



**MINUTES OF THE PRE-BID CONFERENCE**  
**07 December 2023**

**JANITORIAL SERVICES 2024 – 2027**  
**PUBLIC BIDDING NO. VMC-2024-008**

The following were present during the conference:

**BIDS & AWARDS COMMITTEE:**

Ms. Shirlene V. Vianzon – Chairperson  
Mr. Edsel S. Martin, RPh – Vice - Chairperson  
Engr. Gerardo E. Lingat – PM – Outsourced Services  
Mr. Juan B. Sapasa Jr. – Member  
Dr. Gene Rose B. Burgos – Member

**BAC SECRETARIAT:**

Ms. Ligaya Ubalde - Head  
Ms. Angelita Dayego  
Ms. Kristine Joy Manuel  
Mr. Rannier John Fajardo  
Ms. Aileen Pacheco  
Mr. Lester John Jake Divino  
Ms. Maiko Janzel M. Dizon

**TWG, END-USERS & OBSERVERS:**

Engr. Zoraida Cuadra – End-User  
Ms. Rufina F. Vadil – Observer -Budget  
Ms. Catherine Sofia – Observer – MMS  
Engr. Melvin Orog – TWG – Outsourced  
Mr. Billy Lucena – Observer- ICT

Mr. Roderick Balagtas – Observer, Proc.  
Mr. Raymund Joe Macuana – Observer, Accounting  
Mr. Diosdado V. Romano – TWG – Waste / Janitorial  
Mr. Zoraida S. Cuadra – End-User  
Ms. Almira G. Satumba – Observer, OIC-FMO

**PARTICIPANTS / PROSPECTIVE BIDDERS:**

1. Irene Bravo – Marketing Officer – Excellent Gen. Services Inc.
2. Ms. Marcelina Matas – General Manager – EJCM Manpower Services
3. Mr. Esmeraldo Maratas – Authorized Representative - GFR Manpower and Janitorial Services Inc.
4. Ms. Mina Calvito – CMPT Manpower Services

The conference started at 10:00am and was presided by Ms. Shirlene V. Vianzon, Chairperson of Bids & Awards Committee (BAC), held at BAC Office, Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City. She acknowledged the presence of all representatives of each prospective bidder, the members of the BAC Committee, BAC Secretariat, TWG Members as well as the invited observers. She reminded everyone that the Committee strictly adheres to Republic Act No. 9184 or the Government Procurement Act and the Standard Public Bidding Documents.

**BUSINESS MATTERS:**

- In accomplishing the Technical Specifications and Schedule of Requirements, state only the item that will be bid.
- Bid Security will be forfeited if withdrawn during the validity period.
- Notice of Award will be faxed to winning bidders. The following day will be counted as 1<sup>st</sup> day of receipt.
- CTC of documents by the bidder itself are acceptable provided that the bidder will submit the Omnibus Sworn Statement. (Note: State CTC based on original, photocopy, etc.)
- Modification of Bid is strictly prohibited. The description stated in the bid offer will be followed and cannot be amended

**PRESENTATION OF BIDS:**

- Bidders shall submit their bids through their duly authorized representatives using the forms specified in the Bidding Documents in two (2) separate sealed envelopes, which shall be submitted simultaneously.

- Bidders shall enclose the “Original” and “Copy 1” of their Eligibility and Technical Documents in a separate envelope marked ELIGIBILITY and TECHNICAL COMPONENTS. The “Original” and “Copy 1” of their Financial Documents (Bid Form, Bid Offer & others) shall be enclosed in a separate envelope marked FINANCIAL COMPONENTS.
- These 2 envelopes shall be enclosed in any sealed Box (preferably Data File Box) with cover.
- No color preference for the Folders and Boxes.
- All documents to be submitted as part of the Bid should be arranged in chronological order based in the Checklist provided by the BAC. Further, all bid proposals should be ring bound and tabulated in words. Failure to follow instructions will mean disqualification.

## PRESENTATION OF BIDS



### ➤ Documents Comprising the Bid: Eligibility and Technical Components – 1<sup>st</sup> Envelope

#### (A) Eligibility Documents

##### Class "A" Documents:

(i)

- a. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

(ii)

- b. Statement of the prospective bidder of **ALL** its on-going Government and Private Contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the last three (3) years as provided in the Bidding Documents;
- d. Original copy of Bid Security. If in the form of a surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration
- e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; and
- f. Original duly signed Omnibus Sworn Statement (OSS);  
Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or  
Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

##### Financial Documents

- g. The prospective bidder's computation of its Net Financial Contracting Capacity's (NFCC); or A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

#### Class "B" Documents

- h. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

### ➤ FINANCIAL COMPONENT ENVELOPE – 2<sup>nd</sup> Envelope

The second envelope shall contain the financial information/documents as specified in the PBDs

- i. Original of duly signed and accomplished Financial Bid Form;
- j. Original of duly signed and accomplished Price Schedule(s).

*Other documentary requirements under RA No. 9184 (as applicable)*

(k) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.

(l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

#### **ADDITIONAL REQUIRED DOCUMENTS (to be submitted during Post-Qualification)**

1. Bidding Documents duly signed/initialed by the authorized representative of the prospective bidder (each page). Attach Official Receipt as proof of payment of bidding documents
2. Document Request List (DRL) from PhilGEPS (Optional)
3. Bid Bulletin/s
4. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document.
5. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
6. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
7. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR with 2021 ITR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission
8. Certificate of **Good Performance** from at least one (1) Government or Private Hospital/Agency **and** from Valenzuela Medical Center *for previous or existing suppliers* (CY 2021 to present)
9. Special Power of Attorney – If single proprietorship
10. For SLCC - Proof of evidence for Single Largest Completed Contract (SLCC) – Purchase Order or Notice of Award or Contract Agreement
11. Permits/Clearances/Licenses stated in Terms of Reference (TOR)

### **TERMS OF REFERENCE FOR JANITORIAL SERVICES 2024**

#### **I. QUALIFICATIONS OF THE CONTRACTOR**

1. Must be a duly licensed and registered Service Contractor in accordance with Department Order No. 18-A, Series of 2011 (D.O. No. 18-A-2011)
2. Must be a duly registered with the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI), or Cooperative Development Authority (CDA).
3. Must present a Client Satisfaction Rating from at least three (3) government agencies or private corporations preferably hospital, with whom the contractor has a past or on-going contract.
4. Must be based in or around Metro Manila.

#### **II. DUTIES AND RESPONSIBILITIES OF THE CONTRACTOR**

1. Must submit a sworn statement that it is complying with the Labor Laws and Other Social Legislation as mandated by Section 25.2 Implementing Rules and Regulations of R.A. No. 9184.
2. Must provide certifications from the proper government agencies that it is religiously paying the Social Security System, Pag-Ibig Fund and PhilHealth Insurance contributions as mandated by law, as well as income taxes (if applicable) of the employee to be assigned at Valenzuela Medical Center (VMC).
3. Must warrant that its employees are paid not less than the minimum wage as provided for by law.
4. Upon request, must provide VMC with documents to verify the identity of the contractual employees assigned to the premises.
5. Must provide the VMC's Head of General Services with complete and up-to-date list and photograph of its contractual employees assigned to the premises.
6. Must submit to VMC within five (5) days of every month a statement signed by the Contractor's duly authorized representative that it has paid all wages, salaries, compensation and other benefits of the employees assigned to VMC for services rendered by them during the immediately preceding month, and that such payments were all in accordance with the requirements of law.

7. Must submit to VMC within the first (10) days of every quarter a copy of its duly accomplished forms signed by the authorized Contractor's signature of the quarterly SSS remittance form together with the corresponding check voucher.
8. The Contractor shall have direct supervision and control over all contracted employee.
9. As an employer, the Contractor shall have the exclusive and absolute right to suspend, lay-off, terminate and/or impose disciplinary measures, direct and control the services and determine the wages, salaries and compensation of the employee who shall be assigned to VMC.
10. The Contractor shall assume full responsibility and undertake to reimburse VMC for any loss, damage, or injury caused to VMC or its' employee's properties or premises, arising from or occasioned by the employee's act or omission.
11. The Contractor shall take necessary precaution and exercise due care and diligence in the performance of its undertaking so as not to cause injury, damage or loss to the persons and property and shall at all times save VMC from any claim for damage arising therefrom.
12. The Contractor shall provide cleanliness and maintenance services to VMC every day for 24 hours from Monday to Sunday.
13. The Contractor shall prepare the weekly schedule of the janitors as well as the general cleaning of each office or wards and ensure that each janitor shall only work 8 hours a day, five days a week.
14. The Contractor shall ensure the availability of a replacement janitor in case of an unscheduled absence of its janitor.
15. The Contractor must provide the employees assigned to VMC with proper uniforms. The Contractor must ensure that all employees wear the prescribed uniform at all times while on duty.
16. The Contractor must provide the employees assigned to VMC with Hospital Housekeeping, Healthcare Waste Management and Infection Prevention and Control Trainings. Copies of training certificates must be given to the Head of General Service and/or Infection Prevention Control Committee Chairman.
17. **The Contractor must provide annual medical certification for all assigned employees in VMC.**

### **III. BUDGET**

1. Fourteen Million Eight Hundred Sixty-Nine Thousand Eight Hundred Thirty-Eight and 49/100 Pesos (Php 14,869,838.49) inclusive of all government taxes and charges, and the minimum ten percent (10%) standard administrative fee.

### **IV. COMPLEMENT**

1. 38 Janitors/Janitress (Shifting Schedule)
2. 1 Working Supervisor

### **V. HOURS OF WORK**

1. The Contractor shall provide cleanliness and maintenance services to VMC every day, for twenty-four (24) hours, seven (7) days a week, from Monday until Sunday.
2. Each Janitor and Supervisor shall only work 8 hours a day, 6 days a week. The Contractor shall be responsible for preparing the weekly schedule of its employees.

### **VI. QUALIFICATIONS OF THE SUPERVISOR**

1. Of good moral character and reputation, courteous, alert and without any criminal or police record.
2. Physically and mentally fit.
3. Between thirty (30) and forty-five (45) year of age.
4. Must possess at least a Vocational Diploma or a Bachelor's/College Degree.
5. At least three (3) years of relevant supervisory experience in a hospital setting.

### **VII. QUALIFICATIONS OF THE JANITORS/JANITRESS**

1. Of good moral character and reputation, courteous, alert and without any criminal or police record.

2. Physically and mentally fit.
3. Between twenty (21) and forty (40) years of age.
4. At least a high school graduate and with at least one (1) year experience as a janitor/janitress in a hospital setting.
5. Must have Hospital Housekeeping, Healthcare Waste Management and Infection Prevention and Control Seminar Certificates.

## **VIII. SCOPE OF WORK**

1. DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR
  - a. Must submit to the General Services Section every first Monday of the month, a monthly deployment schedule.
  - b. Must ensure compliance of the Manpower Deployment Schedule.
  - c. Must submit to the General Services Section a projected monthly and semi-annual schedule of general cleaning within fifteen (15) days from assumption of duties.
  - d. Must schedule work assignments, set priorities, and direct the work of subordinate employees in coordination with the General Services Section.
  - e. Evaluates and verifies employee performance through the review of completed work assignments and work techniques.
  - f. Shall submit to the General Services Section a performance evaluation of its janitorial staff every first Monday of the month.
  - g. Ensures that proper labor relations and conditions of employment are maintained.
  - h. Must ensure implementation, enforcement, and compliance with VMC rules and regulations relative to the maintenance and cleanliness and sanitation of office premises.
  - i. Maintains records, prepares reports, and composes correspondence relative to the work.
  - j. Must make rounds to check crew coverage in designated work areas.
  - k. Must conduct a daily inspection of the premises to ensure clean and safe conditions.
  - l. Must inspect equipment for cleanliness and repair.
  - m. Must ensure delivery of the supplies needed by its complement for the month and submit therewith a list/inventory thereof to the General Services Section every first Monday of the month.
  - n. Must determine, on a monthly basis, the materials, supplies, and equipment needed.
  - o. Must submit every first Monday of the month to the General Services Section a report of the supplies consumed during the previous month and an inventory of the remaining supplies to be consumed for the year.
  - p. Perform other services necessary or desirable for the maintenance and enjoyment of the office premises and minister to the personal comfort, convenience, or safety of VMC officers, employees, patients and visitors.

## **IX. HOSPITAL AND BUILDING HOUSEKEEPING**

1. DAILY JANITORIAL ACTIVITIES
  - a. Sweeping, damp mopping, scrubbing, and buffing of all floors – including elevators – to maintain luster and shine at all times.
  - b. Cleaning of interior glass panels and its appurtenant steel or aluminum frames through scrubbing and wiping by application of cleaning solutions to remove dust, soot and grime.
  - c. Cleaning, dusting and damp wiping of furniture, fixtures and equipment and application of appropriate furniture polish to maintain luster and shine at all times.
  - d. Keeping stairways, fire exits, and entrance clean and free from obstruction at all times.
  - e. Cleaning, sanitizing and disinfecting comfort room urinals, lavatories, toilet bowls, and wash room basins.
  - f. Checking and reloading if required of toilet paper, liquid hand soap and other toilet supplies.
  - g. Cleaning of wastebaskets and vertical and horizontal blinds.
  - h. Sweeping, vacuum cleaning, and stain spotting of carpeted rooms.
  - i. Sweeping of driveways, dumpsite and surroundings.

- j. Informing Engineering and Facilities Management Service of any building defects such as busted bulbs, leaking faucets/cracked wall plaster, unsafe conditions and/or any unusual activity within the building and its surroundings.
  - k. Cleaning of Wards, Offices and Special Areas.
  - l. Movement of furniture, equipment, supplies, and materials as may be necessary, and only upon the instruction of the General Services Section.
  - m. Collection and disposal of trash and other trash materials to Waste Storage Area, compliant with RA No. 9003 (Ecological Solid Waste Management Act) and City Ordinances.
  - n. Perform such services usually necessary or desirable for the maintenance of the hospital premises and minister to personal comfort, convenience, or safety of VMC officers, employees, patients and visitors.
2. WEEKLY JANITORIAL ACTIVITIES
- a. General cleaning, washing, scrubbing and polishing of floors, hallways, comfort rooms and wash rooms, interior glass panels, and baseboards.
  - b. General cleaning of offices, wards and special areas including dusting, spot scrubbing, and damp wiping of equipment, fixture and furniture.
  - c. Sweeping and washing of driveways, parking, waste storage area and surroundings.
3. SPECIAL SERVICES
- a. Keep watch and take action to prevent or mitigate damage to the building and its facilities during emergency situations such as typhoons, floods, earthquakes, power failures and fire incidents.
  - b. Report to the General Services Section major repairs or maintenance requirements of the building civil, mechanical, electrical and plumbing facilities for proper disposition as well as requirement for pest control.
  - c. Assists in loading and unloading of cargoes or in the hauling of deliveries or furniture from one place to another when necessary.
  - d. Transporting oxygen tanks.

## X. CLEANING SUPPLIES, TOOLS AND EQUIPMENT

1. The Contractor must be equipped with the following equipment:

EQUIPMENT	QUANTITY
Utility Cart	6
Heavy Duty Floor Polisher 16" or 18" with Accessories	5
Wet and Dry Vacuum	5
Mop Squeezer with Double Bucket System	8
Caution Sign with Accessories	12
Aluminum Ladder 8 ft	3
Heavy Duty Extension Cord with grounding, universal type	6
Garden Hose 5/8x40	2
High Pressure Portable Washer	2
Marble Buffing Equipment	2
Personal Protective Equipment	For each janitor/janitress

\*Preferably with anti-microbial properties

2. The Contractor must ensure that its complement shall always be equipped with the following tools:

TOOLS	DESCRIPTION	QUANTITY
Toilet Bowl Pump	Standard Size	25 pcs
Toilet Bowl Brush	Plastic Handle – Standard Size	80 pcs
Steel Brush	Standard Size	45 pcs
Soft Broom	Standard Size	80 pcs
Stick Broom	Standard Size	20 pcs
Ceiling Broom	Standard Size	20 pcs
Mop Handle	Aluminum Handle	42 pcs

Mop Head	Nylon Thread	80 pcs
Dustpan	Plastic-Standard Size	40 pcs
Push Brush	Standard Size	40 pcs
Spray Bottle	500ml	80 pcs
Pail	10liters	55 pcs
Glass Squeegee	Large with Handle	25 pcs
Spatula	Metal with rubber handle	45 pcs
Feather Duster	Standard Size	25 pcs
Hand Gloves	Heavy Duty	60 pcs

3. The Contractor shall provide its janitor with the following consumables and supplies **every month**

CONSUMABLES	DESCRIPTION	QUANTITY
Rags (round)	Regular Size	100 pcs
Liquid Wax Concentrate	Long-Lasting, durable, floor finish	13 gal
Liquid Hand Soap (lemon)	With anti-bac (40ml)	28 packs
Deodorizer	Deodorant cake	100 pcs
Glass Cleaner	Regular	8 gal
Toilet Bowl Cleaner	Regular	28 gal
Muriatic Acid	Regular	15 gal
Scrubbing pad	Scotch brite	60 pcs
Polishing Pad	Regular	10 pcs
Steel Wool	Per tube	20 pcs
Insecticide	Regular	25 canister
Air Freshener	Regular	25 canister
Furniture Polish	Regular	2 gal
Door mat	rectangular shape	80 pcs
Metal Polish	Regular	8 pcs
Powder Soap	Detergent	38 kilos
Disinfectant Solution	Chlorine	28 gal
Fabric Conditioner	Parfum Scent	4 gal
Detergent Bar	Bar Soap	16 pcs
Stripping Pad	Regular	5 pcs
Cleanser	Regular	26 gal
Face Mask	50 pcs per box	25 boxes
Plastic Garbage Bag, Black	Big	2750 pcs
Plastic Garbage Bag, Black	Small	2750 pcs
Plastic Garbage Bag, Green	Big	2750 pcs
Plastic Garbage Bag, Green	Small	2750 pcs
Plastic Garbage Bag, Yellow	Big	2750 pcs
Plastic Garbage Bag, Yellow	Small	2750 pcs
Plastic Garbage Bag, Orange	Big	100 pcs
Plastic Garbage Bag, Orange	Small	100 pcs
All garbage bags shall be compliant to Healthcare Waste Manual, 4 <sup>th</sup> Edition under Part II – Healthcare Waste Management System Chapter 7: Healthcare Waste Segregation, Collection, Storage and Transport – 7.2.2.2 and under Table 4 (HCW and Plastic Liners Specification). The recommended thickness of the plastic liners should be 0.07mm (ISO 7765 2004)		

\*preferably made with eco-friendly materials

## XI. OTHER MATTERS

1. Furnishing of Bond – The Contractor shall furnish VMC with a valid and sufficient Bond in accordance with the rules set forth under Government Procurement Reform Act (RA 9184) and its implementing rules and regulations.
2. Wage Increase – Should there be any wage increase in favor of the assigned personnel subsequent to the execution of the Contract pursuant to a law, Executive Order, Decree or Wage Order, the Agency is entitled to receive the same. The Agency, however, must first inform VMC in writing of the wage increase to allow the latter to undertake the appropriate measures to address the same before its implementation.

3. Extension Clause – Except to the extent as otherwise provided in the Contract, and subject to the provisions of RA 9184, the parties shall extend the Contract on a week-to-week or month-to-month basis under the same applicable terms and conditions especially as to scope of services and quality of work. In the event no new Contract. The extended term shall automatically terminate upon affectivity of the new contract.

**Other Concern:**

- The suppliers must provide certifications from the proper government agencies that religiously paying the Social Security System, Pag-Ibig Fund and PhilHealth Insurance contributions as mandated by law, as well as income taxes (if applicable) of the employee to be assigned at Valenzuela Medical Center (VMC).- should be submitted during post qualification and to be updated from time to time.
- Copies of training certificates must be given to the Head of General Service and/or Infection Prevention Control Committee Chairman before deployment.
- All documents to be submitted as part of the Bid should be arranged in chronological order based in the Checklist provided by the BAC. Further, all bid proposals should be ring bound and tabulated in words. Failure to follow instructions will mean disqualification.

**BID Opening will be on DECEMBER 20, 2023, 10:00 AM**

The pre-bidding conference was adjourned at 2:00 P.M.

Prepared by:

Sgd. RANNIER JOHN C. FAJARDO  
BAC Secretariat

Noted by:

Sgd. SHIRLEEN V. VIANZON  
Chairperson, BAC

# **Bid Form for the Procurement of Goods**

*[shall be submitted with the Bid]*

BID FORM

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

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [*insert numbers*], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [*supply/deliver/perform*] [*description of the Goods*] in conformity with the said PBDs for the sum of [*total Bid amount in words and figures*] or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [*specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties*], which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
  - b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
  - c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agentCurrencyCommission or gratuity

(if none, state “None”) J

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

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

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

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

---

REPUBLIC OF THE PHILIPPINES  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: [Insert number]**

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

I/We, the undersigned, declare that:

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*  
*[Insert signatory's legal capacity]*  
Affiant

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

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

---

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *[Select one, delete the rest:]*

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

*[If a partnership or cooperative:]* None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management

Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

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

**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

---

*For Goods Offered from Abroad*

Name of Bidder \_\_\_\_\_ Project ID No.\_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)
	Brand							

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## Price Schedule for Goods Offered from Within the Philippines

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

### For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No.\_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8 )	Total Price delivered Final Destination (col 9) x (col 4)
	Brand								

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

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

### **NFCC COMPUTATION FOR ELIGIBILITY CHECK**

- A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year 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. Net Worth(1-3)	
6. Net Working Capital(2-4)	

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

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

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

*The Bidder shall attach the AFS to the NFCC Computation for Eligibility Check Form.*

NFCC=P\_\_\_\_\_

Submitted by:

Name      of      Supplier/Distributor/Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

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

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

This is to certify that \_\_\_\_\_ (company) \_\_\_\_\_ has the following completed contracts within **Three (3) years** from the date of submission and receipt of bids.

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-user's Acceptance	Date of Official Receipt	Bidder is A) Manufacturer B) Supplier C) Distributor

Name and Signature of  
Authorized Representative

Date

**\*Instructions:**

a) Cut-off date as of:

(i) Up to the day before the deadline of submission of bids.

b) In the column under “Dates”, indicate the dates of Delivery/ End-user’s Acceptance and Official Receipt.

c) “Name of Contract”. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of \_\_\_\_\_ for Valenzuela Medical Center”

**STATEMENT OF: (I) ONGOING CONTRACTS AND; (II) AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor

\_\_\_\_\_  
Name and Signature of  
Authorized Representative

\_\_\_\_\_  
Date

**\*Instructions:**

- a) 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:
  - i. The day before the deadline of submission of bids.
  - b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
  - c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
  - d) “Name of Contract”. Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: “Supply and Delivery of \_\_\_\_\_ for Valenzuela Medical Center”