



MINUTES OF THE PRE-BID CONFERENCE

PREVENTIVE MAINTENANCE OF AUTOMATIC SUPPRESSION SYSTEM AND STP OF VMC PUBLIC BIDDING NO. VMC-2025-026

December 13, 2024, 10:00 AM

The following were present during the conference:

BIDS & AWARDS COMMITTEE:

Ms. Shirlene V. Vianzon – Chairperson
Mr. Edsel S. Martin – Vice-Chairperson
Mr. Juan B. Sapasaap, Jr. – BAC Member
Ms. Cherryl Ann L. Toyocan – BAC Member
Engr. Melvin C. Orog – Provisional Member
Engr. Gerardo E. Lingat – Provisional Member

BAC SECRETARIAT:

Ms. Ligaya Ubalde - Head
Ms. Angelita B. Dayego
Ms. Aileen C. Pacheco
Mr. Lester John Jake R. Divino
Ms. Kristine Joy Manuel
Ms. Aileen S. Cali
Ms. Christallyne Castro
Ms. Diana C. Pulido

TWG, END-USERS & OBSERVERS:

Ms. Rose Francheska B. Nantes – TWG
Ms. Marissa J. De Leon – TWG
Mr. Alexander M. Palomaria – TWG
Mr. Roderick Balagtas – Observer, Proc. Section

PARTICIPANTS / PROSPECTIVE BIDDERS:

1. Mr. Ronnie P. Hapson – FLUID SYSTEMS & DESIGN INC

The conference started at 10:00am 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:

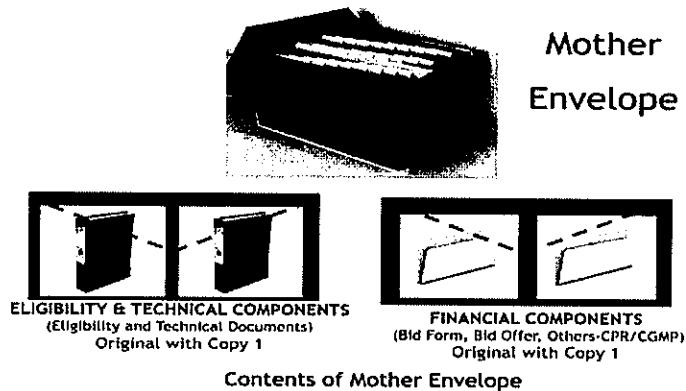
- In accomplishing the Technical Specifications and Schedule of Requirements, state only the item that will be bid.
- Bid Security will be forfeited if withdrawn during the validity period.
- Notice of Award will be faxed to winning bidders. The following day will be counted as 1st day of receipt.
- 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 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 folder) and tabulated in words. Failure to follow instructions will mean disqualification.

PRESENTATION OF BIDS



➤ **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);
- (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);
 - For corporation/Partnership/Cooperative – attach Original Notarized Secretary's Certificate
 - For JVA - attach 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 – 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);

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 form 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). **May 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 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 VMC (CY 2022-present)
9. Special Power of Attorney (SPA) for authorized representative if OSS is Sole Proprietorship
10. 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), if applicable
13. Other necessary requirement stated in Terms of Reference (TOR)

PR# 24-11-1205,24-11-1206,24-10-988

ITEM NO.	UNIT	ITEM DESCRIPTION	QTY.	ABC	TOTAL ABC
1	Quarterly	<p>Quarterly Preventive Maintenance of Automatic Fire Suppression System of Valenzuela Medical Center - Motorpool Building</p> <p>Scope of Works:</p> <ol style="list-style-type: none"> 1. Mobilization of manpower and equipment 2. General inspection of the system 3. Visual inspection of all regulating pressure 4. Manual testing of valve switches (open/close) 5. Test and visual inspection of the following: <ol style="list-style-type: none"> a. Flow Control Valve: <ul style="list-style-type: none"> * Close and re-open valve to test the tamper switches * Lubricate stem, close and re-open the valve to test distribute the lubricant b. Fire department connection main drain c. Fire Hose Cabinets - Testing and Visual Inspection 6. Test of cut-in and cut-off of fire pump and jockey pump 7. Test inspection of wiring and components of the control panel 8. Operational testing of the system for 30min. (Return to tank flow test) to verify its condition 9. Return to service of the system 10. Drain water on the system to flush our sediments and particles and replace <p>Other terms and condition:</p> <ol style="list-style-type: none"> a. Service provider shall submit a checklist form for all activities done for the period signed by the service provider engineer noted and accepted by hospital engineer or authorized representative b. Service provider shall submit detailed report for any defects/malfunctioning of the system c. Certificate of testing that Automatic Fire Sprinkler is in good running condition to be issued to the VMC-EFMS d. Response time for emergency calls due to system failure/false alarm shall be not later than four (4) hours upon notice/call during working hours and 	4	88,333.33	353,333.32

		<p>services when needed within 24 working hours from the time of request</p> <p>e. The service provider shall be responsible and liable for the cost or repair due to damages caused by its own staff while conducting its maintenance work</p>			
2	Quarterly	<p>Quarterly Preventive Maintenance of Automatic Fire Suppression System of Valenzuela Medical Center - IDS Building</p> <p>Scope of Works:</p> <ol style="list-style-type: none"> 1. Mobilization of manpower and equipment 2. General inspection of the system 3. Visual inspection of all regulating pressure 4. Manual testing of valve switches (open/close) 5. Test and visual inspection of the following: <ol style="list-style-type: none"> a. Flow Control Valve: <ul style="list-style-type: none"> * Close and re-open valve to test the tamper switches * Lubricate stem, close and re-open the valve to test distribute the lubricant b. Fire department connection main drain c. Fire Hose Cabinets - Testing and Visual Inspection 6. Test of cut-in and cut-off of fire pump and jockey pump 7. Test inspection of wiring and components of the control panel 8. Operational testing of the system for 30min. (Return to tank flow test) to verify its condition 9. Return to service of the system 10. Drain water on the system to flush our sediments and particles and replace <p>Other terms and condition:</p> <ol style="list-style-type: none"> a. Service provider shall submit a checklist form for all activities done for the period signed by the service provider engineer noted and accepted by hospital engineer or authorized representative b. Service provider shall submit detailed report for any defects/malfunctioning of the system c. Certificate of testing that Automatic Fire Sprinkler is in good running condition to be issued to the VMC-EFMS d. Response time for emergency calls due to system failure/false alarm shall be not later than four (4) hours upon notice/call during working hours and services when needed within 24 working hours from the time of request e. The service provider shall be responsible and liable for the cost or repair due to damages caused by its own staff while conducting its maintenance work 	4	90,000.00	360,000.00
3	Month	<p>Preventive Maintenance of Sewage Treatment Plant of VMC (50 GPM)</p> <p>Scope of Works:</p> <p>The Service provider shall render but is not limited to the following:</p> <ol style="list-style-type: none"> a. Provision of Treatment Chemicals (Chlorine and Enzyme) and Maintenance Supplies (Oil and Grease) including housekeeping and safety paraphernalia. Maintenance Chemicals such as but not limited to Chlorine, Coagulant and Flocculant as necessary Provision of Materials Safety Data Sheet (MSDS) for treatment Chemicals. b. Provision of necessary to consumables and spare parts to ensure that STP is in good running condition c. Monthly Influent and Effluent Sample d. Laboratory Analysis of collected influent and effluent sample, and transmittal of report to VMC in accordance DENR DAO 2021-19 Effluent Standards for Class C Waters e. Recording of daily operation and maintenance activities such as routine checks, inspection, and observation on the STP process equipment. It shall be available anytime upon request. 	12	80,596.60	967,159.20

		<p>f. Minor repair, maintenance, and adjustment such as re-tightening, lubrication, de-clogging, and housekeeping works to maintain its normal operating performance efficiency and correct any deviation from standard parameters and ensure compliance with DENR</p> <p>g. Supply of technical labor to perform as STP operator of eight (8) hours daily</p> <p>h. Response of not more than forty-eight (48) hours for preventive maintenance and emergency repair upon the call of an on-site operator</p> <p>i. Submit a technical report in line with the VMC STP project, including a quantitative assessment of estimated water usage or wastewater pollution reduction.</p> <p>j. Submit daily, quarterly, yearly reports standards operating procedures (SOP) for the operation and maintenance of STP</p>		
TOTAL				1,680,492.52

TERMS OF REFERENCE

Annual Operation and Maintenance of VMC sewage Treatment Plant (STP) Facility

A. INTRODUCTION

To ensure a safe and healthy environment and surroundings through adherence to compliance with the DENR requirements, the Valenzuela Medical Center (VMC) aims to achieve its adherence to the Department of Environmental and Natural Resources (DENR) Administrative Order No. 35 otherwise known as Revised Effluent Regulations of 1990 wherein it states that the wastewater effluent from STP shall be able to meet the Effluent Standard for receiving body of water class "C" or inland water intended for the propagation and growth of fish and other aquatic resources (as adopted by Laguna Lake Development Authority of LLDA).

The completed STP facility, located at the rear of Main Hospital Building, is designed to treat wastewater based on the following criteria and parameters:

Volume flowrate:	50 cu.m./day
Treatment Operating System:	Sequencing Batch Reactor (SBR)
Operating Cycles:	Four (4) cycles per day

B. SCOPE OF WORKS

The Service provider shall render but is not limited to the following:

- a. The Service Provider shall supply the supervision, operatorship, labor, equipment, tools, materials, parts and expertise for the Operation and Preventive Maintenance Service (PMS) of the Valenzuela Medical Center (VMC) Sewerage Treatment Plant (STP).
- b. The Service Provider shall provide monthly preventive maintenance and minor repair on the VMC STP and submit a report on or before the fifteenth (15th) day of the following month.
- c. The preventive maintenance program of the STP shall include the following:

Electrical:

- i. Inspection/ cleaning of main circuit breaker, control board, contactors, overload relays and others;
- ii. Cleaning and re-tightening of control connections and mounting;
- iii. Check/ re-tightening of motor terminals;
- iv. Check motor winding (insulation test resistance);

Mechanical:

- i. Check/ alignment of pulley and sheave;
- ii. Check shaft and seal for possible leaks;
- iii. Lubrication of bearings;
- iv. Check V-belts on blowers, replace if needed;
- v. General cleaning of blowers including cleaning of intake air;
- vi. Change oil blowers twice a year;
- vii. Check/ cleaning of sub-pumps and check winding (insulation test);
- viii. General cleaning of chlorinators and mixers;
- ix. Comprehensive checking of dosing pumps;

Civil:

- i. Checking of pipe lines;
 - ii. Dewatering and cleaning of final tank 1 and final tank 2 (chlorine contact tank) twice a month;
 - iii. Desludging of aerobic digester as needed depending on the volume of accumulated sludge;
 - iv. General cleaning of Aeration Tank, Mixing Tank and Anoxic Tank once a year; and
- Others:
 - i. Minor Repairs (if needed).
- d. Provision of treatment chemicals (Chlorine and Enzyme) and Maintenance supplies (Oil and Grease) including housekeeping and safety paraphernalia. Provision of Materials Safety data sheet (MSDS) for the Treatment Chemicals.
- e. The Service Provider shall supply and deliver the following consumable items:
 - a. Appropriate V-belts – Eighteen (18) pieces
 - b. Appropriate bearings for motor blowers – Six (6) pieces
 - c. Grease/ gear oil – Six (6) liters
 - d. Appropriate filter – One (1) roll
 - e. 3-inches Spring hose – One (1) meter
 - f. High Temperature Gasket Maker – Three (3) tubes
- f. Recording of daily operation maintenance activities such as routine checks, inspection, and observation the STP process equipment. It shall be available anytime upon request.
- g. The Service Provider grease the blower bearings every three (3) months.
- e. Minor repair, maintenance, and adjustment such as retightening, lubrication, de-clogging, and housekeeping works to maintain its normal operating performance efficiency and correct any deviation from standard parameters and ensure compliance with DENR.
- h. Supply of technical labor to perform as STP operator of eight (8) hours daily covering four (4) cycles equivalent to 24 hours or 3 hours per SBR cycle.
- g. Response of not more than 48 hours for preventive maintenance and emergency repair upon the call of an on-site operator.
- i. Submit a technical report in line with the VMC-STP project, including a quantitative assessment of estimated water usage or wastewater pollution reduction.
- j. The Service Provider shall monitor the effluent discharge and must be within the acceptable standards (DAO 2016-08 and DAO 2021-19) of the Department of Environment and Natural Resources – Environmental Management Bureau, NCR (DENR-EMB, NCR). The Service Provider must be abreast with the latest regulations of the DENR-EMB, NCR and inform the VMC as soon as these are implemented.

- k. The Service Provider with the presence of VMC authorized representative shall submit STP effluent for a Physical-Chemical Analysis and Microbiological Test (parameters in the Water Quality Guidelines table below) monthly to an accredited testing laboratory of the Department of Health and Department of Environment and Natural Resources.

PARAMETERS	UNIT	STANDARD EFFLUENT VALUES
Biochemical Oxygen Demand, BODs	mg/L	≤50
Chemical Oxygen Demand, COD	mg/L	≤100
Total Suspended Solid,TSS	mg/L	≤100
Color	TCU	≤150
Oil and Grease	mg/L	≤5
Surfactant	mg/L	≤15
Fecal Coliform	MPN/100ml	≤400
pH	Unit	6.5-9.0
Ammonia	mg/L	≤4
Phosphate	mg/L	≤4
Nitrate	mg/L	≤14

- l. Monthly Influent and Effluent Sample.
- m. Laboratory Analysis of collected influent and effluent sample, and transmittal of report to VMC.
- n. All test results must pass the Water Quality and General Effluent Standards of DAO 2016-08 and DAO 2021-19 for Class C. In the event that certain parameters fail, the service provider must implement corrective measures for the parameter to be within the allowable limit. Any fine/s incurred by the VMC due to noncompliance to DENR-EMB, NCR standards for the VMC STP effluent shall be for the account of the Service Provider until remedied. Penalties such as refusal of effluent sampling that maybe imposed by DENR-EMB, NCR shall be automatically charged to the Service Provider.
- o. The Service Provider shall assist VMC on the environmental compliance reporting, such as, application for renewal of STP Discharge Permit, submission of Quarterly Self-Monitoring Report (SMR), and as any/and all compliance requirements from the DENR-EMB, NCR.
- p. The Service Provider shall maintain at all times good housekeeping inside and outside of the premises of the STP.
- q. The Service Provider shall conduct training on the sequence of Operation of the STP for VMC Engineer and Facilities Management Section (EFMS) personnel.
- r. Maintain STP operation, maintenance and administrative records.

C. MANPOWER REQUIREMENTS

- i. The Service Provider shall have manpower that is properly and fully qualified to perform the class of work provided herein, and that they are all authorized, properly trained, equipped, organized and finance to perform such work. The Service Provider shall perform all work in accordance with all conditions stipulated in the contract.
- ii. The Service Provider shall provide experienced and qualified manpower, tools and equipment capable of producing the quality and quantity of work and materials to complete the project as specified in the approved scope of work and specifications, within time specified in the approved contract.

iii. The STP operators and their supervisor must have a minimum of one (1) year and three (3) years operation of STP experience, respectively.

D. SUPPORT SERVICE REQUIREMENTS

It is essential that the Service Provider maintain local parts and services facility. The Service Provider must carry sufficient inventory to cover the spare parts of STP equipment and inspection/ services within twenty (24) hours after receipt of call or notification from the VMC. Further, the Service Provider shall have trained service representatives and supervisors to furnish all preventive maintenance, installations, tests and start-ups for final approval and acceptance on all components as required.

E. SCHEDULE AND PLACE OF DELIVERY

The project duration is for twelve (12) months. The VMC STP shall be operated 24 hours a day, 7 days a week. The Operation of the Preventive Maintenance must be completed every month from the effectivity date specified in the Notice to Proceed.

F. RESPONSIBILITIES OF THE VMC DURING PROJECT IMPLEMENTATION

- i. The VMC EFMS authorized representative shall supervise the operation and maintenance of the VMC STP.
- ii. In the implementation of work, the VMC or its representative shall not be responsible for any accident such; as death injuries and diseases received by the Service Provider or any of his employee or laborers. Likewise, the VMC shall not be responsible for any loss or damage of materials, tools, equipment delivered on the job site. Damages on the VMC properties and equipment caused by the Service Provider shall be replaced / repaired at his own expense to the satisfaction of the VMC. In the event of failure of repair and or replacement of the same, the VMC shall deduct the cost of such repairs from the payment due to the Service Provider.
- iii. The execution of all works shall be subject to the inspection and acceptance by the VMC authorized representatives.

G. OTHER CONDITIONS

- i. The Service Provider represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of this Contract, and hereby agrees and warrants that it shall faithfully observe and comply therewith.
- ii. The Service Provider should submit a Certificate of Site Inspection issued by the VMC EFMS during submission of bid.
- iii. The Service Provider should have a similar operatorship and preventive maintenance contract for a sewerage treatment plant the last five (5) years and provide the VMC the list with the contact person and numbers.
- iv. The Service Provider shall assign trained and skilled personnel in its employ who are qualified to operate and perform preventive maintenance of the VMC STP and shall submit the resume of the supervisor/s and operators assigned to the VMC for approval prior to being assigned to the VMC STP. The VMC has the right to request for replacement of the Service Provider's personnel for whatever reason.
- v. All the equipment, parts, consumables to be supplied by the Service Provider have to be approved by the VMC prior to acceptance and/or installation.
- vi. The Service Provider shall carry out at a survey of all the equipment by a qualified technician and give a written report to the VMC EFMS on any item that may require repair, alteration or change beyond the scope of this project as soon as observed or found during the Operation and PMS of the VMC STP.
- vii. In case of breakdown of any blower/s, submersible pump/s, controls and other equipment during the operation and conduct of preventive maintenance on the VMC

STP, it will be the Service Provider's responsibility to restore the VMC STP to normal operation.

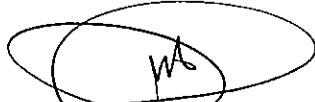
- viii. The Service Provider's liability for any loss, damage or delay arising from any act, default or omission, negligence or otherwise, in or about the performance and completion of this project shall be restricted to liability for physical damage or injury to any person and damage to property, which in any such case is the natural, immediate and foreseeable result of such act, default or omission caused by the Service Provider, its servants or agents and for which it is solely responsible.
- ix. The Service Provider shall at all times be directly responsible for the acts or conduct of the personnel under its employ, for their salaries, wages or compensation or for other benefits provided for under existing and applicable labor laws.
- x. The Service Provider shall clean the vicinity of the VMC STP including the electrical and blower rooms at all times.

The Service Provider shall not disclose any confidential, proprietary and private information belonging to the VMC they may become aware without the expressed permission of the VMC.

BID Opening will be on December 27, 2024, 10:00 AM (FACE-TO-FACE) at the BAC Office, 2nd Floor Annex Building, Valenzuela Medical Center.

The pre-bidding conference was adjourned at 12:00 pm.

Prepared by:



DIANA C. PULIDO
BAC Secretariat

Noted by:

11/11/24
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 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"