Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

<u>Leg</u>	al Do	<u>cuments</u>
	(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, 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; and
	(d)	Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR); and
	(e)	Barangay Certificate issued for CY 2022 where the principal office is located certifying the legitimacy of business operations.
<u>Tec</u>	chnica	<u>l Documents</u>
	(f)	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;
		 Notice to Proceed issued by the Owner; and Statement of Time Elapse duly signed by the Owner or the Project Engineer of the owner <u>as of September 25, 2022</u>; (<u>SF-INFR-15A</u>)
	(g)	and Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; Supported with the following: (SF-INFR-16)
		1. Contract; 2. CPES rating sheets (SF-INFR-17) and or Certificate of Completion; and
_		3. Certificate of Acceptance;
	(h)	andPhilippine Contractors Accreditation Board (PCAB) License; (SF-INFR-09)or
		Special PCAB License in case of Joint Ventures; <u>and</u> registration for the type and cost of the contract to be bid; (<u>SF-INFR-22</u>)

(i)	Original copy of Bid Security (SF-INFR-36). The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:
	 The amount of not less than Twenty Six Thousand Three Hundred Twenty Eight Pesos and 34/100 Only (Php26,328.34) (2% of the ABC), if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; The amount of not less than Sixty Five Thousand Eight Hundred Twenty Pesos and 85/100 Only (Php65,820.85) (5% of the ABC), if bid security is in Surety Bond. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission; or
	Original copy of Notarized Bid Securing Declaration; and
(j)	Duly Signed PERT/CPM and Construction schedule and S-Curve; (SF-INFR-41) and
(k)	Duly Signed Manpower Schedule; (SF-INFR-42)
(1)	and Duly Signed Construction Methods in Narrative Form; (SF-INFR-43)
(m)	 and Project Requirements, which shall include the following: a. Duly Signed Contractor's 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) and List of contractor's key personnel (SF-INFR-18A-2) (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
	 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 (N/A);
	4. Photocopy of the Certificate of Training of the Construction Safety and Health Personnel/Safety Officer;
	c. List of contractor's major equipment units (SF-INFR-18B-2), which are owned, leased, and/or under purchase agreements, supported by proof of ownership (OR and CR/Deed of Absolute Sale); certification of availability of equipment (Pro-forma 4 Attached) from the equipment lessor/vendor for the duration of the project, as the case may be; and lease contract agreement as well as the proof of ownership of the lessor (OR and CR/Deed of Absolute Sale – for leased equipment);

<u>and</u>

d. Duly Signed Statement of Availability of Equipment; (SF-INFR-18B-1)

Equipment Requirement:

No. of Units	Equipment
1	Air Compressor
1	Forklift (3.18T)
2	Disc Grinder
3	Scuba Diving Gear, complete accessories (goggles, wet suit, fins, BCD and regulator

	3		Scuba Diving Gear, complete accessories (goggles,
		3	wet suit, fins, BCD and regulator
		-	
_	()	and	
	(n)		zation Schedule; (SF-INFR-50)
	(0)	and Affidavit of Site	Inspection: (CF INFD F4)
	(o)	and	Inspection; (SF-INFR-51)
	(p)		fety and Health Program duly signed by the Safety Officer
	•		ne Company. Same shall be approved by the Department of
		Labor and Emp	loyment and shall be a pre-requisite in the issuance of the
		Notice to Procee	ed;
	()	and	in a longiture Comment (OCC) (Pro-E 1
Ш	(q)	Attached)	igned Omnibus Sworn Statement (OSS); (Pro-Forma 1
			e, Original Notarized Secretary's Certificate in case of a
			tnership, or cooperative; or Original Special Power of
			nembers of the joint venture giving full power and authority
		_	ign the OSS and do acts to represent the Bidder.
	(r)	Certification of	no pending case against the Government of the Philippines.
		(Pro-Forma 3 A	Attached)
Fin	ancial	Documents	
	<u></u>	<u> </u>	
	(s)	The prospective	e bidder's audited financial statements, showing, among
			spective bidder's total and current assets and liabilities,
			ved" by the BIR or its duly accredited and authorized
			the preceding calendar year which should not be earlier than
_	(1)		om the date of bid submission; and
	(t)		bidder's computation of Net Financial Contracting Capacity
		(NFCC). (<u>SF-IN</u>	<u>IFR-19)</u>
			Class "B" Documents
	(u)		aly signed joint venture agreement (JVA) in accordance with
		RA No. 4566 an	d its IRR in case the joint venture is already in existence;
		<u>or</u>	
		duly notarized st	atements 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.

II.	FIN	ANC	IAL COMPONENT ENVELOPE
		(v)	Original of duly signed and accomplished Financial Bid Form; (Pro-forma 2 Attached)
			and
	<u>Oth</u>	er doo	cumentary requirements under RA No. 9184
		(w)	Original of duly signed Bid Prices in the Bill of Quantities; (SF-INFR-55)
			<u>and</u>
		(x)	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
		(y)	Cash Flow by Quarter (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

	Authorized Managing Officer (name and signature)	NOT VALID
		SIGNATURE
	Sole Proprietorship/Partnership/Corporation	Head Officer Location (Region)
	Taxpayer Identification Number (TIN)	
	LICENSE PARTICULARS	
	License First Issue Date and Number	No.
naving complied with all the requirements for licensure in accordance with Republic Act No. 4566, as amended, and its	Validity Period of this License/Renewal)
implementing rules and regulations, is hereby authorized to engage in the construction contracting business in the	Principal Classification and Category	
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.	Other Classification/s	
This further certifies that said licensee, subject to the limitations of the above-prescribed	REGISTRATION PARTICULARS Registration Date and Number	
license validity period and registration		No.
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	Validity Period of this Registration	
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,		
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. Siven at Metro Manila, Philippines, on	to	
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. Siven at Metro Manila, Philippines, on FOR THE BOARD:	to	
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:	to	
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.	to	

Standard Form Number: SF-INFR-10

Revised on: May 11, 2004

STAMP

Contract Reference Number: RMP-SSG-01-2022 ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2022 PACKAGE 1: (1) REPAIR AND REPAINTING OF GI CHAINS, SHACKLES AND ACCESSORIES; (2) RETRIEVAL OF ONE (1) UNIT RUBBER DOCK FENDER, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY

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 s by:	style was registered in this office on
Philippine Legislature approved November 28, 1934, and Repub	, in accordance with the provisions of Act No. 3883 of the on November 14, 1931 as amended by Act No. 4147, approved lic Act No. 863, approved June 16, 1953, and in compliance with bed by the Department of Trade and Industry.
Logo of DTI	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,
AFFIX DOCUMENTARY	(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: <u>SF-INFR-15</u>

Revised on: July 29, 2004

Statement of All Ongoing Government & Private Construction Contracts including contracts awarded but not yet started

Business Name : Business Address :									
Name of Contract/Location	a. Owner Name		Contractor's Role		a.	Date Awarded	% Accompli	Value of	
Project Cost	b. Address c. Telephone Nos.	Nature of Work	Description	%	b. c.	Date Started Date of Completion	Planned	Actual	Outstanding Works
Government									
<u>Private</u>									
Note: This statement shall be							Total Co	st	
 Notice of Award and/or Cc Notice to Proceed issued b Statement of Time Elapse 		ct Engineer of the owi	ner						
Submitted by : Designation : Date :	(Printed Name &								

Philippine Ports Authority Port Management Office - SOCSARGEN

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 September 25, 2022

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	:
A		
Appı	oved by:	
Own	er / Owner's Project Engineer	

SF - 7

Standard Form Number: SF-INFR-16

Revised on: July 29, 2004

Statement of Single Largest Completed Contract (SLCC) similar to the project

Business Name : Business Address :							
Name of Contract		d. Owner Name	Nature of Work	Contractor's Role	е	d. Amount at Award	a. Date Awarded
		e. Address f. Telephone Nos.		Description	%	e. Amount at Completion f. Duration	b. Contract Effectivity c. Date Completed
Government							
			1. Painting Works				
<u>Private</u>			_				
Note: This statement shal Contract CPES rating sheets and Certificate of Acceptan	d/or Certificate				I		
Submitted by :		(Printed Name & Signature)					
Designation : Date :		·					

Standard Form Number: <u>SF-INFR-17</u>

Revised on: July 29, 2004

UPON COMPLETION RATING SHEET

Date of	Visit /	/ /	′ /
Date of	V 131L /	, ,	•

Item of Work/Descrip	tion % Weight			orkmanship Max. 0.50]
		% Weight	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 F	OR "UPON COMPLE	TION" (a x b)	
QUALITATIVE DESCRIPT	ON			
[] Outstanding > 90 [] Very Satisfactory > 80 [] Satisfactory > 70	0% 0% but ≤ 90% 0% but <u>≤</u> 80%	[] Fair [] Poor	> 60% t ≤ 60%	out <u><</u> 70%

 CPE Head / Individual
 Designation, Office
 Signature

 CPE Members
 Designation, Office
 Signature

 Resource Persons/Witnesses
 Designation, Office
 Signature

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 value of all outstanding works 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: <u>SF-INFR-22</u>

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:, clegal age,(civil status), owner/proprietor of and a resident clegal age,
- and -
, of legal age, <u>(civil status)</u> , owner/proprietor o
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 an Undertaking of the hereunder stated Contract of the Philippine Ports Authority - Port Management Office - SOCSARGEN
NAME OF PROJECT CONTRACT AMOUNT
ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2022 PACKAGE 1: (1) REPAIR AND REPAINTING OF GI CHAINS, SHACKLES AND ACCESSORIES; (2) RETRIEVAL OF ONE (1) UNIT RUBBER DOCK FENDER, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY
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 shat 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 state Contracts until terminated by both parties.
Done this day of, in the year of our Lord
Note:
JVA should be Notarized.

Standard Form Number: <u>SF-INFR-36</u> Revised on: July 29, 2004

FORM OF BID SECURITY (BANK GUARANTEE)

	<u>(Name of Bidder)</u> (hereinafter called "the Bidder") has submitted his bid dated for the <u>(Name of Contract)</u> (hereinafter called "the Bid").
our registere unto <u>(Nai</u>	IEN by these presents that We <u>(Name of Bank)</u> of <u>(Name of Country)</u> having do office at (hereinafter called "the Bank" are bound me of <u>Procuring Entity</u> (hereinafter called "the Entity") in the sum of for which payment well and truly to be made to the said Entity the Bank binds successors and assigns by these presents.
SEALED with	the Common Seal of the said Bank this day of 20
THE CONDIT	IONS of this obligation are that:
	if the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid; or
	if the Bidder does not accept the correction of arithmetical errors of his bid price ir accordance with the Instructions to Bidder; or
	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:
	 fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
	fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;
demand, with Entity will no	e to pay to the Entity up to the above amount upon receipt of his first writter hout the Entity having to substantiate its demand, provided that in his demand the te that the amount claimed by it is due to the occurrence of any one or combination (3) conditions stated above.
deadline for may be exte	ee will remain in force up to and including the date days after the submission of Bids as such deadline is stated in the Instructions to Bidders or as it nded by the Entity, notice of which extension(s) to the Bank is hereby waived. Any espect of this Guarantee should reach the Bank not later than the above date.
DATE	SIGNATURE OF THE BANK
WITNESS	SEAL
(Sign	nature, Name and Address)

Bid-Securing Declaration

(REPUBLIC OF THE PH	ILIPPINES)
CITY OF) S.S.
X	<u>y</u>

Invitation to Bid [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 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 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 Responsive Bid, and I/we have furnished the performance security and signed the Contract.

Philippine Ports Authority Port Management Office - SOCSARGEN Contract Reference Number: RMP-SSG-01-2022 ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2022 PACKAGE 1: (1) REPAIR AND REPAINTING OF GI CHAINS, SHACKLES AND ACCESSORIES; (2) RETRIEVAL OF ONE (1) UNIT RUBBER DOCK FENDER, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY

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
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

Standard Form Number: <u>SF-INFR-41</u> Revised on: August 11, 2004

F	RT	/	CPM	

									<u>P</u>	ER	<u>T /</u>	CF	<u> M</u>															
									(Pr	ovi	de a	ano	the	er sl	nee	t, if	ne	ces	sar	у)								
					C	ons	stru	ucti	ion	Sc	he	dul	e a	nd	S-(Cur	<u>ve</u>											
Contract : Location :																												
	Item#	Description		Mon	th 1			Mon	ith 2			Mon	ıth 3															
	100111#	Description	1		3				3				3			1			I		\rightarrow	\neg	\neg	$\overline{}$	\dashv	$\neg \tau$	\neg	
Project Duration: Submitted by:	90 C.D.																											
Name and Signatu Position Name of the Bidde		resentative of the Bidder															Da	ate:										

MANPOWER SCHEDULE

Standard Form Number: <u>SF-INFR-42</u> Revised on: August 11, 2004

Category		Moi	nth 1			Mon	th 2			Mor	th 3										
	1	2	3	4	1	2	3	4	1	2	3	4									Т
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ntractor's Name:	Nan	ne of	the P	rocur	ina F	ntity:			Cont	ract l	Name										
incractor 5 Name:	l'vai	110 01		. ocui	mg L	icicy.			COIN	.i uct i	T	•									

Project Duration: 90 C

Submitted by:

Name and Signature of the Representative of the Bidder Position Name of the Bidder

Date:	

Standard Form Number: <u>SF-INFR-43</u> 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: <u>SF-INFR-44</u> 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
Name of the Representative of the Bidder Date: Position Name of the Bidder

Standard Form Number: <u>SF-INFR-45</u> Revised on: August 11, 2004

Contractor's Letter-Certificate to Procuring Entity

Date of Issuance

ATTY. CESAR M. DATAYA

Port Manager

Philippine Ports Authority

Port Management Office - SOCSARGEN

Makar Wharf, Labangal, General Santos City

Attention : **DEOLITO B. TORREFIEL** Chairperson

Bids and Awards Committee

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 <u>(Designation)</u> 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 <u>(Designation)</u>, 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 <u>(Designation)</u> 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 <u>(Designation)</u>, 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 Ridder)

Philippine Ports Authority Port Management Office - SOCSARGEN Contract Reference Number: RMP-SSG-01-2022 ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2022 PACKAGE 1: (1) REPAIR AND REPAINTING OF GI CHAINS, SHACKLES AND ACCESSORIES; (2) RETRIEVAL OF ONE (1) UNIT RUBBER DOCK FENDER, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY

CONCURRED IN:
(Name of Engineer)
(Address)

Standard Form Number: <u>SF-INFR-46</u> Revised on: August 11, 2004

Key Personnel's Certificate of Employment

Issuance Date

ATTY. CESAR M. DATAYA

Port Manager

Philippine Ports Authority

Port Management Office - SOCSARGEN

Makar Wharf, Labangal, General Santos City

handle only one (1) contract at a time.

DEOLITO B. TORREFIEL Attention Chairperson **Bids and Awards Committee** Dear Sir: I am <u>(Name of Nominee)</u> a Licensed ____ Engineer with Professional License issued on <u>(date of issuance)</u> at <u>(place of issuance)</u>. I hereby certify that _____(Name of Bidder)_ has engaged my services as (Designation)_ for (Name of the Contract), if awarded to it. (Designation) , I supervised the following completed projects similar to the contract under bidding): **NAME OF PROJECT** COST **DATE COMPLETED** OWNER 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 <u>(Designation)</u>, 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

Contractor to qualify for the Contract without any firm commitment on my part to assume the post of <u>(Designation)</u> therefore, if the contract is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as <u>(Designation)</u> in any future <u>(Name of Exercise 1)</u>

I do not allow the use of my name for the purpose of enabling the above-mentioned

Philippine Ports Authority Port Management Office - SOCSARGEN Contract Reference Number: RMP-SSG-01-2022 ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2022 PACKAGE 1: (1) REPAIR AND REPAINTING OF GI CHAINS, SHACKLES AND ACCESSORIES; (2) RETRIEVAL OF ONE (1) UNIT RUBBER DOCK FENDER, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY

<u>the Procuring Entity)</u> bidding or employment with any (Name of the Procuring Entity) .	Contractor doing bus	siness with the
	(Signature o	f Engineer)
DRY SEAL		
Republic of the Philippines)) S.S.		
SUBSCRIBED AND SWORN TO before me thisexhibiting to me his Residence Certificate No	day of issued on	20affiant at
	Notary Public Until Decem	c ber 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)

ATTY. CESAR M. DATAYA

Port Manager

Philippine Ports Authority

Port Management Office - SOCSARGEN

Makar Wharf, Labangal, General Santos City

Attention : **DEOLITO B. TORREFIEL**

Chairperson

Bids and Awards Committee

Dear Sir:

In compliance with the requirements of the Philippine Ports Authority –PMO SOCSARGEN BAC for the bidding of the ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2022 PACKAGE 1: (1) REPAIR AND REPAINTING OF GI CHAINS, SHACKLES AND ACCESSORIES; (2) RETRIEVAL OF ONE (1) UNIT RUBBER DOCK FENDER, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS 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

MINIMONI REQUIRED ALL EIGAN			INMONET LEGONALET KOTOGED TO BE ACCIONED IN THE I ROSECT					
		Project Manager	Project Engineer	Accredited DPWH Materials Engineer	Master Electrician	Foreman	Qualified/Certified Safety and Health Personnel	Other positions (as deemed necessary by the applicant-firm for this project
1.	Name				N/A			
2.	Address				N/A			
3.	Date of Birth				N/A			
4.	Citizenship				N/A			
5.	Civil Status				N/A			
6.	Education				N/A			
	Elementary				N/A			
	Name and location of School							
	Year graduated							
	High School				N/A			
	Name and location of School							
	Year graduated							
	College				N/A			
	Name and location of School							
	Year graduated							
	Post-Graduate				N/A			
	Name and location of School							
-	Year graduated				NI/A			
	Technical Seminars				N/A	N 1/A		
(U:	se extra sheets, if necessary					N/A		
7.	PRC LICENSE No.				N/A	N/A		

Notes: Minimum qualification requirement for relevant experience:	Project Manager –Three (3) years, Project Engineer –Three (3) years, Materials Engineer –Three (3) years, Foreman – Three (3) years, Safety and Health Personnel- One (1) year
Name and Signature of Authorized Official	_

Standard Form Number: <u>SF-INFR-47</u> Revised on: August 11, 2004

(particulars of the project

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. <u>Fill up a form for each person.</u>

-	Authorized Managing Officer / Rep	presentative
-	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 (months) (year)	: Year from (months) (year)To
8.	Years of Experience	:
	Name and Address of Employer	Length of Service year(s) from to year(s) from to year(s) from to
10.	Experience:	
		(10) years of experience. (Attached as many pages as 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	

Philippine Ports Authority Port Management Office - SOCSARGEN Contract Reference Number: RMP-SSG-01-2022 ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2022 PACKAGE 1: (1) REPAIR AND REPAINTING OF GI CHAINS, SHACKLES AND ACCESSORIES; (2) RETRIEVAL OF ONE (1) UNIT RUBBER DOCK FENDER, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY

	(Place and Date)			(The Authori	ized Represe	entative)
	s hereby certified that the above parded to our company.	erso	onnel can b	e assigne	d to this pr	oject, if the	contract is
	ne and Signature of Employee						
			to		(months)		(years)
8.	Assignment Period	:	from		(months)		(years)
7.	Structures for which the employee was responsible	:					
6.	Position	:					
5.	Contract Amount Expressed in Philippine Currency	:					
	components and any other particular interest connected with the project	ılar :t):					

Standard Form Number: SF-INFR-18B-1

Revised on: July 29, 2004

Statement of Availability of Equipment

(Date of Issuance)

ATTY. CESAR M. DATAYA

Port Manager

Philippine Ports Authority

Port Management Office - SOCSARGEN

Makar Wharf, Labangal, General Santos City

Attention : DEOLITO B. TORREFIEL

Chairperson

Bids and Awards Committee

Dear Sir:

In compliance with the requirements of the Philippine Ports Authority - Port Management Office - SOCSARGEN BAC for the bidding of the ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2022 PACKAGE 1: (1) REPAIR AND REPAINTING OF GI CHAINS, SHACKLES AND ACCESSORIES; (2) RETRIEVAL OF ONE (1) UNIT RUBBER DOCK FENDER, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS 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 O	WNED/LEAS	ED/UNDER PU	RCHASED AGREE	MENT PLEDGE	D TO THE PROPO	SED PROJECT	
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
Name of Firm/Applicant	_						
Authorized Signing Official							

Notes:

Date : _____

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.

Pro-forma 4

CERTIFICATE OF AVAILABILITY OF LEASE OF EQUIPMENT

listed	·	undersigned Lessor has entere hereunder	to	for	of the equipment Contractor the contract
Quantity	<u>Type/Description</u>	Serial Number	Capacity	Condition	Location
project t shall be	the lowest bidder. The cor o the contractors and we sh our duty to verify from the The above-mentioned equ	ase of the aforecited equipment stract of lease shall be executed all furnish a copy to the Philipp Contractor when the award is no ipment will not be pledged to dent ent is authorized by Philippine I	immediately after the bine Ports Authority wande by the Philippine other Contractors in a	e award of the a vithin 20 days a e Ports Authorit ny other project	above-mentioned fter the award. It ty.
1 3		RSHIP of the above cited equip	·		
merely to perjury.		issued in favor of Mrs project as I am aware that			
and in th	ne future no certification of IN FAITH therefore I	mentioned above is not release mine for the lease of equipmen hereunto affix my signatu	t shall be honored by are this day	Philippine Port	s Authority.
CONCU	JRRED IN:		·		
	(Lessee)			(Affiant- Les	sor)
	(Address)			(Address)	1
	LIC OF THE PHILIPPINE				
	ng to me his Commun	WORN TO before me this ity Tax Certificate No.			
				Notary Pu	blic
Page No Book No	o o o f				

Standard Form Number: <u>SF-INFR-50</u> Revised on: August 11, 2004

EQUIPMENT UTILIZATION SCHEDULE

Category		Mor	nth :	1		Mon	th 2			Mon	th 3										
	1	2	3	4	1	2	3	4	1	2	3	4									
	<u> </u>																				
					<u> </u>													<u> </u>			
Contractor's Name:		ame tity		the	Pro	cur	ing		Со	ntra	act I	Nam	ne:								

		_			
Droi	oct.	Din	ration	· an	CD
FIUI	CCL	νui	auon	. 50	C.D.

Submitted by:

<u>Name and Signature of the Representative of the Bidder Position</u>

<u>Name of the Bidder</u>

Date: _____

Standard Form Number: <u>SF-INFR-51</u> Revised on: August 11, 2004

AFFIDAVIT OF SITE INSPECTION

I, <u>(Representative of the Bidder)</u> , of leg <u>(Address of the Representative)</u> , under oath	al age, <u>(civil status)</u> , Filipino and residing at , hereby depose and say:
1. That I am the <u>(Position in the Bidder)</u> ; (Address of the Bidder);	of the <u>(Name of the Bidder)</u> , with office a
2. That I have inspected the site for; of the Contract);	<u>(Name of the Contract)</u> , located at <u>(location</u>
3. That I am making this statement as part(Name of the Bidder) for(Name	of the requirement for the Technical Proposal of the eof the Contract)
IN FAITH WHEREOF, I hereby affix my signal in the second s	gnature this day of, 20 at
	AFFIANT
SUBSCRIBED AND SWORN TO before me this	, day of 2022, affiant exhibiting to
	(Notary Public)
	Until PTR No Date Place TIN
Doc. No Page No Book No	

Pro-forma 1

Omnibus Sworn Statement

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:

2. 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];

3. 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] [insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative];

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], accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

- 4. [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;
- 5. 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;
- 6. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
- 7. 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;

- 8. [Name of Bidder] complies with existing labor laws and standards; and
- 9. [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].
- 10. [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.

IN WITNESS WHEREOF, I have here	unto set my hand this day of, 2022 at
, Philippines.	
	Bidder's Representative/Authorized Signatory

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

	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	

^{*} This form will not apply for WB funded projects.

Pro-forma 2

Bid Form

Date:	

DEOLITO B. TORREFIEL Chairperson

Philippine Port Authority – PMO SOCSARGEN Makar Wharf, Labangal, General Santos City

Dear Sir:

We, the undersigned, declare that:

We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract ROUTINE MAINTENANCE OF PORT PHYSICAL FACILITIES PROJECT 2022 PACKAGE 1: (1) REPAIR AND REPAINTING OF GI CHAINS, SHACKLES AND ACCESSORIES; (2) RETRIEVAL OF ONE (1) UNIT RUBBER DOCK FENDER, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS 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: <u>[insert information]</u>, to wit:

ITEM NO.	DESCRIPTION	TOTAL AMOUNT (PESO)
BILL NO. 1	GENERAL EXPENSES	
1.01	Mobilization/ Demobilization Works including construction and clearing of temporary facility	
1.02	Construction Safety and Health Program.	
BILL NO. 2	REPAIR AND REPAINTING OF GI CHAINS, SHACKLES AN ACCESSORIES	ND
2.01	Removal and Surface area preparation/cleaning of GI Chains, Shackles and Accessories	
2.02	Repainting of GI chains, shackles and accessories	
2.03	Re-installation of GI Chains, shackles and accessories	
BILL NO. 3	RETRIEVAL OF ONE (1) UNIT RUBBER DOCK FENDER	
3.01	Retrieval of 1 unit cylindrical Rubber Dock Fender (RDF) within cal.390-400 at Berth 6	

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

- (b) Our Bid shall be valid for a period of **One Hundred 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:	
and dapadity on	
Signed:	
Duly authorized to sign the Bid for and on behalf of:	
Date:	

Standard Form Number: <u>SF-INFR-55</u> Revised on: August 11, 2004

Bill of Quantities

<nam< th=""><th>ne and Location of Contract></th><th></th><th></th><th>Bill</th><th>of Quantities</th></nam<>	ne and Location of Contract>			Bill	of Quantities
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
	<pre><description 1st="" item="" of=""> (Pesos</description></pre>				
	<pre><description 2nd="" item="" of=""> (Pesos</description></pre>				
	<pre><description 3rd="" item="" of=""> (Pesos</description></pre>				
	<pre><description 4th="" item="" of=""> (Pesos</description></pre>				
	<pre><description 5thitem,="" etc.="" of=""> (Pesos</description></pre>				
	<u> </u>	S	ub-Total fo	r this Page	

Submitted by:	
Name of the Representative of the Bidder	Date:
<u>Position</u> <u>Name of the Bidder</u>	

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 and Signature of the Representative of the Bidder	Date:	
<u>Position</u>		
Name of the Bidder		

Pro-forma 3

CERTIFICATE OF NO PENDING CASE(S) AGAINST THE GOVERNMENT

l,	, owner of				
do hereby certify that I hav government as of this date.	e not filed any case				the
That in case it is found lat shall be disqualified from Philippine Ports Authority (F	participating in all				
That I am issuing this Transportation (DOTr) and 9184 (Government Procur pursuant to DOTr Memoran	in line with the procrement Reform Act	urement pr t) for a st	inciples unde reamlined bi	er Republic dding proc	Ac
This certification is i	ssued this	_ day	of	_, 2022	a
		Name and	l Signature o	f the Owner	-
Subscribed and sworn to before me this		of	, 2022	at	
			NOTARY PL	JBLIC	