

# **ENVELOPE I.**

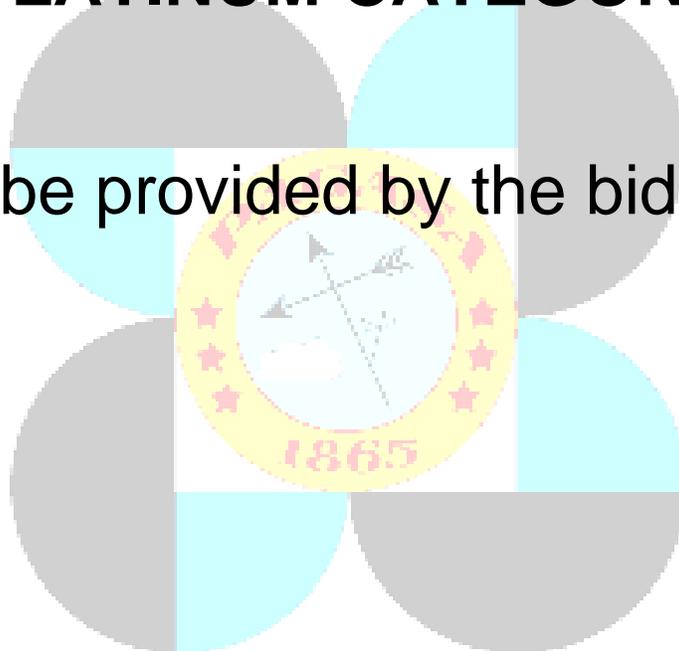
## **Eligibility and Technical Component**

The background features a central logo with a globe and the text 'PDR' inside a yellow circle. This logo is overlaid on four large, semi-transparent circles: two light blue and two grey, arranged in a cross pattern.

PhilGEPS Certificate of Registration and  
Membership

**PLATINUM CATEGORY**

To be provided by the bidder.





Standard Form Number: SF-GOOD-13b  
Revised on: July 28, 2004

**TAB "C"**

**Statement of Bidder's Single Largest Completed Contract which is similar in nature to the Project to be bid**

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

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

Note: The statement shall be supported with the following:

- i. Copy of Contract or Purchase Order (PO);**
- ii. Certificate of Completion or Sales Invoice; and**
- iii. Certificate of Acceptance or Official Receipt (OR) / Collection Receipt**

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

Use additional sheets, if necessary

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.

**Audited Financial Statements  
stamped “RECEIVED” by the BIR**

**For C.Y. 202\_\_\_\_\_**

To be provided by the bidder.



Standard Form Number: SF-GOOD-15  
Revised on: July 28, 2004

**TAB "E"**

**CREDIT LINE CERTIFICATE**

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

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

CONTRACT/PROJECT : \_\_\_\_\_  
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 <Supplier/Distributor/Manufacturer/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 <Supplier/Distributor/Manufacturer/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 <Supplier/Distributor/Manufacturer/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 <Supplier/Distributor/Manufacturer/Contractor>'s Authorized Representative : \_\_\_\_\_  
Official Designation : \_\_\_\_\_

**Note:**

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

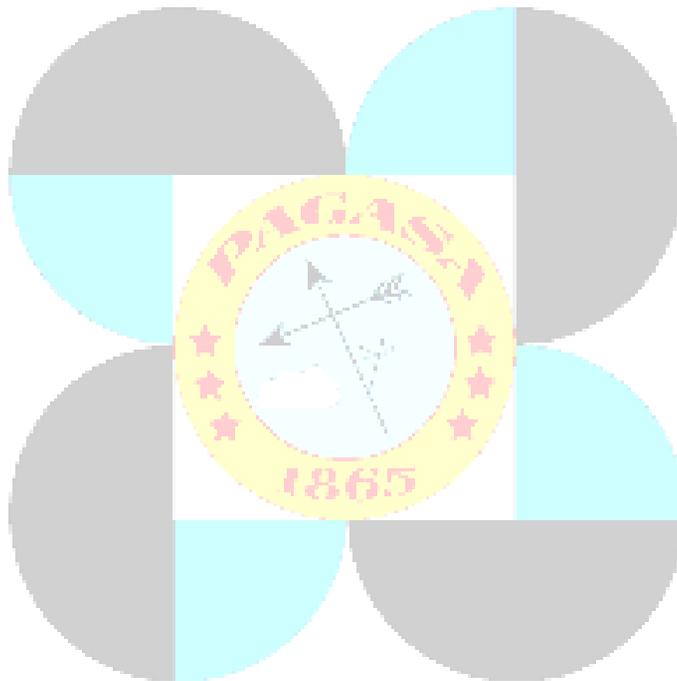
One of the financial document requirements from a bidder for Eligibility Check is a certificate of commitment specific to the contract at hand, issued by a licensed bank to extend to it a credit line if awarded the contract to be bid, in an amount not lower than that set by the procuring entity in the 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.

**ACKNOWLEDGMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
affiant exhibited to me his/her Valid Identification Document No. \_\_\_\_\_ issued by  
\_\_\_\_\_ 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-GOOD-14  
 Revised on: April 2017

TAB "E"

**FINANCIAL DOCUMENTS 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 20__ |
|----|---------------------------|-----------|
| 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 Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

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

*K = For Goods and Infrastructures Projects, the **NFCC’s K factor** shall be **fixed at 15**, regardless of contract duration (2016 Revised IRR of RA 9184)*

*The values of the **domestic** bidder’s current assets and current liabilities shall be based on the latest Audited Financial Statement submitted to the BIR.*

*For the purposes of computing the **foreign** bidder’s NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statements prepared in accordance with International Financial Reporting Standards.*

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 the **latest audited financial statement**: stamped “RECEIVED” by the BIR or BIR authorized collecting agent and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

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

\_\_\_\_\_  
 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

*This form should be attached as cover page to the prospective bidder's Joint Venture Agreement (JVA) or Affidavit of Undertaking to Enter into Joint Venture Agreement; and, should be submitted to indicate that the prospective bidder opted not to enter into Joint Venture Agreement.*

**AFFIDAVIT OF UNDERTAKING  
TO ENTER INTO JOINT VENTURE AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

This **Affidavit of Undertaking** to Enter into **Joint Venture Agreement**, executed by and between:

..... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ....., represented herein by its ....., hereinafter referred to as ".....";

-and-

..... a sole proprietorship/partnership/corporation duly organized and existing under and by virtue of the laws of the Philippines, with offices located at ....., represented herein by its ....., hereinafter referred to as ".....";

Hereinafter referred to individually as "Party" and collectively as "Parties."

For purposes of submission pertinent documents relative to the bidding of the Project entitled: "....." (state title of the Project), pursuant to **Section 23.1 (b)** of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

**WITNESSETH That:**

WHEREAS, the Parties desire to participate as a joint venture in the public bidding that will be conducted by the **Philippine Atmospheric, Geophysical and Astronomical Services Administration (PAGASA)** pursuant to Republic Act No. 9184 and its implementing rules and regulations, with the following particulars:

|                                   |  |
|-----------------------------------|--|
| Bid reference No.:                |  |
| Name/Title of the Project:        |  |
| Approved Budget for the Contract: |  |

NOW THEREFORE, in consideration of the foregoing, the Parties undertake to enter into a **JOINT VENTURE** and sign a **Joint Venture Agreement (JVA)** relative to their joint cooperation for this bid project, in the event that their bid is successful, furnishing the **PAGASA-BAC** a duly signed and notarized copy thereof within **ten (10) calendar days** from receipt of Notice that our bid has the Lowest/Single Calculated and Responsive Bid (L/SCRB).

Prospective JV Partner (Name of Company):

\_\_\_\_\_

Authorized Representative of the JV Partner: (Per attached Secretary's Certificate)

\_\_\_\_\_ Name

\_\_\_\_\_ Designation

Furthermore, the parties agree to be bound jointly and severally under the said Joint Venture Agreement;

Finally, failure on our part of enter into the Joint Venture and/or sign the Joint Venture Agreement for any reason after the Notice of Award has been issued by shall be a ground for non-issuance by PAGASA of the Notice to Proceed, forfeiture of our bid security and such other administrative and/or civil liabilities as may be imposed by PAGASA under the provisions of R.A. 9184 and its Revised IRR, without any liability on the part of PAGASA.

This Undertaking shall form an integral part of our Eligibility documents for the above-cited project.

IN WITNESS WHEREOF, the parties have signed this Protocol/Undertaking on the date first above-written.

**"FIRST PARTY"**

**"SECOND PARTY"**

By:

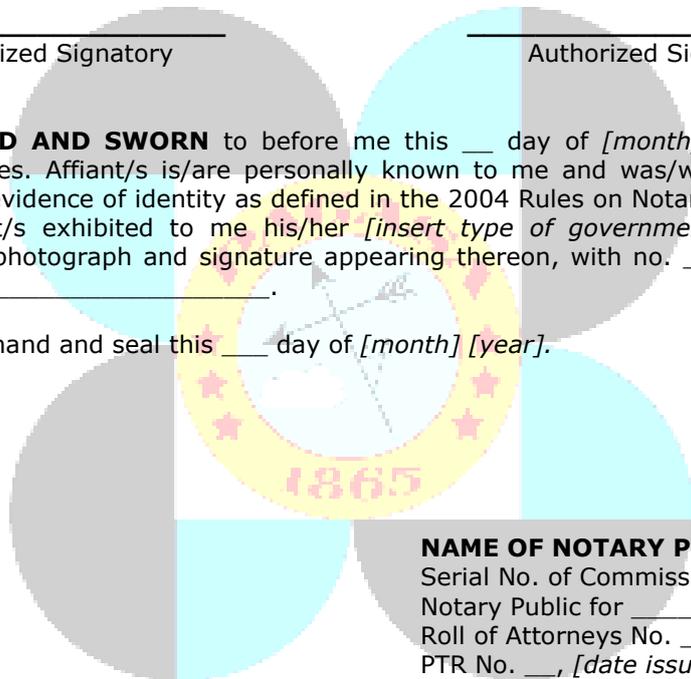
By:

\_\_\_\_\_  
Authorized Signatory

\_\_\_\_\_  
Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].



**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_, [date issued], [place issued]

IBP No. \_\_\_, [date issued], [place issued]

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

Form of Bid Security (Bank Guarantee)

WHEREAS, [insert name of Bidder] (hereinafter called the "Bidder") has submitted his bid dated [insert date] for the [insert name of contract] (hereinafter called the "Bid").

KNOW ALL MEN by these presents that We [insert name of Bank] of [insert name of Country] having our registered office at [insert address] (hereinafter called the "Bank" are bound unto [insert name of PROCURING ENTITY] (hereinafter called the "Entity") in the sum of [insert amount]1 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:

- 1. If the Bidder:
(a) withdraws his Bid during the period of bid validity specified in the Form of Bid; or
(b) does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
2. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity:
(a) fails or refuses to execute the Contract Form 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 his demand, provided that in his demand the Entity will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date [insert days]2 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.

SIGNATURE AND SEAL OF THE GUARANTOR \_\_\_\_\_

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

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

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

1 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.

2 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.

**BID-SECURING DECLARATION****Invitation to Bid/Request for Expression of Interest No.<sup>1</sup>: [Insert reference number]**

REPUBLIC OF THE PHILIPPINES )  
 CITY OF \_\_\_\_\_ ) S.S.  
 X-----X

To: [Insert name and address of the Procuring Entity]

I/We<sup>2</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration<sup>3</sup>, if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
  - (iii) Commit/s any act/s resulting to the forfeiture of bid security under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184 and/or any other applicable provision/s of RA 9184 and/or its Implementing Rules and Regulations.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.
4. In accordance with Section 3(b) above, I/We/It agree/s to pay you a fine, within fifteen (15) days from receipt of written demand and without prejudice to other legal action/s you may undertake, as follows:

<sup>1</sup> Select one and delete the other.

<sup>2</sup> Select one and delete the other. Adopt same instruction for similar terms throughout the document.

<sup>3</sup> Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

<sup>4</sup> Select one and delete the other.

i) In case of multiple bidders:

Two Percent (2%) of the Approved Budget for the Contract (ABC) or the Difference between the evaluated bid prices of the bidder with the Lowest Calculated/Highest Rated Bid and the bidder with the next Lowest Calculated/Highest Rated Bid, and so on, whichever is HIGHER;

As regards the bidder with the Highest Calculated/Lowest Rated Bid, the amount shall be Two Percent (2%) of the ABC or the Difference between the evaluated bid price and the ABC, whichever is HIGHER;

ii) In case of a single bidder:

Two Percent (2%) of the ABC or the Difference between the evaluated bid price and the Approved Budget for the Contract, whichever is HIGHER.

iii) Violations committed prior to opening of financial envelope:

A fixed amount equivalent to two percent (2%) of the ABC.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, [date issued], [place issued]  
IBP No. \_\_, [date issued], [place issued]

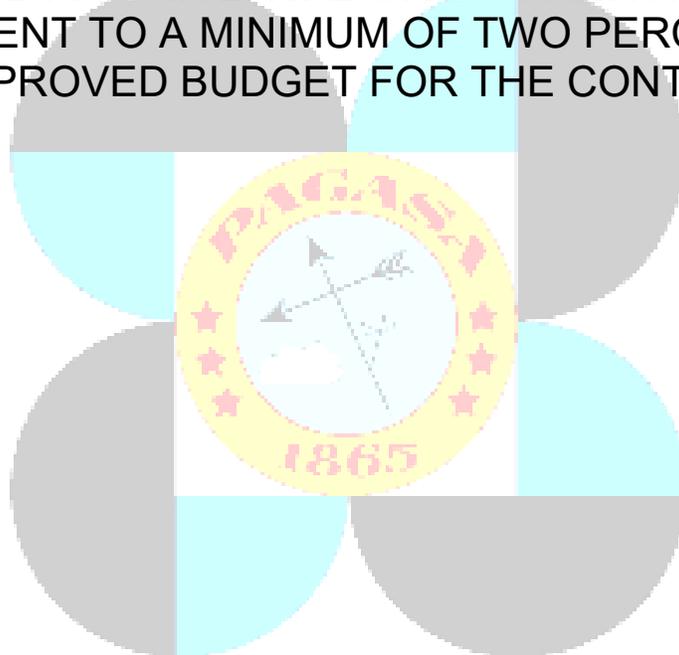
Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of \_\_\_\_.

**TECHNICAL COMPONENT**

**BID SECURITY**

**CASH / CASHIER'S / MANAGER'S CHECK**

ISSUED BY A UNIVERSAL OR COMMERCIAL BANK  
EQUIVALENT TO A MINIMUM OF TWO PERCENT (2%)  
OF THE APPROVED BUDGET FOR THE CONTRACT (ABC)



Standard Form Number: SF-GOOD-34  
Revised on: May 24, 2004

**Bid Security: GSIS Bond**

Republic of the Philippines  
GOVERNMENT SERVICE INSURANCE SYSTEM

GENERAL INSURANCE FUND  
GSIS Makati Building, Legaspi St.  
Legaspi Village, Makati, Metro Manila

G ( ) GIF Bond \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS:

That we, \_\_\_\_\_ represented by its \_\_\_\_\_, as Principal and the GOVERNMENT SERVICE INSURANCE SYSTEM as Administrator of the General Insurance Fund a corporation duly organized and existing under and by virtue of the laws of the Philippines, with head office at Manila, as SURETY, are held and firmly bound unto the OBLIGEE, \_\_\_\_\_ in the sum of PESOS \_\_\_\_\_ (₱ \_\_\_\_\_), callable on demand, Philippine Currency, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bounded PRINCIPAL will submit a bid for the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ at \_\_\_\_\_ am/pm.

WHEREAS, the conditions of aforementioned OBLIGEE require the BIDDER a bond for the said bid.

WHEREAS, the PRINCIPAL agrees to comply with all the terms and conditions of the said bid with the aforementioned OBLIGEE;

NOW, THEREFORE, the conditions of this obligation are such that if the above bounded PRINCIPAL shall, in case he /it becomes the successful bidder in the said bid mentioned above, accept a contract with said OBLIGEE under the terms and conditions of said bid, then this obligation shall be null and void; otherwise, it shall remain full force and effect.

WITNESS OUR HANDS AND SEALS this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_, at \_\_\_\_\_, Philippines.

GOVERNMENT SERVICE INSURANCE SYSTEM  
General Insurance Fund

*Principal*

By:  
\_\_\_\_\_

By:  
\_\_\_\_\_

NOT VALID WITH ERASURES

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_

Standard Form Number: SF-GOOD-33  
Revised on: May 24, 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 Employer) (hereinafter called "the Surety") are held and firmly bound unto (Name of Employer) (hereinafter called "the Employer") as Obligee, in the sum of \_\_\_\_\_<sup>1</sup> 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 has submitted a written Bid to the Employer dated the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_, for the \_\_\_\_\_ (hereinafter called "the Bid").

NOW, THEREFORE, the conditions of this obligation are:

- 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 by the Employer during the period of bid validity:
  - a) fails or refuses to execute the Form of Agreement 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 this obligation shall remain in full force and effect, otherwise it shall be null and void.

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 Employer.

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 Employer, 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 \_\_\_\_\_

<sup>1</sup> The bidder should insert the amount of bond in words and figures, denominated in the currency of the Employer'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.

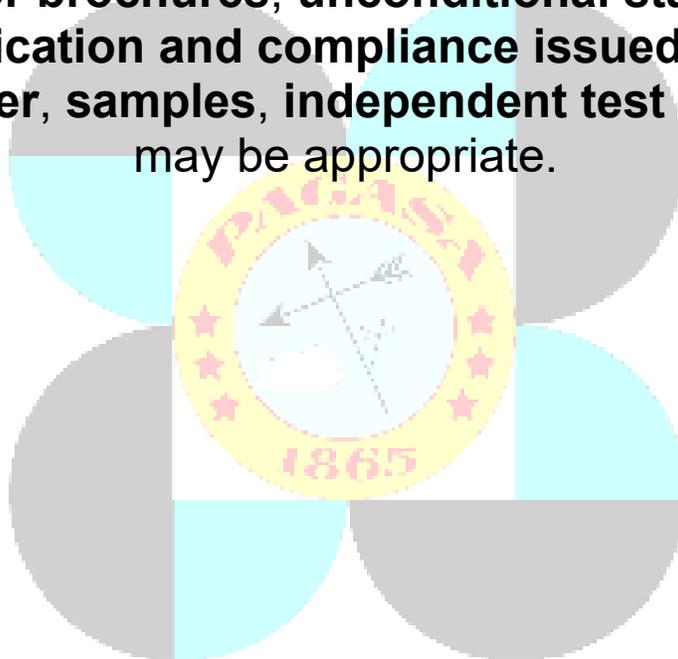


**Section 7. Technical Specifications  
(Statement of Compliance)**



TAB (H-1)

Evidence in support of the Bidder's Statement of Compliance in the form of: **manufacturer's un-amended literature or brochures, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data, etc., as may be appropriate.**



**Manufacturer’s Authorization Form**

---

*[See Clause 8.1 of the Instructions to Bidders.]*

To: *[name of the PROCURING ENTITY]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a Bid, and subsequently negotiate and sign the Contract with you against IAEB No. *[reference of the Invitation to Apply for Eligibility and to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this ITB.

---

*[signature for and on behalf of Manufacturer]*

*Note: This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the special power of attorney to bind the Manufacturer. It should be included by the Bidder in its Bid.*

**Manufacturer's Authorization Form**

---

*[See Clause 8.1 of the Instructions to Bidders.]*

To: *[name of the PROCURING ENTITY]*

WHEREAS *[name of the Manufacturer]* who are established and reputable manufacturers of *[name and/or description of the goods]* having factories at *[address of factory]*

do hereby authorize *[name and address of Agent]* to submit a Bid, and subsequently negotiate and sign the Contract with you against IAEB No. *[reference of the Invitation to Apply for Eligibility and to Bid]* for the above goods manufactured by us.

We hereby extend our full guarantee and warranty as per Clause 15 of the General Conditions of Contract for the goods offered for supply by the above firm against this ITB.

---

*[signature for and on behalf of Manufacturer]*

**Note:** *This letter of authority should be on the letterhead of the Manufacturer and should be signed by a person competent and having the special power of attorney to bind the Manufacturer. It should be included by the Bidder in its Bid.*

**CERTIFICATION UNDER OATH**

---

I, *[Full Name of Authorized Representative]*, solemnly swear under oath that I am duly authorized to submit that the following Manufacturers Authorization Form/s (MAF) also attached herewith is/are legally obtained and legitimate.

1. *[enumerate attached MAFs]*
2. *[enumerate attached MAFs]*
- 3.

I certify that all information provided in these forms is accurate and complete to the best of my knowledge and belief.

I further affirm that the authorization was obtained in accordance with all applicable laws and regulations governing such authorizations and that no fraudulent or illegal means were employed to procure it.

I understand that any false statements or misrepresentations made in these forms may result in legal consequences for myself and the company I represent.

I am fully aware of the importance of submitting truthful and accurate information to the Bids and Awards Committee.

**IN WITNESS WHEREOF**, affixed my signature this \_\_\_\_ day of *[month]*, 20\_\_ at Quezon City, Philippines.

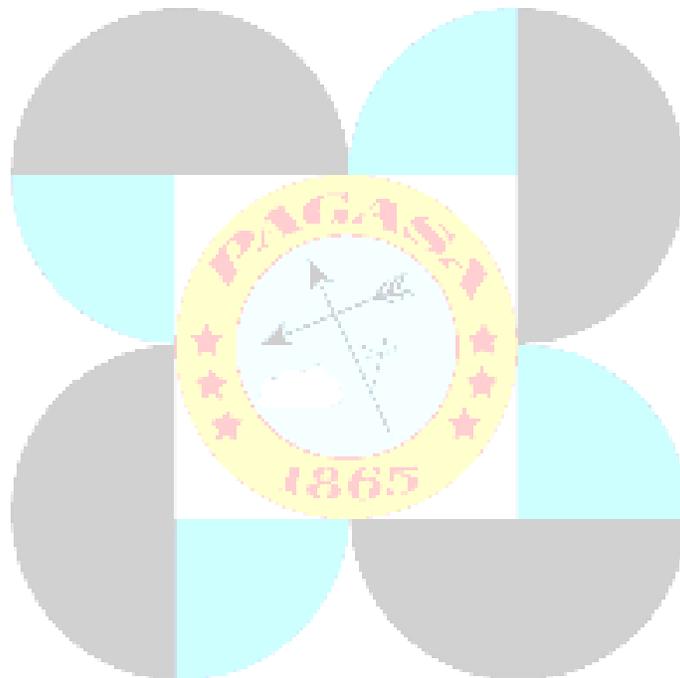
\_\_\_\_\_  
*[signature above printed name of Authorized Representatives]*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]*, 20\_\_ at Quezon City, Philippines.

Book No. \_\_\_\_\_  
Doc No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of 20\_\_

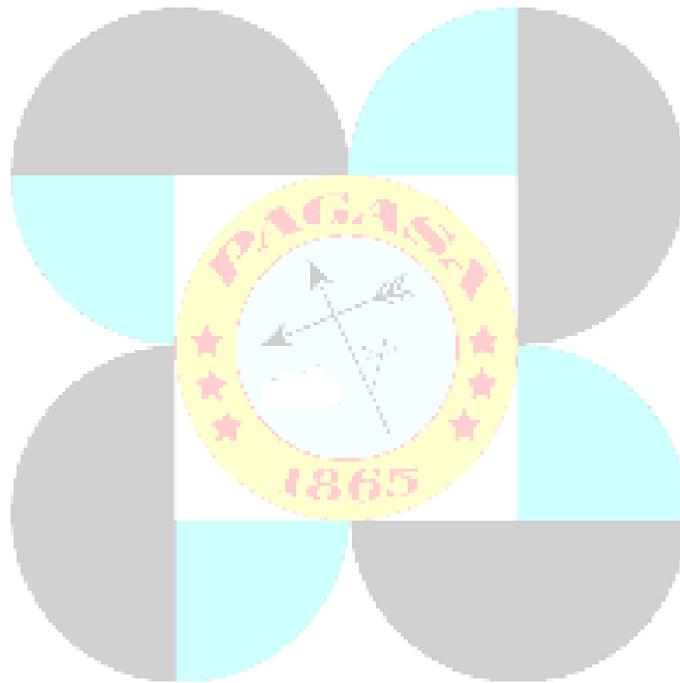
TAB (H-3)

Other additional requirements as stated in the Terms of Reference (TOR) and/or the BDS



**TAB "I"**

## Section 6. Schedule of Requirements





**Omnibus Sworn Statement**  
*[shall be submitted with the Bid]*

**TAB "J"**

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

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

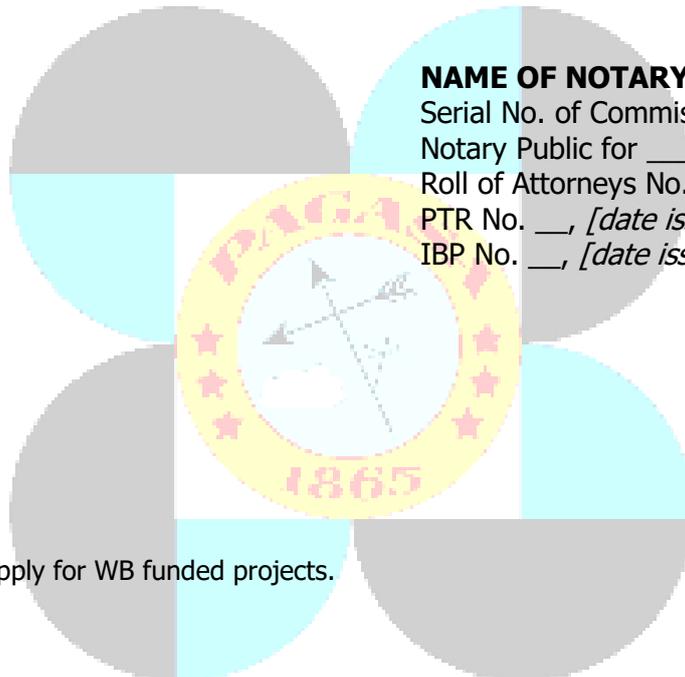
Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, [date issued], [place issued]

IBP No. \_\_, [date issued], [place issued]

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



\* This form will not apply for WB funded projects.

Standard Form Number: SF-GOOD-35  
Revised on: May 24, 2004

**TAB "J-1"**

**AUTHORITY OF SIGNATORY**

**SPECIAL POWER OF ATTORNEY**

I, \_\_\_\_\_, President of \_\_\_\_\_, 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 \_\_\_\_\_ 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:

\_\_\_\_\_

**ACKNOWLEDGMENT**

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 ID No. \_\_\_\_\_ 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.*

Standard Form Number: SF-GOOD-36  
Revised on: May 24, 2004

**TAB "J-1"**

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_, 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 \_\_\_\_\_ be, as it hereby is, authorized to participate in the bidding of \_\_\_\_\_ Project ID-No.) \_\_\_\_\_ by the (Name of the Procuring Entity); and that if awarded the project shall enter into a contract with the (Name of the Procuring Entity); and in connection therewith hereby appoint \_\_\_\_\_, acting as duly authorized and designated representatives of \_\_\_\_\_, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully and effectively as the \_\_\_\_\_ 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 \_\_\_\_\_ hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the \_\_\_\_\_ 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 \_\_\_\_\_ shall not seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency in connection with this project 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)

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, [date issued], [place issued]  
IBP No. \_\_, [date issued], [place issued]

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

*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.*

# 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.

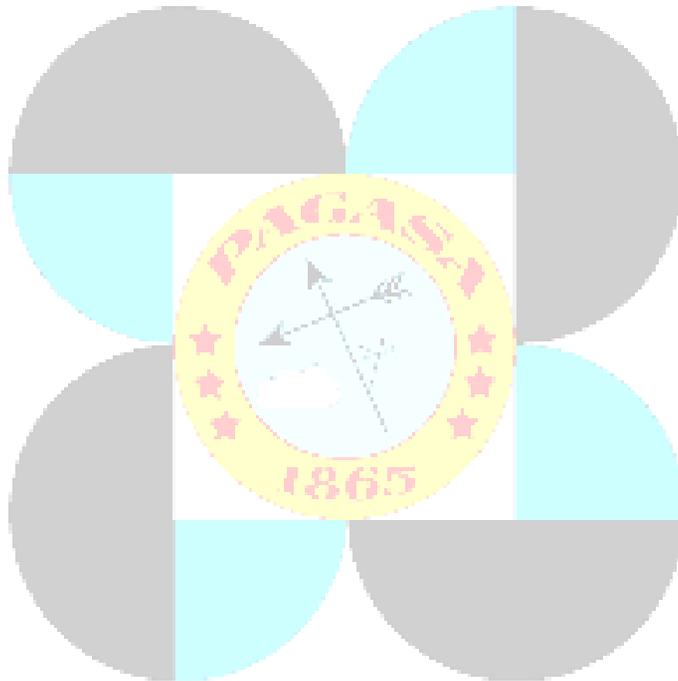
We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

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

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

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



**For Goods Offered From Abroad**

**TAB "B"**

Name of Bidder \_\_\_\_\_ .ITB<sup>1</sup> Number \_\_\_\_\_ .Page \_\_\_\_\_ of \_\_\_\_\_.

| 1    | 2           | 3                 | 4        | 5  | 6  | 7                                      | 8                                    | 9                                     |
|------|-------------|-------------------|----------|--|--|--|--------------------------------------|---------------------------------------|
| Item | Description | Country of origin | Quantity | Unit price CIF port of entry (specify port) or CIP named place(specify border point or place of destination) | Total CIF or CIP price per item (col. 4 x 5) | Unit Price Delivered Duty Unpaid (DDU) | Unit price Delivered Duty Paid (DDP) | Total Price delivered DDP (col 4 x 8) |
|      |             |                   |          |  |  |  |                                      |                                       |

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

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

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

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

\_\_\_\_\_

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

**For Goods Offered From Within the Philippines**

Name of Bidder \_\_\_\_\_ .ITB<sup>2</sup> Number \_\_\_\_\_ . Page \_\_\_\_\_ of \_\_\_\_\_.

| 1    | 2           | 3                 | 4        | 5                       | 6   | 7                                      | 8  | 9   | 10  |
|------|-------------|-------------------|----------|-------------------------|---|--|--|---|---|
| Item | Description | Country of origin | Quantity | Unit price EXW per item | Cost of local labor, raw material, and component <sup>2</sup> | Total price EXW per item (cols. 4 x 5) | Unit prices per item final destination and unit price of other incidental services | Sales and other taxes payable per item if Contract is awarded | Total Price delivered Final Destination (col 8 + 9) x 4 |
|      |             |                   |          |                         |   |  |  |   |   |

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

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

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

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

\_\_\_\_\_

<sup>2</sup> If ADB, JBIC and WB funded projects, use IFB.

**Instructions:**

- a) The Bidder shall complete the appropriate Schedule of Prices stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.
- b) The Bidder shall fill in rates and prices for all items of the Goods described in the Schedule of Requirements. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Schedule of Prices, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a zero (0) or a dash (-) for the said item would mean that it is being offered for free to the Government, except those required by law or regulations to be accomplished.
- c) The terms Ex Works (EXW), Cost, Insurance and Freight (CIF), Cost and Insurance Paid to (CIP), Delivered Duty Paid (DDP), and other trade terms used to describe the obligations of the parties, shall be governed by the rules prescribed in the current edition of the International Commercial Terms (INCOTERMS) published by the International Chamber of Commerce, Paris.
- d) Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - i. **For Goods offered from within the Philippines:**
    1. The price of the Goods quoted EXW (ex works, ex factory, ex warehouse, ex showroom, or off-the-shelf, as applicable);
    2. The cost of all customs duties and sales and other taxes already paid or payable;
    3. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    4. The price of other (incidental) services, if any, listed in the Terms of Reference (TOR).
  - ii. **For Goods offered from abroad:**
    1. The price of the Goods shall be quoted DDP with the place of destination in the Philippines. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    2. The price of other (incidental) services, if any, listed in the **BDS**.
  - iii. **For Services**, based on the form which may be prescribed by the Procuring Entity, in accordance with existing laws, rules and regulations



Project Reference Number:

Name of the Project:

Location of the Project:

|                                   |  |  |  |  |  |
|-----------------------------------|--|--|--|--|--|
| <b>Customs &amp; Duties taxes</b> |  |  |  |  |  |
| <b>TOTAL</b>                      |  |  |  |  |  |

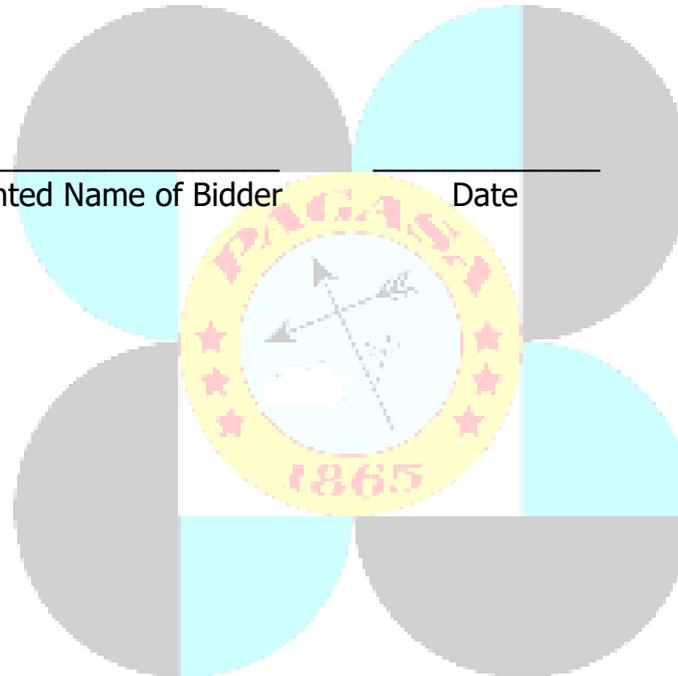
*\* if applicable*

I hereby certify to comply and deliver the Items within \_\_\_\_\_ **calendar days** upon receipt of the Notice to Proceed (NTP) from the PAGASA.

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

\_\_\_\_\_  
Signature over Printed Name of Bidder

\_\_\_\_\_  
Date



**TAB "D"**

## **TAB (D)**

Digital Copy of:

- The Statement of Compliance (Section 7. Technical Component);
- The detailed cost breakdown (PDF and Excel format);
- The bill of quantities of Goods/Services being offered (PDF and Excel format); and,
- PDF of all bidding documents submitted, all files saved in a USB drive/flash drive.

