

Philippine Ports Authority
PORT MANAGEMENT OFFICE OF BICOL
BIDS AND AWARDS COMMITTEE

INSTRUCTIONS TO BIDDERS

**MAINTENANCE OF TERMINAL MANAGEMENT OFFICE BUILDING, PORT OF
PASACAO, CAMARINES SUR
(Contract No. BCL 25-05 EP)**

- I. Contractor-applicant must use and accomplish all the attached/supplied Forms. If space is not enough on any of the Forms, contractor- applicant shall reproduce said Forms. All Forms applicable to the contractor-applicant must be correctly, properly and completely filled-up. (Do not leave any column in the Form vacant. Write "not applicable" or "none", whichever is appropriate, in the columns that are not applicable to the Applicant-Firm/Contractor.)
- II. All attached supporting photocopied documents must be marked or stamped "certified true copy" by the applicant-firm and duly signed by the authorized officer of the said firm.
Submission of false statements or misrepresentation and/or withholding of required and pertinent information shall be ground for disqualification and imposition of applicable sanctions under the revised IRR of RA 9184.
- III. Bids shall be submitted before the published deadline, otherwise it shall be marked "LATE" and shall not be accepted.
- IV. following documents: (Note: Section 8.5.2, 2016 IRR of 9184 -All bidders shall upload and maintain in Philgeps a current and updated file of the Class A eligibility documents under Section 23.1(a) and 24.1(a).
 1. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
 2. PCAB License
 3. Omnibus Sworn Statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:
 1. It is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB.
 2. 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;
 3. It is authorizing the Port Manager or his duly authorized representative/s to verify all the documents submitted;
 4. The signatory is the authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint;
 5. It complies with the disclosure provision under Section 47 of the Act in relation to the other provisions of RA 3019;
 6. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
 7. It complies with existing labor laws and standards.
 8. It is aware and has undertaken the responsibilities as a bidder in compliance with the bidding documents which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all condition, 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. That the bidder did not give or pay 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 project or activity
- 4. Latest income and business tax returns;
- 5. Certificate of PhilGEPS Registration
- V. The Second Envelope or the Financial Component of the Bid shall contain the following documents:
- VI.
 - 1. Bid Proposal in the prescribed form
 - 2. Bid Prices in the Bill of Quantities in the prescribed form;
 - 3. Detailed Estimates
 - 4. Summary Sheets of Construction Materials, Labor and Equipment used in coming up with the bid
 - 5. Cash Flow and Payment Schedule
- VII. Bidders must use and properly accomplish all the supplied Forms. Bidders shall fill out all the supplied forms very legibly and shall likewise attach clear and legible copies of supporting documents duly authenticated by the authorized signing official.
- VIII. Bidders shall use legal size (8.5 x 13 in) bond paper in their Technical and Financial Proposals.
- IX. All pages of the Technical and Financial Proposals, including the attached documents, shall be chronologically paged at the bottom right side of each page and shall be signed/authenticated by the authorized signatory. Failure to comply with this requirement shall mean a failed rating on the particular document.
- X. The Technical and Financial Proposals shall be provided with "cover" and "table of contents", samples of which are hereto attached.
- XI. Bidders shall submit Four (4) sets (one original and three clear photo copies) of their Technical and Financial Proposals. All sets shall be properly book bound and marked original or photocopy as to the case may be.

Properly book-bound means cloth-bound, hard-bound or paper-bound. Combo-bound (or ring-bound), fastener-bound or stapler-bound, or with loose page/s, are not considered book-bound, and the same shall be returned to the prospective bidder unscreened/ unevaluated.

- 1. The original and three (3) copies of the Technical Proposal shall be placed in one (1) envelope (or properly wrapped together), duly sealed and marked as "Technical Proposal/Bid".
- 2. The original and three (3) copies of the Financial Proposal shall be placed in another envelope (or properly wrapped together), duly sealed and marked as "Financial Proposal/Bid".
- 3. In case of conflict between the original and the copies, the original shall prevail.
- 4. The envelopes containing the Technical and Financial Proposals shall then be placed in a single envelope (or properly wrapped together), duly sealed, with the following markings:
 - a) Addressed to the BAC Chairman
 - b) Name and Address of the Procuring Entity
 - c) Name of the Contract to be Bid
 - d) Name and Address of Bidder
 - e) Shall bear a warning "DO NOT OPEN BEFORE _____", the scheduled time and date of the Opening of Bids.

- XII. Failure to comply with any of the above requirements shall be a ground for disqualification.
- XIII. For further clarification regarding the above instructions, please call the Contact Person/s as indicated in the Invitation to Bid for the contract to be bid.
- XIV. Please be guided accordingly.


DENNIS M. POPATCO
BAC Chairperson