

DOC. NO. 2
ELIGIBILITY/TECHNICAL COMPONENT

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement for the

PROPOSED RENOVATION OF CHED OFFICE OF PLANNING, RESEARCH AND KNOWLEDGE MANAGEMENT (OPRKM)

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

Government of the Republic of the Philippines

Fifth Edition
August 2016

PBD-Infra-2019-02

[Handwritten signature]

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

Date: _____

Designation

Procurement for the
**PROPOSED RENOVATION OF CHED OFFICE OF PLANNING, RESEARCH AND
KNOWLEDGE MANAGEMENT (OPRKM)**

G/F HEDC Bldg., C.P. Garcia Ave., UP Campus, Diliman, Quezon City

FOR : **ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**
OIC 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>		
1. PhilGEPS Certificate of Registration and Membership (Platinum); in lieu thereof, the following Class "A" documents:	-	A
a. SEC /DTI / CDA Registration Certificate	-	A1
b. Valid and current Mayor's or Business Permit / License	-	A2
c. Tax Clearance Certificate (per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR)	-	A3
<i>Note:</i> <i>In the event of submission of Class "A" documents only, submission of PhilGEPS Platinum Certification will be required during post-qualification; and</i>		

<p><i>In the event that any of the Class "A" documents expire in the meantime, no award shall be given until all the supporting Class "A" documents and the PhilGEPS Platinum Certificate is current.</i></p>		
<p>TECHNICAL DOCUMENTS</p>		
<p>5. Statement of ongoing and similar 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, supported with the list using the form, SF-INFRA-01.</p>	<p>SF-INFRA-01</p>	<p>B</p>
<p>6. Statement of the Bidder's SLCC 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-02)</p>	<p>SF-INFRA-02</p>	<p>C</p>
<p>7. Valid Philippine Contractors Accreditation Board (PCAB) License and Registration for the type and cost of the contract to be bid.</p>	<p>-</p>	<p>D</p>
<p>FINANCIAL DOCUMENTS</p>		
<p>8. Audited Financial Statements, showing among others, the total current assets and liabilities, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier than two (2) years from the bid submission.</p>	<p>-</p>	<p>E</p>
<p>9. NFCC computation or CLC in accordance with ITB Clause 5.5</p>	<p>SF-INFRA-03</p>	<p>F</p>
<p>Class "B" Documents</p>		
<p>10. For Infrastructure Projects, JV bidders shall submit a JVA in accordance with RA 4566 and its IRR (INFRA-07)</p> <p>Each partner of the joint venture shall submit their respective PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitute compliance; Provided that the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and Audited Financial Statements.</p>		<p>G or N/A</p>
<p>12.1(b) TECHNICAL DOCUMENTS</p>		
<p>Bid security as prescribed in ITB Clause 18. If the Bidder opts to submit the bid security in the form of:</p> <p>(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 6,940,000)] = P 138,800.00</p> <p>(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 6,940,000.00)] = P 347,000.00</p>	<p>SF-INFRA-04</p> <p>SF-INFRA-04a.1</p>	<p>H1 or N/A</p> <p>H2 or</p>

<ul style="list-style-type: none"> • Official Receipt • Name of Company • Callable on Demand • Validity Period from Bid Opening (120 Calendar Days) 		N/A
(3) Bid Securing Declaration	SF-INFRA-04b	H3 or N/A
<i>Note: if the bidder opts to submit Bid Securing Declaration, the prescribed for Secretary's Certificate Board Resolution supporting Bid Securing Declaration of Corporate Bidders and Special Power of Attorney shall be used.</i>		
PROJECT REQUIREMENTS		
(1) Duly signed Organizational Chart for the contract to be bid	SF-INFRA-05	I
(2) Duly signed List of Contractor's Personnel/Staff proposed for the project: Project Manager, Project Engineers, Materials Engineers, Construction Safety and Health Officer (DOLE Accredited practitioner) and 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	SF-INRA-06	J
Attachments:		
(a) key personnel form of Bio-Data	SF-INFRA-06a	J1
(b) key personnel's certificate of employment	SF-INFRA-06b	J2
(c) statement of availability of key personnel	SF-INFRA-06c	J3
(d) photocopies of valid PRC license for all professional personnel	-	J4
(3) Duly signed 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-07	K
(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-08	L
(5) 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/her authorized representative	SF-INFRA-09	M

BID FORMS

Eligibility/Technical Component

(First Envelope)

PCAB



FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

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

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

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

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

NFCC = P _____

K = 15

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 Firm/Contractor

Signature of Authorized Representative

Date: _____

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 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.

BID DOCUMENT

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 _____

↓
SF-INFRA-040-
04.8



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]*



BID DOCUMENT

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

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/Engineer
- b. Safety & Health Officer
- c. 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-INFR-46 for each of such key personnel. Each nominated engineer/key personnel shall comply with sample forms SF-INFR-47 and SF-INFR-48. 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/Engineer In-Charge
	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: 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)

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 BENITES-JARO
OIC 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, PROPOSED RENOVATION OF CHED OFFICE OF PLANNING, RESEARCH AND KNOWLEDGE MANAGEMENT (OPRKM), we certify that (Name of the Bidder) has in its employ key personnel, such as architects, structural engineers, project managers, project engineers, estimators, materials engineers and 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



List of Equipment, pledged to the Proposed Contract
(Owned or leased and/or under purchase agreements)

Business Name : _____

Business Address : _____

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

List of minimum equipment required for the project:

- Forward truck/crane 1
- Concrete mixer, 1 bagger 1
- Bar cutter 1
- Demolition hammer 1
- Various hand & power tools 1 lot

Submitted by : _____
 (Printed Name and Signature)

Designation : _____

Date : _____

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

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.)

Certificate of Site Inspection



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, PROPOSED RENOVATION OF CHED OFFICE OF PLANNING, RESEARCH AND KNOWLEDE MANAGEMENT (OPRKM).

OIC Director IV, AFMS / or authorized representatives

**BAC CHECKLIST
FOR ELIGIBILITY / TECHNICAL COMPONENT**



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: "PROPOSED RENOVATION OF CHED OFFICE OF PLANNING, RESEARCH AND KNOWLEDGE MANAGEMENT (OPRKM)"

**Approved Budget for the Contract (ABC)
P 6,940,000.00**

Location:
- G/F HEDC Bldg., C.P. Garcia Ave., UP Diliman, Quezon City.

FIRST ENVELOPE shall contain the following:

DESCRIPTION	Form(s)	Annexes	COMPLIED	NOT COMPLIED	REMARKS
I. Eligibility Documents					
Class "A" Documents					
LEGAL DOCUMENTS					

7

7

1. PhilGEPs Certificate of Registration and Membership (Platinum); in lieu thereof, the following Class "A" documents: a. SEC / DTI / CDA Registration Certificate					
b. Valid and Current Mayor's or Business Permit/License					
c. Tax Clearance Certificate(per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR)					

Note:

1. In the event of submission of Class "A" documents only, submission of PhilGEPs Platinum Certification will be required during post-qualification.
2. In the event that any of the Class "A" documents expire in the meantime, no award shall be given until all the supporting Class "A" documents and the PhilGEPs Platinum Certificate are current.

TECHNICAL DOCUMENTS

2. Statement of ongoing and similar completed government and private contracts, including contracts awarded but not yet started, supported with the list.	SF- INFRA- 01				
3. Statement of the Bidder's SLCC similar to the contract to be bid, 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- 02				
4. Valid Philippine Contractors Accreditation Board (PCAB) License and Registrations for the type and cost of the contract to be Bid					

FINANCIAL DOCUMENTS

<p>5. Audited financial statements, showing, among others, the total current assets and liabilities, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier than two (2) years from bid submission.</p>	<p>SF- INFRA- 03</p>								
<p>6. For Infra - NFCC Computation</p>	<p>SF- INFRA- 03</p>								
CLASS "B" DOCUMENTS									
<p>7. For Infrastructure Projects, JV bidders shall submit a JVA in accordance with R. A. 4566 and its IRR Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided that the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements</p>									
II. TECHNICAL DOCUMENTS									
BID SECURITY									
<p>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 12% of ABC (P6,940,000.00) = P 138,800</p>	<p>SF- INFRA- 04.1</p>								
<p>b. Surety bond accompanied by a certification coming from an Insurance Commission that a surety or insurance company is authorized to issue</p>	<p>SF- INFRA- 04.2</p>								

such instrument if 5% of ABC (P 6,940,000.00) = P347,000

c. Bid Securing Declaration

SF-
INFRA-
04.3

Note:

If the Bidder opted to submit a Bid Securing Declaration, it should be supported with a Special Power of Attorney if the signatory is other than the owner for sole proprietorship, or a Secretary's Certificate for Corporation in accordance with the forms provided in the bidding documents.

If security bond, attach the original copy of the official receipt of premium payment and indemnity agreement

PROJECT REQUIREMENTS

a. Duly Signed Organizational Chart for the Contract to be bid	SF- INFRA- 05					
b. Duly Signed List of Contractor's Key Personnel (Licensed Architect, Licensed Civil Engineer, Licensed Master Plumber, and Construction Safety and Health Officer (DOLE Accredited Practitioner) to be assigned to the contract to be bid, with their complete qualification and experience data.	SF- INFRA- 06, 06a,06b, 06c					
c. Duly signed 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	SF- INFRA- 07					

NOTARIZED OMNIBUS SWORN STATEMENT (SEE ATTACHED FORM)	SF- INFRA- 08				
DULY SIGNED CERTIFICATE OF SITE INSPECTION	SF- INFRA- 09				

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

