

# PHILIPPINE BIDDING DOCUMENTS

## Procurement of

**CONSTRUCTION OF ONE (1) STOREY – TWO  
(2) CLASSROOMS SCHOOL BUILDING WITH  
TOILET ATTACHED AT BIASONG ES,  
PANTUKAN, DAVAO DE ORO**

*[Construction of 1 unit 2 Classroom with Toilet and Handwash inside.]*

***PR No. 24-1333***

***CW24-007***

Provincial Government of Davao De Oro

Date of Issuance of Bidding Documents: June 11, 2024

# TABLE OF CONTENTS

<b>Glossary of Terms, Abbreviations, and Acronyms.....</b>	<b>4</b>
<b>Section I. Invitation to Bid .....</b>	<b>6</b>
<b>Section II. Instructions to Bidders.....</b>	<b>8</b>
1. Scope of Bid.....	8
2. Funding Information .....	9
3. Bidding Requirements.....	9
4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices .....	9
5. Eligible Bidders.....	9
6. Origin of Associated Goods .....	10
7. Subcontracts .....	10
8. Pre-Bid Conference.....	10
9. Clarification and Amendment of Bidding Documents.....	10
10. Documents Comprising the Bid: Eligibility and Technical Components .....	10
11. Documents Comprising the Bid: Financial Component .....	11
12. Alternative Bids .....	11
13. Bid Prices .....	11
14. Bid and Payment Currencies.....	12
15. Bid Security.....	12
16. Sealing and Marking of Bids.....	12
17. Deadline for Submission of Bids .....	12
18. Opening and Preliminary Examination of Bids .....	12
19. Detailed Evaluation and Comparison of Bids.....	13
20. Post Qualification.....	13
21. Signing of the Contract .....	13
<b>Section III. Bid Data Sheet.....</b>	<b>14</b>
<b>Section IV. General Conditions of Contract .....</b>	<b>17</b>
1. Scope of Contract.....	18
2. Sectional Completion of Works .....	18
3. Possession of Site.....	18
4. The Contractor’s Obligations.....	18
5. Performance Security .....	19
6. Site Investigation Reports .....	19

7.	Warranty.....	19
8.	Liability of the Contractor.....	19
9.	Termination for Other Causes.....	19
10.	Dayworks.....	19
11.	Program of Work.....	19
12.	Instructions, Inspections and Audits.....	19
13.	Advance Payment.....	19
14.	Progress Payments.....	19
15.	Operating and Maintenance Manuals.....	19
	<b>Section V. Special Conditions of Contract.....</b>	<b>21</b>
	<b>Section VI. Specifications.....</b>	<b>22</b>
	<b>Section VII. Drawings.....</b>	<b>23</b>
	<b>Section VIII. Bill of Quantities.....</b>	<b>24</b>
	<b>Section IX. Checklist of Technical and Financial Documents.....</b>	<b>26</b>

# *Glossary of Terms, Abbreviations, and Acronyms*

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

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

**BAC** – Bids and Awards Committee.

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

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

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

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**CDA** – Cooperative Development Authority.

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

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

**CPI** – Consumer Price Index.

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

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

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

**GFI** – Government Financial Institution.

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

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

**GOP** – Government of the Philippines.

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

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**PCAB** – Philippine Contractors Accreditation Board.

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

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

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**UN** – United Nations.



Republic of the Philippines  
Province of Davao de Oro  
**BIDS AND AWARDS COMMITTEE SECRETARIAT**  
Cabidanan, Nabunturan, Davao de Oro

**CWITB No. 24-005**  
**Invitation to Bid for**

***CONSTRUCTION OF ONE (1) STOREY-TWO (2)  
CLASSROOMS SCHOOL BUILDING WITH TOILET  
ATTACHED AT BIASONG ES, PANTUKAN, DAVAO DE  
ORO***

*[Construction of 1 unit 2 Classroom with Toilet and Handwash Inside]*

1. The *Provincial Government of Davao de Oro*, through the *AB CY 2024-SEF* intends to apply the sum of *Three Million Nine Hundred Seventy Four Thousand Eight Hundred Fifty Eight Pesos and Seventy Nine Centavos (Php3,974,858.79)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Construction of one(1) storey-two(2) classrooms school building with Toilet Attached at Biasong ES Pantukan, Davao de Oro [Construction of 1 unit 2 Classroom with Toilet and Handwash inside] – AB CY 2024-SEF with Purchase Request No. 24-1333 under Civil Works No. CW24-007*. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *Provincial Government of Davao de Oro* now invites bids for the above Procurement Project. Completion of the Works is required *One Hundred Thirty (130) calendar days*. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary “*pass/fail*” criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.
4. Interested bidders may obtain further information from *Bids and Awards Committee (BAC) Secretariat Office, 3<sup>rd</sup> Floor, Right Wing, Provincial Capitol Building, Cabidanan, Nabunturan, Davao de Oro Province* and inspect the Bidding Documents at the address given below from *Mondays to Fridays (8:00 a.m. to 5:00 p.m.)*.
5. A complete set of Bidding Documents may be acquired by interested bidders on *June 11, 2024* from given address below *and upon payment of the applicable fee for the Bidding Documents to the Provincial Government of Davao de Oro, thru Provincial Treasurer’s Office, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees *in person*.

6. The **Provincial Government of Davao de Oro** will hold a Pre-Bid Conference<sup>1</sup> on **June 18, 2024, 1:00 p.m.** at **3<sup>rd</sup> Floor, Bids and Awards Conference Room, Provincial Capitol, Cabidanan, Nabunturan, Davao de Oro Province** which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below on or before **July 2, 2024 until 8:00 a.m.** Late bids shall not be accepted.
8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 15.
9. Bid opening shall be on **July 2, 2024, 9:00 a.m. onwards** at **3<sup>rd</sup> Floor, Bids and Awards Conference Room, Provincial Capitol, Cabidanan, Nabunturan, Davao de Oro Province**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. *On the opening of bids, representative of bidders must present proof or Authority (Special Power of Attorney)*
11. The **Provincial Government of Davao de Oro** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
12. For further information, please refer to:

**JENES B. MIÑOZA**

Head – BAC Secretariat

Bids and Awards Committee (BAC) Secretariat Office

2<sup>nd</sup> Floor, Right Wing, Provincial Capitol,

Cabidanan, Nabunturan, Davao de Oro Province - 8800

Cel. #: 09958124941

Email Address: **davaodeorobac@gmail.com**

13. You may visit the websites:

For downloading of Bidding Documents: *philgeps.gov.ph / davaodeoro.gov.ph*

*Date of Issue: June 11, 2024*

**ROLANDO S. SIMENE, DVM, MRDM**

PG Department Head - PVET

BAC – Chairperson

---

<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

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

### **1. Scope of Bid**

The Procuring Entity, ***Construction of One (1) Storey – Two (2) Classrooms School Building with Toilet Attached at Biasong ES, Pantukan, Davao de Oro (Construction of 1 unit 2 Classroom with Toilet and Handwash inside) with Purchase Request No. 24-1333 under Civil Works No. CW24-007.***

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

### **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for ***AB CY 2024-SEF*** in the amount of ***Php 3,974,858.79***

2.2. The source of funding is:

a. LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

### **3. Bidding Requirements**

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

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

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



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

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

#### **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA’s CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

#### **6. Origin of Associated Goods**

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

#### **7. Subcontracts**

7.1. The Procuring Entity has prescribed that: Subcontracting is not allowed

#### **8. Pre-Bid Conference**

The Procuring Entity will hold a pre-bid conference for this Project on ***June 18, 2024, 1:00 p.m. at 3<sup>rd</sup> Floor, Bids and Awards Conference Room, Provincial Capitol, Cabidanan, Nabunturan, Davao de Oro Province*** through as indicated in paragraph 6 of the **IB**.

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

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

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

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

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

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Alternative Bids

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

## 13. Bid Prices

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

## 14. Bid and Payment Currencies

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

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

### a. Philippine Pesos.

## 15. Bid Security

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

15.2. The Bid and bid security shall be valid until **One Hundred Twenty (120) calendar days**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy

of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **17. Deadline for Submission of Bids**

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

## **18. Opening and Preliminary Examination of Bids**

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

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

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

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 30.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

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

## **20. Post Qualification**

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

## **21. Signing of the Contract**

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

## *Section III. Bid Data Sheet*

### **Bid Data Sheet**

ITB Clause																				
5.2	<p>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: <b><i>Building Construction Project</i></b></p> <p><b><i>The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184</i></b></p> <ul style="list-style-type: none"> <li>• One(1) project of 50% value for the last 5 years with same nature &amp; complexity</li> <li>• The SLCC shall be supported by an Owner's Certificate of Final Acceptance issued by the project owner other than the Contractor</li> <li>• Submission of any categories of completed projects with a Final Rating of at least Satisfactory in the Constructors Performance Evaluation System (CPES).</li> <li>• In case of contracts with the private sector, an equivalent document shall be submitted.</li> </ul> <p><i>However, Bidders without similar experience on the contract to the bid registered under Small A and Small B categories may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.</i></p>																			
7.1	<b><i>Subcontracting is not allowed.</i></b>																			
10.3	<b><i>No Further Instruction.</i></b>																			
10.4	<p>The key personnel must meet the required minimum years of experience set below:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">Key Personnel</th> <th style="text-align: center;">No. of Key Personnel</th> <th style="text-align: center;">General Experience</th> <th style="text-align: center;">Relevant Experience (Years)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Project Manager</td> <td style="text-align: center;">1</td> <td style="text-align: center;">(Managerial) Building Construction Project</td> <td style="text-align: center;">1 Year</td> </tr> <tr> <td style="text-align: center;">Project Engineer (Licensed Civil Engineer)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Building Construction Project</td> <td style="text-align: center;">1 Year</td> </tr> <tr> <td style="text-align: center;">Accredited Materials &amp;</td> <td style="text-align: center;">1</td> <td style="text-align: center;">Building Construction Project</td> <td style="text-align: center;">1 Year</td> </tr> </tbody> </table>				Key Personnel	No. of Key Personnel	General Experience	Relevant Experience (Years)	Project Manager	1	(Managerial) Building Construction Project	1 Year	Project Engineer (Licensed Civil Engineer)	1	Building Construction Project	1 Year	Accredited Materials &	1	Building Construction Project	1 Year
Key Personnel	No. of Key Personnel	General Experience	Relevant Experience (Years)																	
Project Manager	1	(Managerial) Building Construction Project	1 Year																	
Project Engineer (Licensed Civil Engineer)	1	Building Construction Project	1 Year																	
Accredited Materials &	1	Building Construction Project	1 Year																	

Quality Control Engineer (Licensed Civil Engineer)			
Foreman	1	Building Construction Project	1 Year
Part Time Safety Officer	1	Building Construction Project	1 Year
First Aider	1	Building Construction Project	1 Year

Note :

1. Use the standard form for list of contractor's Key Personnel to be assigned to the contract. (Please see Section X - Sample Forms Page \_\_\_\_)
2. The above list should be supported with the following documents:
  - 2.a. Materials Engineer w/DPWH Certificate of Accreditation for Material Testing and Quality Control Engineer
  - 2.b. Construction Occupational Safety & Health Officer with Certificate of Training from an accredited agency.
  - 2.c. First Aider with Certificate of Training issued by Red Cross or any accredited Agency.
3. If a proposed Key Technical Personnel is an employee of the bidder and working on another project at the time of the bidding, the bidder shall submit a Certification that (1) the personnel will be pulled out from the on -going project once the bidder is awarded on the contract; and (2) He /She will be replaced with another person with equal or better qualifications, as certified by the Head of the Implementing Office.

10.5

The minimum major equipment requirements are the following:

Equipment	Owned / Leased	Capacity	Number of Units
1. Plate Compactor	2		2
2. Concrete Bagger Mixer	1		1
3. Concrete Vibrator	1		1
4. Welding Machine	2		2
5. Dumptruck	1		1

Note: List of contractor's equipment units, which are owned, leased and / or under purchase agreements, supported by:

1. Proof of ownership (Official Receipt / Certificate of Registration, Deed of Absolute Sale, Sales Invoice/s, Official Receipts, whichever is applicable) for owned equipment.
2. Certification of Availability of Equipment from the Equipment Lessor/Vendor for the duration of the project, as the case may be.

12	<i>No further instructions.</i>
12.1 (b.)	Additional Requirements under Technical Components 1. Site Inspection Certificate sign by the End User/Recipient or his duly authorized representative 2. Latest Income and Business Tax Returns
13.1	No additional Requirements
13.1(b)	This shall include all of the following documents: 1. Bid prices in the Bill of Quantities 2. Detailed estimates, including a summary sheet indicating the unit prices of construction materials. Labor rates, and equipment rentals used in coming up with the Bid; and 3. Cash flow by quarter or payment schedule.
15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than <b>Php79,497.17</b> [ <i>Insert two percent (2%) of ABC</i> ], if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than <b>Php198,742.94</b> [ <i>Insert five percent (5%) of ABC</i> ] if bid security is in Surety Bond.
19.2	<b>Partial bids are not allowed.</b> The Infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation and contract award.
21	<b>Documents relevant to the Project which shall be submitted by the winning bidder within Ten (10) calendar days from the receipt of the Notice of Award:</b> <b>1. Construction Schedule, Bar Chart with S-Curve and Cash Flow</b> <b>2. Manpower Schedule</b> <b>3. Construction Methods</b> <b>4. Equipment Utilization Schedule</b> <b>5. PERT /CPM</b> <b>6. Construction Safety and Health Program approved by the DOLE</b> <b>7. Contractor's All Risk Insurance (CARI)</b> <b>8. Five (5) sets of Quality Control Program (QCP) approved by the Provincial Engineer</b> <b>9. Performance Security Valid until Final Acceptance of the Project.</b> <b>10. And other acceptable tools of project scheduling.</b> <b>11. Program of Works (POW)</b>



## ***Section IV. General Conditions of Contract***

### **1. Scope of Contract**

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

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

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

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

### **3. Possession of Site**

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

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

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

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

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

## **5. Performance Security**

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR. **Performance Security Valid until Final Acceptance of the Project.**

5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **6. Site Investigation Reports**

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

## **7. Warranty**

7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the SCC.

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

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

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

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

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and

implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

## **10. Dayworks**

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

## **11. Program of Work**

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

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

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

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

## **13. Advance Payment**

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

## **14. Progress Payments**

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

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

- 15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity’s Representative’s approval, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

## *Section V. Special Conditions of Contract*

GCC Clause	
2	<i>The Intended Completion Date is <b>One Hundred Thirty (130) Calendar Days (Inclusive of 35 days for Sundays, Holidays &amp; Unworkable Days)</b> which will commence from the Start Date upon the date of the Contractor's date of receipt of Notice to Proceed.</i>
6	The site investigation reports are: <i>No further instructions.</i>
7.2	<p><b>Warranty Security:</b></p> <p><b>Permanent Structures : Fifteen (15) years</b></p> <p><b>Buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures.</b></p>
10	<b>a. No dayworks are applicable to the contract.</b>
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within <b>10 calendar</b> days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is <b>15% of the amount of the progress payment being billed.</b>
13	<i>The amount of the advance payment shall not exceed 15% of the of the total contract price.</i>
14	<i>Materials &amp; equipment delivered in the site but not completely put in place shall not be included for payment..</i>
15.1	<p><b>The date by which the As -Built Drawings and / or Operating and Maintenance Manuals are required is the date of submission of the request for Final Billing.</b></p> <ul style="list-style-type: none"> <li>• <i>Three (3) sets of "As Built" Plans of the Project shall be submitted by the contractor.</i></li> <li>• <i>No Certificate of Completion of the Project shall be issued to the contractor unless the "As Built" Plan has been approved</i></li> </ul>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is <b>20% of the amount of the final billing.</b>

## ***VI. Specifications***

### **a. DPWH Standards:**

The **DPWH Standard Specifications for Public Works and Highways (Blue Book)** shall be the basis for the standards and codes to be met by the goods and materials to be furnished and work performed or tested for the Contract. In particular, Volume II of the Blue Book be used if the Contract pertains to Highways, Bridges and Airports. Volume III of the Blue Book shall be used if the Contract pertains to Buildings, Flood Control and Drainage, or Water Supply. The Blue Book incorporates standards of the American Association of State Highway and Transportation Officials (AASHTO), American Society for Testing and Materials (ASTM), and the American Concrete Institute (ACI), among others, pertaining to construction.

The Procuring Entity shall use the Standard Pay Items in the Project and Contract Management Application (PCMA) in drawing up the Specifications.

### **b. Modifications of the Standards:**

- 2.1 Modifications of and additions to standard and codes as stated in the DPWH Standard Specifications for Public Works and Highways, if any, shall be included in the enclosed supplemental Specifications, which is part of the Bidding Documents.
- 2.2 Entries in the Supplemental Specifications are numbered to coincide with the numbering of items in the DPWH Standards Specifications for Public Works and Highways.

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

*[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]*

## Section VIII. Bill of Quantities

**Name of Project: CONSTRUCTION OF ONE (1) STOREY – TWO (2) CLASSROOMS  
SCHOOL BUILDING WITH TOILET ATTACHED AT BIASONG ES  
PANTUKAN, DAVAO DE ORO**

[Construction of 1 unit 2 Classroom with Toilet and Handwash Inside]

Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
<b><i>Part I. Facilities For Engineer</i></b>					
A.1.1(3)	CONSTRUCTION OF FIELD OFFICE FOR ENGINEERS	l.s	1.00		
<b><i>Part II: Other General Requirements:</i></b>					
B.3	PERMITS & CLEARANCES	l.s	1.00		
B.5	PROJECT BILLBOARD/SIGNBOARD	each	1.00		
B.7(1)	OCCUPATIONAL SAFETY & HEALTH PROGRAM	mo.	3.25		
B.9	MOBILIZATION/DEMOBILIZATION	l.s.	1.00		
<b><i>Part III: Civil, Mechanical, Electrical &amp; Sanitary /Plumbing Works:</i></b>					
<b><i>Part A - Earthworks</i></b>					
801(1)	REMOVAL OF STRUCTURES AND OBSTRUCTION	l.s	1.00		
803(1)a	STRUCTURAL EXCAVATION	cu.m.	103.53		
804(1)b	EMBANKMENT (FROM BORROW)	cu.m.	50.01		
804(4)	GRAVEL FILL	cu.m.	21.71		
<b><i>Part B – Plain and Reinforced Concrete Works</i></b>					
900(7)	REINFORCED CONCRETE	cu.m.	35.99		
902(1)a	REINFORCING STEEL (Deformed Grade 40)	kgs.	2778.88		
903(1)	FORMWORKS AND FALSEWORKS	l.s.	1.00		
<b><i>Part C – Finishings and Other Civil Works</i></b>					
1001(6)	CATCH BASIN	l.s.	1.00		
1001(8)	SEWER LINE WORKS	l.s.	1.00		
1001(9)	STORM DRAINAGE AND DOWNSPOUT	l.s.	1.00		
1001(11)	SEPTIC VAULT (CONCRETE/CHB)	l.s.	1.00		

Signature Box



1002(4)	PLUMBING FIXTURES	l.s.	1.00		
1002(24)	COLD WATER LINES	l.s.	1.00		
1003(1)h	CEILING	l.s.	1.00		
1003(17)	CARPENTRY AND JOINERY WORKS	l.s.	1.00		
1005(1)	RESIDENTIAL CASEMENT (STEEL)	l.s.	18.48		
1014(1)b2	PREPAINTED METAL SHEETS	sq.m	944.93		
1018(2)	UNGLAZED TILES	sq.m	4.30		
1018(5)	GLAZED TILES	sq.m	20.13		
1027(1)	CEMENT PLASTER FINISH	sq.m	388.30		
1032(1)a	PAINTING WORKS (Masonry/Concrete)	sq.m	556.99		
1032(1)b	PAINTING WORKS (Wood)	sq.m	40.92		
1032(1)c	PAINTING WORKS (Steel)	sq.m	198.17		
1043(2)	PVC DOORS AND FRAMES	set	2.00		
1046(2)a1	CHB NON-LOAD BEARING (Including Reinforcing Steel) 100MM THK.	sq.m.	290.75		
1047(8)	STRUCTURAL STEEL (ROOF FRAMING)	l.s	1.00		
1047(10)	METAL STRUCTURE ACCESSORIES	l.s	1.00		
1051(6)	RAILINGS	l.s	1.00		
<b><i>Part D – Electrical</i></b>					
1100(10)	CONDUITS, BOXES & FITTINGS (Conduit Works/Conduit Rough-in)	l.s	1.00		
1101(33)	WIRES AND WIRING DEVICES	l.s	1.00		
1102(1)	POWER LOAD CENTER, SWICHGEAR AND PANELBOARDS AND OTHER OVERCURRENT PROTECTION DEVICES	l.s	1.00		
1102(18)	SOLAR PANEL WITH INVERTER, BATTERY AND OTHER DEVICE	l.s	1.00		
1103(1)	LIGHTING FIXTURES AND LAMPS	l.s	1.00		
<b><i>Part E – Mechanical</i></b>					
1202(6)a3	FIRE ENTINGUISHER	set	1.00		
<b>TOTAL PROJECT COST .....</b>					

Signature Box
---------------

# Section IX: Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

### Technical Documents

- (f) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- (h) Philippine Contractors Accreditation Board (PCAB) License;  
**or**  
Special PCAB License in case of Joint Ventures;  
**and** registration for the type and cost of the contract to be bid; **and**
- (i) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (j) Project Requirements, which shall include the following:
  - a. Organizational chart for the contract to be bid;
  - b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
  - c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment

- lessor/vendor for the duration of the project, as the case may be; **and**
- (k) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

**Financial Documents**

- (l) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

***Class "B" Documents***

- (n) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence; **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (o) Original of duly signed and accomplished Financial Bid Form; **and**

**Other documentary requirements under RA No. 9184**

- (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- (r) Cash Flow by Quarter.

## ***Section X .SAMPLE FORMS***

<i>Bid Forms</i> .....	29
<i>Form of Contract Agreement</i> .....	31
<i>Omnibus Sworn Statement</i> .....	33
<i>Statement of On-Going Government &amp; Private construction contracts including contracts awarded but not yet started</i> .....	36
<i>Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid</i> .....	37
<i>Net Financial Contracting Capacity (NFCC)</i> .....	38
<i>Bid Securing Declaration</i> .....	39

## Bid Form

---

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

IB<sup>1</sup> N<sup>o</sup>: \_\_\_\_\_

To: *Provincial Government of Davao de Oro*

Address: *Provincial Capitol, Cabidanan, Nabunturan, Davao de Oro*

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered below is: *[insert information]*;

The discounts offered and the methodology for their application are: *[insert information]*;

- (c) Our Bid shall be valid for a period of *[insert number]* days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) 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;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: *[insert information]*;
- (f) 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;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) 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

---

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

- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (j) **We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].**
- (k) **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: \_\_\_\_\_

In the capacity of: \_\_\_\_\_

Signed: \_\_\_\_\_

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

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

## Form of Contract Agreement

---

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as integral part of this Agreement, to wit:
  - (a) General and Special Conditions of Contract;
  - (b) Drawings/Plans;
  - (c) Specifications;
  - (d) Invitation to Bid;
  - (e) Instructions to Bidders;
  - (f) Bid Data Sheet;
  - (g) Addenda and/or Supplemental/Bid Bulletins, if any;
  - (h) Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - (i) Eligibility requirements, documents and/or statements;
  - (j) Performance Security;
  - (k) Notice of Award of Contract and the Bidder’s conforme thereto;
  - (l) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Contractor as hereinafter mentioned, the Contractor hereby covenants with the Entity to execute and complete the Works and remedy any defects therein in conformity with the provisions of this Contract in all respects.

4. The Entity hereby covenants to pay the Contractor in consideration of the execution and completion of the Works and the remedying of defects wherein, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

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

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Contractor).

Binding Signature of Procuring Entity

\_\_\_\_\_

Binding Signature of Contractor

\_\_\_\_\_

*[Addendum showing the corrections, if any, made during the Bid evaluation should be attached with this agreement]*



## Omnibus Sworn Statement

---

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]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative]*;

*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]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;

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 following responsibilities as a Bidder:

a) Carefully examine all of the Bidding Documents;

b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and

d) Inquire or secure 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.

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

\_\_\_\_\_  
Bidder's Representative/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. \_\_\_\_\_ and his/her Community Tax Certificate 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-INFR-15

Revised on: July 29, 2004

**Statement of all Ongoing Government & Private Construction including contracts awarded but not yet started**

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

Name of Contract/Location Project Cost	Owner Name a. Address b. Telephone Nos.	Nature of Work	Contractor's Role	Date Awarded	Date Started	% of Accomplishment		Value of Outstanding Works
			Description			Planned	Actual	
						<b>TOTAL COST</b>		

Note: This statement shall be supported with:

1. Notice of Award
2. Notice to Proceed issued by the Owner/Procuring entity
3. Contract Agreement
4. Certificate of Accomplishments signed by the owner or Project Engineer

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

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

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

Standard Form Number: SF-INFR-16

Revised on: July 29, 2004

Statement of Single Largest Completed Contract (SLCC) Similar to the Contract to be Bid within for the last 5 years with some nature & complexity

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

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Definition or description of the similar project or major categories of work	Bidder's Role		a. Amount at Award b. Amount of Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
					<b>Total Cost:</b>	

Note: This Statement shall be supported with:

1. Contract (NOA, NTP & Contract Agreement)
2. Certificate of Completion
3. Certificate of Acceptance
4. Certificate of Final Acceptance Inspection Report

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

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

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

## **NET FINANCIAL CONTRACTING CAPACITY (NFCC)**

The Computation of a bidder's NFCC must be at least equal to the ABC to be bid, calculated as follows:

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

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

## Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

X-----X

### Invitation to Bid [CWITB No. 24-005]

To: *Provincial Government of Davao de Oro*

*Provincial Capitol, Cabidanan, Nabunturan, Davao de Oro*

I/We, the undersigned, declare that:

2. 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.
3. 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, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
4. 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 Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

***[Insert NAME OF BIDDER'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. \_\_\_\_\_.

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** \_\_\_\_\_.



