CHECKLIST AND SAMPLE FORMS

Checklist of Technical & Financial Envelope Requirements for Bidders

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (1) (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

or

☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, **(SF-INFR-10)** or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;

and

☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; **(SF-INFR-11)**

and

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

☐ (2) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **(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)**

And

☐ (3) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, **(SF-INFR-16)** except under conditions provided under the rules;

Supported with the following:

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

And

(4) Experience Record on Similarly Completed Projects; **(SF-INFR-16A)**

☐ (4) Philippine Contractors Accreditation Board (PCAB) License; **(SF-INFR-09)**
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**

☐ (5) Original copy of Bid Security.

a. The amount of **One Hundred Fifty-Four Thousand Five Hundred Forty-Four Pesos and 92/100 Only (₱154,544.92) (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; **(SF-INFR-36)** or

b. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission in amount of **Three Hundred Eighty-Six Thousand Three Hundred Sixty-Two Pesos and 30/100 Only (₱386,362.30) (5% of the ABC)**;

or

Original copy of Notarized Bid Securing Declaration;
(PRO-FORMA ATTACHED) and

☐ (6) Project Requirements, which shall include the following:

a. Organizational chart for the contract to be bid; **(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)**

☐ b. Duly Signed Statement of Availability of Key Personnel **(SF-INFR-18A-1)** (for approval by the BAC) and list of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; **(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

☐ c. Duly Signed Statement of Availability of Equipment **(SF-INFR-18B-1)** (for approval by the BAC) and list of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **(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);

and

☐ (7) Original duly signed Omnibus Sworn Statement (OSS); **(PRO-FORMA ATTACHED)**
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

☐ ***(8)*** The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

☐ (9) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC). **(SF-INFR-19)**

Class "B" Documents

☐ (10) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;
or
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. **(SF-INFR-22)**

II. FINANCIAL COMPONENT ENVELOPE

☐ (1) Original of duly signed and accomplished Financial Bid Form; **(PRO-FORMA ATTACHED) and**

Other documentary requirements under RA No. 9184

☐ (2) Original of duly signed Bid Prices in the Bill of Quantities; **(SF-INFR-55)) and**

☐ (3) Duly accomplished Detailed Estimates Form, including a summary shee indicating the unit prices of construction materials, labor rates, and equipmen rentals used in coming up with the Bid; **and**

☐ (4) Cash Flow by Quarter. **(SF-INFR-56)**

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.)

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 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 e. Address f. Telephone Nos.	Nature of Work	Contractor's Role		d. Amount at Award e. Amount at Completion f. 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 : _____

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**
Concrete Works	**Cu.M.**	**124.00**	**Title of the Project 1**		
			Title of the Project 2		

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-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
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**

Standard Form Number: SF-INFR-09**Error! Reference source not found.Error! Reference source not found.Error! Reference source not found.**
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

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

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.

REGISTRATION PARTICULARS

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

Given at Metro Manila, Philippines, on

FOR THE BOARD:

Officer-in-Charge _____

Board Secretary _____

FORM _____

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

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.

BID SECURING DECLARATION
Project Identification No.: ***[Insert 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 procurement 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 Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f),of the IRR of RA No. 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; and
    c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, 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 OR ITS 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-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. Jiji L. Beloy**
The Chairperson
Bids and Awards Committee – Engineering Projects & 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. Jiji L. Beloy**
The Chairperson
Bids and Awards Committee – Engineering Projects & 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. Jiji L. Beloy**
The Chairperson
Bids and Awards Committee – Engineering Projects & Procurement of Goods and Consulting Services

Dear Sir:

In compliance with the requirements of the **Philippine Ports Authority – PMO Davao BAC** for the bidding of the **Repair of Damaged Back-up Area and Provision of Drainage System at Malalag Port, Malalag, Davao del Sur,** 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 Name and location of School Year graduated						
High School Name and location of School Year graduated						
College Name and location of School Year graduated						
Post-Graduate Name and location of School Year graduated						
Technical Seminars (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. Jiji L. Beloy**
The Chairperson
Bids and Awards Committee – Engineering Projects & Procurement of Goods and Consulting Services

Dear Sir:

In compliance with the requirements of the **Philippine Ports Authority - Port Management Office – Davao BAC** for the bidding of the **Repair of Damaged Back-up Area and Provision of Drainage System at Malalag Port, Malalag, Davao del Sur,** 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**						
Dumptruck (9 cu.yards) all models	**1**						
Jack Hammer	**1**						
Air Compressor (186-250 cfm)	**1**						
Concrete Cutter (5 Hp)	**2**						
Road Roller (10.50 tons cap. Vibrating) (double drum)	**1**						
Road Grader (320 HP cap., 10MT)	**1**						
Bar Cutter, 16mm max.	**1**						
Bar Bender, 16mm max.	**1**						
One Bagger Mixer	**2**						
50mm dia. Concrete Vibrator with Flexible Shaft and Gasoline Engine Drive	**2**						
Welding Machine 400A	**2**						
Portable Grinder, Heavy Duty	**2**						
Electric Drill	**2**						

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

Incomplete required data as indicated above shall be disqualified.

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 _____

Omnibus Sworn Statement (Revised)

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

AFFIDAVIT

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 or authorized representative 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, or authorized representative of [Name of Bidder], I have 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

   [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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

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 Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:] The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

   a. Carefully examining all of the Bidding Documents;
   b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
   c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
   d. Inquiring or securing 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 or activity.

10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting**

any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[JURAT]

[Format shall be based on the latest Rules on Notarial Practice]

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 System 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 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 Damaged Back-up Area and Provision of Drainage System at Malalag Port, Malalag, Davao del Sur	Refer to Financial Bid

That both parties agree to be jointly 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.

Bid Form

Date: _____

Project Identification No. : **A220044**

MS. JIJI L. BELOY
BAC-EP Chairperson EP & PGCS
Philippine Port Authority – PMO Davao
Km. 10, Port Area, Sasa
Davao City

Dear Sir:

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 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: _____

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> (Pesos _____ *Amount in Words* _____ and _____ centavos per Month)				
	<Description of 2nd Item> (Pesos _____ *Amount in Words* and _____ centavos per Month)				
	<Description of 3rd Item> (Pesos _____ *Amount in Words* and _____ centavos per Month)				
	<Description of 4th Item> (Pesos _____ *Amount in Words* and _____ centavos per Month)				
	<Description of 5thItem, etc.> (Pesos _____ *Amount in Words* and _____ centavos per Month)				
Total Cost of Bid (inclusive of 12% VAT and all other taxes) >>>>>>>>>>					₱
_____ _____ **Amount in Words**					

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

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

Submitted by:

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

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
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.

Note:
(BAC Reso. No. 06-2017 – Construction Method in Narrative Form must be at least minimum of five (5) sheets).

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
Contractor's Name:	Name of the Procuring Entity:					Contract Name:						

Submitted by:

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