

ENVELOPE I

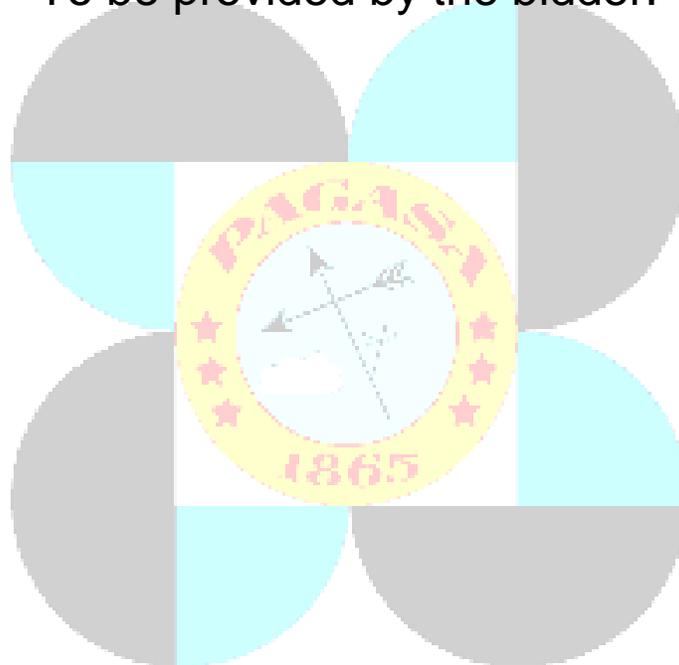


**ELIGIBILITY &  
TECHNICAL  
COMPONENT**



PhilGEPS Certificate of Registration and Membership  
**PLATINUM CATEGORY**

To be provided by the bidder.



Name of the Procuring Entity

Contract Reference Number

Name of the Contract  
Location of the Contract

Standard Form Number: SF-INFR-15  
Revised on: July 29, 2004

**List 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	
<u>Government</u>								
<u>Private</u>								
						<b>Total Cost</b>		

- Note: This statement shall be supported with:
- 1 Notice of Award and/or Contract
  - 2 Notice to Proceed issued by the owner
  - 3 Certificate of Accomplishments signed by the owner or Project Engineer

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_

One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all its on-going, completed, and awarded but not yet started contracts.

Name of the Procuring Entity

Contract Reference Number

Name of the Contract

Location of the Contract

Standard Form Number: SF-INFR-16

Revised on: July 29, 2004

**Statement of all Completed Government & Private Construction Contracts which are similar in nature**

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

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

Name of Contract	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 CPES rating sheets and/or Certificate of Completion
- 3 Certificate of Acceptance

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

(Printed Name & Signature)

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

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

*One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all contracts which are similar in nature and complexity to the contract to be bid. This statement will show that the value of the prospective bidder's largest single completed contract, adjusted to current prices using the National Statistics Office (NSO) consumer price indices available at the G-EPS website, and similar to the contract to be bid, must be at least fifty percent (50%) of the approved budget for the contract to be bid.*

Name of the Procuring Entity

Contract Reference Number  
Name of the Contract  
Location of the Contract

Standard Form Number: SF-INFR-09  
Revised on: July 29, 2004

Republic of the Philippines  
Department of Trade and Industry  
**CONSTRUCTION INDUSTRY AUTHORITY OF THE PHILIPPINES**  
**PHILIPPINE CONTRACTORS ACCREDITATION BOARD**  
Makati City, Metro Manila

### CONTRACTOR'S LICENSE

This certifies that

#### CONTRACTOR'S PARTICULARS

Authorized Managing Officer (name and signature)		NOT VALID w/o SIGNATURE
Sole Proprietorship/Partnership/Corporation	Head Officer Location (Region)	
Taxpayer Identification Number (TIN)		

having complied with all the requirements for licensure in accordance with Republic Act No. 4566, as amended, and its implementing rules and regulations, is hereby authorized to engage in the construction contracting business in the Philippines, subject to limitations of license validity period, classification and category as prescribed under License Particulars in the box to the right hereof and to the terms and conditions annotated at the back hereof.

#### LICENSE PARTICULARS

License First Issue Date and Number	No.
Validity Period of this License/Renewal	to
Principal Classification and Category	
Other Classification/s	

This further certifies that said licensee, subject to the limitations of the above-prescribed license validity period and registration validity period, kind/s of project and size range/s as indicated under Registration Particulars in the box to the right hereof, is a PCAB registered contractor for government projects.

#### REGISTRATION PARTICULARS

Registration Date and Number	No.
Validity Period of this Registration	to
Kinds of Project and Respective Size Ranges	

Given at Metro Manila, Philippines, on

#### FOR THE BOARD:

\_\_\_\_\_  
Officer-in-Charge

\_\_\_\_\_  
Board Secretary

#### FORM

IMPORTANT NOTICE: Filing schedule for license renewal application - <Insert Date> :-

One of the legal requirements to be in the Eligibility Envelope of the prospective bidder is its valid PCAB license and registration for the type and cost of contract to be bid. In the case of joint ventures, the PCAB license should be that of the JV, not of its individual partners.

Name of Bank  
Address of the Bank  
Telephone and Fax Numbers of the Bank  
Website Address of the Bank  
E-mail Address of the Bank

## CERTIFICATE OF CASH DEPOSIT

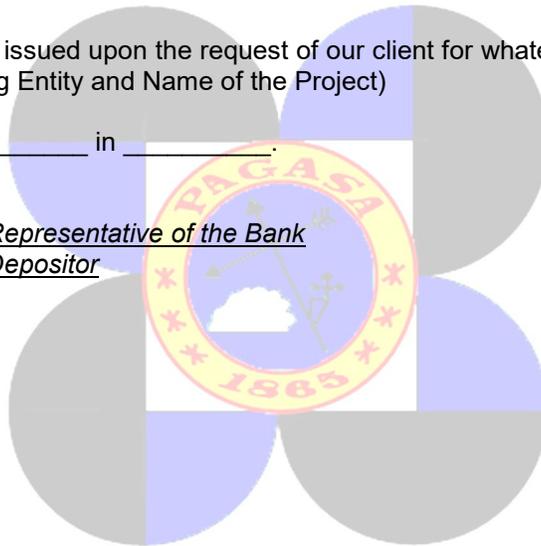
This is to certify that     (Name of the Bidder)    , (the "Depositor") has on deposit with this bank the sum of     (Amount of Cash Deposit available)     under     (Account Number)    .

Depositor commits not to withdraw the amount of     (Amount set by the procuring entity which should not be less than 10% of Approved Budget for Contract)     (P.         ) within One Hundred Twenty Days (120) days from issuance of this certificate.

This certification is being issued upon the request of our client for whatever purpose it may serve.  
(or Name of the Procuring Entity and Name of the Project)

Done this          day of          in         .

Name and Signature of Representative of the Bank  
Name and Signature of Depositor  
Position



Standard Form Number: SF-INFR-36  
Revised on: July 29, 2004

**FORM OF BID SECURITY (BANK GUARANTEE)**

WHEREAS, (Name of Bidder) (hereinafter called "the Bidder") has submitted his bid dated (Date) for the (Name of Contract) (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We (Name of Bank) of (Name of Country) having our registered office at \_\_\_\_\_ (hereinafter called "the Bank" are bound unto (Name of Procuring Entity) (hereinafter called "the Entity") in the sum of \_\_\_\_\_<sup>2</sup> for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are that:

- 1) if the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) if the Bidder does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
- 3) if the Bidder having been notified of the acceptance of his bid and award of contract to him by the Entity during the period of bid validity:
  - a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
  - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

We undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate its demand, provided that in his demand the Entity will note that the amount claimed by it is due to the occurrence of any one or combination of the three (3) conditions stated above.

The Guarantee will remain in force up to and including the date \_\_\_\_\_<sup>3</sup> days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

\_\_\_\_\_  
(Signature, Name and Address)

<sup>2</sup> The bidder should insert the amount of the guarantee in words and figures, denominated in the currency of the Entity's country or an equivalent amount in a freely convertible currency. This figure should be the same as shown of the Instructions to Bidders.

<sup>3</sup> Usually 28 days after the end of the validity period of the Bid. Date should be inserted by the Entity before the bidding documents are issued.

Standard Form Number: SF-INFR-37  
Revised on: July 29, 2004

**BID SECURITY: SURETY BOND**

BOND NO.: \_\_\_\_\_ DATE BOND EXECUTED: \_\_\_\_\_

By this bond, We (Name of Bidder) (hereinafter called "the Principal") as Principal and (Name of Surety) of the country of (Name of Country of Surety), authorized to transact business in the country of (Name of Country of Procuring Entity) (hereinafter called "the Surety") are held and firmly bound unto (Name of Procuring Entity) (hereinafter called "the Entity") as Obligee, in the sum of \_\_\_\_\_<sup>1</sup>, Philippine currency, callable on demand by the Entity for the payment of which sum, well and truly to be made, we, the said Principal and Surety bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

SEALED with our seals and dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

WHEREAS, the Principal will submit a written Bid to the Entity on the (Date) day of (Month) 20 Year, for the (Name of Contract) (hereinafter called "the Bid").

NOW, THEREFORE, the conditions of this obligation are that:

- 1) if the Principal withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) if the Principal does not accept the correction of arithmetical errors of his bid price in accordance with the Instruction's to Bidders: or
- 3) if the Principal having been notified of the acceptance of his Bid and award of contract to him by the Entity during the period of bid validity:
  - a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
  - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then the Entity shall call on the bond upon a written demand to the Surety, and the Surety shall pay the Entity up to the entered amount of the Bond, upon receipt by the Surety of a written demand from the Entity, without the Entity having to substantiate its demand, provided that, in the demand, the Entity will note that the sum claimed by it is due to the occurrence of any or combination of the three conditions stated above. In this case, this obligation shall remain in full force and effect, otherwise it shall be null and void.

<sup>1</sup> The bidder should insert the amount of bond in words and figures, denominated in the currency of the Entity's country of an equivalent amount in a freely convertible currency and callable on demand. This figure should be the same as shown in the Instructions to Bidders.

Name of the Procuring Entity

Contract Reference Number

Name of the Contract

Location of the Contract

PROVIDED HOWEVER, that the Surety shall not be:

- a) liable for a greater sum than the specified penalty of this bond, nor
- b) liable for a greater sum than the difference between the amount of the said Principal's Bid and the amount of the Bid that is accepted by the Entity.

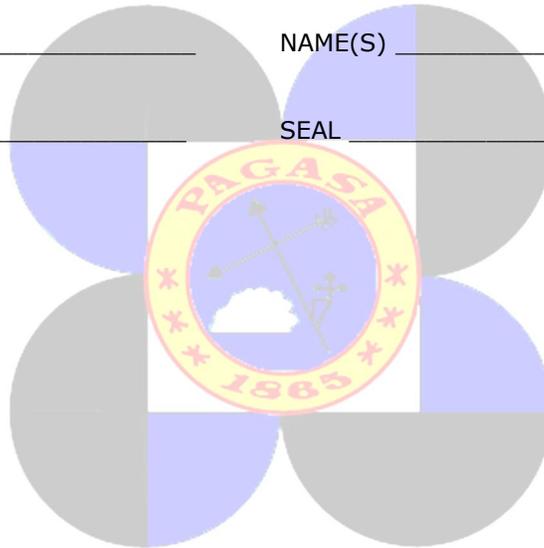
This Surety executing this instrument hereby agrees that its obligation shall be valid for 120 calendar days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Surety is hereby waived.

PRINCIPAL \_\_\_\_\_ SURETY \_\_\_\_\_

SIGNATURE(S) \_\_\_\_\_ SIGNATURE(S) \_\_\_\_\_

NAME(S) AND TITLE(S) \_\_\_\_\_ NAME(S) \_\_\_\_\_

SEAL \_\_\_\_\_ SEAL \_\_\_\_\_



Name of the Procuring Entity

Contract Reference Number

Name of the Contract

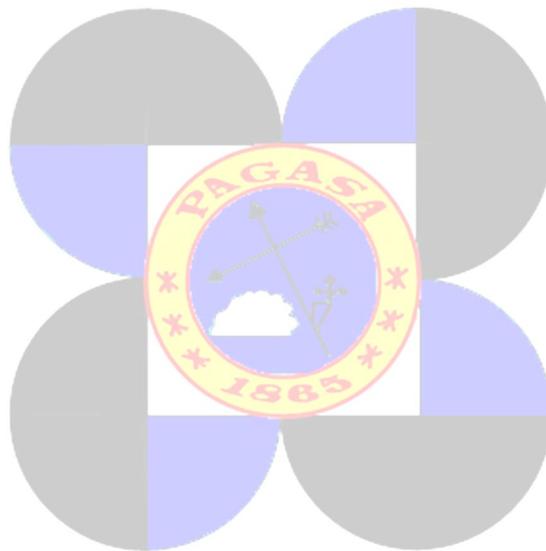
Location of the Contract

Standard Form Number: SF-INFR-44

Revised on: August 11, 2004

### **Contractor's Organizational Chart for the Contract**

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Project Manager, Project Engineer, Bridge Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.



Attach the required Proposed Organizational Chart for the Contract as stated above

1. *This organization chart should represent the "Contractor's Organization" required for the Project, and not the organizational chart of the entire firm.*
2. *The Bidders shall comply with and submit sample form SF-INFR-46 for each of such key personnel.*
3. *Each such nominated engineer/key personnel shall comply with and submit sample forms SF-INFR-47 and SF-INFR-48.*
4. *All these are required to be in the Technical Envelope of the Bidder.*

Name of the Procuring Entity

Contract Reference Number  
Name of the Contract  
Location of the Contract

Standard Form Number: SF-INFR-18  
Revised on: July 29, 2004

### Statement of Availability of Key Personnel and Equipment

(Date of Issuance)

Name of the Head of the Procuring Entity  
Position of the Head of the Procuring Entity  
(Name of Procuring Entity)  
(Address of Procuring Entity)

Attention : The Chairman  
Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the (Name of the Procuring Entity) BAC for the bidding of the (Name of the Contract), we certify that (Name of the Bidder) has in its employ key personnel, such as project managers, project engineers, materials engineers and foremen, who may be engaged for the construction of the said contract.

Further, we likewise 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)

One of the requirements from a bidder for Eligibility Check is statement of the availability of key personnel and equipment needed for the construction of the project being bid.

Name of the Procuring Entity

Contract Reference Number

Name of the Contract

Location of the Contract

Standard Form Number: SF-INFR-48

Revised on: August 11, 2004

**Qualification of Key Personnel Proposed to be Assigned to the Contract**

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

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

	Project Manager / Engineer	Materials Engineer	Foreman	Construction Safety and Health Personnel	Other positions deemed required by the Applicant for this project
1 Name					
2 Address					
3 Date of Birth					
4 Employed Since					
5 Experience					
6 Previous Employment					
7 Education					
8 PRC License					

Minimum Requirements : Project Manager / Engineer  
 : Materials Engineer  
 : Construction Safety and Health Personnel  
 : Foreman

Note : Attached individual resume and PRC License of the (professional) personnel.

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

(Printed Name & Signature)

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

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

*One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).*

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).

*One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).*

Name of the Procuring Entity

Contract Reference Number

Name of the Contract

Location of the Contract

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

2. Name and Address of Owner : \_\_\_\_\_

3. Name and Address of the  
Owner's Engineer : \_\_\_\_\_  
(Consultant)

Indicate the Features of Project  
(particulars of the project  
components and any other particular  
interest connected with the project): \_\_\_\_\_

3. Contract Amount Expressed in  
Philippine Currency : \_\_\_\_\_

4. Position : \_\_\_\_\_

5. Structures for which the employee  
was responsible : \_\_\_\_\_

6. 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)

*One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).*

Name of the Procuring Entity

Contract Reference Number

Name of the Contract  
Location of the Contract

Standard Form Number: SF-INFR-46  
Revised on: August 11, 2004

**Key Personnel's Certificate of Employment**

Issuance Date

Name of the Head of the Procuring Entity  
Position of the Head of the Procuring Entity  
Name of the Procuring Entity  
Address of the Procuring Entity

Dear Sir / Madame:

I am (Name of Nominee) a Licensed          Engineer with Professional License No.          issued on (date of issuance) at (place of issuance).

I hereby certify that (Name of Bidder) has engaged my services as (Designation) for (Name of the Contract), if awarded to it.

As (Designation), I supervised the following completed projects similar to the contract under bidding):

<b><u>NAME OF PROJECT</u></b>	<b><u>OWNER</u></b>	<b><u>COST</u></b>	<b><u>DATE COMPLETED</u></b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following projects:

<b><u>NAME OF PROJECT</u></b>	<b><u>OWNER</u></b>	<b><u>COST</u></b>	<b><u>DATE COMPLETED</u></b>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the (Name of the Procuring Entity) at least twenty one (21) days before the effective date of my separation.

As (Designation), I know I will have to stay in the job site all the time to supervise and manage the Contract works to the best of my ability, and aware that I am authorized to handle only one (1) contract at a time.

*One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).*

Name of the Procuring Entity

Contract Reference Number

Name of the Contract  
Location of the Contract

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the post of (Designation) therefor, if the contract is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as (Designation) in any future (Name of the Procuring Entity) bidding or employment with any Contractor doing business with the (Name of the Procuring Entity).

\_\_\_\_\_  
(Signature of Engineer)

DRY SEAL

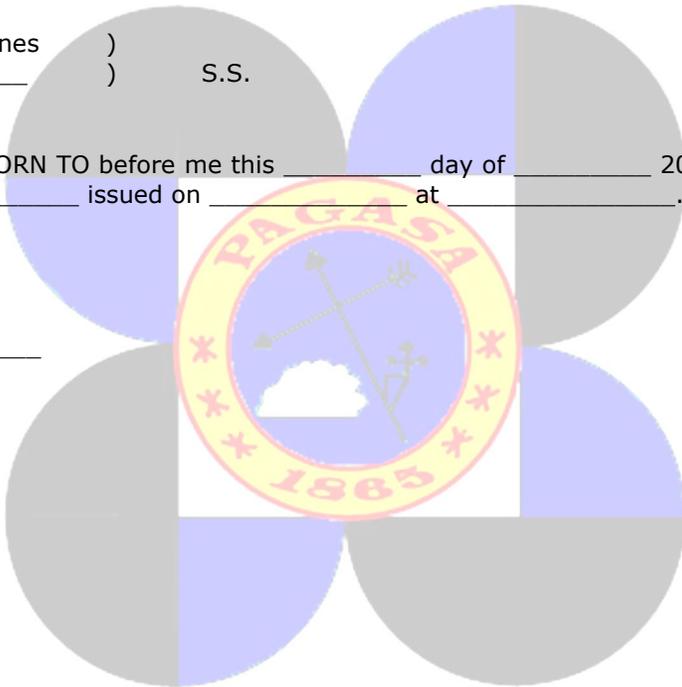
Republic of the Philippines )  
\_\_\_\_\_ )

S.S.

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ affiant exhibiting to me his Valid I.D. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Notary Public  
Until December 31, 20\_\_

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_;



*One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).*

Name of the Procuring Entity

Contract Reference Number  
Name of the Contract  
Location of the Contract

Standard Form Number: SF-INFR-45  
Revised on: August 11, 2004

### Contractor's Letter-Certificate to Procuring Entity

Date of Issuance

Name of the Head of the Procuring Entity  
Position of the Head of the Procuring Entity  
Name of the Procuring Entity  
Address of the Procuring Entity

Dear Sir / Madame:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith and to certify as true and correct, the following pertinent information:

1. That I/we have engaged the services of (Name of Employee), to be the (Designation) of the (Name of Contract), who is a (Profession) with Professional License Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ and who has performed the duties in the construction of the Contracts enumerated in the duly filled Form \_\_\_\_\_.
2. The said Engineer shall be designated by us as our (Designation) to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor.
3. That said Engineer shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.
4. That said Engineer shall be personally present at the jobsite to supervise the phase of the construction work pertaining to this assignment as (Designation), all the time.
5. That, in order to guarantee that said Engineer shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity Engineer at the end of every month.

That, in the event that I/we elect or choose to replace said (Designation) with another Engineer, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new (Designation), his qualifications, experience, list of projects undertaken and other relevant information.

6. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Procuring Entity.

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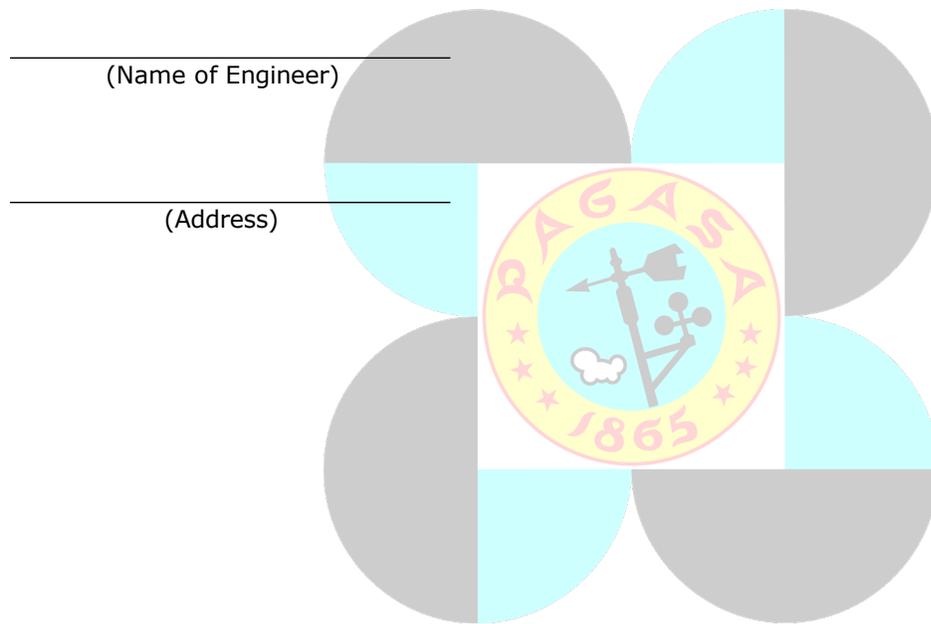
Name of the Procuring Entity

Contract Reference Number  
Name of the Contract  
Location of the Contract

Very truly yours,

\_\_\_\_\_  
(Authorized Representative of Bidder)

CONCURRED IN:



*One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).*

PRC  
LICENSE  
of Professional Personnel

- and -

CERTIFICATE  
OF  
TRAINING



Name of the Procuring Entity

Contract Reference Number

Name of the Contract

Location of the Contract

Standard Form Number: SF-INFR-49

Revised on: August 11, 2004

**List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract**

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

Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lessor or Vendor
<u>A. Owned</u>							
i.							
ii.							
iii.							
iv.							
v.							
<u>B. Leased</u>							
i.							
ii.							
iii.							
iv.							
v.							
<u>C. Under Purchase Agreements</u>							
i.							
ii.							
iii.							
iv.							
v.							

List of minimum equipment required for the project:

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)  
Designation : \_\_\_\_\_  
Date : \_\_\_\_\_

*One of the requirements from the bidder to be included in its Technical Envelope is the list of its equipment units pledged for the contract to be bid, which are owned (supported by proof/s of ownership), leased, and/or under purchase agreements (with corresponding engine numbers, chassis numbers and/or serial numbers), supported by certification of availability of equipment from the contractor for the duration of the project*





## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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, 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;

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]*

Standard Form Number: SF-INFR-40  
Revised on: August 11, 2004

**AUTHORITY OF SIGNATORY**

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_ (Name of the Bidder), a corporation duly organized and existing under and by virtue of the law of the \_\_\_\_\_, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that \_\_\_\_\_ (Name of the Bidder) be, as it hereby is, authorized to participate in the bidding of \_\_\_\_\_ (Name of the Contract) by the \_\_\_\_\_ (Name of the Procuring Entity); and that if awarded the Contract shall enter into a contract with the \_\_\_\_\_ (Name of the Procuring Entity); and in connection therewith hereby appoints \_\_\_\_\_ (Name of Representative), acting as duly authorized and designated representatives of \_\_\_\_\_ (Name of the Bidder), and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ (Name of the Bidder) in the bidding as fully and effectively as the \_\_\_\_\_ (Name of the Bidder) might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the Board hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the \_\_\_\_\_ (Name of the Bidder) hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the \_\_\_\_\_ (Name of the Bidder) shall not seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency in connection with this Contract to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said \_\_\_\_\_ this \_\_\_\_\_.

\_\_\_\_\_  
(Corporate Secretary)

**ACKNOWLEDGMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

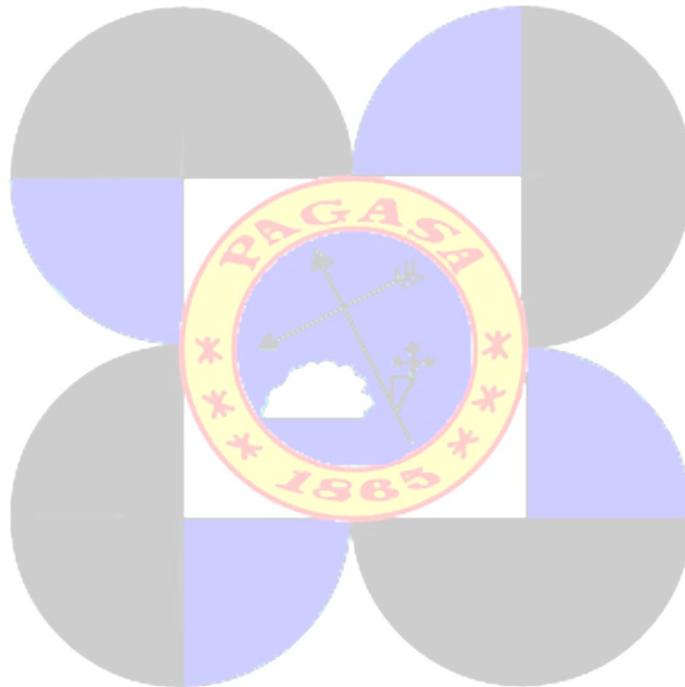
*The Authority of the Signatory is a requirement in the Technical Envelope. It refers to the authority of the signing official solely intended for the project: in the case of single proprietorship, there must be an affidavit of the owner or a Special Power of Attorney; for partnerships, a partnership resolution from the General Manager of President; for corporations, a board resolution with secretary's certificate; and for joint-venture, a resolution signed by all the joint-venture partners.*

Name of the Procuring Entity

Contract Reference Number  
Name of the Contract  
Location of the Contract

Notary Public  
Until 31 December 20\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.



*The Authority of the Signatory is a requirement in the Technical Envelope. It refers to the authority of the signing official solely intended for the project: in the case of single proprietorship, there must be an affidavit of the owner or a Special Power of Attorney; for partnerships, a partnership resolution from the General Manager of President; for corporations, a board resolution with secretary's certificate; and for joint-venture, a resolution signed by all the joint-venture partners.*

Standard Form Number: SF-INFR-39  
Revised on: August 11, 2004

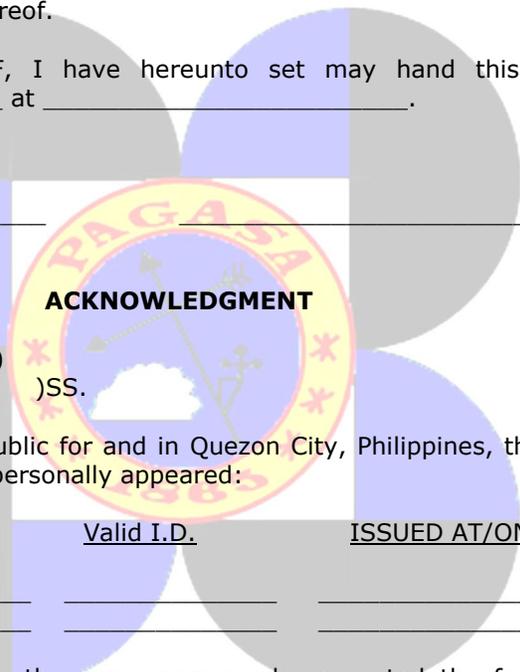
**AUTHORITY OF SIGNATORY**  
**SPECIAL POWER OF ATTORNEY**

I, \_\_\_\_\_, President of (Name of the Bidder), a corporation incorporated under the laws of \_\_\_\_\_ with its registered office at \_\_\_\_\_, by virtue of Board Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, has made, constituted and appointed \_\_\_\_\_ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent \_\_\_\_\_ in the bidding of \_\_\_\_\_ (Name of the Contract) \_\_\_\_\_ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_.

Signed in the Presence of:

\_\_\_\_\_



REPUBLIC OF THE PHILIPPINES )  
QUEZON CITY )SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared:

NAME                      Valid I.D.                      ISSUED AT/ON  
\_\_\_\_\_  
\_\_\_\_\_

known to me and known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public  
Until 31 December 20\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.

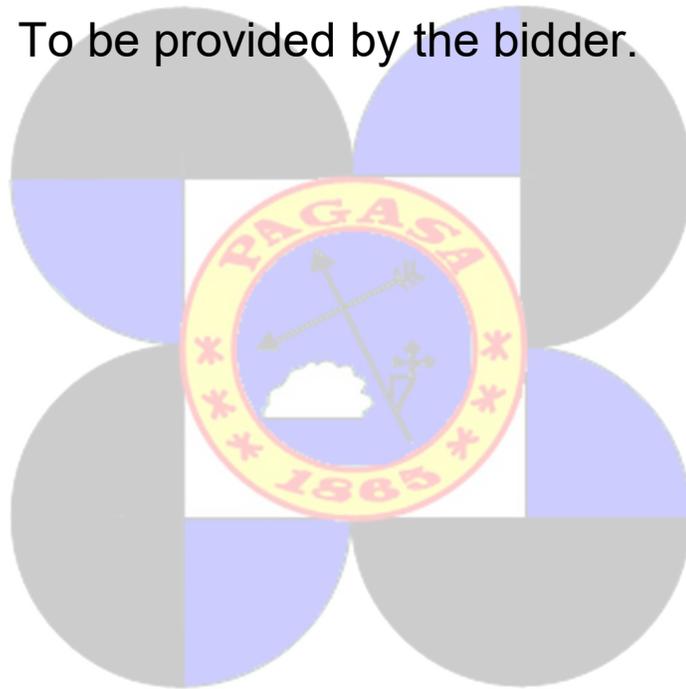
*The Authority of the Signatory is a requirement in the Technical Envelope. It refers to the authority of the signing official solely intended for the project: in the case of single proprietorship, there must be an affidavit of the owner or a Special Power of Attorney; for partnerships, a partnership resolution from the General Manager of President; for corporations, a board resolution with secretary's certificate; and for joint-venture, a resolution signed by all the joint-venture partners.*

Audited Financial Statements stamped

“RECEIVED” by the BIR

For C.Y. 202\_\_

To be provided by the bidder.



**CREDIT LINE CERTIFICATE**

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

Name of the Head of the Procuring Entity  
Name of the Procuring Entity  
Address of the Procuring Entity

CONTRACT NAME : \_\_\_\_\_  
COMPANY/FIRM : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
BANK/FINANCING INSTITUTION : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
AMOUNT : \_\_\_\_\_

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the Contractor, if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned Contract, subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the Contractor of the Notice of Award and such line of credit shall be maintained until the project is completed by the Contractor.

This Certification is being issued in favor of said Contractor in connection with the bidding requirement of (Name of the Procuring Entity) for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized Financing Institution Officer : \_\_\_\_\_  
Official Designation : \_\_\_\_\_

Concurred By:

Name & Signature of Contractor's Authorized Representative : \_\_\_\_\_  
Official Designation : \_\_\_\_\_

**Note:**  
*The amount committed should be machine validated.*

*One of the financial document requirements from a bidder for Eligibility Check is a certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to it a credit line if awarded the contract to be bid, in an amount not lower than that set by the Procuring Entity in the Bidding Documents, which shall be at least equal to ten percent (10%) of the Approved Budget for the Contract to be bid. If the bidder wins the bidding, this cash deposit certification will have to be replaced by a credit line from the same bank, as part of the contract.*

Name of the Procuring Entity

Contract Reference Number

Name of the Contract

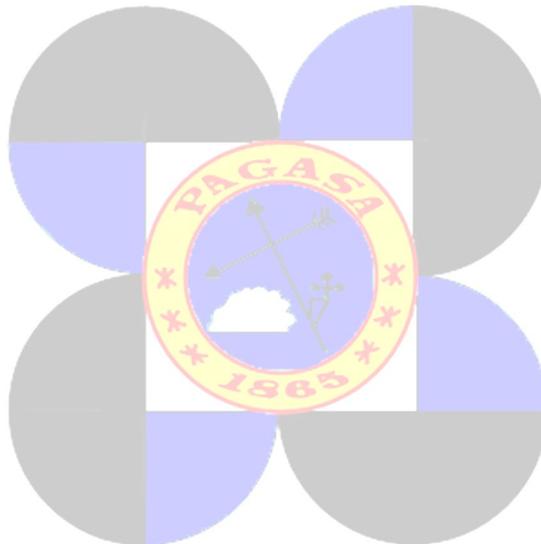
Location of the Contract

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public  
Until 31 December 20\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.



*One of the financial document requirements from a bidder for Eligibility Check is a certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to it a credit line if awarded the contract to be bid, in an amount not lower than that set by the Procuring Entity in the Bidding Documents, which shall be at least equal to ten percent (10%) of the Approved Budget for the Contract to be bid. If the bidder wins the bidding, this cash deposit certification will have to be replaced by a credit line from the same bank, as part of the contract.*

Standard Form Number: SF-INFR-19  
 Revised on: July 29, 2004

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

- A. Summary of the Applicant Firm’s/Contractor’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

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

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

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

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped “RECEIVED” by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_  
 Name of Firm / Contractor

\_\_\_\_\_  
 Signature of Authorized Representative  
 Date : \_\_\_\_\_

**NOTE:**

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

*The above information are among the financial documents required for Eligibility Check. Together with the legal and technical documents required, the financial documents shall be placed inside the Eligibility Envelope and submitted to the BAC on or before the deadline for the submission and receipt of Eligibility Envelopes.*



### JOINT VENTURE AGREEMENT FORM

**Name of Project:** \_\_\_\_\_

**Approved Budget for Contract:** Php \_\_\_\_\_

**Reference:** PR No. \_\_\_\_\_ / IB No. \_\_\_\_\_

In line with the required eligibility document in the bidding for the above mentioned Project, we are submitting the appropriate document/s as indicated in the box checked below:

- Valid and duly notarized Joint Venture Agreement (JVA)
- Duly notarized statements from all potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful in the form of Affidavit of Undertaking to Enter Into Joint Venture Agreement
- Not Applicable.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of Bidder  
or Duly Authorized Representative

\_\_\_\_\_  
Date

Standard Form Number: SF-INFR-22  
Revised on: July 29, 2004

**JOINT VENTURE AGREEMENT**

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into by and between: \_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_.

- and -

\_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ a resident of \_\_\_\_\_.

That both parties agree to join together their capital, manpower, equipment, and other resources and efforts to enable the Joint Venture to participate in the Eligibility Check, Bidding and Undertaking of the hereunder stated Contract of the (Name of the Procuring Entity).

NAME OF PROJECT

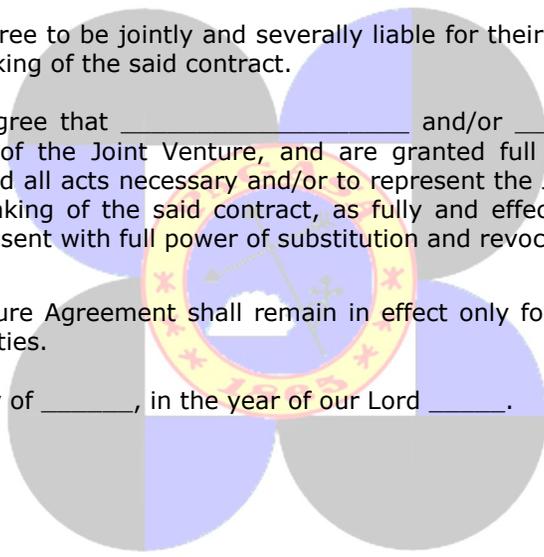
CONTRACT AMOUNT

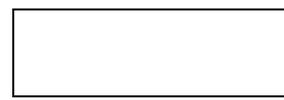
That both parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract, as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

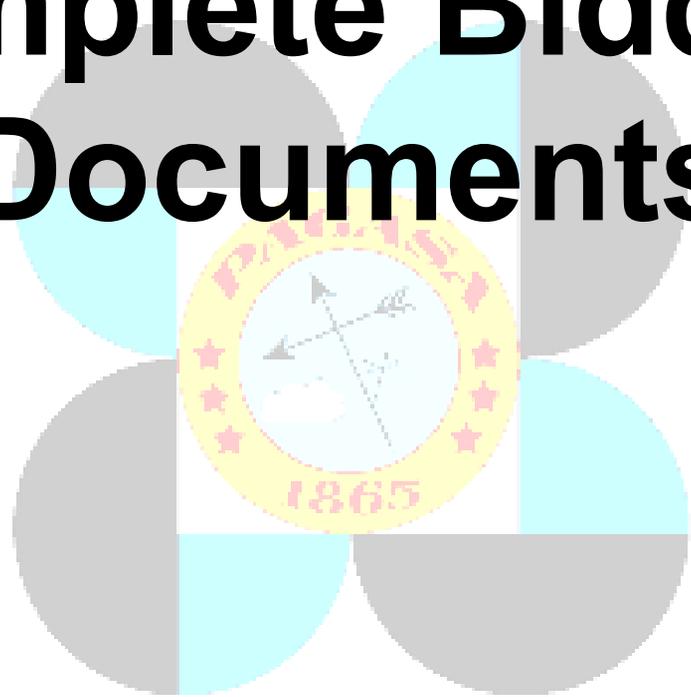
That this Joint Venture Agreement shall remain in effect only for the above stated Contracts until terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_.





# Complete Bidding Documents



ENVELOPE II



**FINANCIAL  
COMPONENT**

**Bid Form**

**TAB "A"**

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

Invitation to Bid<sup>1</sup> N<sup>o</sup>: \_\_\_\_\_

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[\_\_\_\_\_ insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform] [\_\_\_\_\_ (description of the GOODS)]* in conformity with the said Bidding Documents for the sum of *[\_\_\_\_\_ (Php\_\_\_\_\_)] total Bid amount in words and figures* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>2</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(if none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

<sup>1</sup> If ADB, JBIC and WB funded projects, use IFB.

<sup>2</sup> Applicable only if the Funding Source is the ADB, JBIC or WB.

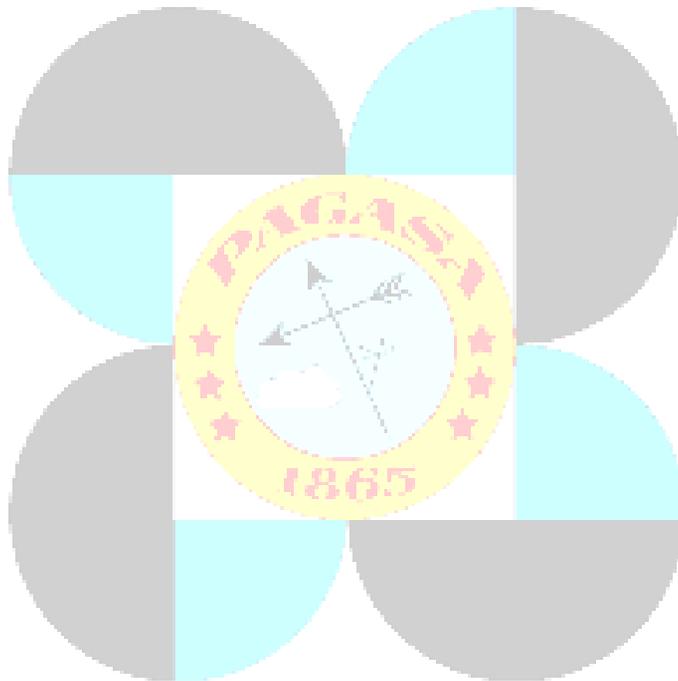
We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_.



**APPENDIX "1"****Bid Form for the Procurement of Infrastructure Projects***[shall be submitted with the Bid]***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>3</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

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

perform any and all acts necessary to participate, submit the bid, and to sign and 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.

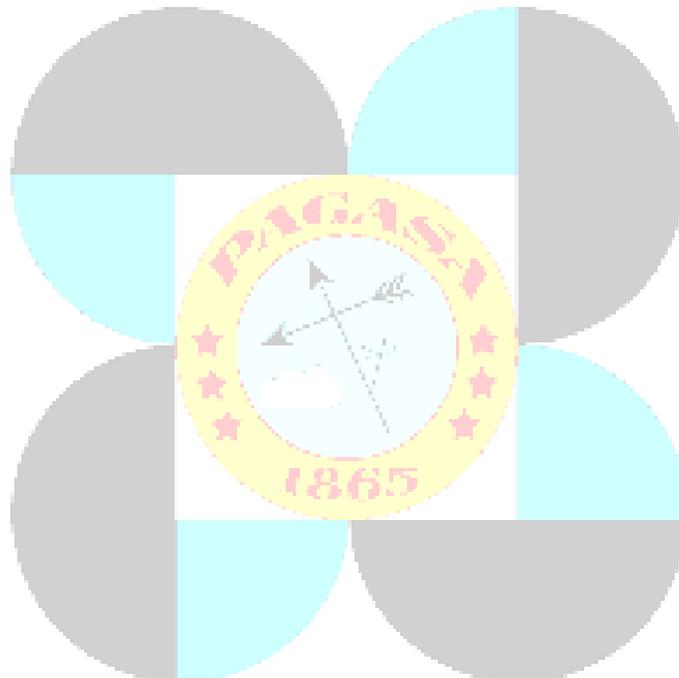
Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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



Standard Form Number: SF-INFR-55  
 Revised on: August 11, 2004

**Bill of Quantities**

<Name and Location of Contract>				Bill of Quantities	
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
	<Description of 1st Item> (Pesos _____ _____ <i>Amount in Words</i> _____ and _____ centavos per Month)				
	<Description of 2nd Item> (Pesos _____ _____ <i>Amount in Words</i> _____ and _____ centavos per Month)				
	<Description of 3rd Item> (Pesos _____ _____ <i>Amount in Words</i> _____ and _____ centavos per Month)				
	<Description of 4th Item> (Pesos _____ _____ <i>Amount in Words</i> _____ and _____ centavos per Month)				
	<Description of 5th Item, etc.> (Pesos _____ _____ <i>Amount in Words</i> _____ and _____ centavos per Month)				
		Materials and Supplies			
		Labor			
		Equipment Expense(s)			
		Contingencies of Direct Cost			
		Overhead Expense(s)			
		Miscellaneous			
		Contractor's Profit			
		VAT Component (5% sum of EDC, OCM and Profit)			
<b>Grand Total</b>					

Submitted by:

Name of the Representative of the Bidder  
Position  
Name of the Bidder

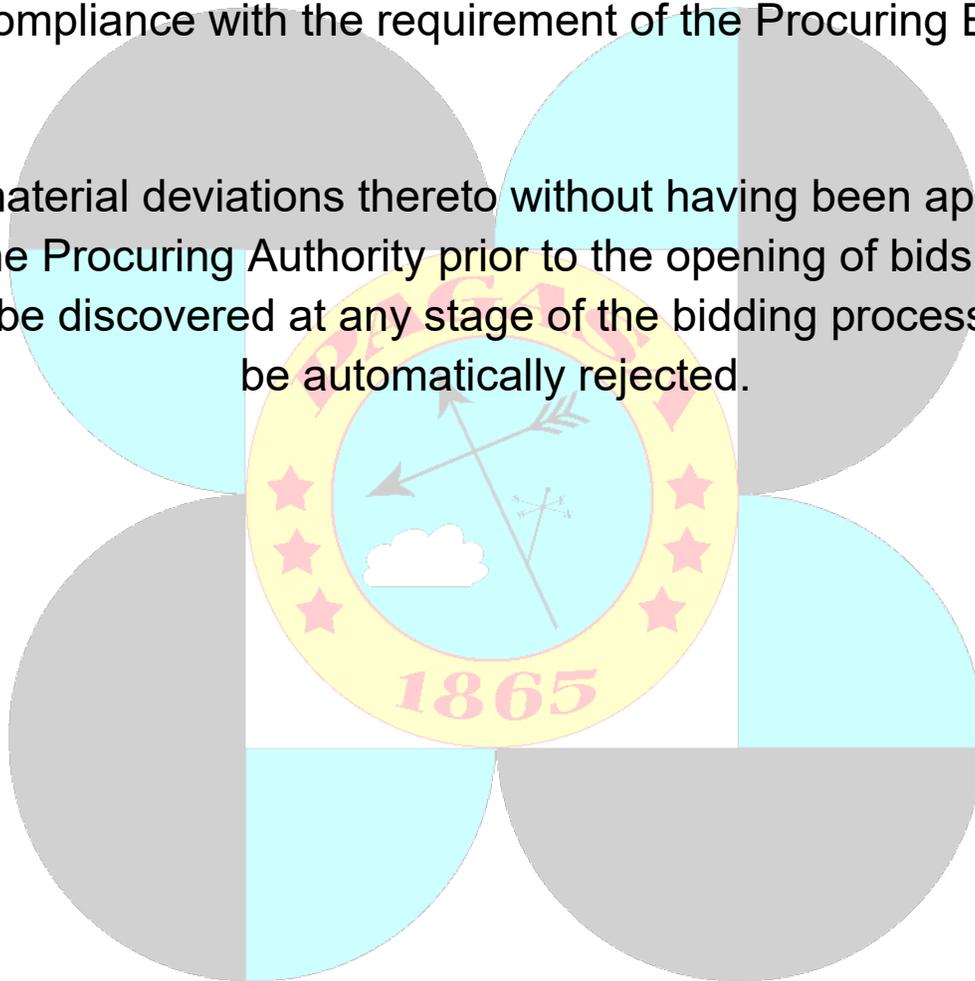
Date: \_\_\_\_\_

One of the requirements from the bidder to be included in its Financial Envelope is its duly signed bid prices in the bill of quantities.

## DETAILED COST ESTIMATE

(In compliance with the requirement of the Procuring Entity)

Any material deviations thereto without having been approved by the Procuring Authority prior to the opening of bids or as may be discovered at any stage of the bidding process shall be automatically rejected.



**PAGASA Prescribed Form for  
Detailed Unit Price Analysis (DUPA)**

DETAILED UNIT PRICE ANALYSIS					
<b>Project:</b>				<b>Unit Price:</b>	
<b>Location</b> :				<b>Unit:</b>	
UNIT PRICE ANALYSIS					
ITEM NO:	DESCRIPTION:	QUANTITY:			
		UNIT:			
A. MATERIALS:		QTY	UNIT	UNIT COST	AMOUNT (Php)
NO.	DESCRIPTION				
	(List possible materials to be used if any)				
Sub-Total (A)					
B. LABOR:		QTY	NO. OF HOURS	UNIT COST	AMOUNT (Php)
NO.	DESCRIPTION				
1	Foreman				
2	Skilled Laborer				
3	Unskilled Laborer				
4					
Sub-Total (B)					
C. EQUIPMENT:		QTY	NO. OF HOURS	UNIT COST	AMOUNT (Php)
	(List of equipment, power tools and/or hand tools, if any)				
Sub-Total (C)					
<b>D. TOTAL DIRECT COST (A+B+C)</b>					
<b>INDIRECT COST:</b>					
<b>E. OCM &amp; PROFIT (NOTE: NOT APPLICABLE IN MOB. &amp; DEMOB.)</b>					
E.1. OVERHEAD ( _____ % of D)					
E.2. CONTINGENCY ( _____ % of D)					
E.3. MISCELLANEOUS ( _____ % of D)					
E.4. PROFIT ( _____ % of D as allowed by law)					
Total Cost of OCM and Profit (E) = (E1+E2+E3+E4)					
F. VAT (as applicable) _____ % of (D+E)					
<b>G. TOTAL INDIRECT COST (E+F)</b>					
<b>H. TOTAL COST (D+G)</b>					
<b>I. UNIT COST (G/QUANTITY)</b>					

Name of Bidder's Authorized Representative: \_\_\_\_\_

Position/Designation: \_\_\_\_\_

Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)  
 Contract Reference Number  
 Name of the Contract  
 Location of the Contract

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 of the Representative of the Bidder  
Position  
Name of the Bidder

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

One of the requirements from the bidder to be included in its Financial Envelope is the cash flow by quarter and payment schedule.

## TAB (F)

Digital Copy of:

- Detailed Scope of Works;
- Plans, Drawings and Designs;
- Detailed Cost Breakdown (PDF and Excel format);
- Bill of Quantities (PDF and Excel format);
- Detailed Unit Price Analysis (DUPA) (PDF and Excel format); and
- PDF files of all the bidding documents submitted, all files saved in USB drive/flash drive.

