

ANNEX A

Name of the Procuring Entity  
Reference Number

Contract

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 :

*Name of the Procuring Entity*

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

*Contract Reference Number*

*Name of the Contract*

*Location of the Contract*

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	
<u>Government</u>								
<u>Private</u>								
Note: <b>Support this statement with the following documents:</b>						Total Cost		

Note: **Support this statement with the following documents:**

- 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 (If applicable)

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.*

ANNEX C

Name of the Procuring Entity  
Reference Number

Contract

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	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 CPES rating sheets (If any) 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.

ANNEX D

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 = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this Project.

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR.

For purposes of computing the foreign bidders’ NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

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:

\_\_\_\_\_  
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.*

ANNEX E

Name of the Procuring Entity  
Reference Number

Contract

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	Safety Officer	Foreman
1 Name					
2 Address					
3 Date of Birth					
4 Employed Since					
5 Experience					
6 Previous Employment					
F A Education					
7					
8 PRC License					

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_

ANNEX F

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)

**IRVIN PAUL H. CONEJO**  
BAC Chairman  
Philippine Ports Authority  
Port Management Office of Western Leyte/Biliran  
Port Operation Building, Ebony St.  
Port Area, Ormoc 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)  
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)

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).

ANNEX F

Name of the Procuring Entity

Contract Reference Number  
Name of the Contract  
Location of the Contract

so will be a sufficient ground for my disqualification as \_\_\_\_\_ in any  
future \_\_\_\_\_ (Designation) \_\_\_\_\_ bidding  
or \_\_\_\_\_ (Name of the Procuring Entity)  
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).

**ANNEX G**

Standard Form Number: SF-INFR-45  
Revised on: August 11, 2004

**Contractor’s Letter-Certificate to Procuring Entity**

\_\_\_\_\_  
(Date of Issuance)

**IRVIN PAUL H. CONEJO**  
BAC Chairman  
Philippine Ports Authority  
Port Management Office of Western Leyte/Biliran  
Port Operation Building, Ebony St.  
Port Area, Ormoc City

Dear Sir / 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:

1. 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 filled 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)



**ANNEX G**

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 future bidding of the Procuring Entity.

Very truly yours,

\_\_\_\_\_  
(Authorized Representative of Bidder)

CONCURRED IN:

\_\_\_\_\_  
(Name of Engineer)

\_\_\_\_\_  
(Address)

ANNEX H

Name of the Procuring Entity

Contract Reference Number  
Name of the Contract  
Location of 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:

<u>Name and Address of Employer</u>	<u>Length of Service</u>
	<div><div></div>year(s) from<div></div>to<div></div></div>
	<div><div></div>year(s) from<div></div>to<div></div></div>
	<div><div></div>year(s) from<div></div>to<div></div></div>

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).

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

:

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**ANNEX H**

*Name of the Procuring Entity*

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

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).*