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BIODIVERSITY MANAGEMENT BUREAU**

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# **BIDDING DOCUMENTS**

## **PROPOSED REPAIR AND RENOVATION OF AGUILA HALL IN BULWAGAN NINOY (ABC:P997,258.88)**

**BIDS AND AWARDS  
COMMITTEE**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the “Works”) through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.
- d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# ***Glossary of Terms, Abbreviations, and Acronyms***

**ABC** – Approved Budget for the Contract.

**ARCC** – Allowable Range of Contract Cost.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**Contractor** – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

**DTI** – Department of Trade and Industry.

**Foreign-funded Procurement or Foreign-Assisted Project** – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PCAB** – Philippine Contractors Accreditation Board.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.

***Section I. Invitation to Bid***





Republic of the Philippines  
Department of Environment and Natural Resources  
**BIODIVERSITY MANAGEMENT BUREAU**  
Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, 1100 Quezon City  
Tel. Nos.: (632) 8924-6031 to 35 | Fax: (632) 8924-0109, (632) 8920-4417  
Website: <https://bmb.gov.ph> | E-mail Address: [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph)

## INVITATION TO BID No. 2024-063

The Biodiversity Management Bureau (BMB), through the Bids and Awards Committee (BAC) invites contractors to bid for the hereunder project:

Name of Project : **PROPOSED REPAIR AND RENOVATION OF AGUILA HALL IN BULWAGAN NINYO**  
Brief Description : Furnishing of labor, materials and equipment necessary to complete the project located inside the Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon City  
Approved Budget  
For the Contract : P997,258.88  
Source of Funding : Fund 101. PAP (Protected Areas Development and Management)  
Contract Duration : 60 Calendar Days

Prospective bidders should have completed a similar contract with a value of at least 50% of the ABC, and have key personnel and equipment available for the execution of the contract. Conduct of a site inspection is a requirement before the submission of bid proposals. The deadline for submission of bid proposals will be on DEC 12 2024 at the BMB-BAC Secretariat, Administrative and Finance Building, Ninoy Aquino Parks and Wildlife Center, North Avenue, Diliman, Quezon City. The BAC will conduct post-qualification of the lowest calculated bid.

A complete set of Bidding Documents may be acquired by interested Bidders starting NOV 27 2024, from the given address and website(s) below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Pesos (P1,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

The **Biodiversity Management Bureau** will hold a Pre-Bid Conference on NOV 27 2024, **1:30 p.m. at BMB Conference Room, Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon City** which shall be open to prospective bidders.

The Biodiversity Management Bureau will assume no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of the bid.

Approved for Posting:

  
ANSON M. TAGTAG  
Chairperson, BAC



## ***Section II. Instructions to Bidders***

## 1. Scope of Bid

The Procuring Entity, **BIODIVERSITY MANAGEMENT BUREAU** invites Bids for the **PROPOSED REPAIR AND RENOVATION OF AGUILA HALL IN BULWAGAN NINOY**, with Project Identification Number **ITB No. 2024-063**.

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for **FY 2024** in the amount of **P997,258.88**.

2.2. The source of funding is:

Fund 101. PAP (Protected Areas Development and Management)

## 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## 4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex “I” of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## 5. Eligible Bidders

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.  
  
A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.
- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## 6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

***Subcontracting is not allowed.***

- 7.1. Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **BMB Conference Room, Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon City, 1:30PM** and/or through videoconferencing/webcasting } as indicated in paragraph 3 of the **IB**.

## **9. Clarification and Amendment of Bidding Documents**

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## **10. Documents Comprising the Bid: Eligibility and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.
- 10.3. A valid special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **11. Documents Comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Alternative Bids**

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

## **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

## **14. Bid and Payment Currencies**

14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

14.2. *Payment of the contract price shall be made in:*

- a. Philippine Pesos.

## **15. Bid Security**

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

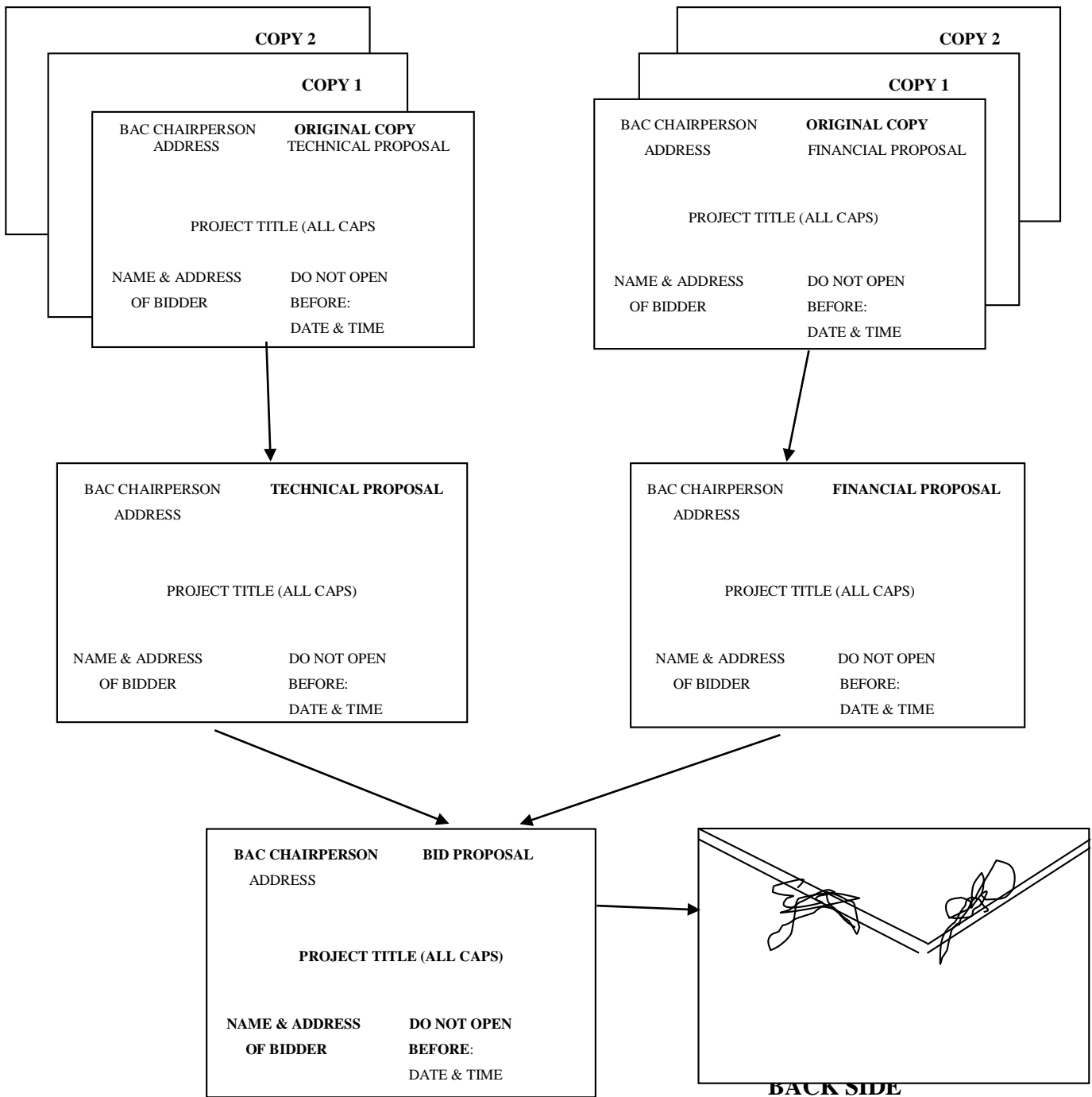
15.2. The Bid and bid security shall be valid until **120 Calendar Days**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **16. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid. The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## SEALING and MARKINGS of BID ENVELOPES



**NOTE: 1. ALL ENVELOPES (ORIGINAL COPY, COPY NO.1 AND COPY NO. 2) MUST BE PROPERLY LABELED, SEALED AND SIGNED INCLUDING THE MOTHER ENVELOPE**

2. ALL SUBMITTED DOCUMENTS MUST BE SIGNED BY THE BIDDER'S AUTHORIZED SIGNATORY

3. INDEX TABS/EAR TAGS MUST BE PROVIDED FOR EASY REFERENCE/SCANNING

## 17. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## 18. Opening and Preliminary Examination of Bids

18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

## 20. Post Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract



The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

***Section III. Bid Data Sheet***

# Bid Data Sheet

ITB Clause	
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:</p> <p style="text-align: center;"><b><i>Construction or similar structures</i></b></p>
7.1	<p><i>[Specify the portions of Works and the maximum percentage allowed to be subcontracted, which shall not be significant, or material components of the Project as determined by the Procuring Entity.]</i></p> <p style="text-align: center;"><b><i>Sub-contracting is not allowed</i></b></p>
10.3	<p><i>[Specify if another Contractor license or permit is required.]</i></p> <p style="text-align: center;"><b><i>Philippine Contractor's Accreditation Board (PCAB) License</i></b></p>
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p>
10.5	<p>The minimum major equipment requirements are the following:</p>
12	<p><i>[Insert Value Engineering clause if allowed.]</i></p> <p style="text-align: center;"><b><i>Not Applicable</i></b></p>
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>a. The amount of not less than <b><i>P19,451.17</i></b> equivalent to two (2%) of <b><i>ABC: P997,258.88</i></b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. The amount of not less than <b><i>P19,500.00</i></b> equivalent to five (5%) of <b><i>ABC: P49,862.94</i></b> if bid security is in Surety Bond.</li> </ol>
19.2	<p style="text-align: center;"><b><i>Partial bids are not allowed</i></b></p>
20	<p><i>[List licenses and permits relevant to the Project and the corresponding law requiring it, e.g. Environmental Compliance Certificate, Certification that the project site is not within a geohazard zone, etc.]</i></p>

21	Construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE.
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## ***Section IV. General Conditions of Contract***

## 1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

## 2. **Sectional Completion of Works**

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

## 3. **Possession of Site**

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

## 4. **The Contractor's Obligations**

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

## 5. **Performance Security**

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the SCC supplemented by any information obtained by the Contractor.

## **7. Warranty**

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

## **8. Liability of the Contractor**

Subject to additional provisions, if any, set forth in the SCC, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## **9. Termination for Other Causes**

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in ITB Clause 4.

## **10. Day works**

Subject to the guidelines on Variation Order in Annex "E" of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the SCC, the Day works rates in the

Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

## **11. Program of Work**

11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.

11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## **12. Instructions, Inspections and Audits**

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

## **13. Advance Payment**

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex "E" of the 2016 revised IRR of RA No. 9184.

## **14. Progress Payments**

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

## **15. Operating and Maintenance Manuals**

15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC**.

15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.



## ***Section V. Special Conditions of Contract***

# Special Conditions of Contract

GCC Clause	
2	<i>No Sectional completions dates</i>
4.1	<p><i>[Specify the schedule of delivery of the possession of the site to the Contractor, whether full or in part.]</i></p> <p><b><i>Possession of the site shall be delivered within ten (10) days from the issuance of the Notice to Proceed</i></b></p>
6	<p>The site investigation reports are: <i>[list here the required site investigation reports.]</i></p> <p><i>c/o Engr. Melchor Q. Bangaoil</i></p>
7.2	<p><i>Warranty:</i></p> <p><i>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:]</i> <b>Two (2) years.</b></p>
10	<p><i>[Select one, delete the other:]</i></p> <p style="text-align: center;">No day works are applicable to the contract.</p>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <b>7 Calendar days</b> of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <b><i>P1,000.00</i></b>
13	The amount of the advance payment is <b><i>15% of the total contract price upon written request of the Contractor</i></b>
14	<b><i>Materials and equipment delivered on the site but not completely put in place shall be included in the payment.</i></b>
15.1	The date by which operating, and maintenance manuals are required is

	<p style="text-align: center;"><i>Not Applicable</i></p> <p>The date by which “as built” drawings are required is</p> <p style="text-align: center;"><i>Seven (7) calendar days upon completion of the project.</i></p>
15.2	<p>The amount to be withheld for failing to produce “as built” drawings and/or operating and maintenance manuals by the date required is</p> <p style="text-align: center;"><i>P1,000.00</i></p>

## *Section VI. Specifications*

## **SCOPE OF WORKS AND TECHNICAL SPECIFICATION**

Project Title	:	Proposed Repair and Renovation of Aguila Hall of Bulwagan Ninoy
Project Location	:	Biodiversity Management Bureau, Ninoy Aquino Parks and Wildlife Center Quezon Avenue, Diliman, Q.C.
Approved Budget for the Contract (ABC)	:	Php 997,258.88
Project Period	:	60 Calendar Days

### **Item 1. OBJECTIVE**

To enhance visitor experience and security by providing shelter from weather elements while creating a welcoming and organized entry point.

### **Item2. GENERAL REQUIREMENTS**

The contractor shall conduct thorough inspection of the existing project site conditions.

The Scope of Work shall include all additions necessary in-order to implement the whole set of approved Plans, Working Drawings and Specifications.

The Contractor shall secure and do all legwork necessary for all pertinent permits needed for the Procuring Entity to occupy and use the building.

Final Cleaning as Pre-requisite to Final Acceptance. Final Cleaning of the work area by the General Contractor prior to the Procuring Entity's Final Inspection for Certification of Final Acceptance. Final Cleaning shall be applied on each surface or unit of work.

The Contractor shall be responsible for the safety and safe working practices of its respective employees. The Procuring Entity may at any time without invalidating the Contract make changes by altering, adding to or deducting from the work as covered by the drawings, specifications and general scope in written instructions.

### **Item 3. SCOPE OF WORKS**

#### **TILE WORKS**

Under this item the specified materials to be used for floor tiles will be 50 cm x 50 cm fire retardant carpet floor tiles.

All materials to be used shall be of highest quality in standards. For details, refer to the approved plans and designs.

### **CARPENTRY WORKS**

Under this item the specified materials to be used for the following will be:

For Ceilings – Fiber cement Board in 6mm and 12mm thickness.

For Columns and wall partitions – laminated board in wood grain finish. Dark Gray acrylic board with thickness of 12 mm for the center wall partition.

All materials to be used shall be of highest quality in standards. For details, refer to the approved plans and designs.

### **PAINTING WORKS**

Under this item the specified materials to be used will be Flat and Semi-Gloss Latex.

Conduct proper surface preparation and obstruction of materials shall be removed prior to application of paints.

All materials to be used shall be of highest quality in standards. For details, refer to the approved plans and designs.

### **ELECTRICAL WORKS**

Under this item the specified materials to be used will be the following:

#### **Electrical Lightings:**

7 watts white round downlight  
Retractable LED Double downlight  
Decorative Linear Light  
LED Strip Light

#### **Electrical Wirings:**

THHN 2.0mm and 3.5mm squared wires which will be enclosed in electrical PVC pipes.

All materials to be used shall be of highest quality standards.

All works under all these items shall include the dismantling, hauling, and disposal of waste materials.

Subject: Detailed Cost Estimate  
 Project Title: Proposed Repair and Renovation of Aguila Hall in Bulwagan Ninoy  
 Project Location: Biodiversity Management Bureau, Ninoy Aquino Parks and Wildlife Center, Diliman, Quezon City  
 Project Duration: 60 days

Item	Unit	Item Description	Quantity	Unit Cost (Php)	Total cost (Php)
<b>I. Materials Cost</b>					
1.1	pcs	Fire Retardant Tiles 50cm x 50cm			0.00
1.2	Gal	Carpet Tiles Glue			0.00
1.3	pcs	Dark Gray Acrylic Board 9mm Thick			0.00
1.4	pcs	Laminated Board in Wood Grain Finish			0.00
1.5	pcs	Fiber Cement Board 12mm Thick			0.00
1.6	pcs	Black Screw			0.00
1.7	pcs	Mesh Tape			0.00
1.8	pcs	Metal Stud 2x3			0.00
1.9	pcs	Metal Track 2x3			0.00
1.1	pcs	Blind Rivet 1/8"			0.00
1.11	pcs	Drill Bit 1/8"			0.00
1.12	pcs	Fiber Cement Board 6mm Thick			0.00
1.13	pcs	Metal Furring			0.00
1.14	pcs	Carrying Channel			0.00
1.15	pcs	Wall Angle			0.00
1.16	pcs	W-CHIP			0.00
1.17	pcs	Blind Rivet 1/8"			0.00
1.18	pcs	7W Warm White Round Downlight			0.00
1.19	pcs	Retractable LED Double Downlight			0.00
1.20	pcs	Decorative Linear Light			0.00
1.21	m	Led Strip Light			0.00
1.22	pcs	2 Gang Convenience Outlet			0.00
1.23	pcs	1 Gang Convenience Outlet			0.00
1.24	pcs	Floor Mounted Outlet			0.00
1.25	pcs	2 Gang Switch			0.00
1.26	pcs	3 Gang Switch			0.00
1.27	Box	THHN Wire 2.0mm squared			0.00
1.28	Box	THHN Wire 3.5mm squared			0.00
1.29	pcs	PVC Orange 1/2"			0.00
1.30	pcs	PVC Orange 1/2" Elbow			0.00
1.31	pcs	PVC Orange 1/2" Male Adaptor			0.00
1.32	pcs	Junction Box with Cover			0.00
1.33	pcs	Utility Box with Cover			0.00
1.34	Rolls	Flexible Hose - Orange (50m)			0.00
1.35	Bags	Skim Coat			0.00
1.36	pcs	Sand Paper Grit 100			0.00
1.37	pcs	Sand Paper Grit 240			0.00
1.38	pcs	Masking Tape			0.00
1.39	Kgs	News Paper			0.00
1.40	Pail	Flat Latex			0.00
1.41	Pail	Semi Gloss Latex			0.00
1.42	pcs	Roller Brush			0.00
1.43	pcs	Paint Brush 2"			0.00
1.44	pcs	Paint Brush 1"			0.00
1.45	pcs	Rags			0.00
Sub-total I					0.00
<b>11. General Requirements</b>					
2.1	lot	Mobilization			0.00
2.2	lot	Demobilization			0.00
Sub-total II =					0.00
<b>111. Overhead, Contingencies, and Miscellaneous</b>					
3.1	lot	12% of EDC			0.00
Sub-total III =					0.00
<b>IV. Manpower</b>					
4.1	lot	40% of EDC			0.00
Sub-total IV =					0.00
<b>V. Contractor's Profit</b>					
5.1	lot	10% of EDC			0.00
Sub-total V =					0.00
<b>VI. VAT</b>					
6.1	lot	12% VAT			0.00
Sub-total VI =					0.00
<b>Grand Total =</b>					<b>0.00</b>

**Item 4. APPROVED BUDGET FOR THE CONTRACT**

The Project has an Approved Budget for the Contract (ABC) of Nine Hundred Ninety-Seven Thousand Two Hundred Fifty-Eight Pesos and 88/100. (Php 997,258.88).

Prepared by:

  
**RODNEY M. ANSELMO**  
Head, General Services Unit

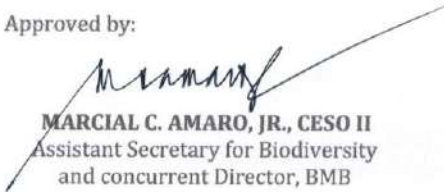
Inspected and Certified by:

  
**ENGR. MELCHOR Q. BANGAOIL**  
BMB Project Engineer

Recommended by:

  
**RANDY C. MABANA**  
Action Officer, Administrative  
and Finance

Approved by:

  
**MARCIAL C. AMARO, JR., CESO II**  
Assistant Secretary for Biodiversity  
and concurrent Director, BMB



## ***Section VII. Drawings***











DEPARTMENT OF ENVIRONMENT  
AND NATURAL RESOURCES  
GOVERNMENT MANAGEMENT BUREAU

PROJECT TITLE:  
RECONSTRUCTION AND RENOVATION OF ADMILAH HALL  
IN BULWAGAN NINYO  
PROJECT LOCATION:  
NINYO ACQUINO PARK AND WILDLIFE CENTER,  
KIDSON AVENUE, CALAPAN, SORSOGON CITY

SHEET CONTENTS:

SITE LOCATION

DESIGNED BY:

*Melchor S. Escudé*  
MELCHOR S. ESCUDÉ  
REGISTERED  
LANDSCAPE ARCHITECT

RECOMMENDING APPROVAL:

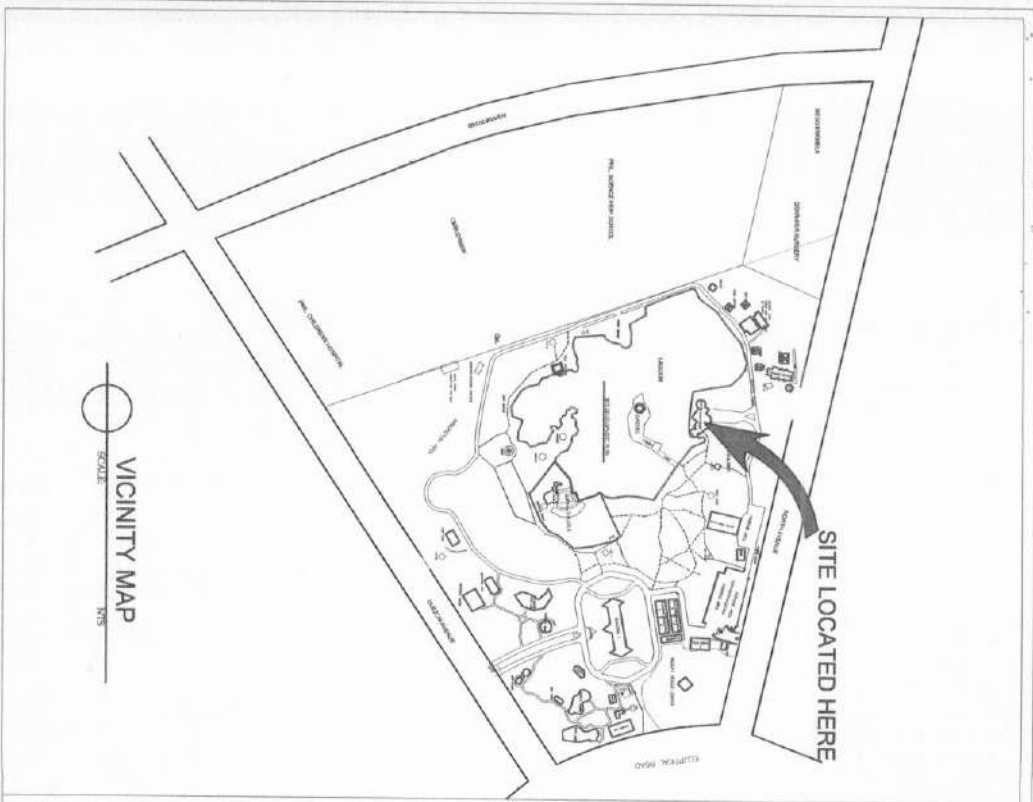
*Randy C. Mabana*  
RANDY C. MABANA  
REGISTERED  
LANDSCAPE ARCHITECT

APPROVED BY:

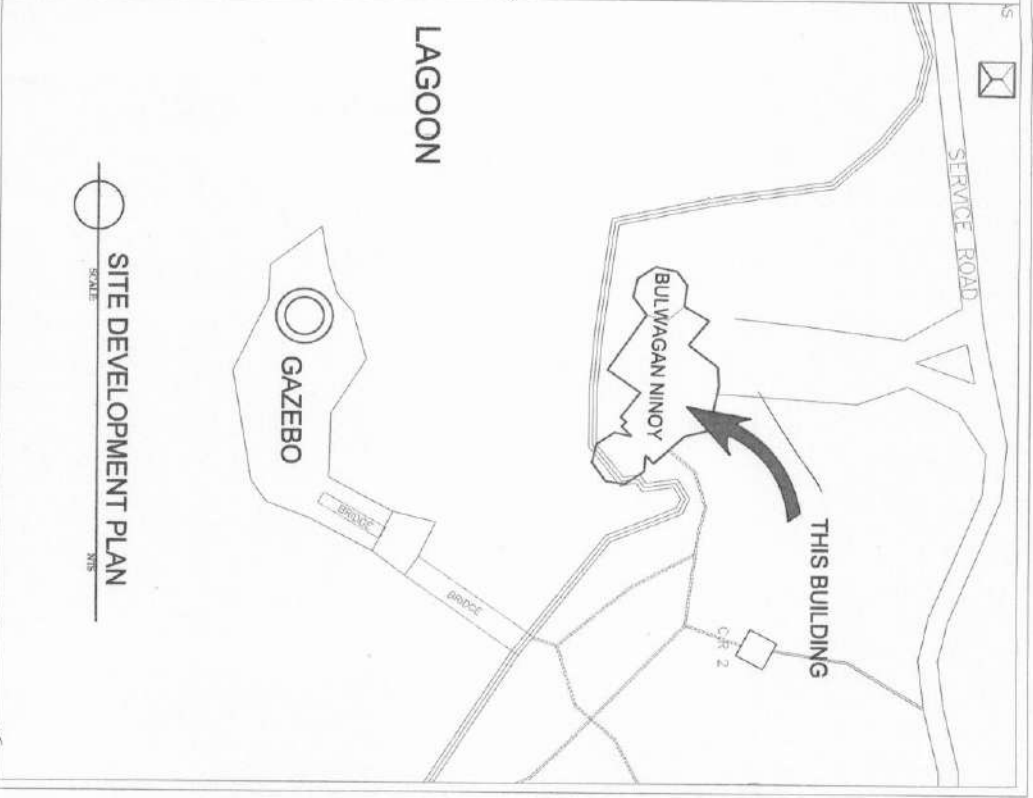
*Margaral C. Amador, Jr.*  
MARGARAL C. AMADOR, JR.  
REGISTERED  
LANDSCAPE ARCHITECT

SHEET NO.

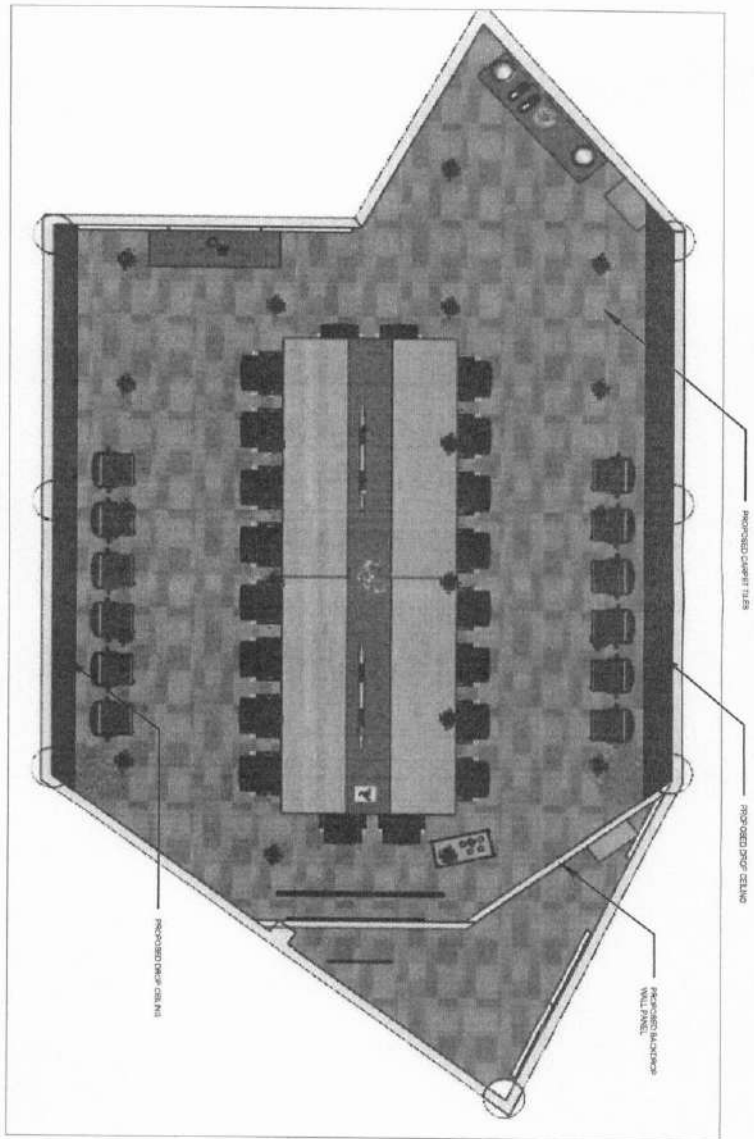
1  
2  
3



VICINITY MAP  
SCALE: 1:10000

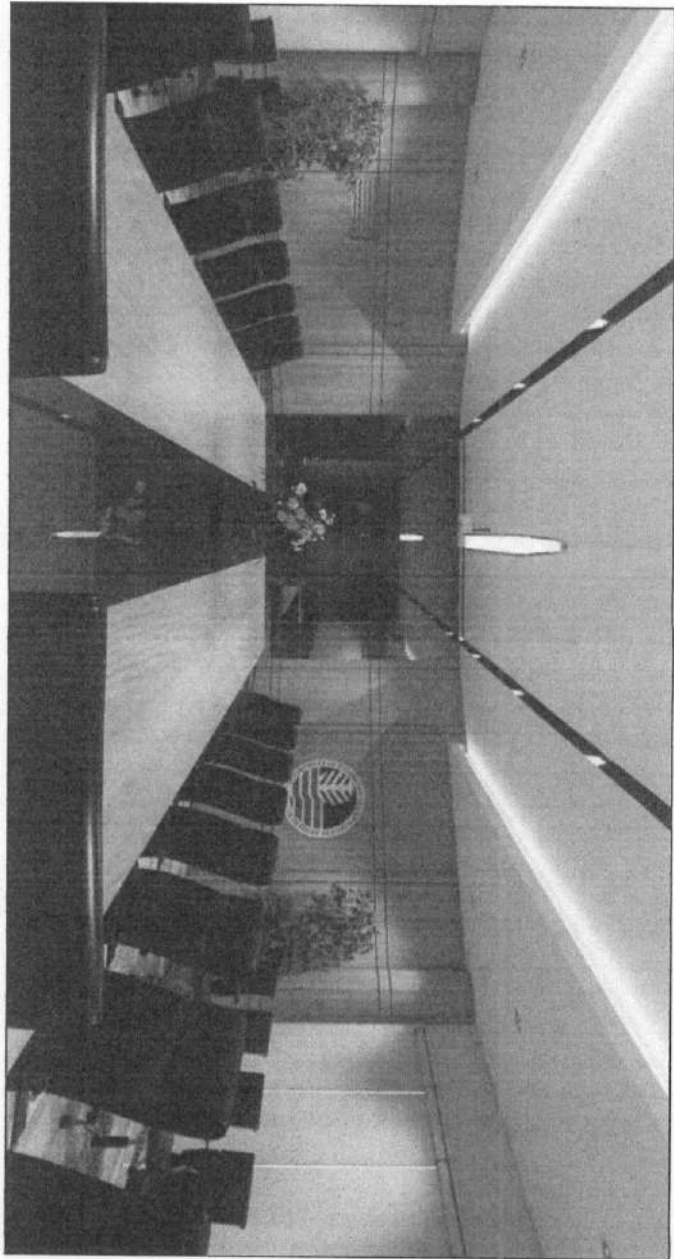


SITE DEVELOPMENT PLAN  
SCALE: 1:1000



**FLOOR LAYOUT AGUILILLA HALL (BULWAGAN)**  
 SCALE: NTS

	DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES UNIVERSITY MANAGEMENT SYSTEM	PROJECT TITLE PROPOSED AGUILILLA HALL RENOVATION OF AGUILILLA HALL IN BULWAGAN, NEGROS DEL SUR PROJECT LOCATION HENRY A. QUINSO PLAZA AND HUBER CENTER, CEBU AVENUE, CULIAPAN, CEBU CITY	SHEET CONTENTS FLOOR LAYOUT	DESIGNER  <b>Melchor O. Panilo</b> <small>REGISTERED ARCHITECT</small>	REVISIONS/NOTES/REVISIONS  <b>RANDY MABANA</b> <small>REGISTERED ARCHITECT</small>	APPROVED BY  <b>ANACLETO C. ANARQUI JR.</b> <small>REGISTERED ARCHITECT</small>	SHEET NO. 2 of 3 DATE 3
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**INTERIOR PERSPECTIVE AGUILLA HALL (BULWAGAN)**

SCALE:

NTS

 <p>DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES BUREAU OF ENVIRONMENTAL MANAGEMENT AND PLANNING NINYO AGENCIES DIVISION - BULWAGAN</p>	PROJECT TITLE	SHEET CONTENTS	DESIGNED BY	REVISIONS	APPROVED BY	SHEET NO.
	<p>RECONSTRUCTION AND RENOVATION OF AGUILLA HALL IN BULWAGAN-SIBUYAN</p> <p>SUBJECT TO: AEC-01</p> <p>NINYO AGENCIES DIVISION AND BUILDING CENTER, QUEZON AVENUE, TERTIUM, QUEZON CITY</p>	INTERIOR PERSPECTIVE	<p><i>Melba S. ...</i></p> <p>ARCHITECT &amp; ENGINEER</p> <p>AND PROJECT CONSULTANT</p>	<p><i>Randy C. ...</i></p> <p>RANDY C. ...</p> <p>ARCHITECT &amp; ENGINEER</p>	<p><i>Maria C. ...</i></p> <p>MARIA C. ...</p> <p>ARCHITECT &amp; ENGINEER</p>	<p>3</p> <p>of</p> <p>3</p>

***Section VIII. Bill of Quantities***



**BILL OF QUANTITIES**

**Project Name: PROPOSED REPAIR AND RENOVATION OF AGUILA HALL OF BULWAGAN NINOY**

**Location: NAPWC, Quezon Ave., Diliman Quezon City**

ITEM	DESCRIPTION	UNIT	QUANTITY	UNIT COST	AMOUNT
I.	SITE PREPARATION/ MOBILIZATION & DEMOBILIZATION	lot	1.00		
II.	REPAIR AND RENOVATION OF AGUILA HALL	lot	1.00		
III.	CLEARING & TURN-OVER	lot	1.00		

TOTAL COST (DIRECT COST+INDIRECT COST)= \_\_\_\_\_

AMOUNT IN WORDS: \_\_\_\_\_  
 \_\_\_\_\_

CONTRACTOR'S NAME WITH SIGNATURE ABOVE: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

***Section IX. Checklist of Technical and Financial Documents***

**PROPOSED REPAIR AND RENOVATION OF AGUILA HALL IN  
BULWAGAN NINOY**

**ABC: P997,258.88**

**DOCUMENTS FOR SUBMISSION:**

1. Registration certificate from the Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives whichever is applicable;
2. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
3. Statement of all its ongoing and completed government and private contracts which are similar in nature within five (5) years from the submission of bids, including contracts awarded but not yet started, if any;
4. Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract for this Project; and
5. Certificate of PhilGEPS Registration (Platinum)
6. Latest Income Tax Return (ITR)
7. Certificate of Site Inspection (from the end-user)
8. Notarized Omnibus Sworn Statement (OSS)
9. Bill of Quantities
10. Detailed Cost Estimates

## ***Section X. Bidding Documents***

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# Bid Form for the Procurement of Infrastructure Projects

*[shall be submitted with the Bid]*

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## BID FORM

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

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<sup>1</sup> 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

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<sup>1</sup> currently based on GPPB Resolution No. 09-2020

execute the ensuing contract for the [*Name of Project*] of the [*Name of the Procuring Entity*].

1. 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: \_\_\_\_\_

**Statement of all Ongoing Government and Private Contracts  
Including Contracts Awarded but not yet Started**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

<b>Name of Client</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>
<b><u>Government</u></b>				
<b><u>Private</u></b>				

Submitted by : \_\_\_\_\_

(Printed Name and Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

Instructions:

- i. Statement of all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid within the last five (5) years prior to the deadline for the submission and receipt of bids.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state non-equivalent term.
- i. The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).



## Statement of Single Largest Completed Contract Which is Similar in Nature

(indicate only one)

Business Name : \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Client	Date of the Contract	Kinds of Goods	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) or Sales Invoice Issued for the Contract

Submitted by: \_\_\_\_\_

(Printed Name and Signature)

# Contract Agreement Form for the Procurement of Infrastructure Projects (Revised)

*[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

---

## CONTRACT AGREEMENT

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the “Entity”) and *[name and address of Contractor]* (hereinafter called the “Contractor”).

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called “the Works”) and the Entity has accepted the Bid for *[contract price in words and figures in specified currency]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, *viz.*:

**a.** Philippine Bidding Documents (PBDs);

- i. Drawings/Plans;
- ii. Specifications;
- iii. Bill of Quantities;
- iv. General and Special Conditions of Contract;
- v. Supplemental or Bid Bulletins, if any;

**b.** Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;

**c.** Performance Security;

**d.** Notice of Award of Contract and the Bidder’s conforme thereto; and

**e.** Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty**

**Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*

*for:*  
*[Insert Procuring Entity]*

*[Insert Name and Signature]*  
*[Insert Signatory's Legal Capacity]*

*for:*  
*[Insert Name of Supplier]*

**Acknowledgment**

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

## Bank Guarantee Form for Advance Payment

---

To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10, of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

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*[address]*

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*[date]*

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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]*

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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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

**[Jurat]**

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



## NFCC COMPUTATION FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Supplier’s/Distributor’s Manufacturer’s assets and liabilities on the basis of the attached income tax return 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 2023
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

- B. The Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

**NFCC= {(Current assets minus current liabilities) (15) minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.**

The values of the domestic bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statements (AFS) submitted to the BIR

**The Bidder shall attach the AFS to the NFCC Computation for Eligibility Check Form**

NFCC= P \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Name of Supplier/Distributor/Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

Date : \_\_\_\_\_