

DOC. NO. 2
ELIGIBILITY/TECHNICAL COMPONENT

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

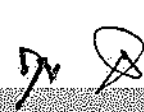
Procurement for the
CONSTRUCTION OF CHED'S EMERGENCY SITE EXIT
(REBID)

Location: HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City

Government of the Republic of the Philippines

Fifth Edition
August 2016

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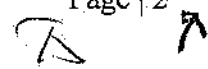


COMPOSITION OF BID(S)

Eligibility/Technical and Financial Bid(s)

The first envelope (Eligibility/Technical Component) and second envelope (Financial Component) of the bids shall contain the following information/documents, at least.

Bids should be completed and submitted to CHED in accordance to the following Technical and Financial Bid Structure(s)



BID STRUCTURE PROPOSAL
ELIGIBILITY/TECHNICAL COMPONENT
(First Envelope)

Submitted by: _____
Authorized Signatory/Bidder's Representative

Designation

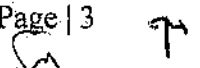
Date: _____

Procurement for the
CONSTRUCTION OF CHED'S EMERGENCY SITE EXIT (REBID)
 C.P. Garcia Ave., UP Diliman, Quezon City

FOR : **ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**
 OIC, Office of the Executive Director IV
 Chairperson, Bids and Awards Committee (BAC)
 Commission on Higher Education

This Technical Bid Structure Proposal forms are part of our bid for the above-mentioned project, and compliments/supplements our bid price offer for the same.

DESCRIPTION	Sample Forms	Markings in the Proposal
		Annexes
12.1 Unless otherwise indicated in the BDS, the first envelope shall contain the following eligibility and technical documents:		
(a) Eligibility Documents		
<u>Class "A" Documents:</u>		
(i) Phil-GEPS Certificate of Registration and Membership (Platinum); or	-	A
<i>in lieu thereof</i> , the following Class "A" documents:		
a. Registration Certificate from the Securities and Exchange Commission (SEC) for corporations; or from the Department of Trade and Industry (DTI) for sole Proprietorship, or from the Cooperative Development Authority (CDA) for cooperatives.	-	A1
b. Valid and current Mayor's or Business Permit / License issued by the city or municipality where the principal place of business of the prospective bidder is located;	-	A2
c. Valid and current Tax Clearance Certificate (per Executive order 398, series of 2005, as finally reviewed and approved by the BIR;	-	A3



<p>d. Valid Philippine Contractors Accreditation Board (PCAB) License and Registration for the type and cost of the contract to be bid.</p>	<p>-</p>	<p>A4</p>
<p><i>Note:</i></p> <p><i>In the event of submission of Class "A" documents only, submission of PHILGEPS Platinum Certificate will be required during the post-qualification; and</i></p> <p><i>In the event that any of the Class "A" documents had expired, the copy of the expired document including the original receipt of renewal should be presented during the opening of bids. No award shall be given until the supporting Class "A" documents and the PHILGEPS Platinum Certificate should already be current during the post-qualification evaluation.</i></p>		
<p>(ii) Statement of ongoing and completed government and private contracts within five (5) years prior to the submission of bids, unless otherwise stated in the BDS, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid using the attached form, SF-INFRA-01.</p>	<p>SF-INFRA-01a</p>	<p>B</p>
<p>The statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4, using form, SF-INFRA-02 and shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;</p> <p><i>Note:</i></p> <p><i>CHED BAC will accept Certificates of Completion of recently completed projects without the Final Certificate of Acceptance by the Owner provided however, the bidder could show a certificate from the Owner that the project is 100% completed under the one (1) year warranty period.</i></p>	<p>SF-INFRA-01b</p>	<p>C</p>
<p>(iii) Unless otherwise provided in the Bid Data Sheet (BDS), a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project;</p>	<p>-</p>	<p>D</p>
<p>(iv) NFCC computation or CLC in accordance with ITB Clause 5.5</p>	<p>SF-INFRA-02</p>	<p>E</p>
<p>Class "B" Documents</p>		
<p>(v) If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566;</p>	<p>-</p>	<p>F</p>
<p>12.1(b) TECHNICAL DOCUMENTS</p>		
<p>(i) Bid security as prescribed in ITB Clause 18. If the Bidder opts to submit the bid security in the form of:</p> <p>(i.1) a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; [2% of ABC (P 2,725,000.00)] = P 54,500.00</p> <p>(i.2) a surety bond accompanied by a certification coming from the Insurance Commission that a surety or insurance company is authorized to issue such instrument; [5% of ABC (P 2,725,000.00)] = P 136,250.00</p> <ul style="list-style-type: none"> • Official Receipt • Name of Company 	<p>SF-INFRA-03</p>	<p>G</p>

<ul style="list-style-type: none"> • <i>Callable on Demand</i> • <i>Validity Period from Bid Opening (120 Calendar Days)</i> <p>(i.3) Bid Securing Declaration</p>		
(ii) PROJECT REQUIREMENTS		
(ii.1) Organizational Chart for the contract to be bid.	SF-INFRA-04	H
(ii.2) List of Contractor's Personnel/Staff proposed for the project <i>(e.g., Project Manager/Project Engineer, Safety & Health Officer, and Construction Foreman), to be assigned to the contract to be bid, with their complete qualification and experience data. These personnel must meet the required minimum years of experience set in the BDS; and</i>	SF-INFRA-05	I
Attachments:		
(a) key personnel form of Bio-Data	SF-INFRA-05a	Ia
(b) key personnel's certificate of employment	SF-INFRA-05b	Ib
(c) statement of availability of key personnel	SF-INFRA-05c	Ic
(d) photocopies of valid PRC license for all professional personnel	-	Id
(ii.3) 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, which must meet the minimum requirements for the contract set in the BDS; and	SF-INFRA-06	J
(ii.4) Omnibus Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section IX, Bidding Forms	SF-INFRA-07	K
(iii) Additional list of contract documents relevant to the project such as the following:		
a. Certificate of Site Inspection to be signed by the AFMS Director or his authorized representative	SF-INFRA-08	L

BID FORMS

Eligibility/Technical Component

(First Envelope)

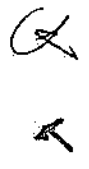
STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

Business Name : _____
 Business Address : _____

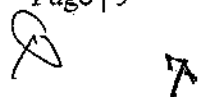
Name of Contract	a. Owner Name b. Address c. Telephone No.,	Nature of Work	Contractor's Role		a. Amount of Awarded b. Amount at Completion c. Duration	d. Date Awarded e. Contract Effectivity f. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:
 1. Contract/ Notice of Award/Notice to Proceed
 2. CPES rating sheets and/or Certificate of Completion
 3. Certificate of Acceptance

Submitted by : _____
 Designation : _____ (Printed Name & Signature)
 Date : _____



NFCC computation or CLC



FORM OF BID SECURITY (BANK GUARANTEE)

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

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

SEALED with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are that:

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

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

The Guarantee will remain in force up to and including the date _____ 1 days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

(Signature, Name and Address)

1 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 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 _____

KNOWN ALL MEN BY THESE PRESENTS:

That we, _____ (Name of Bidder) represented by its _____, as PRINCIPAL, and the GOVERNMENT SERVICES 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, _____ (Name of Procuring Entity) in the sum of PESOS _____² (P _____), 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 bonded PRINCIPAL will submit a bid for the _____ (Name of Contract) 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 that:

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

then the Entity shall call on the bond upon a written demand to the Surety, and the Surety shall pay the Entity up to (the next unreadable) amount of the Bond, upon receipt by the Surety of a written demand from the Entity, without the Entity having to substantiate its demand, provided that, in the demand, the Entity will note that the



BID DOCUMENT

sum claimed by it is due to the occurrence of any or combination of the three conditions stated above. In this case, this obligation shall remain in full force and effect, otherwise it shall be null and void.

PROVIDED HOWEVER, that the Surety shall not be:

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

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:

BID SECURITY: SURETY BOND

BOND NO.: _____ DATE BOND EXECUTED: _____

By this bond, We (Name of Bidder) (hereinafter called "the Principal") as Principal and (Name of Surety) of the country of (Name of Country of Surety), authorized to transact business in the country of (Name of Country of Procuring Entity) (hereinafter called "the Surety") are held and firmly bound unto (Name of Procuring Entity) (hereinafter called "the Entity") as Obligee, in the sum of _____³, Philippine currency, callable on demand by the Entity for the payment of which sum, well and truly to be made, we, the said Principal and Surety bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

SEALED with our seals and dated this _____ day of _____ 20 _____

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

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

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

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

PROVIDED HOWEVER, that the Surety shall not be:

³ the bidder should insert the amount of bond in words and figures, denominated in the currency of the Entity's country of an equivalent amount in a freely convertible currency and callable on demand. This figure should be the same as shown in the Instructions to Bidders.

BID DOCUMENT

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

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

PRINCIPAL _____ SURETY _____

SIGNATURE(S) _____ SIGNATURE(S) _____

NAME(S) AND TITLE(S) _____ NAME(S) _____

SEAL _____ SEAL _____

Bid-Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: *[insert number of bidding process]*

Alternative No.: *[insert identification No if this is a Bid for an alternative]*

To: *[insert complete name of Public Body]*

I/We*, the undersigned, declare that:

I/We* understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

I/We* accept that I/we* may be disqualified from bidding for any contract with any Public Body for the period of time that may be determined by the Procurement Policy Office under section 35 of the Public Procurement Act, if I am/we* are* in breach of any obligation under the bid conditions, because I/we*:

- (a) have withdrawn my/our* Bid during the period of bid validity specified in the Form of Bid; or
- (b) having been notified of the acceptance of our Bid by the *[insert name of Public Body]* during the period of bid validity, (i) fail or refuse to execute the Contract, if required, or (ii) fail or refuse to furnish the Performance Security, in accordance with the Instruction to Bidders.

I/We* understand this Bid Securing Declaration shall cease to be valid if I am/we are* not the successful Bidder, upon the earlier of (i) the receipt of your notification of the name of the successful Bidder; or (ii) thirty days after the expiration of the validity of my/our* Bid.

Signed: *[insert signature of person whose name and capacity are shown]* In the capacity of *[insert legal capacity of person signing the Bid Securing Declaration]*

Name: *[insert complete name of person signing the Bid Securing Declaration]*

Duly authorized to sign the bid for and on behalf of: *[insert complete name of Bidder]*

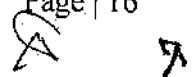
BID DOCUMENT

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal (where appropriate)

[Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all partners to the Joint Venture that submits the bid.]

****Please delete as appropriate***



PROJECT REQUIREMENTS



Contractor's Organizational Chart for the Project

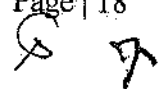
Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the complete names of personnel and their corresponding designations for the following specific positions:

- a. Project Manager / Project Engineer
- b. Safety & Health Officer
- c. Construction Foreman

Attached the required Proposed Organizational Chart for the Contract as stated above.

This organizational chart should represent the "Contractor's Organization" required for the project, and not the organizational chart of the entire firm.

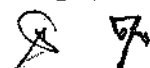
The Bidders shall comply with and submit sample form SF-INFRA-05a for each of such key personnel. Each nominated engineer/key personnel shall comply with sample forms SF-INFRA-05b and SF-INFRA-05c. All these are required to be in the Technical Envelope of the Bidder.



Personnel / Staff Proposed for the Project

For specific positions essential to contract implementation, applicants should provide the names of at least two candidates qualified to meet the specified requirements stated for each position. The data on their experience should be supplied in separate sheets

1.	Title of position: Project Manager/ Project Engineer
	Name of prime candidate
	Name of alternate candidate
2.	Title of position: Safety & Health Officer
	Name of prime candidate
	Name of alternate candidate
3.	Name of position: Construction Foreman
	Name of prime candidate
	Name of alternate candidate
4.	Name of position:
	Name of prime candidate
	Name of alternate candidate



**Key Personnel
(Format of Bio-Data)**

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : _____

2. Date of Birth : _____

3. Nationality : _____

4. Education and Degrees : _____

5. Specialty : _____

6. Registration : _____

7. Length of Service with the Firm : ____ Year from ____ (months) ____ (year)
To ____ (months) ____ (year)

8. Years of Experience : _____

9. If Item 7 is less than ten (5) years, give name and length of service with previous employers for a ten (5)-year period (attached additional sheet/s), if necessary:

<u>Name and Address of Employer</u>	<u>Length of Service</u>
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____

10. Experience:

This should cover the past five (5) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1. Name : _____

2. Name and Address of Owner: _____

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

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

5. Contract Amount Expressed in Philippine Currency : _____

6. Position : _____

7. Structures for which the employee was responsible: _____

8. 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)

Key Personnel's Certificate of Employment

Issuance Date

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

Dear Sir / Madame:

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

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

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

Table with 4 columns: NAME OF PROJECT, OWNER, COST, DATE COMPLETED. Contains 4 rows of blank lines for project details.

At present, I am supervising the following projects:

Table with 4 columns: NAME OF PROJECT, OWNER, COST, DATE COMPLETED. Contains 4 rows of blank lines for project details.

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

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

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

(Signature of Engineer)

DRY SEAL

ACKNOWLEDGEMENT

Republic of the Philippines)
_____) S.S.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 2003 affiant exhibiting to me his Residence Certificate No. _____ issued on _____ at _____.

Notary Public

Until December 31, 20____
PTR No : _____
Issued at: _____
Issued on: _____
TIN No.: _____

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;

Statement of Availability of Key Personnel

(Date of Issuance)

J. PROSPERO E. DE VERA III, DPA

Chairman

Commission on Higher Education

HEDC Bldg., C.P. Garcia Avenue, UP Campus

Diliman, Quezon City

Attention : ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO
OIC, Office of the Executive Director IV
Chairperson, Bids and Awards Committee (BAC)
Commission on Higher Education

Dear Sir:

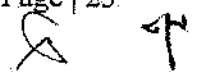
In compliance with the requirements of the **Commission on Higher Education- BAC** for the bidding of the project, *CONSTRUCTION OF CHED'S EMERGENCY SITE EXIT (REBID)*, we certify that (Name of the Bidder) has in its employ key personnel, such as Project Manager/Project Engineer, Safety Health Officer and Construction Foremen and other key personnel who may be engaged for the execution of the said contract.

Very truly yours,

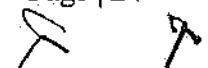
(Name of Representative)

(Position)

(Name of Bidder)



Photocopies of valid PRC Licenses for all professional personnel



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 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 of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

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 and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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: I am 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]*.

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

Bidder's Representative/Authorized Signatory

(note: Bidder shall also present the originals of the current and acceptable registration and permits during the eligibility checking.)

Approach and Methodology

Discuss each item fully. Use additional sheet if necessary.

1.0 Describe the operational procedure and the step by step approach to the project. Discuss your strategy, system, tools, and resources. Indicate if you have already done this system you are proposing or whether this will be the first time you will do it.

Validation:

1. If new system is being proposed, have you tested this system?

() Yes () No

If yes, cite project where used.

2. If new system is being proposed that you have not yet tested, what guarantee do you have that it will work?

2.0 Anticipated project related problems that must be addressed and their effect on time and cost of the project as well as project scope.

3.0 Describe systems and procedures to monitor quality of works.
4.0 Proposal for relevant additional services that would enhance the quality of services and delivery of works.

Submitted by: _____

Name of Bidder/Authorized Signatory

Company/Firm: _____

Date: _____

Note: The winning Bidder is required to fill-up/respond to the questions ask/stated. This will be submitted by the winning bidder within 10 days after receipt of the Notice of Award (NOA).



Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Date :
PROJECT :
LOCATION :
OWNER : COMMISSION ON HIGHER EDUCATION

CERTIFICATE OF SITE INSPECTION

BIDDER

This is to certify that I/we have sufficiently and fully familiarized ourselves with the Scope of Work and attendant problems related to the _____ and that these attendant problems and difficulties will be considered when we prepare our bids for the same.

Name of Construction Firm _____

Principal Officer

OWNER

This is to certify that:

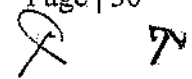
Name of Construction Firm/Representative

Has conducted a thorough inspection and evaluation of the site related to the project, *CONSTRUCTION OF CHED'S EMERGENCY SITE EXIT (REBID)*.

OIC Director IV, AFMS / or his authorized representative



**BAC CHECKLIST
FOR ELIGIBILITY / TECHNICAL COMPONENT**

Handwritten signature and a mark resembling the number 7.

BID DOCUMENT

Republic of the Philippines
OFFICE OF THE PRESIDENT
COMMISSION ON HIGHER EDUCATION

Standard Form Number: SF-INFR-30

BAC Checklist for Eligibility / Technical Requirements

Date _____

BIDDER: _____
ADDRESS: _____
NAME OF REPRESENTATIVE: _____
 Tel. No.: _____

PROJECT: "PROCUREMENT FOR THE CONSTRUCTION OF CHED'S EMERGENCY SITE EXIT (REBID)"

Approved Budget for the Contract (ABC)
P 2,725,000.00

Location:
 HEDC, C.P. Garcia Ave., UP Diliman, Quezon City

FIRST ENVELOPE shall contain the following:

DESCRIPTION	Form(s)	Annexes	COMPLIED	NOT COMPLIED	REMARKS
12.1 page 20, FBD Intra 2019_01					
Eligibility Documents					
Class "A" Documents					
(i) Phil-GEPS Certificate of Registration and membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the	-	A			

BID DOCUMENT

winning bidder shall register with the Phil-GEPS in accordance with Section 37.1.4 of the IRR.								
(ii) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations; or from the Department of Trade and Industry (DTI) for sole Proprietorship, or from the Cooperative Development Authority (CDA) for cooperatives.	-	A1						
(iii) Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located.	-	A2						
(iv) Valid and current Tax Clearance Certificate (per Executive order 398, series of 2005, as finally reviewed and approved by the BIR;	-	A3						
(v) Valid Philippine Contractors Accreditation Board (PCAB) License and Registration for the type and cost of the contract to be bid.	-	A4						
Technical Documents								
(vi) Statement of all its ongoing and completed government and private contracts within five (5) years prior to the submission of bids, unless otherwise stated in the BDS , 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.	SF-INFRA-01a	B						
(vii) The statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4. using form, SF-INFRA-02 and shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted	SF-INFRA-01b	C						

7

BID DOCUMENT

<p>(viii) Unless otherwise provided in the Bid Data Sheet (BDS), a valid special PCAB License in case of joint ventures, and registration for the type and cost of the contract for this Project;</p>	D				
<p>(ix) NFCC computation or CLC in accordance with ITB Clause 5.5</p>	E			SF-INFRA-02	
<p>Class "B" Documents</p>					
<p>(vi) If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566;</p>	F or N/A				
<p>12.1 (b) TECHNICAL DOCUMENTS</p>					
<p>(i) BID SECURITY</p>	G			SF-INFRA-03	
<p>(i) Bid security as prescribed in ITB Clause 18. If the Bidder opts to submit the bid security in the form of:</p> <p>(i.1) bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; [2% of ABC (P 2,725,000.00)] = P 54,500.00</p> <p>(i.2) surety bond accompanied by a certification coming from the Insurance Commission that a surety or insurance company is authorized to issue such instrument; [5% of ABC (P 2,725,000.00)] = P 136,250.00</p> <ul style="list-style-type: none"> • Official Receipt • Name of Company 					



<ul style="list-style-type: none"> • <i>Callable on Demand</i> • <i>Validity Period from Bid Opening (120 Calendar Days)</i> <p>(i.3) Bid Securing Declaration</p>				
(ii) PROJECT REQUIREMENTS				
(ii.1) Organizational Chart for the Contract to be Bid			H	SF-INFRA-04
(ii.2) List of Contractor's Personnel/Staff proposed for the project <i>(e.g., Project Manager/Project Engineer, Safety Health Officer and Construction Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data. These personnel must meet the required minimum years of experience set in the BDS; and</i>			I	SF-INFRA-05
Attachments:				
<i>(a) key personnel form of Bio-data</i>			Ia	SF-INFRA-05a
<i>(b) key personnel's certificate of employment</i>			Ib	SF-INFRA-05b
<i>(c) statement of availability of key personnel</i>			Ic	SF-INFRA-05c
<i>(d) photocopies of valid PRC license for all professional personnel</i>			Id	-

<p>(ii.3) 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, which must meet the minimum requirements for the contract set in the BDS; and .</p>	<p>SF-INFRA-06</p>	<p>J</p>			
<p>(ii.4) Omnibus Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section IX, Bidding Forms</p>	<p>SF-INFRA-07</p>	<p>K</p>			
<p>(iii) Certificate of Site Inspection to be signed by the Director or his/her authorized representative</p>	<p>SF-INFRA-08</p>	<p>L</p>			

Note: - Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: () Complying

() Non-Complying

Checked/Evaluated by:

TECHNICAL WORKING GROUP FOR INFRASTRUCTURE

JUAN F. PURIRAN, JR.
Head

ELISEO P. MADLANGSAKAY
Member

JOSHUA PAUL D. HENSON
Member