Initial Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

☐ (b) Barangay Certificate issued for **CY 2025** where the principal office is located certifying the legitimacy of business operations.

Technical Documents

☐ (c) Philippine Contractors Accreditation Board (PCAB) License (Small A);

☐ (d) **Original copy of Bid Security** which shall be in the form of: **Original copy of Notarized Bid Securing Declaration**

☐ (e) 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;
☐ 4. Photocopy of the Certificate of Training of the Construction Safety and Health Personnel/Safety Officer;

☐ (f) List of contractor's **Major Equipment** units **(SF-INFR-18B-2)**, which are owned, leased, and/or under purchase agreements.

No. of Units	Equipment
1	Power Water Sprayer
1	Air compressor

☐ (g) Duly Notarized **Statement of Availability of Equipment**; **(SF-INFR-18B-1)**

☐ (h) **Original duly signed and Notarized Omnibus Sworn Statement** (OSS); (**Pro-Forma 1 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.

(i) Certification of no pending case against the Government of the Philippines. (**Pro-Forma 3 Attached**)

(j) Single Largest Completed Contract (SLCC) - Concrete Works **(no need for supporting requirements)**

(k) List of Ongoing Government/Private Projects **(no need for supporting requirements)**

II. FINANCIAL COMPONENT ENVELOPE

☐ (l) Original of duly signed and accomplished **Financial Bid Form** Reflecting bid prices in the bill of quantities; **(Pro-forma 2 Attached)**

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

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

Bid-Securing Declaration

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

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.

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 _____

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	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 Name and location of School Year graduated				N/A N/A N/A			
High School Name and location of School Year graduated				N/A N/A N/A			
College Name and location of School Year graduated				N/A N/A N/A			
Post-Graduate Name and location of School Year graduated				N/A N/A N/A			
Technical Seminars (Use extra sheets, if necessary				N/A	N/A		
7. PRC LICENSE No.				N/A	N/A		

Notes: Minimum qualification requirement for relevant experience :

Project Manager –One (1) year, Project Engineer – One (1) year, Materials Engineer – One (1) year, Foreman – One (1) year, 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)

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 **NEGOTIATED PROCUREMENT - MPF-SSG-09-2025 - WATERPROOFING OF NORTH GATE, 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)

Notarized

Pro-forma 1

Omnibus Sworn Statement

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

A F F I D A V I T

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

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 hereunto set my hand this __ day of ___, **2024** 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 _____.

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 ____

* This form will not apply for WB funded projects.

Standard Form Number: SF-INFR-15
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 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		

Submitted by : _____
(Printed Name & Signature)

Designation : _____

Date : _____

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 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		**1. Painting Works** **2. Waterproofing Works**				
Private						

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

SF-INFR-18B-2-Equipment

MINIMUM REQUIRED EQUIPMENT OWNED/LEASED/UNDER PURCHASED AGREEMENT PLEDGED TO THE PROPOSED 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

Date : _____

Notes:
1] The Applicant Firm shall enumerate hereunder the equipment units it owned, under leased, and or under purchase agreement that it shall commits to use exclusively in the project.
Incomplete required data as indicated above shall be disqualified.

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

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 **WATERPROOFING OF NORTH GATE, 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)

Pro-forma 3

CERTIFICATE OF NO PENDING CASE(S) AGAINST THE GOVERNMENT

I, _____, owner of _____ do hereby certify that I have not filed any case nor have pending cases against the government as of this date.

That in case it is found later that I have pending cases against the Government, I shall be disqualified from participating in all bidding activities undertaken by the Philippine Ports Authority (PPA).

That I am issuing this certificate as a requirement of the Department of Transportation (DOTr) and in line with the procurement principles under Republic Act 9184 (Government Procurement Reform Act) for a streamlined bidding process pursuant to DOTr Memoranda dated June 26, 2018 and November 15, 2018.

This certification is issued this ____ day of _____, **2025** at _____.

_____
Name and Signature of the Owner

Subscribed and sworn to before me this _____ of _____, **2025** at _____.

_____
NOTARY PUBLIC

Pro-forma 2

Financial Bid Form

Date: _____

We hereby offer you with the item order hereunder with our bid price shown below:

NEGOTIATED PROCUREMENT - MPF-SSG-09-2025 - WATERPROOFING OF NORTH GATE, PORT OF GENERAL SANTOS, MAKAR WHARF, GENERAL SANTOS CITY					
Item No.	**Description**	**Quantity**	**Unit**	**Unit Cost**	**Total Cost**
Bill No. 1	**GENERAL EXPENSES**				
1.01	Construction Safety and Health Program	1	Lot		
Bill No. 2	**WATERPROOFING OF ROOF DECK AT NORTH GATE**				
2.01	Cleaning and preparation of surface areas including removal of unnecessary debris on the surface areas to be waterproofed	778	Sq.m		
2.02	Supply and Application of Asphalt Base Primer and Asphalt Base Membrane - 4mm slated, includes unrolling, heating and pressing of fabric membrane on Northgate roof deck including vertical flashings including water leak test	778	Sq.m		
TOTAL AMOUNT OF BID in figures (Inclusive of 5% VAT)					
TOTAL AMOUNT OF BID in words:					

Name: _____

Legal Capacity: _____

Signature: _____

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

Date: _____