).

Name of the Procuring Entity

Contract Reference Number
Name of the Contract
Location of the Contract

1. Name :
   _____

2. Name and Address of Owner :
   _____

3. Name and Address of the Owner's Engineer :
   _____
   (Consultant)

4. Indicate the Features of Project (particulars of the project components and any other particular interest connected with the project):
   _____

5. Contract Amount Expressed in Philippine Currency :
   _____

6. Position :
   _____

7. Structures for which the employee was responsible :
   _____

8. Assignment Period : from _____ (months) _____ (years)
   : to _____ (months) _____ (years)

_____
Name and Signature of Employee

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) (The Authorized Representative)

One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, Foremen and Safety & Health Officer), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).

Standard Form Number: SF-INFR-19
Revised on: July 29, 2004

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20___
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

K = 10 for a contract duration of one year or less, 15 for more than one year up to two years and 20 for more than two years

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

Herewith attached are certified true copies of the **income tax return filled electronically using the EEPS pursuant to EO 398 and RR 3-2005**; and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

The above information are among the financial documents required for Eligibility Check. Together with the legal and technical documents required, the financial documents shall be placed inside the Eligibility Envelope and submitted to the BAC on or before the deadline for the submission and receipt of Eligibility Envelopes.

_____
Name of Firm / Contractor

_____
Signature of Authorized Representative
Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

The above information are among the financial documents required for Eligibility Check. Together with the legal and technical documents required, the financial documents shall be placed inside the Eligibility Envelope and submitted to the BAC on or before the deadline for the submission and receipt of Eligibility Envelopes.

Name of the Procuring Entity

Contract Reference Number
Name of the Contract
Location of the Contract

Standard Form Number: SF-INFR-20
Revised on: July 29, 2004

CREDIT LINE CERTIFICATE

Date:_____

_____
Philippine Ports Authority
Port Management Office of Visayas
Brgy. Loboc, Lapaz
Iloilo City

CONTRACT NAME : _____

COMPANY/FIRM : _____

ADDRESS :_____
_____

BANK/FINANCING INSTITUTION :_____

ADDRESS :_____
_____

AMOUNT :_____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the Contractor, if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned Contract, subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the Contractor of the Notice of Award and such line of credit shall be maintained until the project is completed by the Contractor.

One of the financial document requirements from a bidder for Eligibility Check is a certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to it a credit line if awarded the contract to be bid, in an amount not lower than that set by the Procuring Entity in the Bidding Documents, which shall be at least equal to ten percent (10%) of the Approved Budget for the Contract to be bid. If the bidder wins the bidding, this cash deposit certification will have to replaced by a credit line from the same bank, as part of the contract.

Name of the Procuring Entity *Contract Reference Number*
Name of the Contract
Location of the Contract

This Certification is being issued in favor of said Contractor in connection with the bidding requirement of *Philippine Ports Authority, Port Management Office - Iloilo* for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized
Financing Institution Officer : _____
Official Designation : _____

Concurred By:

Name & Signature of Contractor's
Authorized Representative : _____
Official Designation : _____

Note:
The amount committed should be machine validated.

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20___, affiant exhibited to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public
Until 31 December 20____
PTR No._____
Issued at:_____
Issued on:_____
TIN No. _____

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

One of the financial document requirements from a bidder for Eligibility Check is a certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to it a credit line if awarded the contract to be bid, in an amount not lower than that set by the Procuring Entity in the Bidding Documents, which shall be at least equal to ten percent (10%) of the Approved Budget for the Contract to be bid. If the bidder wins the bidding, this cash deposit certification will have to replaced by a credit line from the same bank, as part of the contract.

Name of the Procuring Entity
Contract Reference Number

Name of the Contract
Location of the Contract

Standard Form Number: SF-INFR-49
Revised on: August 11, 2004

List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract

Business Name : _____
Business Address : _____
_____

Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lessor or Vendor
A. Owned							
i.							
ii.							
iii.							
iv.							
v.							
B. Leased							
i.							
ii.							
iii.							
iv.							
v.							
C. Under Purchase Agreements							
i.							
ii.							
iii.							
iv.							
v.							

List of minimum equipment required for the project:

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract];*

b. We offer to execute the Works for this Contract in accordance with the PBDs;

c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;

d. The discounts offered and the methodology for their application are: *[insert information]*;

e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties],* which are itemized herein and reflected in the detailed estimates,

f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;

g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines[1] for this purpose;

h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;

i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

k. We likewise certify/confirm that the undersigned, is the duly authorized

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[1] currently based on GPPB Resolution No. 09-2020

representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity*].*

l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____