



**MINUTES OF THE PRE-BID CONFERENCE**  
**1 DECEMBER 2023**

**SUPPLY AND DELIVERY OF VARIOUS OFFICE SUPPLIES FOR 1<sup>ST</sup> QUARTER OF CY 2024**  
**PUBLIC BIDDING NO. VMC-2024-004**

The following were present during the conference:

**BIDS & AWARDS COMMITTEE:**

Ms. Shirlene V. Vianzon – Chairperson  
Mr. Edsel S. Martin – Vice-Chairperson  
Dr. Gene Rose N. Burgos – BAC Member  
Mr. Juan B. Sapasaap, Jr. – BAC Member  
Ms. Cherryl Ann L. Toyocan – BAC Member  
Ms. Catherine F. Sofia - Provisional Member  
Mr. Eric Jonh Roa – Provisional Member

**BAC SECRETARIAT:**

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

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

Ms. Reena Grace R. Evangelista – TWG  
Ms. Rufina F. Vadil – Observer, Budget Section  
Mr. Raymund Joe Macuana – Observer, Acctng.  
Mr. Billy T. Lucena – Observer, ICTU

Dr. Joan Alvarez – Observer, OPD  
Engr. Zoraida S. Cuadra – Observer, EFMS  
Mr. Roderick Balagtas – Observer, Proc. Section

**PARTICIPANTS / PROSPECTIVE BIDDERS:**

1. Mr. Felix Alcantara, Jr. – FNV Office & School Supplies Trading
2. Ms. Maria Teresita Lacsamana – Jomabon Trading

The conference started at 1:30pm and was presided by Ms. Shirlene V. Vianzon, Chairperson of Bids & Awards Committee (BAC), held at the 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.

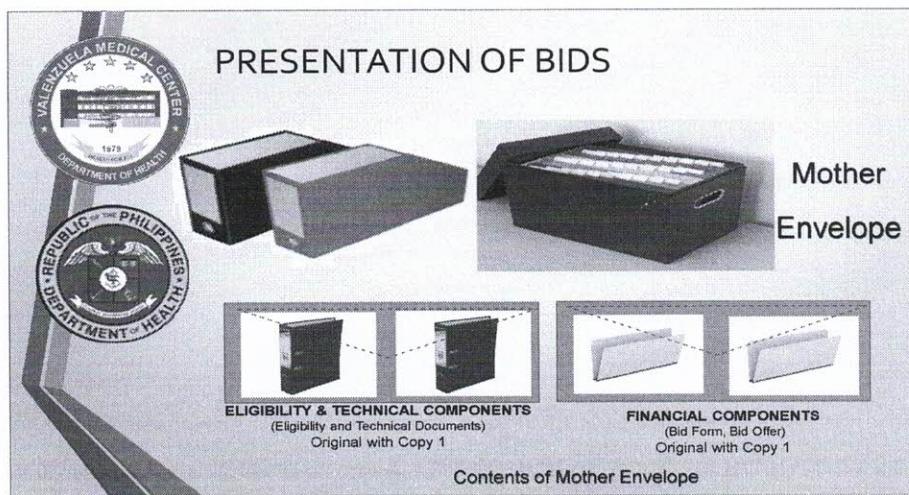
**BUSINESS MATTERS:**

- 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- Bid Security will be forfeited if withdrawn during the validity period.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.)
- 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 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 (*preferably 2 to 3 rings binder*) and tabulated in words. Failure to follow instructions will mean disqualification.



➤ 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, 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. Please attach Official Receipt (OR).
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 2022 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 (CY 2022 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. Certificate of Stocks Availability from Suppliers (Notarized).
12. Proof of Evidence for Green Procurement or Certification from the bidder that the items to be delivered are made of environment-friendly materials. (*For paper products only*)

**PR# 23-10-1135**

ITEM NO.	PROP. NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL ABC
1	2	can	AIR FRESHENER, Aerosol Type, 280ml/150g min	100	129.91	12,991.00
2	3	pc	BALLPEN, Black	1100	15.00	16,500.00
3	4	pc	BALLPEN, Blue	900	15.00	13,500.00
4	5	pc	BALLPEN, Red	400	15.00	6,000.00
5	7	unit	CALCULATOR, Compact, 12 digits, LCD Display, Width: 100mm - 130mm, Two-way power source (Solar and Cell)	20	416.22	8,324.40
6	10	pack	CARTOLINA, assorted colors, bristol board, Size: 572mmx724mm (-3mm), 20 pieces/pack	30	83.72	2,511.60
7	11	pc	CLEARBOOK, A4 size, refillable, Plastic, 20 transparent pockets (min.)	200	53.34	10,668.00
8	12	pc	CLEARBOOK, Legal size, refillable, Plastic, 20 transparent pockets (min.)	100	46.09	4,609.00
9	13	box	CLIP BACKFOLD, all metal, clamping: 19mm (+1mm), Extra-small, 12 pieces/box	30	12.30	369.00
10	15	box	CLIP BACKFOLD, all metal, clamping: 32mm (+1mm), Medium, 12 pieces/box	50	30.67	1,533.50
11	16	box	CLIP BACKFOLD, all metal, clamping: 50mm (+1mm), Large, 12 pieces/box	50	78.00	3,900.00
12	18	pc	CORRECTION TAPE, Film base type, disposable, Single Line Tape, Usable Length 8m minimum	700	21.38	14,966.00
13	21	pc	DATA FILE BOX, Made of Chipboard, with closed ends, Outside Dimension: W - 125mm (min); H - 230mm (min); L - 400mm (min); with finger ring & pocket for label insert	350	92.64	32,424.00
14	22	pc	DATA FOLDER, Made of Chipboard, taglia lock, Dimension: W - 75mm (min); H - 230mm (min); L - 380mm (min); with finger ring & pocket for label insert	200	118.61	23,722.00
15	23	pc	ENVELOPE, documentary, kraft, A4 size (229mm x 324mm, -2mm), thickness (min.): 0.22mm	1000	1.84	1,840.00

16	24	pc	ENVELOPE, documentary, kraft, legal size (254mm x 381mm, -2mm), thickness (min.): 0.22mm	1100	2.35	2,585.00
17	25	pc	ENVELOPE, expanding, kraft, smooth surface, 380mm x 250mm (-3mm), thickness: 0.38mm (min), with string & eyelet or elastic strap	800	12.76	10,208.00
18	26	pc	ENVELOPE, Expanding, Plastic, legal, Material: Polypropylene plastic, With elastic strap, LxW (min): 380mm x 260mm, Thickness (min.): 0.50mm, Expansion (min.): 30mm	400	109.27	43,708.00
19	27	pc	ENVELOPE, mailing, white, Quality: Bond Paper, 70gsm, Front seal adhesive: Remoistenable gum front seals reactive with moisture	500	1.20	600.00
20	30	pc	ERASER, plastic or rubber, rectangular, for pencil draft/writing, Erases clean and clear w/o abrading the paper	100	6.29	629.00
21	31	unit	EXTERNAL HARD DRIVE, 1TB, 2.5" SATA HDD, USB 3.0	15	3,817.20	57,258.00
22	32	box	FASTENER, METAL, non-sharp edges, for paper, 70mm between prongs, 50 sets per box	100	113.57	11,357.00
23	35	pc	FLASH DRIVE, 16 GB capacity, USB version 2.0/3.0 port compatible, plug-n-play, with light indicator, individually pack	30	241.12	7,233.60
24	36	pc	FOLDER, pressboard, 369mm x 242mm (-5mm), expandable, Expansion: 39mm (-3mm), Heavy duty paper board, 100 pieces/box	600	15.84	9,504.00
25	37	pc	FOLDER, pressboard, A4, expandable, Expansion: 39mm (-3mm), Heavy Duty paper board, 100 pieces/box	200	13.73	2,746.00
26	38	pc	FOLDER, with TAB, A4, Tagboard/carrier/foldcote/custock board, Leaf Dimension: 240mm x 320mm (+1mm), 100 pieces/pack	1000	4.16	4,160.00
27	39	pc	FOLDER, with TAB, legal, Tagboard/carrier/foldcote/custock board, Leaf Dimension: 240mm x 365mm (+1mm), 100 pieces/pack	1500	5.54	8,310.00
28	40	jar	GLUE, 200 grams, with tapered applicator attached to the cap	100	123.55	12,355.00
29	41	can	INSECTICIDE, Aerosol, Kerosene-based, Multi-insect killer, Cautionary Scent/Odor required, 600ml (min.)	50	240.30	12,015.00
30	42	unit	KEYBOARD, USB Type, English Keyboard Layout	10	660.00	6,600.00
31	43	pc	MAGAZINE FILE BOX, Large, Material: Chipboard - 3mm thick (min.), Dimension: W-110mm; H-265mm; L-220mm (min.), With Finger Ring and provision for label insert, Back end open	100	86.26	8,626.00
32	45	set	MARKER, Fluorescent, 3 assorted colors per set, Barrel: Flat, Tip: Chisel Point	100	50.40	5,040.00
33	46	pc	MARKER, Permanent, Tip: Felt, bullet type, Point: Medium, BLACK	250	14.58	3,645.00
34	47	pc	MARKER, Permanent, Tip: Felt, bullet type, Point: Medium, BLUE	200	14.58	2,916.00
35	48	pc	MARKER, Permanent, Tip: Felt, bullet type, Point: Medium, RED	100	14.58	1,458.00
36	49	pc	MARKER, Whiteboard, Tip: Felt, Bullet Type, Point: Medium, BLACK	200	22.26	4,452.00

37	50	pc	MARKER, Whiteboard, Tip: Felt, Bullet Type, Point: Medium, BLUE	200	22.26	4,452.00
38	51	pc	MARKER, Whiteboard, Tip: Felt, Bullet Type, Point: Medium, RED	100	22.26	2,226.00
39	53	pad	NOTE PAD, Stick-on, 2x3" min., 100 sheets per pad	100	44.47	4,447.00
40	54	pad	NOTE PAD, Stick-on, 3x3" min., 100 sheets per pad	100	62.40	6,240.00
41	55	pad	NOTE PAD, Stick-on, 3x4" min., 100 sheets per pad	100	71.14	7,114.00
42	57	box	PAPER CLIP, 33mm, vinyl/plastic coated, 100 pieces per box or 53 grams	100	10.58	1,058.00
43	58	box	PAPER CLIP, 50mm, vinyl/plastic coated, 100 pieces per box or 120 grams	100	19.80	1,980.00
44	60	ream	PAPER, MULTICOPY, 80gsm, size: 210mm x 297mm (A4), 500 sheets per ream, Any wrapping paper and carton box (outer box) packaging shall be 100% recycle fiber	2000	245.60	491,200.00
45	61	ream	PAPER, MULTICOPY, 80gsm, size: 216mm x 330mm (Legal), 500 sheets per ream, Any wrapping paper and carton box (outer box) packaging shall be 100% recycle fiber	1000	313.49	313,490.00
46	62	ream	PAPER, MULTI-PURPOSE, 70gsm, size: 210mm x 297mm (A4), 500 sheets per ream, Any wrapping paper and carton box (outer box) packaging shall be 100% recycle fiber	1000	201.30	201,300.00
47	63	ream	PAPER, MULTI-PURPOSE, 70gsm, size: 216mm x 330mm (Legal), 500 sheets per ream, Any wrapping paper and carton box (outer box) packaging shall be 100% recycle fiber	500	262.80	131,400.00
48	66	pc	PENCIL SHARPENER, Manual, One hole guide, 9-10mm in a diameter, table mountable type, with metal clamp, 1 piece in individual hard plastic	20	255.44	5,108.80
49	67	pc	PUNCHER, paper, heavy duty, with two hole guide, 30 sheets of 70gsm multipurpose paper, Diameter of hole: 7mm (approx), in individual box	20	180.96	3,619.20
50	68	book	RECORD BOOK, 300 pages, size 214mm x 278mm min, with "Official Record Book" printed on front outside cover	100	192.00	19,200.00
51	69	book	RECORD BOOK, 500 pages, size 214mm x 278mm min, with "Official Record Book" printed on front outside cover	120	240.00	28,800.00
52	70	box	RUBBER BAND, No. 18, 70mm (min) lay flat length, 350grams (min) net weight	100	165.24	16,524.00
53	72	pair	SCISSORS, Symmetrical/Asymmetrical, Blade length: 70mm (min), Overall Length: 160mm, 1 pc in individual plastic	100	48.67	4,867.00
54	73	pc	SIGN PEN, Black, liquid/gel ink, 0.5mm needle type	200	41.53	8,306.00
55	74	pc	SIGN PEN, Blue, liquid/gel ink, 0.5mm needle type	250	41.53	10,382.50
56	75	pc	SIGN PEN, Red, liquid/gel ink, 0.5mm needle type	100	41.53	4,153.00
57	76	bottle	STAMP PAD INK, With applicator, purple or violet, 50ml (min)	20	45.38	907.60
58	77	pc	STAMP PAD, Felt, bed dimension: 60mm x 100mm	20	39.92	798.40
59	78	pc	STAPLE REMOVER, Plier type, metal or combination of plastic and metal	100	40.13	4,013.00
60	79	box	STAPLE WIRE, heavy duty, binder type, 23/13, 1000 wires/box, Made of Metal Wire	20	28.44	568.80

			coated with any anti-corrosion material, 100wires per strip			
61	80	box	STAPLE WIRE, Standard, 5000 wires per box, Made of Metal Wire coated with anti-corrosion material, 100wires per strip	300	48.24	14,472.00
62	81	pc	STAPLER, standard type, load cap 200 staples (min), One time binding capacity of 2-20 sheets multi-purpose paper (70gsm), 1pc in individual packaging	50	145.60	7,280.00
63	82	pc	TAPE DISPENSER, table top, heavy duty, Hold rolls up to 24mm wide on 75mm core, Body made of rigid plastic, smooth finish: weighted, Non-skid full rubber base, Easy one-handed operation	20	87.36	1,747.20
64	83	roll	TAPE, Masking, width: 24mm ( $\pm 1$ mm), Usable length: 50meters	200	78.62	15,724.00
65	84	roll	TAPE, Masking, width: 48mm ( $\pm 1$ mm), Usable length: 50meters	100	145.39	14,539.00
66	85	roll	TAPE, PACKAGING, width: 48mm ( $\pm 1$ mm), Usable length: 50meters, Color Tan	200	26.83	5,366.00
67	86	roll	TAPE, Transparent, width: 24mm ( $\pm 1$ mm), Usable length: 50meters	600	14.53	8,718.00
68	87	roll	TAPE, Transparent, width: 48mm ( $\pm 1$ mm), Usable length: 50meters	200	28.38	5,676.00
69	4045	ream	PAPER, MULTI-PURPOSE, 80gsm, A3 Size, White, 500 sheets	100	424.88	42,488.00
					<b>TOTAL:</b>	<b>1,757,429.60</b>

**Other Concerns:**

- All quantity should be served and no loose items will be cancelled even the packaging do not conform to the required quantity. All requests for cancellation will be reflected to the Performance Evaluation of the Supplier.
- All packaging is acceptable provided that they met the total quantity requirement (per pc/per box). **PLEASE SPECIFY YOUR PACKAGING in the PRICE SCHEDULE.**
- Content higher than the requirement is acceptable but subject for evaluation – must be advantageous to the government.
- Column 1 – Should be in accordance with VMC's item number. **Items to be bid only.**
- Column 2 - Indicate the item description of your offer with BRAND. If no BRAND, indicates **GENERIC OR NO BRAND.**
- Column 3 – Country of Origin
- **BRAND/COUNTRY OF ORIGIN** should be specified, without BRAND will be outright disqualification of the said line item.
- 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.
- Items will be subject for evaluation.

BID Opening will be on DECEMBER 13, 2023, 10:00 AM (FACE-TO-FACE) at the BAC Office, 2<sup>nd</sup> Floor Annex Building or Conference Room, 4<sup>th</sup> Floor Hospital Main Building, Valenzuela Medical Center.

The pre-bidding conference was adjourned at 3:15pm.

Prepared by:

KRISTINE JOY R. MANUEL  
BAC Secretariat

Noted by:

SHIRLENE V. MIANZON  
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 agentCurrencyCommission 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 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"