INSTRUCTION TO BIDDERS

REPAINTING OF TRANSIT SHED AND REPLACEMENT OF DAMAGED ROLL-UP DOOR, PORT OF LARENA, LARENA, SIQUIJOR (MPF-NOS-15-25)

I. RESPONSIBILITY OF PROSPECTIVE BIDDER

1. The prospective bidder shall be responsible for taking steps to carefully examine all the bidding documents.

2. All pages of the Eligibility Statements should be pre-numbered, signed or authenticated by the authorized signatory of the company/firm, and fastened together in a folder, with a Table of Contents. Failure to comply with this requirement shall be a ground for ineligibility. By signing or authenticating each page of the Eligibility Statements, the bidder or his duly authorized representative acknowledges the truth and correctness of all statements made therein, as well as the authenticity of the supporting documents. Submission of false statements and/or misrepresentation and/or withholding of required and pertinent information shall be a ground for disqualification.

3. The eligibility of the prospective bidder shall be submitted on the date and time of the bid-opening. The same shall be opened and checked for completeness against a checklist of requirements, using a non-discretionary "pass/fail" criteria, prior to the opening of the bid proposal. In this regard, failure to submit a requirement, or an incomplete or insufficient submission, shall consider the bidder ineligible to participate in the bidding.

4. The BAC shall not be allowed to open the bids of ineligible prospective bidders; provided, however, that if an ineligible prospective bidder signifies his intent to file a request for reconsideration, the BAC shall hold the bid of the said ineligible prospective bidder unopened and duly sealed until such time that the request for reconsideration has been resolved.

II. ELIGIBILITY REQUIREMENTS AND SUBMISSION OF DOCUMENTS

1. The bidder shall prepare its bid in two (2) sealed envelopes clearly marked "**Envelope 1**", and "**Envelope 2**", each envelope containing 2 sets of the following legal documents as required:

   Envelope 1:
   Shall contain eligibility statement/documents as specified
   a. CY 2025 valid Mayor's Permit
   b. PhilGEPS Certificate of Registration

c. Income/Business Tax Return (ITR).
d. Omnibus Sworn Statement (Form Attached)
e. Valid PCAB License
f. Taxpayer's Identification Number (TIN) and VAT Registration (BIR Certificate of Registration);
g. Financial Statements as of December 31, 2024 duly received and stamped by the Bureau of Internal Revenue;
h. BIR Tax Clearance for CY 2025
i. Certificate of Registration with the Bureau of Domestic Trade in case bidder is single proprietorship (DTI Certificate of Registration) or Certified Copy of SEC Registration Certificate and Articles of Incorporation and By-laws, if the bidder is a Corporation;
j. Company Profile (Form I & II attached) and;
k. Proof of Ownership of minimum equipment required.

Enveloped 2 shall contain the following:

- Bid Proposal in the prescribed form (Request for Quotation)

2. The sealed envelopes shall be addressed to:

The Chairperson
Bids and Awards Committee (BAC)
Philippine Ports Authority,
PMO-Negros Oriental/Siquijor
Port Area, Brgy. Looc, Dumaguete City

3. The sealed envelopes shall also bear the **Name and Address of Bidder**

4. The bid shall contain no erasures or overwriting, except as necessary to correct errors made by the bidder, in which case, such corrections shall be initialed by the person/persons signing the bid. Failure to initial any error/correction shall be a ground for disqualification.

5. Late bids shall not be received by the Bids and Awards Committee.

At the appointed time, the BAC Chairman shall open the envelope one (1) at a time. Envelope 2 of the bidder declared "ineligible" shall not be opened as mentioned in Item I.4 hereof.

III. SCOPE OF WORK AND DURATION OF THE PROJECT:

1. Scope pf Work:

1.0 General Expenses

1.1 Mobilization/Demobilization
1.2 Provide construction safety and health program in the execution of the project

2.0 Replacement of Damaged Roll-up Door of the Transit Shed

2.1 Removal and disposal of the damaged roll-up door of the transit shed
2.2 Replacement of damaged roll-up door of the transit shed

3.0 Repainting of Transit Shed

3.1 Removal/scraping of loose paints including repair of cracks and other

defects of the interior and exterior walling of transit shed

3.2 Repainting of interior and exterior walling of transit shed including roll-up doors

2. Minimum Equipment Requirement:

a. 12 units Steel Scaffolding Owned / Leased

3. Required PCAB Registration

a. Small B – Building or Industrial Plant

4. Approved Budget for the Contract: ₱ 829,129.89

5. Project Duration and Timetable:

The contractor shall commence all project related activities within seven (7) days after the receipt of the Notice to Proceed (NTP). The mobilization, supply and delivery of materials, as well as the required work, must be completed within forty-five (45) calendar days from the commencement of activities.

IV. BID SECURITY

The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount not less than the percentage of the ABC in accordance with the schedule in Section 25 of the IRR.

The Bid and bid security shall be valid in 120 calendar days from the opening of bids. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the winning bidder is in default in any of its obligations under the contract.

V. EVALUATION OF BID

1. The purpose of the bid evaluation is to determine the Lowest Calculated Bid. This bid shall be subject to post-qualification to determine its responsiveness to the eligibility and bid requirements. If after post qualification the Lowest Calculated Bid is determined to be post-qualified, it shall be considered the Lowest Calculated Responsive Bid and the contract shall be awarded to the bidder.

2. The detailed evaluation of the financial component of the bids, to establish the correct calculated prices of the bids, and

3. The ranking of the total bid prices as so calculated from the lowest to the highest bids with the lowest price shall be identified as the Lowest Calculated Bid.

4. In the evaluation of the bids, the BAC shall evaluate all bids on equal footing to ensure fair and competitive bid evaluation. For this purpose, all bidders shall be required to include the cost of all taxes and other expenses attendant to the delivery or performance of the services, as itemized in the bid form.

5. In case of discrepancies between:

    a) bid price in figures and in words, the latter shall prevail;
    b) total prices and unit prices, the latter shall prevail.

6. After all bids have been received, opened, examined, evaluated and ranked, the BAC shall prepare the corresponding Abstract of Bids, which shall contain the following:

    1. The project being procured
    2. Time, date and place of bidding, and
    3. Names of Bidders and their respective calculated bid prices arranged lowest to highest from lowest to highest.

VI. AWARD OF CONTRACT

1. Award in the form of Contract Agreement shall be made to the bidder with the lowest Calculated Responsive Bid at its submitted bid price and the latter shall bear the signature of the head of the procuring entity and the prospective contractor.

VII. DISCLAIMER

1. The PPA or the BAC assumes no obligation whatsoever to compensate or indemnify the participants for any expense or loss that may be incurred in the preparation or submission of their proposals.

2. The authority reserves the right to reject any and all bids and to declare a failure of bidding or not to award the contract. Likewise, it assumes no responsibility to compensate the bidders for any expenses incurred in the preparation of the bids.

MARY LOUISE C. MACALINO
Chairperson, BAC
PPA, PMO Negros Oriental / Siquijor
Port Area, Dumaguete City