

Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines¹ for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;

¹ currently based on GPPB Resolution No. 09-2020

- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Bid Securing Declaration Form

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

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

BID SECURING DECLARATION

Project Identification No.: *[Insert number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6.

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

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

Detailed Estimates & Bill of Materials

(Name of Bidder & Address)

Project Title _____
 Location _____
 ABC _____
 Contract Duration _____

Bill of Materials & Detailed Estimates

Item I	(Description) (Qty/Unit)	Qty	Unit	Unit Cost	Sub-total
	Materials				
	<i>(Itemize all materials to be used)</i>				
				Total Materials Cost	(A)
	Labor				
				Total Labor Cost	(B)
	Equipment Rental <i>(if needed or specified in the Scope of Work)</i>				
				Total Equipment Cost	(C)
				Total Direct Cost:	(D = $\sum A, B, C$)
				Indirect Cost (___%)	(E = D x ___%)
				VAT/TAX (___%)	(F = [D + E] x ___%)
				Item I Sub -Total	(G = $\sum D, E, F$)
				Item I Unit Cost	(H = G/Item I Qty)
				Adjusted Item I Cost	(F = H x Item I Qty)

(Continue with the succeeding Items of Work using the above format)

NOTE: The computed Item Unit Cost and Adjusted Item Costs shall be indicated in the Bill of Quantities

Submitted by: _____

Authorized Representative:

(Signature over printed name)

Designation: _____

Date: _____

Cash Flow by Quarter and Payment Schedule

Particulars	% WT	First Quarter	Second Quarter	Third Quarter
Accomplishment				
Cash Flow				
Cumulative Accomplishment				
Cumulative Cash Flow				

Submitted by: _____

Authorized Representative:

(Signature over printed name)

Designation: _____

Date: _____

NET FINANCIAL CONTRACTING CAPACITY (NFCC)

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.

		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)	

A. 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 = 15 for a contract duration of one year or less

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year.

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.

Contractor's Organizational Chart for the Contract

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Project Engineer, Master Plumber, Project Foreman, Safety and Health Officer and other Key Engineering Personnel as may be applicable.

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

Contractor's Letter-Certificate to Procuring Entity

Dr. ARNULFO M. MASCARIÑAS

President, Bicol University

Legazpi City

Dear Sir:

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

That I/we have engaged the services of _____ (*Name of Employee*), to be the
_____ (*Designation*) of the _____

1. _____, who is a _____ (*Profession*) with Professional License Certificate No. _____ issued on _____ and who ha performed the duties in the construction of the Contracts enumerated in the duly filled Form _____.
2. The said Engineer shall be designated by us as our _____ (*Designation*) to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor.
3. That said Engineer shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.
4. That said Engineer shall be personally present at the jobsite to supervise the phase of the construction work pertaining to this assignment as _____ (*Designation*), all the time.
5. That, in order to guarantee that said Engineer shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for Bicol University Engineer at the end of every month.
6. That, in the event that I/we elect or choose to replace said _____ (*Designation*) with another Engineer, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to Bicol University, for prior approval, the name of the proposed new (*Designation*), his qualifications, experience, list of projects undertaken and other relevant information.
7. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Bicol University.

Very truly yours,

(Authorized Representative of Bidder)

CONCURRED IN:

(*Name of Engineer*)

(*Address*)

Key Personnel's Certificate of Employment

Dr. ARNULFO M. MASCARIÑAS

President, Bicol University

Legazpi City

Dear Sir:

I am _____ a Licensed _____ (*Profession*) with Professional License No. _____ issued on _____ at _____.

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

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

Name of Project Completed	Owner	Cost	Date

At present, I am supervising the following projects:

Name of Project Completed	Owner	Cost	Date

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

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

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

(Signature of Engineer)

DRY SEAL

Republic of the Philippines)

_____) S.S.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 2016 affiant exhibiting to me his Residence Certificate No. _____ issued on _____ at _____.

Notary Public

Doc. No. _____;

Page No. _____;

Book No. _____;

Series of 2019

KEY PERSONNEL BIO-DATA

Name : _____

Date of Birth : _____

Nationality : _____

Education and Degrees : _____

Specialty : _____

Registration : _____

Length of Service with the Firm: _____ Year from _____ (months) _____ (year)

To _____ (months) _____ (year)

Years of Experience : _____

If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer	Length of Service
	year(s) from to
	year(s) from to
	year(s) from to
	year(s) from to

Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

KEY PERSONNEL BIO-DATA (Annex)

Name : _____

Name and Address of Owner : _____

Name and Address of the Owner's Engineer: _____

(Consultant)

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

Contract Amount Expressed in Philippine Currency: _____

Position : _____

Structures for which the employee was responsible: _____

Assignment Period : from _____ (months) _____ (years)

: to _____ (months) _____ (years)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

Statement of Single Largest Completed Contract (SLCC)

Business Name _____

Business Address: _____

Project Name:

Contract Details	Nature of Work	Contractor's Role		Contract Cost & Duration	Start of Contract & Completion
		Description	%		
Name:				a. Amount of Award	a. Date Awarded
Owner:				b. Amount at Completion	b. Contract Effectivity
Address/Contract Information:				c. Duration	c. Date Completed

Note: This statement shall be supported with:

1. Contract
2. Certificate of Completion
2. Certificate of Acceptance

Submitted by: _____

(Printed Name & Signature)

Designation: _____

Date: _____ **List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started**

Business Name: _____

Business Address: _____

Project Name: _____

Name of Contract/Contract Amount	a. Owner Name	Nature of Work	Contractor's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Work
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Telephone nos.				c. Date of Completion			
Government								
Private								
						Total Cost		

Note: This statement shall be supported with:

1. Notice of Award or Contract
2. Notice to Proceed issued by the owner
3. Updated Certificate of Accomplishment signed by the owner or Project Engineer

Submitted by: _____

Authorized Representative: _____

(Signature over printed name)

Designation: _____

Date: _____

Qualification of Key Personnel Proposed to be Assigned to the Contract

Business Name: _____

Business Address: _____

Project Name: _____

Designated Personnel	Electrical Engineer	Project Foreman	Health & Safety Officer	Master Plumber
Name				
Address				
Date of Birth				
Employed Since				
Experience				
Previous Employment				
Education				
PRC License				

Submitted by: _____

Authorized Representative: _____

(Signature over printed name)

Designation: _____

Date: _____

