# CHECKLIST AND SAMPLE FORMS

## Checklist of Technical & Financial Envelope Requirements for Bidders

**The Eligibility Documents shall contain the following:**

CLASS "A" DOCUMENTS

- ❑ Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract for this Project;**(SF-INFR-09)**

- ❑ PhilGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of this IRR.

- ❑ Duly signed statement of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started.**(SF-INFR-15)**

  Supported with the following:

  1. Notice of Award and/or Contract;
  2. Notice to Proceed issued by the Owner; and
  3. Statement of Time Elapsed duly signed by the Owner or Project Engineer of the owner **(SF-INFR-15A)**

- ❑ Duly signed statement of all Government & Private Construction Contracts Completed which are similar in nature to the contract to be bid. **(SF-INFR-16)**

  Supported with the following:

  1. Contract;
  2. CPES rating sheets **(SF-INFR-17)**and/or Certificate of Completion; and
  3. Certificate of Acceptance

- ❑ Experience Record On Similarly Completed Projects;**(SF-INFR-16A)**

- ❑ Audited financial statements, showing, among others, the prospective total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year;

  *Note:The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).*

- ❑ NFCC computation **(SF-INFR-19);** and

CLASS "B" DOCUMENTS

- ❑ Valid Joint Venture Agreement (JVA) or, in lieu thereof, 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; **(SF-INFR-22)**

**The Technical Component shall contain the following:**

- ❑ The bid security shall be limited to to Bid Securing Declaration duly notarized (PRO-FORMA ATTACHED) **OR** at least one (1) other form in accordance with the following amount:

    a. The amount of **Two Hundred One Thousand Five Hundred Fifty-Four and 28/100 Pesos Only (₱201,554.28) (2% of the ABC),** if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; - Two percent (2%) of the ABC; or

    b. The amount of **Five Hundred Three Thousand Eight Hundred Eighty-Five and 70/100 Pesos Only (₱503,885.70) (5% of the ABC),** if bid security is in Surety Bond which is accompanied by a Certification coming from an authorized Insurance Commission that a Surety or Insurance Company is authorized to issue such instrument and a confirmation from the insurance company; - Five Percent (5%) of the ABC; **(SF-INFR-36)**;

- ❑ Duly signed construction schedule and S-curve with PERT/CPM; **(SF-INFR-41)**

- ❑ Duly Signed Manpower Schedule; **(SF-INFR-42)**

- ❑ Duly Signed Construction Methods in narrative form; **(SF-INFR-43)**

- ❑ Duly Signed Contract Organizational Chart; **(SF-INFR-44)**

    Supported with the following:

    1. Contractor's Letter Certificate to Procuring Entity**(SF-INFR-45)**
    2. Key Personnel's Certificate of Employment**(SF-INFR-46)**

- ❑ Duly Signed Statement of Availability of Key Personnel**(SF-INFR-18A-1)**and the List of Contractor's Key Personnel;**(SF-INFR-18A-2-Personnel)**

    Supported with the following:

    1. Key Personnel's Bio-data;**(SF-INFR-47)**
    2. Photocopy of Valid Professional Licenses Identification Card;
    3. Photocopy of the Material Engineer's DPWH Accreditation; and

4. Photocopy of the Certificate of Training of the Construction Safety and Health Personnel/Safety Officer

- ❑ Duly Signed Statement of Availability of Equipment **(SF-INFR-18B-1)**and the List of Contractor's Equipment (owned or leased) **(SF-INFR-18B-2-Equipment)**

  Supported with the following:

  1. Proof of ownership (O.R/C.R/Deed of absolute sale) for owned equipment;
  2. Certificate of availability of lease equipment (for leased equipment); **(PRO-FORMA ATTACHED);** and
  3. Lease contract agreement as well as the proof of ownership of the lessor (O.R/C.R/Deed of absolute sale - for leased equipment);

- ❑ Equipment utilization schedule; **(SF-INFR-50)**

- ❑ Affidavit of Site Inspection; **(SF-INFR-51)**

- ❑ Construction safety and health program duly signed by the Safety Officer and the Owner of the company. Same shall be approved by the Department of Labor and Employment and shall be a pre-requisite in the issuance of the Notice to Proceed;

- ❑ Omnibus Sworn Statement **(PRO-FORMA ATTACHED)**

**The Financial Component shall contain the following:**

- ❑ Duly Signed Bid Form; **(PRO-FORMA ATTACHED)**

- ❑ Bill of Quantities;**(SF-INFR-55)**

- ❑ Duly Signed Detailed Estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid; and

- ❑ Duly Signed Cash Flow by Quarter and Payments Schedule. **(SF-INFR-56)**

Standard Form Number:SF-INFR-09
Revised on: July 29, 2004

Republic of the Philippines
Department of Trade and Industry
**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**
PHILIPPINE CONTRACTORS ACCREDITATION BOARD
Makati City, Metro Manila

# CONTRACTOR'S LICENSE

This certifies that

having complied with all the requirements for licensure in accordance with Republic Act No. 4566, as amended, and its implementing rules and regulations, is hereby authorized to engage in the construction contracting business in the Philippines, subject to limitations of license validity period, classification and category as prescribed under License Particulars in the box to the right hereof and to the terms and conditions annotated at the back hereof.

This further certifies that said licensee, subject to the limitations of the above-prescribed license validity period and registration validity period, kind/s of project and size range/s as indicated under Registration Particulars in the box to the right hereof, is a PCAB registered contractor for government projects.

Given at Metro Manila, Philippines, on

**FOR THE BOARD:**

**Officer-in-Charge** _____

**Board Secretary** _____

**CONTRACTOR'S PARTICULARS**

| | |
|---|---|
| Authorized Managing Officer (name and signature) NOT VALID w/o SIGNATURE | |
| Sole Proprietorship/Partnership/Corporation | Head Officer Location (Region) |
| Taxpayer Identification Number (TIN) | |

**LICENSE PARTICULARS**

| |
|---|
| License First Issue Date and Number No. |
| Validity Period of this License/Renewal to |
| Principal Classification and Category |
| Other Classification/s |

**REGISTRATION PARTICULARS**

| |
|---|
| Registration Date and Number No. |
| Validity Period of this Registration to |
| Kinds of Project and Respective Size Ranges |

**FORM _____**

IMPORTANT NOTICE: Filing schedule for license renewal application - <Insert Date>.

Standard Form Number: SF-INFR-10
Revised on: May 11, 2004

**NO. _____**

**Republic of the Philippines**
**Department of Trade & Industry**
***(REGION)***

**Certificate of Registration**
**OF**
**BUSINESS NAME**

*THIS IS TO CERTIFY THAT*

_____

as a business name, or firm or style was registered in this office on _____ by:

_____

which will expire on _____, in accordance with the provisions of Act No. 3883 of the Philippine Legislature approved on November 14, 1931 as amended by Act No. 4147, approved November 28, 1934, and Republic Act No. 863, approved June 16, 1953, and in compliance with the rules and regulations prescribed by the Department of Trade and Industry.

Logo of DTI

AFFIX
DOCUMENTARY
STAMP

IN TESTIMONY WHEREOF, I have hereunto set my hand caused the seal of the DEPARTMENT OF TRADE AND INDUSTRY to be affixed at _____, Philippines, this _____ day of _____, in the year of our Lord, _____.

*(Name of the Director)*
Director, DTI

NOTE: THIS IS NOT A LICENSE TO ENGAGE IN ANY KIND OF BUSINESS.
(VALID ONLY AT THE BUSINESS ADDRESS INDICATED HEREIN)

Standard Form Number:SF-INFR-11
Revised on: July 29, 2004

**Bilang _____**

**Republic of the Philippines**
*Name of the City or Municipality*
*Address*
*Telephone and Fax Numbers*
*Website Address*
*E-mail Address*

**PAHINTULOT SA PANGANGALAKAL**
**(BUSINESS PERMIT)**

MATALASTAS NG LAHAT:
(KNOW ALL MEN BY THESE PRESENTS:)

Na Si/Ang:
(That:) _____*(Name of Bidder)*_____
namatatagpuan at may pahatirangsulatsa
(with postal address at)

_____*(Address of the Bidder)*_____
naitinatagng may buongkarapatan at umiiralsailalimngmgabatasng
(duly organized and existing under the laws of the)

RepublikangPilipinas, ay pinagkakaloobanngpahintulotnamangangalakalbilang
(Republic of the Philippines, is hereby granted the permit to operate as)

_____

ngayongika - _____ ng _____
(on this) (day of)

Angpahintulotnaito ay matatapossaika- _____
(This permit expires on)

Malibangito'ymaagangbawiin at walaingbisa.
(unless sooner revoked.)

O.R. BILANG _____
(OR No.)

HALAGA _____
(Amount)

PETSA _____
(Date)

*(Name of Head)*
Business Permit Office

*(Name of Mayor)*
PunongLungsod
(Mayor)

ITO AY DAPAT IPASKEL SA HAYAG NA POOK NG KALAKALAN AT DAPAT
(This must be posted on conspicuous place and)
IPAKITA SA SANDALING HINGIN NG MGA KINAUUKULANG MAYKAPANGYARIHAN.
(to be presented upon demand by proper authorities.)

Philippine Ports Authority
Port Management Office – Davao

Contract Reference Number: A190047
Repair of Sasa Port Perimeter Fence Including Provision of Razor Wires for Additional Security Measures atSasa Port, Davao City

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<br>b. Address<br>c. Telephone Nos. | Nature of Work | Contractor's Role | | a. Date Awarded<br>b. Date Started<br>c. Date of Completion | % of Accomplishment | | Value of Outstanding Works |
|---|---|---|---|---|---|---|---|---|
| | | | Description | % | | Planned | Actual | |
| Government | | | | | | | | |
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| | | | | | | 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 Statement of Time Elapsed signed by the owner or Project Engineer of the owner

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

SF-INFR-15A

***OWNER'S NAME***
***ADDRESS***
***TELEPHONE NO.***

**Name of On-going Project:**
**Location:**
**Original Contract Cost:**
**Revised Contract Cost:**

## STATEMENT OF TIME ELAPSED AND PERCENTAGE OF WORK ACCOMPLISHED

**AS OF _____, 20__**

| | | | |
|---|---|---|---|
| 1. | Original Contract Time (Calendar Days) | : | |
| 2. | Date of Effectivity of Contract | : | |
| 3. | Original Expiry Date | : | |
| 4. | Time Extension Allowed (Calendar Days) | : | |
| 5. | Revised Expiry Date After Extension | : | |
| 6. | Revised Contract Time (Calendar Days) | : | |
| 7. | Total Calendar Days Elapsed To Date | : | |
| 8. | No. of Days Work Suspended (covered by Suspension Order) | : | |
| 9. | Contract Time Elapsed To Date | : | |
| 10. | Expiry Date Due to Work Suspension | : | |
| 11. | Percent Time Elapsed | : | |
| 12. | Percent Work Accomplished | : | |
| 13. | Percent Work Programmed | : | |
| 14. | Percent Work Slippage | : | |

Note: This should not be earlier than two (2) months from the date of the opening of bids.

Approved by:

Owner / Owner's Project Engineer

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 | d. Owner Name<br>e. Address<br>f. Telephone Nos. | Nature of Work | Contractor's Role | | d. Amount at Award<br>e. Amount at Completion<br>f. Duration | a. Date Awarded<br>b. Contract Effectivity<br>c. Date Completed |
|---|---|---|---|---|---|---|
| | | | Description | % | | |
| Government | | | | | | |
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| Private | | | | | | |
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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 : _____

Standard Form Number: SF-INFR-17
Revised on: July 29, 2004

**UPON COMPLETION RATING SHEET** Date of ___ Visit / / / /

| Item of Work/Description | % Weight | Relative % Weight | Workmanship [Max. 0.50] | |
|---|---|---|---|---|
| | | | Rate | Relative Rate |
| | | | | |
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| | | | | |
| Total | | | | |

**Summary of Ratings**

Workmanship [Max. 0.50] ……
Time [Max. 0.50] …….

**RATING (a) ……**
Appropriate Weight for Kind of Project (b) …….

**(B) WEIGHTED RATING FOR "UPON COMPLETION" (a x b) ……**

**QUALITATIVE DESCRIPTION**

**[ ]** Outstanding > 90%
**[ ]** Very Satisfactory > 80% but ≤ 90%
**[ ]** Satisfactory > 70% but ≤ 80%
**[ ]** Fair > 60% but ≤ 70%
**[ ]** Poor ≤ 60%

| **CPE Head / Individual** | **Designation, Office** | **Signature** |
|---|---|---|
| **CPE Members** | **Designation, Office** | **Signature** |
| **Resource Persons/Witnesses** | **Designation, Office** | **Signature** |

SF-INFR-16A

# EXPERIENCE RECORD ON SIMILARLY COMPLETED PROJECTS

List of similarly completed projects with at least one (1) contract that is similar to contract to be bid and whose value, adjusted to current price using the NSO consumer price indices, must be at least fifty percent (50%) of the ABC to be bid.

| | | | To be filled-up by the Contractor / Applicant | | |
|---|---|---|---|---|---|
| **Major Operations of Work** | **Unit** | **Required Quantity** | **Similar Major Operation of Works 1]** | **Unit** | **Quantity** |
| **Construction of CHB Fence (optional)** | | | **Title of the Project 1** | | |
| | | | **Title of the Project 2** | | |
| | | | **Title of the Project 3** | | |
| | | | **Title of the Project 4** | | |

Note: 1] *Submit the Certificate of Completion and Certificate of Acceptance by the project owner. Final Recapitulation/Bill of Quantities and Constructor Performance Evaluation System (CPES) rating, 1st, 2nd, & Final visit (If applicable). Projects with no Certificate of Completion, Acceptance and Final Recapitulation/Bill of Quantities shall not be considered.*

| _____ | _____ | _____ |
|---|---|---|
| Name of Firm/Applicant | Authorized Signing Official | Date |

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 through its Electronic Filing and Payment Systemand 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 the value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

*K = 15*

Herewith attached are certified true copies of the income tax return through its Electronic Filing and Payment System and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

Submitted by:

_____
Name of Firm / Contractor

_____
Signature of Authorized Representative
Date: _____

Standard Form Number: SF-INFR-22
Revised on: July 29, 2004

**JOINT VENTURE AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into by and between: _____, of legal age, __*(civil status)*__, owner/proprietor of _____ and a resident of _____.

- and -

_____, of legal age, __*(civil status)*__, owner/proprietor of _____ a resident of _____.

That both parties agree to join together their capital, manpower, equipment, and other resources and efforts to enable the Joint Venture to participate in the Eligibility Check, Bidding and Undertaking of the hereunder stated Contract of the **Philippine Ports Authority - Port Management Office - Davao**

| NAME OF PROJECT | CONTRACT AMOUNT |
|---|---|
| **Repair of Sasa Port Perimeter Fence Including Provision of Razor Wires for Additional Security Measures at Sasa Port, Davao City** | Refer to Financial Bid |

That both parties agree to bejointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract, as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Contracts until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

Note:

JVA should Notarized.

Standard Form Number: SF-INFR-36
Revised on: July 29, 2004

## FORM OF BID SECURITY (BANK GUARANTEE)

WHEREAS, *(Name of Bidder)* (hereinafter called "the Bidder") has submitted his bid dated *(Date)* for the *(Name of Contract)* (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We *(Name of Bank)* of *(Name of Country)* having our registered office at _____ (hereinafter called "the Bank" are bound unto *(Name of Procuring Entity)* (hereinafter called "the Entity") in the sum of _____ for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20___.

THE CONDITIONS of this obligation are that:

1) if the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid; or

2) if the Bidder does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or

3) if the Bidder having been notified of the acceptance of his bid and award of contract to him by the Entity during the period of bid validity:

   a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or

   b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

we undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate its demand, provided that in his demand the Entity will note that the amount claimed by it is due to the occurrence of any one or combination of the three (3) conditions stated above.

The Guarantee will remain in force up to and including the date _____ days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

_____
(Signature, Name and Address)

**REPUBLIC OF THE PHILIPPINES )**
**CITY OF _____ ) S.S.**
**x----------x**

**BID-SECURING DECLARATION**

**Invitation to Bid/Request for Expression of Interest No.1:** *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:
1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Section 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.

3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:

(a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

(b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

(c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid4, and I/we have furnished the performance security and signed the Contract.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this ____ day of *[month] [year]* at *[place of execution]*.

***[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]***
***[Insert signatory's legal capacity]***
Affiant

**SUBSCRIBED AND SWORN** to before me this __ day of *[month] [year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of *[month] [year]*.

**NAME OF NOTARY PUBLIC**
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, *[date issued], [place issued]*
IBP No. __, *[date issued], [place issued]*

Doc. No. ___
Page No. ___
Book No. ___
Series of ____.

Standard Form Number: SF-INFR-41
Revised on: August 11, 2004

**PERT / CPM**
**Construction Schedule and S-Curve**

Contract : _____
Location : _____

| Item# | Description | Month 1 | | | | Month2 | | | | Month3 | | | | Month4 | | | | Month5 | | | | Month6 | | | | Month7 | | | | Month8 | | | | Month9 | | | | Month10 | | | | Month11 | | | | Month12 | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | 4 |
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Submitted by:

*Name of the Representative of the Bidder* Date: _____
*Position*
*Name of the Bidder*

Philippine Ports Authority
Port Management Office – Davao

Contract Reference Number: A190047
Repair of Sasa Port Perimeter Fence Including Provision of Razor Wires for Additional Security Measures at Sasa Port, Davao City

Standard Form Number: SF-INFR-42
Revised on: August 11, 2004

## MANPOWER UTILIZATION SCHEDULE

| Category | Month | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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| Contractor's Name: | Name of the Procuring Entity: | Contract Name: |
|---|---|---|
| | | |

Submitted by:

*Name of the Representative of the Bidder*
*Position*
*Name of the Bidder*

Date: _________________

Standard Form Number: SF-INFR-43
Revised on: August 11, 2004

**OUTLINE**

**NARRATIVE DESCRIPTION**

**OF**

**CONSTRUCTION METHODS**

## 1.0 INTRODUCTION

Refer to Bidding, etc.

## 2.0 BRIEF DESCRIPTION OF CONTRACT WORKS

State general features of contract works. Use tables as necessary.

## 3.0 CONSTRUCTION METHODS AND PROCEDURES

3.1 Methodology or General Approach

State general approach in construction in terms of use of equipment-intensive or labor-based methods, any special techniques, methods or procedures to ensure completion on time and quality of construction financing the project, etc.

3.2 Program of Work

CPM, Progress Bar Schedule and Development Schedules submitted.

3.3 Financial Program

Cash flow schedules, provision for working capital, schedule of receipts, etc.

Standard Form Number: SF-INFR-44
Revised on: August 11, 2004

**Contractor's Organizational Chart for the Contract**

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Project Manager, Project Engineer, Bridge Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.

Attach the required Proposed Organizational Chart for the Contract as stated above

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

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

*Date of Issuance*

**ANALEE G. AGUILA**
**Port Manager**
**Philippine Ports Authority**
**Port Management Office - Davao**
**Km. 10, Port Area, Sasa, Davao City**

Attention : **Ms. Elisha V. Ano-os**
**The Chairman**
**Bids and Awards Committee – Engineering Project& Procurement of Goods and Consulting Services**

Dear Sir:

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 ___*(Designation)*___ of the ___*(Name of Contract)*___, who is a ___*(Profession)*___ with Professional License 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)*, 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)

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

## Key Personnel's Certificate of Employment

*Issuance Date*

**ANALEE G. AGUILA**
**Port Manager**
**Philippine Ports Authority**
**Port Management Office - Davao**
**Km. 10, Port Area, Sasa, Davao City**

Attention : **Ms. Elisha V. Ano-os**
**The Chairman**
**Bids and Awards Committee – Engineering Project& Procurement of Goods and Consulting Services**

Dear Sir:

I am *(Name of Nominee)* a Licensed _____ Engineer with Professional License No. _____ issued on *(date of issuance)* at *(place of issuance)*.

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

As *(Designation)* , I supervised the following completed projects similar to the 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 *(Designation)*, I know I will have to stay in the job site all the time to 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 *(Designation)* therefore, if the contract is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as *(Designation)* in any future *(Name of the Procuring Entity)* bidding 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 _____ 20__ 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 _____;

Standard Form Number: SF-INFR-18A-1
Revised on: July 29, 2004

**Statement of Availability of Key Personnel**

*(Date of Issuance)*

**ANALEE G. AGUILA**
**Port Manager**
**Philippine Ports Authority**
**Port Management Office - Davao**
**Km. 10, Port Area, Sasa, Davao City**

Attention : **Ms. Elisha V. Ano-os**
**The Chairman**
**Bids and Awards Committee – Engineering Project& Procurement of Goods and Consulting Services**

Dear Sir:

In compliance with the requirements of the **Philippine Ports Authority –PMO DavaoBAC** for the bidding of the **Repair of Sasa Port Perimeter Fence Including Provision of Razor Wires for Additional Security Measures at Sasa Port, Davao City,** we certify that *(Name of the Bidder)* has in its employ key personnel such as Project Manager, Project Engineer, Materials Engineer, Qualified/Certified Safety and Health Officer, and Foreman, who may be engaged for the construction of the said contract.

Very truly yours,

*(Name of Representative)*
*(Position)*
*(Name of Bidder)*

**SF-INFR-18A-2-Personnel**

## MINIMUM REQUIRED APPLICANT FIRM'S KEY PERSONNEL PROPOSED TO BE ASSIGNED IN THE PROJECT

| | Project Manager | Project Engineer | Accredited DPWH Materials Engineer | Foreman | Qualified/Certified Safety and Health Personnel | Other positions ( as deemed necessary by the applicant-firm for this project |
|---|---|---|---|---|---|---|
| 1. Name | | | | | | |
| 2. Address | | | | | | |
| 3. Date of Birth | | | | | | |
| 4. Citizenship | | | | | | |
| 5. Civil Status | | | | | | |
| 6. Education | | | | | | |
| **Elementary**<br>Name and location of School<br>Year graduated | | | | | | |
| **High School**<br>Name and location of School<br>Year graduated | | | | | | |
| **College**<br>Name and location of School<br>Year graduated | | | | | | |
| **Post-Graduate**<br>Name and location of School<br>Year graduated | | | | | | |
| Technical Seminars<br>( Use extra sheets, if necessary | | | | | | |
| 7. PRC LICENSE No. | | | | | | |

Notes: Minimum qualification requirement : Project Manager - Five (5) years, Project Engineer - Three (3) years Materials Engineer - One (1) year, Foreman - Five (5) years, Safety and Health Personnel – One (1) year

Name and Signature of Authorized Official

Date : _____

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).

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)

Standard Form Number: SF-INFR-18B-1
Revised on: July 29, 2004

## Statement of Availability of Equipment

*(Date of Issuance)*

**ANALEE G. AGUILA**
**Port Manager**
**Philippine Ports Authority**
**Port Management Office - Davao**
**Km. 10, Port Area, Sasa, Davao City**

Attention : **Ms. Elisha V. Ano-os**
**The Chairman**
**Bids and Awards Committee – Engineering Project& Procurement of Goods and Consulting Services**

Dear Sir:

In compliance with the requirements of the **Philippine Ports Authority - Port Management Office – DavaoBAC** for the bidding of the **Repair of Sasa Port Perimeter Fence Including Provision of Razor Wires for Additional Security Measures at Sasa Port, Davao City,** we certify the availability of equipment that *(Name of the Bidder)* owns, has under lease, and/or has under purchase agreements, that may be used for the construction contracts.

Very truly yours,

*(Name of Representative)*
*(Position)*
*(Name of Bidder)*

**SF-INFR-18B-2-Equipment**

## MINIMUM REQUIRED EQUIPMENT OWNED/LEASED/UNDER PURCHASED AGREEMENT PLEDGED TO THE PROPOSED PROJECT 1]

Name of Proposed Project:

Location of the Project :

| Description ( Type, Model, Make) | No. of Each | Year of Manufacture | Owned 1] Leased 2] /Under Purchase Agreement 3] | Capacity Performance | Serial No./ Motor No./ Body No. | Condition | Present Location |
|---|---|---|---|---|---|---|---|
| **Backhoe w/ Breaker, 91Hp, 0.40 cu.m.** | 1 | | | | | | |
| **Dump Truck (6.88 – 9.17 cu.m.)** | 2 | | | | | | |
| **Jack Hammer** | 2 | | | | | | |
| **Air Compressor (250 cfm)** | 2 | | | | | | |
| **Oxy-Acetylene Cutting Outfit** | 2 | | | | | | |
| **Bar Cutter, 16mm max.** | 1 | | | | | | |
| **Bar Bender, 16mm max.** | 1 | | | | | | |
| **One Bagger Mixer** | 2 | | | | | | |
| **50mm dia Concrete Vibrator with flexible shaft, gasoline engine drive** | 2 | | | | | | |
| **Steel Frames/H-Frame** | 8 | | | | | | |
| **Welding Machine, 400A** | 2 | | | | | | |
| **Portable Grinder, Heavy Duty** | 2 | | | | | | |
| **Electric Drill** | 1 | | | | | | |

Name of Firm/Applicant

Authorized Signing Official

Date : _____

**Notes:**

1] The Applicant Firm shall enumerate hereunder the equipment units it owned, under leased, and or under purchase agreement that it shall commits to use exclusively in the project.

**Incomplete required data as indicated above shall be disqualified.**

2] Equipment with purchase agreement must be owned at the time of bidding.

# CERTIFICATE OF AVAILABILITY OF LEASE OF EQUIPMENT

This is to certify that the undersigned Lessor has entered into an agreement for the lease of the equipment listed hereunder to Contractor _____ for the contract _____ _____.

| Quantity | Type/Description | Serial Number | Capacity | Condition | Location |
|---|---|---|---|---|---|
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ | _____ | _____ |

This agreement for the lease of the aforecited equipment shall be effective the moment the said contractor is declared the lowest bidder. The contract of lease shall be executed immediately after the award of the above-mentioned project to the contractors and we shall furnish a copy to the Philippine Ports Authority within 20 days after the award. It shall be our duty to verify from the Contractor when the award is made by the Philippine Ports Authority.

The above-mentioned equipment will not be pledged to other Contractors in any other project, until the above project is completed or the equipment is authorized by Philippine Ports Authority for withdrawal.

The **PROOF OF OWNERSHIP**of the above cited equipment/tools are herein attached.

This certification is being issued in favor of Mr. _____ Contractor, not merely to help him qualify for this project as I am aware that any false statements issued by me makes liable for perjury.

In case of the equipment mentioned above is not released to the Contractor on time, I agree to be blacklisted and in the future no certification of mine for the lease of equipment shall be honored by Philippine Ports Authority.

**IN FAITH** therefore I hereunto affix my signature this _____ day of_____ _____ at_____.

CONCURRED IN:

_____ _____
( Lessee ) (Affiant- Lessor)

_____ _____
( Address ) (Address)

REPUBLIC OF THE PHILIPPINES)
_____) s.s.

**SUBSCRIBED AND SWORN** TO before me this _____ day of _____, 20____ affiant exhibiting to me his Community Tax Certificate No. _____ issued on _____ at _____.

_____
Notary Public

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

Philippine Ports Authority
Port Management Office – Davao

Contract Reference Number: A190047
Repair of Sasa Port Perimeter Fence Including Provision of Razor Wires for Additional Security Measures at Sasa Port, Davao City

Standard Form Number: SF-INFR-50
Revised on: August 11, 2004

## EQUIPMENT UTILIZATION SCHEDULE

| Category / Equipment | Month | | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
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| | | | | | | | | | | | | |
| Contractor’s Name: | Name of the Procuring Entity: | | | | | Contract Name: | | | | | | |

Submitted by:

*Name of the Representative of the Bidder*
*Position*
*Name of the Bidder*

Date: ______________________

Standard Form Number: SF-INFR-51
Revised on: August 11, 2004

## AFFIDAVIT OF SITE INSPECTION

I, ___*(Representative of the Bidder)*___, of legal age, __*(civil status)*__, Filipino and residing at ___*(Address of the Representative)*__, under oath, hereby depose and say:

1. That I am the __*(Position in the Bidder)*__ of the ___*(Name of the Bidder)*___, with office at ___*(Address of the Bidder)*___;

2. That I have inspected the site for _____*(Name of the Contract)*____, located at __*(location of the Contract)*__;

3. That I am making this statement as part of the requirement for the Technical Proposal of the ___*(Name of the Bidder)*___ for __*(Name of the Contract)*__.

IN FAITH WHEREOF, I hereby affix my signature this _____ day of _____, 20___ at _____, Philippines.

_____
AFFIANT

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

_____
(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

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

# Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )
CITY/MUNICIPALITY OF _____ ) S.S.

## A F F I D A V I T

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. ***Select one, delete the other:***

   *If a sole proprietorship:* I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

   *If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. ***Select one, delete the other:***

   *If a sole proprietorship:* As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

   *If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or LocalGovernment Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

4. 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;

5. *[Name of Bidder]*is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. ***Select one, delete the rest:***

   *If a sole proprietorship:* I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   *If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

   *If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]*did not give or pay, directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project activity.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

_____
Bidder's Representative/Authorized Signatory

*[JURAT]*

# Bid Form

Date: _____

**MS. ELISHA V. ANO-OS**
BAC-EP Chairman
Philippine Port Authority – PMO Davao
Km. 10, Port Area, Sasa
Davao City

Dear Sir:

We, the undersigned, declare that:

We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract **Repair of Sasa Port Perimeter Fence Including Provision of Razor Wires for Additional Security Measures at Sasa Port, Davao City.**

(a) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered in item (d) below is: *[insert information]*, to wit:

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

(b) Our Bid shall be valid for a period of **OneHundred Twenty (120) calendar days** from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;

(c) 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;

(d) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;

(e) 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;

(f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;

(g) 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

(h) We understand that you are not bound to accept the Lowest Evaluated Bid or any other Bid that you may receive.

Name: _____

In the capacity of: _____

Signed: _____

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

Date: _____

Standard Form Number: SF-INFR-55
Revised on: August 11, 2004

## Bill of Quantities

| <Name and Location of Contract> | | | | Bill of Quantities | |
|---|---|---|---|---|---|
| Item No. | Description | Unit | Quantity | Unit Price (Pesos) | Amount (Pesos) |
| | <Description of 1st Item><br>(Pesos _____<br>____*Amount in Words*_____<br>_____<br>and _____<br>centavos per Month) | | | | |
| | <Description of 2nd Item><br>(Pesos _____<br>____*Amount in Words*_____<br>and _____<br>centavos per Month) | | | | |
| | <Description of 3rd Item><br>(Pesos _____<br>____*Amount in Words*_____<br>and _____<br>centavos per Month) | | | | |
| | <Description of 4th Item><br>(Pesos _____<br>____*Amount in Words*_____<br>and _____<br>centavos per Month) | | | | |
| | <Description of 5thItem, etc.><br>(Pesos _____<br>____*Amount in Words*_____<br>and _____<br>centavos per Month) | | | | |
| **Total Cost of Bid (inclusive of 12% VAT and all other taxes)** | | | | | ₱ |

Submitted by:

*Name of the Representative of the Bidder* Date: _____
*Position*
*Name of the Bidder*

Standard Form Number: SF-INFR-56
Revised on: August 11, 2004

Contract Name : _____
Location : _____

# CASH FLOW BY QUARTER AND PAYMENT SCHEDULE

| PARTICULAR | % WT. | 1ST QUARTER | 2ND QUARTER | 3RD QUARTER | 4TH QUARTER |
|---|---|---|---|---|---|
| ACCOMPLISHMENT | | | | | |
| CASH FLOW | | | | | |
| CUMULATIVE ACCOMPLISHMENT | | | | | |
| CUMULATIVE CASH FLOW | | | | | |

Submitted by:

*Name of the Representative of the Bidder* Date: _____
*Position*
*Name of the Bidder*