



Republic of the Philippines
Department of Health
Metro Manila Center for Health Development
VALENZUELA MEDICAL CENTER



MINUTES OF THE PRE-BID CONFERENCE
2 December 2024

Public Bidding VMC No. 2025-015

**SUPPLY AND DELIVERY OF VARIOUS FOOD STUFFS AND ASSORTED
GROCERY ITEMS FOR 1ST SEMESTER OF CY 2025**

Present during the meeting were as follows:

BIDS & AWARDS COMMITTEE:

Mr. Edsel S. Martin – Vice-Chairperson
Dr. Gene Rose Burgos – BAC Member
Mr. Juan B. Sapasa, Jr. – BAC Member
Ms. Carina D. Ramirez – Provisional Member
Ms. Angelic D. Ocampo-Provisional Member

BAC SECRETARIAT:

Ms. Ligaya Ubalde – Head, BAC Secretariat
Ms. Angelita Dayego
Ms. Aileen Pacheco – In-Charge
Ms. Maiko Janzel Dizon
Mr. Lester John Jake Divino

OBSERVER/TWG-END-USER:

Ms. Liziel L. Castillo – TWG
Ms. Hershey Rae Paparon – TWG
Ms. Rufina Vadil – Observer, Budget Section
Mr. Raymund Joe Macuana- Observer, Accounting
Section
Mr. Roderick Balagtas – Observer, Proc.
Ms. Catherine F. Sofia - Observer, MMS
Engr. Zoraida S. Cuadra – Observer, OIC CAO
Ms. Almira G. Satumba – Observer, OIC - FMO

The conference started at 10:00am and was presided by **Mr. Edsel S. Martin**, Vice-Chairperson of Bids & Awards Committee (BAC), held at the BAC Office, 2nd Floor, Admin Building, Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City. He acknowledged the presence of all representatives of each prospective bidder, the members of the BAC, BAC Secretariat, TWG as well as the invited observers. He reminded everyone that the Committee strictly adheres to Republic Act No. 9184 or the Government Procurement Act and the Standard Public Bidding Documents.

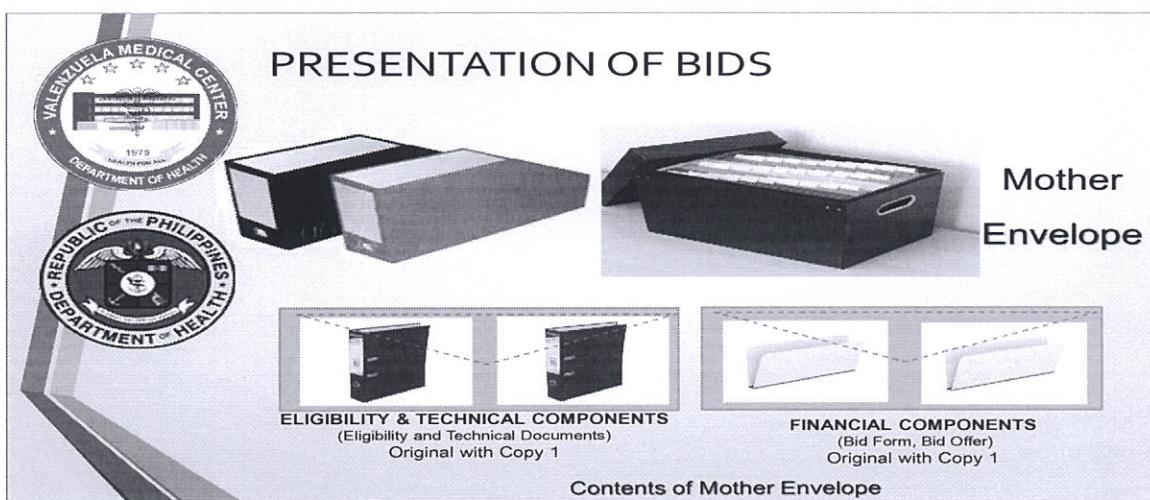
*"PHIC Accredited Healthcare Provider"
"Valenzuela Medical Center...Where your health matters most"*

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- Bid Security will be forfeited if withdrawn during the validity period.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 emailed to winning bidders. The following day will be counted as 1st 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.)
- Any document or certification issued outside Philippines should be accompanied by the official red ribbon (authentication) by the Philippine Consular Office/Embassy where the subject document or certification is issued.
- 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 a 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.**



- Documents Comprising the Bid: Eligibility and Technical Components – 1st 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;
- b. Statement of the prospective bidder of **ALL** its ongoing 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;

- Amount of the completed contract should be twenty-five percent (25%) of the ABC to be bid.
- d. Original copy of Bid Security. If in the form of a surety Bond, submit also a certification issued by the Insurance Commission or an Original copy of the 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 (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 – 2nd 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).
- k. Certificate of Product Registration (CPR)

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

(l) [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.

(m) 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 Evaluation)

1. Bidding Documents duly signed/initialed by the authorized representative of the prospective bidder (each page). **May attach Official Receipt as proof of payment of bidding documents.**
2. Document Request List (DRL) from PhilGEPS (Optional)
3. Bid Bulletin/s, if any
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 2023 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 except from Valenzuela Medical Center (**with at least Satisfactory Rating**) - CY 2023 to present
9. Special Power of Attorney (SPA) for authorized representative if OSS is Sole Proprietorship
10. For SLCC - Proof of evidence for Single Largest Completed Contract (SLCC) – Purchase Order or Notice of Award or Contract Agreement

11. Certificate from the manufacturer to distribute their products or Exclusive Distributorship or any equivalent document
12. License to Operate (LTO)
13. Certificate of Stocks Availability from Bidders (Notarized)

P.B. 2025-015 SUPPLY AND DELIVERY OF VARIOUS FOOD STUFFS AND ASSORTED GROCERY ITEMS FOR 1ST SEMESTER OF CY 2025

REVIEW OF SPECIFICATIONS: PR NO. 24-10-1075 / PR NO. 24-10-1074 / PR NO. 24-10-1073

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY.	ABC	TOTAL ABC AMOUNT	AMENDMENT
PR # 24-10-1075 (LOT BID ALL ITEMS 1-65)						
1	kilo	Anato Seeds	3	380.00	1,140.00	
2	kilo	Ampalaya, Fruit	146	148.98	21,751.08	
3	bundle	Ampalaya, Leaves (7 kilo per bundle)	6	219.33	1,315.98	
4	kilo	Baguio Beans	66	165.92	10,950.72	
5	kilo	Banana Blossoms	1	429.33	429.33	
6	kilo	Banana Heart	80	74.98	5,998.40	
7	kilo	Black Pepper, Whole	3	755.38	2,266.14	
8	kilo	Bottle Gourd	120	54.00	6,480.00	
9	kilo	Cabbage	418	82.33	34,413.94	
10	kilo	Carrots	478	145.67	69,630.26	
11	kilo	Cassava	108	105.00	11,340.00	
12	kilo	Cauliflower	45	249.13	11,210.85	
13	kilo	Celery	1	226.00	226.00	
14	kilo	Chayote	475	53.08	25,213.00	
15	kilo	Corn, yellow	33	86.67	2,860.11	
16	kilo	Cucumber	65	149.00	9,685.00	
17	kilo	Curry Powder	3	540.00	1,620.00	
18	kilo	Eggplant	102	80.00	8,160.00	
19	kilo	Garlic	121	80.00	9,680.00	
20	kilo	Ginger	105	211.67	22,225.35	
21	bundle	Kangkong (7 kilo per bundle)	22	135.67	2,984.74	
22	kilo	Kinchay	4	626.00	2,504.00	
23	kilo	Langka, unripe	59	101.38	5,981.42	
24	kilo	Laurel Leaves	2	445.00	890.00	
25	kilo	Lettuce	6	320.00	1,920.00	
26	pc	Lumpia Wrapper, large	5360	1.52	8,147.20	
27	pc	Lumpia Wrapper, small	4222	1.12	4,728.64	
28	bundle	Malunggay Leaves (7 kilo per bundle)	10	115.32	1,153.20	
29	kilo	Mixed Vegetables, frozen	71	202.50	14,377.50	
30	kilo	Monggo Beans	42	118.33	4,969.86	
31	kilo	Monggo Sprout	133	62.98	8,376.34	
32	kilo	Okra	40	103.00	4,120.00	
33	kilo	Onion Bulb	378	160.00	60,480.00	
34	kilo	Onion, Spring	7	260.00	1,820.00	
35	kilo	Pepper, Fingerline	25	205.00	5,125.00	Fingerlike
36	kilo	Pepper, Red, Bell	22	333.33	7,333.26	
37	kilo	Petchay Baguio	53	87.98	4,662.94	
38	kilo	Petchay Tagalog	151	170.00	25,670.00	
39	kilo	Potato	178	109.33	19,460.74	
40	kilo	Raddish	148	144.00	21,312.00	
41	kilo	Raisins	1	289.00	289.00	
42	kilo	Sago	55	81.00	4,455.00	
43	kilo	Salt, rock	115	19.65	2,259.75	
44	kilo	Sesame Seeds	1	440.00	440.00	

45	kilo	Sitsaro	17	480.00	8,160.00	
46	kilo	Sponge Gourd	75	92.50	6,937.50	
47	kilo	Squash	402	53.32	21,434.64	
48	kilo	String Beans	130	186.67	24,267.10	
49	kilo	Sweet Potato	243	104.00	25,272.00	
50	kilo	Tamarind, Fruit	41	220.00	9,020.00	
51	kilo	Taro	12	115.00	1,380.00	
52	kilo	Tomato	196	124.00	24,304.00	
53	pc	Tokwa	1636	5.17	8,458.12	
54	kilo	Noodles, Bihon	80	110.00	8,800.00	
55	kilo	Noodles, Canton	230	131.67	30,284.10	
56	kilo	Noodles, Miki	80	65.00	5,200.00	
57	kilo	Noodles, Lomi, fresh 500gm	45	65.00	2,925.00	
		FRUITS				
58	kilo	Banana, Lakatan	2283	100.00	228,300.00	
59	kilo	Banana Saba (8pcs/kilo)	550	42.00	23,100.00	
60	kilo	Calamansi	66	100.32	6,621.12	
61	kilo	Lemon	135	125.00	16,875.00	
62	kilo	Melon	101	120.00	12,120.00	
63	kilo	Papaya	334	110.00	36,740.00	
64	kilo	Pineapple, Fresh (medium 1 kilo per piece)	62	119.00	7,378.00	
65	kilo	Turnips	52	163.33	8,493.16	transfer to vegetable

PR # 24-10-1074 (LOT BID ALL ITEMS NO. 66 - 81)

		NON FOOD				
66	roll	Aluminum Foil 12" x 300m	36	582.13	20,956.68	
67	pack	Dishwashing Soap 1000ml	158	155.00	24,490.00	
68	piece	Disposable - Dessert Bowl with Lid, paper (320cc)	41156	5.00	205,780.00	made of biodegradable materials/recyclable paper
69	piece	Disposable- Coffee Cup, 9oz with/without Lid, paper	7956	4.19	33,335.64	made of biodegradable materials/recyclable paper
70	piece	Disposable Spaghetti Box, paper	3938	3.21	12,640.98	made of biodegradable materials/recyclable paper
71	piece	Disposable Lunch Box 2 compartments paper	26720	6.09	162,724.80	made of biodegradable materials/recyclable paper
72	piece	Disposable Lunch Box 3 compartments paper	24311	8.90	216,367.90	made of biodegradable materials/recyclable paper
73	pack	Paper Plate 25pcs/pack	10	54.00	540.00	
74	pack	Plastic Gloves disposable 100pcs	71	35.29	2,505.59	
75	pack	Plastic Ice 4x12 100pcs	20	30.44	608.80	
76	roll	Polyvinyl Clingwrap 18" x500-600mtrs	35	655.00	22,925.00	
77	pack	Soap Powder 1kg	9	87.00	783.00	
78	piece	Steel wool	18	38.00	684.00	
79	piece	Dish washing sponge	105	38.50	4,042.50	
80	pack	Table Napkin folded 350 sheets	44	89.08	3,919.52	eco-friendly
81	box	Toothpick	2	47.72	95.44	

PR # 24-10-1073 (LOT BID ALL ITEM NO. 82-170)

		GROCERIES				
82	can	Asparagus Cuts 430gms/can	72	113.25	8,154.00	
83	pack	Baking Powder 50gms/pack	24	17.73	425.52	
84	can	Black Beans, 180gms/can	17	40.83	694.11	
85	bar	Butter 200gm/bar	126	81.58	10,279.08	
86	pack	Biscuit- Plain 10pcs /pack	9	64.92	584.28	
87	pack	Black Pepper, ground /1kilo	10	603.00	6,030.00	
88	bottle	Bagoong Isda 320ml/bot	16	55.00	880.00	
89	can	Canned Tuna, in vegetable oil 180gm/can	296	62.83	18,597.68	
90	gallon	Catsup 4L/gallon	13	254.00	3,302.00	
91	bottle	Cheese Spread 450gms/bot	20	197.67	3,953.40	
92	bar	Cheese 165gms/bar	172	61.30	10,543.60	
93	canister	Cocoa, 160gm/canister	36	169.93	6,117.48	
94	sachet	Coconut (milk), sachet, 200ml	336	42.17	14,169.12	
95	pack	Coffee, 100gm/pack	93	95.00	8,835.00	
96	piece	Coffee, 3in1, sugarfree 7gms	2933	7.83	22,965.39	
97	can	Corn- Young Corn 425gms/can	30	65.08	1,952.40	
98	can	Corn whole kernel 425gm/can	59	46.22	2,726.98	
99	can	Corn- Cream Style 426gms/can	61	52.92	3,228.12	
100	pack	Cornstarch 1kg/pack	141	98.50	13,888.50	
101	can	Cornedbeef 260gm/can	195	56.33	10,984.35	
102	pack	Crackers, Plain - 10pcs /pack	20	63.35	1,267.00	
103	can	Cream, All Purpose 300gms/can	75	79.00	5,925.00	
104	pack	Cured Meat-Hotdog regular 1kg/pack	133	202.23	26,896.59	
105	pack	Cured Meat-Sweet Ham 250gm/pack	40	105.50	4,220.00	
106	pack	Dessert -Milk Chocolate caramel wafer roll, individually wrapped 25pcs/pack	68	73.00	4,964.00	
107	pack	Dessert-Chocolate candy, individually wrapped 100pcs/pack	25	177.17	4,429.25	
108	pack	Dessert -Cake Sandwich, 10pc/pack	60	63.97	3,838.20	
109	pack	Dessert -Chewy yema candy with fillings	80	33.12	2,649.60	
110	pack	Dessert - Macapuno Candies, individually wrapped 10pcs/pack	24	27.50	660.00	
111	pack	Dessert - Pastillas (Ube), individually wrapped 10pcs/pack	9	47.35	426.15	
112	pack	Dessert - Polvoron 16pcs/pack	50	23.00	1,150.00	
113	piece	Flavor-Chicken 10gm/cube/pc	1834	6.72	12,324.48	
114	piece	Flavor-Pork 10gm/cube/pc	708	6.86	4,856.88	

115	pack	Flavor-Sinigang Mix 40gm/pack	135	29.28	3,952.80	
116	piece	Flavor-Shrimp 10gm/cube/pc	151	6.86	1,035.86	
117	bottle	Flavor-Vanilla 1L/bot	20	186.00	3,720.00	
118	pack	Flour 1kg/pack	309	84.25	26,033.25	
119	can	Fruit Cocktail 836gm/can	294	98.17	28,861.98	
120	pack	Glutinous Rice Flour 500gm/pack	32	75.75	2,424.00	
121	pack	Glutinous Rice 1kg/pack	129	98.67	12,728.43	
122	can	Green Peas 225gm/can	36	30.00	1,080.00	
123	box	Gulaman Powder 24gm 10pcs/box	116	185.00	21,460.00	
124	pack	Hard Candy Plain 50pcs/pack	132	49.13	6,485.16	
125	box	Juice-Tetra Packs 10pcs/box Apple 200ml	320	95.17	30,454.40	
126	box	Juice-Tetra Packs 10pcs/box Orange 200ml	320	95.17	30,454.40	
127	can	Juice-In Can-Pineapple Flavor 240ml/can	183	37.88	6,932.04	
128	can	Juice Pineapple 1.36L/can	7	130.00	910.00	
129	bottle	Jam Coco 340gm/bot	176	160.33	28,218.08	
130	pouch	Lechon Sauce 1L/pouch	10	87.00	870.00	
131	gallon	Liquid Seasoning 2L/gallon	1	559.00	559.00	
132	can	Liver Spread 230gms/can	86	57.25	4,923.50	
133	can	Luncheon Meat 375 gm/can	309	94.15	29,092.35	
134	container	Mayonaisse 3.5 L/container	29	1,229.25	35,648.25	
135	can	Milk, condensed 300ml/can	68	65.07	4,424.76	
136	can	Milk, Evaporated 360ml/can	833	52.15	43,440.95	
137	pack	Miswa 250g/pack	53	35.50	1,881.50	
138	pack	Miswa, 1kg/pack	80	180.00	14,400.00	
139	can	Mushroom Cream 289gm/can	440	100.78	44,343.20	
140	can	Mushroom whole 400gm/can	97	66.13	6,414.61	
141	cup	Noodles instant, 40gm/cup	84	26.08	2,190.72	
142	bottle	Oil- Corn 1L/bot	1	203.25	203.25	
143	bottle	Oil, Olive 250ml/bot	1	292.13	292.13	
144	tin can	Oil, Coconut 16-17kl/can	127	1,899.00	241,173.00	
145	bottle	Oil-Sesame 207GM/bot	16	160.25	2,564.00	
146	bottle	Oyster Sauce 765ml/bot	66	174.53	11,518.98	
147	pack	Pasta Spaghetti 900gms/pack	120	105.25	12,630.00	
148	pack	Pasta Macaroni 1kg/pack	49	114.33	5,602.17	
149	bottle	Peanut Butter 490gm/bot	160	214.25	34,280.00	
150	pack	Dessert - Peanut Milk Chocolate Bars 24pcs/pack	47	54.00	2,538.00	
151	bottle	Pickle Relish, 405gm/bot	17	143.50	2,439.50	
152	can	Pineapple Chunks 822gms/can	224	109.17	24,454.08	
153	can	Pork and Beans 390gm/can	128	58.85	7,532.80	
154	pack	Powder, Garlic 1kg/pack	8	277.00	2,216.00	
155	pack	Powder, Onion 1 kg/pack	8	268.00	2,144.00	

156	cavan	Rice, White 50kg/cavan	143	2,948.00	421,564.00	
157	jar	Sandwich Spread 700gm/jar	36	297.17	10,698.12	
158	can	Sausage 260gm/can	201	60.10	12,080.10	
159	pack	Sotanghon 500gms/pack	116	121.25	14,065.00	
160	sachet	Soup, Crab and Corn 60gm/sachet	164	56.33	9,238.12	
161	sachet	Soup, Nido 55gm/sachet	67	57.67	3,863.89	
162	pack	Spaghetti Sauce 1kg/pack	44	88.25	3,883.00	
163	pack	Sugar, white Refined 1kg/pack	278	95.67	26,596.26	
164	pack	Sugar, washed 1kg/pack	225	91.50	20,587.50	
165	box	Tea 100pcs/box	20	495.00	9,900.00	
166	pack	Tomato Paste, 150g/pack	41	34.15	1,400.15	
167	pack	Tomato Sauce 1kg/pack	70	85.68	5,997.60	
168	pouch	Tomato Sauce 250ml/pouch	124	29.23	3,624.52	
169	pack	Vetsin 1kg/pack	12	215.67	2,588.04	
170	pack	Vetsin 250gm/pack	27	66.13	1,785.51	
				TOTAL:	3,210,843.46	

Other Matters:

The following matters were discussed, to wit:

- Content higher than the requirement is acceptable if advantageous to the government
- ***PRICE SCHEDULE***
- Column 1 – Should be in accordance with VMC's item number.
- Column 2 - Indicate the **item description of your offer** with BRAND. If no BRAND, indicates **GENERIC OR NO BRAND**.
- Column 3 – Country of Origin
- The Price Schedule should be filled completely or put zero if not applicable.
- The final unit price should be stated.
- In the Price Schedule, "*For Goods Offered from Abroad Form*" will be used if **the origin of the item** is from abroad, if manufactured in the Philippines, "*For Goods Offered from Within the Philippines Form*" shall be used. (Please use the attached Form/Template)
- Bid Bulletin will be posted, if any.
- **Request for Delivery Extension is not allowed during contract implementation.**
- **Delivery Schedule is staggered basis.**
- **Tabbings / labels should be in Words**
- **Bid Opening will be on December 16, 2024 at 10:00am (Face-to-face)**

The pre-bidding conference was adjourned at 11:45 am.

Prepared by:


MS. AILEEN C. PACHECO
 BAC Secretariat

Noted by:


MS. SHIRLENE V. VIANZON
 Chairperson, BAC

Bid Form for the Procurement of Goods
[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: [name and address of Procuring Entity]

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

(if none, state “None”) /

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 CIPnamed 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: _____

*Instructions:

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

- 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"