

DOC. NO. 2
ELIGIBILITY/TECHNICAL COMPONENT

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Procurement for the

MODERNIZATION OF TWO (2) UNITS PASSENGER ELEVATORS IN THE HIGHER EDUCATION DEVELOPMENT CENTER (HEDC) BUILDING (REBID)

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

Government of the Republic of the Philippines

Fifth Edition
August 2016

PBD-Infra-2020-02

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)

ELIGIBILITY/TECHNICAL COMPONENT
(First Envelope)

Submitted by: _____
Authorized Signatory/Bidder's Representative

Designation

Date: _____

Procurement for the

MODERNIZATION OF TWO (2) UNITS PASSENGER ELEVATORS IN THE HIGHER
EDUCATION DEVELOPMENT CENTER (HEDC) BUILDING (REBID)
C.P. Garcia Ave., UP Diliman, Quezon City

FOR : **ATTY. CINDERELLA FILIPINA S. BENITEZ-JARO**
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	TABS or Markings in the Proposal
12.1	Unless otherwise indicated in the BDS, the first envelope shall contain the following eligibility and technical documents		
	a. Eligibility Documents		
(i)	<p><u>Option 1:</u></p> <p>Valid Phil-GEPS Registration Certificate (Platinum Membership) which shall reflect the updated eligibility documents. Should the Annex 'A' of said Certificate reflects not updated documents, the bidder shall submit, together with the Certificate certified true copies of the documents.</p> <p>These documents enumerated in <u>Option 1</u> must be submitted as part of the eligible bidder's Post-Qualification Documents.</p> <p><u>Option 2:</u></p> <p>Notwithstanding the above requirements, the bidder may OPT to submit the following eligibility documents in lieu of the submission of the Phil-GEPS Certificate of Registration (Platinum Membership).</p> <p>Class "A" Documents:</p> <p>1. Appropriate Registration Certificate from any of the following: a. Securities and Exchange Commission</p> <p> For <u>Corporation</u>; • Certificate of Registration; or Certificate of Incorporation; <u>or</u> • Certificate of Filing of Amended Articles of Incorporation.</p> <p> For <u>Partnership</u>:</p>	.	A
			1

	<ul style="list-style-type: none"> • Certificate of Registration; or Certificate of Partnership; <u>or</u> • Certificate of Filing of Amended Articles of Partnership <p>b. Department of Trade and Industry (DTI), for <u>sole proprietorship</u> c. Cooperative Development Authority (CDA), <u>for cooperatives</u></p> <p>2. Valid Mayor's/Business Permit.</p> <p>In cases of recently expired Mayor's / Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as post-qualification requirement.</p> <p>3. Valid Tax Clearance</p> <p>4. Copy of each of the following Audited Financial Statements for 2018 and 2019 (in comparative form or separate reports).</p> <ul style="list-style-type: none"> a. Independent Auditor's report; b. Balance Sheet (statement of financial position); and c. Income Statement (statement of comprehensive income) <p>Each of the above statement must have stamped received by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institution.</p> <p>5. Valid and current Philippine Contractor's Accreditation Board (PCAB License with Classification/Category in General Building/General Engineering with Minimum License Category of C or D and Minimum Size Range 'Small B' for Elevator or Escalator (SP-ES).</p> <p><u>Note:</u> In case of Joint Venture, Joint Venture partners/parties must submit the required documents in accordance with the Option they have selected (<i>i.e.</i>, Option 1; Option 2; or combination of Options 1 and 2).</p>		<p style="text-align: center;">2</p> <p style="text-align: center;">3</p> <p style="text-align: center;">4</p> <p style="text-align: center;">5</p>
	<p>(ii) Statement of all ongoing government and private contracts within the last five years, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid.</p> <p>The definition of ongoing contract/s shall include all contracts/projects for which Notice of Award have been issued by the procuring entity/ies and duly received by the Contractor but no Contracts yet have been signed or issued by the procuring entity/ies;</p>	<p>SF-INFR-01</p>	<p style="text-align: center;">B</p>
	<p>Statement of the Bidder's SLCC similar to the contract to be bid, in accordance with ITB Clause 5.4.</p> <p>Similar project/contract shall refer to Supply, Delivery, Installation and Commissioning of Passenger Elevator/s.</p> <p>All of the above statements shall include all information required in ITB 12.1(a)(ii) and shall be supported with:</p> <ul style="list-style-type: none"> a. <i>Notice of Award and/or Notice to Proceed</i> 	<p>SF-INFR-02</p>	<p style="text-align: center;">C</p>

	<p>b. <i>Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor; OR</i></p> <ul style="list-style-type: none"> • <i>the Constructor's Performance Evaluation System (CPES) Final Rating which must be satisfactory</i> <p>NOTE:</p> <p>CHED 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 a one (1) year warranty period.</p> <p>In case the bidder has no ongoing contract, the bidder shall submit a duly signed statement of all its ongoing government and private contracts provided in Section IX, Bidding Forms and indicate "NO ONGOING CONTRACT" in said form, otherwise, the bid shall be rated "failed" and disqualified.</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;	-	D
	(iv) Prospective bidder's computation of its Net Financial Contracting Capacity (NFCC) at least equal to the approved budget for the contract to be bid; OR a committed Line of Credit from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to the bid.	-	E
	<p>Reminder: In case of joint venture, the partner/party who is responsible for the submission of the NFCC shall also submit the following:</p> <ol style="list-style-type: none"> 1. Statement of All of Ongoing Contracts (as part of Technical Component); <i>and</i> 2. Audited Financial Statements in accordance with the provisions/requirements stated in ITB Clause 12.1(a)(i) of the Bid Data Sheet 		
	CLASS "B" DOCUMENTS		
	(v) If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566;	-	F
	Valid joint venture agreement (JVA), if there's any, or notarized statements from all the potential joint venture partners that they will enter into and abide by the provisions of the JVA.		
12.1	(b) TECHNICAL DOCUMENTS		
	(i) (i.1)The Bid Security shall be in form of a Bid Securing Declaration using the form prescribed in the Bidding Documents <u>or</u> any of the following forms and amounts:	SF-INFR-03	G
	(i.2)The amount of not less than PHP 64,000.00 (2% of PHP 3,200,000.00), if Bid Security is in cash, cashier's/manager's check, bank draft or an irrevocable letter of credit; if issued by a foreign bank, it shall be accompanied by a <u>confirmation</u> from a Universal or Commercial Bank;		
	(i.2)The amount of not less than PHP 160,000.00 [5% of (P3,200,00.00)] if Bid Security <i>is</i> Surety Bond which must be accompanied by a		

	certification coming from the Insurance Commission that a surety or insurance company is authorized to issue such instrument.		
(ii)	PROJECT REQUIREMENTS , which shall include the following”		
	(ii.1) Organizational Chart for the contract to be bid.	SF-INFR-04	H
	(ii.2)List of Contractor’s Key Personnel/Staff proposed for the project. <u>Resident Engineer, Safety & Health Officer, General Foreman, Lead Electrician.</u> Other required key personnel which must always be available if their services are needed, <u>Project Manager and Electrical Engineer</u> , 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 with the following attachments: (a) key personnel form of Bio-Data (b) key personnel’s certificate of employment (c) statement of availability of key personnel (d) photocopies of valid PRC license for all professional personnel	SF-INFR-05 SF-INFR-05a SF-INFR-05b SF-INFR-05c -	I Ia Ib Ic -
	(ii.3)List of Contractor’s major Equipment (owned, leased or under purchase agreements), and Certificate of Availability of Equipment from the equipment lessor/vendor for the duration of the project. Supporting Documents: 1. for <u>owned equipment</u> and as proof of ownership, the following is required: <ul style="list-style-type: none"> • O.R. / C.R. <u>or</u> • deed of absolute sale <u>or</u> • Charge/Sales Invoice <u>or</u> • Notarized Affidavit 2. for <u>leased equipment</u> : <ul style="list-style-type: none"> • certificate of availability of equipment from the equipment lessor/vendor for the duration of the project; and • lease contract agreement <ul style="list-style-type: none"> - as proof of ownership of the lessor, the ff. is required: <ul style="list-style-type: none"> - O.R./C.R. <u>or</u> - deed of absolute sale <u>or</u> - Charge/ Sales Invoice <u>or</u> - Notarized Affidavit 	-	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-INFR-06	K
	(ii.5) Additional list of contract documents relevant to the project such as the following: a. Certificate of Site Inspection signed by the AFMS Director or his duly authorized representative.	SF-INFR-07	L

BID FORMS

Eligibility/Technical Component

(First Envelope)

STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE CONSTRUCTION CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

Business Name : _____

Business Address : _____

Name of Contract/Location Project Cost Government	a. Owner Name b. Address c. Telephone No..	Nature of Work	Contractor's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
Total Cost								

- Note: This statement shall be supported with:
1. Notice of Award issued by the owners
 2. Notice to Proceed issued by the owners
 3. Certificate of Accomplishment signed by the owner or Project Engineer

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

1. State all ONGOING contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of THE DAY BEFORE THE DEADLINE OF SUBMISSION OF BIDS.
 2. If there is NO ongoing contract including awarded but not yet started as of the aforementioned period, state NONE or equivalent term.)

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) 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	%		
Government						
Private						

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 : _____
 (Printed Name & Signature)
 Designation : _____
 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 Obligees, 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:

- c) liable for a greater sum than the specified penalty of this bond, nor

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

- 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

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

Invitation to Bid *[Insert reference 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 contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - c. I am/we are declared as the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

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

Affiant

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place issued]
IBP No. __, [date issued], [place issued]
Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

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 positions:

- a. Resident Engineer
- b. Safety & Health Officer
- c. General Foreman
- d. Lead Electrician

Other key personnel which must always be available if their services are needed:

- e. Project Manager
- f. Electrical Engineer

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

List of 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: Resident 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.	Title of position: Lead Electrician
	Name of prime candidate
	Name of alternate candidate
4.	Name of position: General Foreman
	Name of prime candidate
	Name of alternate candidate
	<u>Other key personnel, must be available if their services are needed:</u>
4.	Name of position: Project Manager
	Name of prime candidate
	Name of alternate candidate
5.	Name of position: Electrical Engineer
	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):

<u>NAME OF PROJECT</u>	<u>OWNER</u>	<u>COST</u>	<u>DATE COMPLETED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following projects:

<u>NAME OF PROJECT</u>	<u>OWNER</u>	<u>COST</u>	<u>DATE COMPLETED</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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
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, **MODERNIZATION OF TWO (2) UNITS PASSENGER ELEVATORS IN THE HIGHER EDUCATION DEVELOPMENT CENTER (HEDC) BUILDING (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 or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

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

2. Select one, delete the other:

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

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:

- a. Carefully examine all of the Bidding Documents;
- b. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

Bidder's Representative/Authorized Signatory

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

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

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

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

* This form will not apply for WB funded projects.

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, MODERNIZATION OF TWO (2) UNITS PASSENGER ELEVATORS IN THE HIGHER EDUCATION DEVELOPMENT CENTER (HEDC) BUILDING (REBID).

Director IV, AFMS / or his authorized representative

**BAC CHECKLIST
FOR ELIGIBILITY / TECHNICAL COMPONENT**

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

Standard Form Number: SF-INFR-8

BAC Checklist for Eligibility / Technical Requirements

Date _____

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

Procurement for the

**MODERNIZATION OF TWO (2) UNITS PASSENGER ELEVATORS
 IN THE HIGHER EDUCATION DEVELOPMENT CENTER (HEDC) BUILDING (REBID)**

**Approved Budget for the Contract (ABC)
 PHP 3,200,000.00**

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 19, PBD Infra 2020 (R)					
Eligibility Documents					
Option 1: (i) A valid Phil-GEPS Certificate of Registration (Platinum Membership) which shall reflect the updated eligibility documents. Should the Annex "A" of said Certificate reflects not updated documents, the bidder shall submit, together with the Certificate a certified true copy of said documents.	-	A			

DESCRIPTION	Form(s)	Annexes	COMPLETED	NOT COMPLETED	REMARKS
<p>These documents enumerated in Option 1 must be submitted as part of the eligible bidder's Post-Qualification Documents.</p> <p>Option 2: Class "A" Documents</p> <p>Notwithstanding the above requirements, the Bidder may OPT to submit the following eligibility documents in lieu of the submission of the Phi-GEPS Certificate of Registration (Platinum Membership).</p>					
<p>(1) Appropriate Registration Certificate in any of the following:</p> <p>a. from the Securities and Exchange Commission (SEC) for corporations; <u>or</u></p> <p>b. from the Department of Trade and Industry (DTI) for sole Proprietorship; <u>or</u></p> <p>c. from the Cooperative Development Authority (CDA) for cooperatives.</p>	-	1	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
<p>(2) Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located.</p>	-	2	<input type="checkbox"/>	<input type="checkbox"/>	
<p>(3) Valid and current Tax Clearance Certificate</p>	-	3			
<p>(4) Copy of each of the following Audited Financial Statements for 2018 and 2019 (in comparative form or separate reports).</p> <p>a. Independent Auditor's report;</p> <p>b. Balance Sheet (statement of financial position); and</p> <p>c. Income Statement (statement of comprehensive income)</p> <p>Each of the above statement must have stamped received by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institution.</p>	-	4	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	

DESCRIPTION	Form(s)	Annexes	COMPLIED	NOT COMPLETED	REMARKS												
<p>(5) Valid Philippine Contractors Accreditation Board (PCAB) License and Registration for the type and cost of the contract to be bid.</p> <p>The minimum valid and applicable PCAB Registration required for this project is:</p> <p>PCAB License:</p> <table border="1" data-bbox="957 280 1053 862"> <tr> <td>Classification:</td> <td>General Building</td> </tr> <tr> <td>Category (minimum):</td> <td>C&D</td> </tr> </table> <p>Registration Particulars:</p> <table border="1" data-bbox="805 280 877 862"> <tr> <td>Size Range (minimum):</td> <td>Small</td> <td>B</td> <td>for</td> </tr> <tr> <td>Elevators/Escalators (SP-ES)</td> <td></td> <td></td> <td></td> </tr> </table>	Classification:	General Building	Category (minimum):	C&D	Size Range (minimum):	Small	B	for	Elevators/Escalators (SP-ES)				-	5	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Classification:	General Building																
Category (minimum):	C&D																
Size Range (minimum):	Small	B	for														
Elevators/Escalators (SP-ES)																	
Technical Documents																	
<p>ii. Statement of all its ongoing 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.</p>	SF-INFR-01	B	<input type="checkbox"/>	<input type="checkbox"/>													
<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-INFR-A-02 and shall be supported by the following:</p> <p>a. Notice of Award and/or Notice to Proceed</p> <p>b. Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor; <i>Or,</i></p> <ul style="list-style-type: none"> • the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case 	SF-INFR-02	C	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>													

DESCRIPTION	Form(s)	Annexes	COMPLIED	NOT COMPLIED	REMARKS
of contracts with the private sector, an equivalent document shall be submitted					
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;	-	D or N/A			
iv. <u>NFCC computation</u> or CLC in accordance with ITB Clause 5.5	-	E			
Class "B" Documents					
(v) If applicable, Joint Venture Agreement (JVA) in accordance with RA 4566;	-	F or N/A			
12.1 (b) TECHNICAL DOCUMENTS					
(i) BID SECURITY	SF-INFR-03	G			
(1.1) The Bid Security shall be in form of a Bid Securing Declaration using the form prescribed in the Bidding Documents; <u>or any of the following forms and amounts:</u>			<input type="checkbox"/>	<input type="checkbox"/>	
(1.2) The amount of not less than PHP 64,000.00 (2% of PHP 3,200,000.00), if Bid Security is in cash, cashier's/manager's check, bank draft or an irrevocable letter of credit; if issued by a foreign bank, it shall be accompanied by a <u>confirmation</u> from a Universal or Commercial Bank;			<input type="checkbox"/>	<input type="checkbox"/>	
(1.3) The amount of not less than PHP 160,000.00 [5% of (P3,200,000.00)] if Bid Security <i>is</i> Surety Bond which must be accompanied by a <u>certification</u> coming from			<input type="checkbox"/>	<input type="checkbox"/>	

DESCRIPTION	Form(s)	Annexes	COMPLETED	NOT COMPLETED	REMARKS
the Insurance Commission that a surety or insurance company is authorized to issue such instrument.					
(ii) PROJECT REQUIREMENTS					
(ii.1) <u>Organizational Chart</u> for the Contract to be Bid	SF-INFR-04	H			
(ii.2) <u>List of Contractor's Personnel/Staff</u> proposed for the project ;	SF-INFR-05	I	<input type="checkbox"/>	<input type="checkbox"/>	
(i) Resident Engineer (ii) Safety Health Officer; <i>and</i> (iii) Lead Electrician (iv) General Foreman			<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
Other required key personnel which must always be available if their services are needed: (v) Project Manager (vi) Electrical Engineer			<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Attachments:					
a. key personnel form of Bio-data	SF-INFR-05a	Ia			
(b) key personnel's certificate of employment	SF-INFR-05b	Ib			
(c) statement of availability of key personnel	SF-INFR-05b	Ic			
(d) photocopies of valid PRC license for all professional personnel	-	Id			
(ii.3) <u>List of contractor's equipment units</u> (<i>owned, leased or under purchased agreement</i>), <i>Minimum major equipment requirements for the project:</i>	SF-INFR-06	J			

DESCRIPTION				Form(s)	Annexes	COMPLIED	NOT COMPLIED	REMARKS
Equipment	Capacity	Number of Unit/Set				<input type="checkbox"/>	<input type="checkbox"/>	
a. Forward truck with crane	-	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
b. Chain block, 2 tonner	-	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
c. Powerhand tools	-	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
d. Test Equipment (ammeters, volt meters, elevator vibration and noise tester)	-	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
e. Portable ladders	-	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
g. Personal Protective Equipment [PPE] (safety helmet, safety gloves, safety shoes, safety harness/belts with secure anchorage or independent lifeline, eye protector)	-	1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Supporting Documents: b. for <u>owned equipment</u> and as proof of ownership, the ff. is required: <ul style="list-style-type: none"> • O.R. / C.R. <i>or</i> • deed of absolute sale <i>or</i> • Charge/Sales Invoice <i>or</i> • Notarized Affidavit c. for <u>leased equipment</u> : <ul style="list-style-type: none"> • certificate of availability of equipment from the equipment lessor/vendor for the duration of the project; and • lease contract agreement <ul style="list-style-type: none"> - as proof of ownership of the lessor, the ff. is required: <ul style="list-style-type: none"> - O.R./C.R. <i>or</i> - deed of absolute sale <i>or</i> 								

DESCRIPTION	Form(s)	Annexes	COMPLIED	NOT COMPLIED	REMARKS
- Charge/Sales Invoice or - Notarized Affidavit					
(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-INFR-07	K			
(ii.5) Certificate of Site Inspection to be signed by the AFMS Director or his/her authorized representative	SF-INFR-08	L			

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:

BAC TECHNICAL WORKING GROUP FOR INFRASTRUCTURE

JUAN F. PURRIRAN, JR.
Head

ELISEO P. MADLANGSAKAY
Member

JOSHUA PAUL D. HENSON
Member