

INSTRUCTION TO BIDDERS

The bidder shall prepare and submit One (1) Original and Two (2) sets of certified true copies reproduced from the Original in two (2) sealed envelopes clearly, marked/labeled with Project description/title, Name of Company and "Envelope 1" and "Envelope 2", to the Bid and Award Committee (BAC) the required Bid Documents on or before the deadline for submission stated in the Request for Quotation as advertised for the particular project/contract to be bid. The Bids submitted after the deadline shall be rejected by the BAC and the same shall not be opened. All pages should be signed by the authorized signatory.

A. The envelope marked "Envelope 1" shall contain the following formation/documents:

1. Certified True Copy of Valid PCAB License
2. Certified True Copy of Valid DTI Business name Registration or SEC Registration
3. Certified True Copy of Current Mayor's Permit
4. Certified True Copy of Phil-GEPS Registration
5. Certified True Copy of VAT Certificate of Registration
6. Certified True Copy of Tax Clearance Certificate
(Note: required to submit a Tax Clearance Certificate as finally reviewed and approved by the Bureau of Internal Revenue prior to final billing, per E.O. 398, s of 2005)
7. Certified True Copy of Latest Income and Business Tax Returns
8. Omnibus Sworn Statement
9. List of Equipment, either owned, Leased and/or has under Purchase Agreement to be used for the execution of the project, if applicable.

B. The envelope marked "Envelope 2" shall contain the following information/documents:

1. Bid Proposal / Quotation
2. Bill of Quantities
3. Detailed estimates including a summary sheet indicating the unit prices of materials, labor rates and equipment rentals used in coming up with the bid and Cash Flow/Bar Chart

The bidding will be conducted through Small Value Procurement (SVP) procedure using a non-discretionary **"pass/fail"** criterion as specified in the Implementing Rules and Regulations (IRR) of the Republic Act. (RA) No. 12009. The bid evaluation/award criterion to be used is the **"Lowest Calculated Responsive Bid"** (LCRB).