



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

**SUPPLY AND DELIVERY OF LINEN LEASING AND LAUNDRY OUTSOURCE SERVICE FOR CY 2024  
PUBLIC BIDDING NO. VMC-2024-005**

The following were present during the conference:

**BIDS & AWARDS COMMITTEE:**

Ms. Shirlene V. Vianzon – Chairperson  
Mr. Edsel S. Martin – Vice-Chairperson  
Dr. Gene Rose B. Burgos – Member (Zoom call)  
Ms. Cherryl Ann Toyocan- Member (Zoom call)  
Mr. Juan B. Sapasa, Jr. - Member  
Engr. Gerardo E. Lingat – Provisional Member  
Engr. Mark Chester Ong – Provisional Member

**BAC SECRETARIAT:**

Ms. Ligaya E. Ubalde – Head, BAC Secretariat  
Mr. Rannier John Fajardo  
Ms. Kristine Joy Manuel  
Ms. Angelita Dayego  
Ms. Aileen C. Pacheco  
Ms. Maiko Janzel M. Dizon  
Mr. Lester John Jake R. Divino

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

Ms. Rose Francheska Nantes TWG  
Engr. Melvin Orog - TWG  
Mr. Diosdado V. Romano, TWG  
Mr. Roderick R. Balagtas, Observer  
Ms. Liza Demition, Observer  
Ms. Ruby S. Gurrea, Observer  
Mr. Billy T. Lucena, Observer

Engr. Zoraida Cuadra, Observer  
Ms. Rufina F. Vadil, Observer  
Ms. Almira G. Satumba, Observer  
Mr. Raymund Joe Macuana, Observer  
Ms. Catherine Sofia, Observer

**PARTICIPANTS / PROSPECTIVE BIDDERS:**

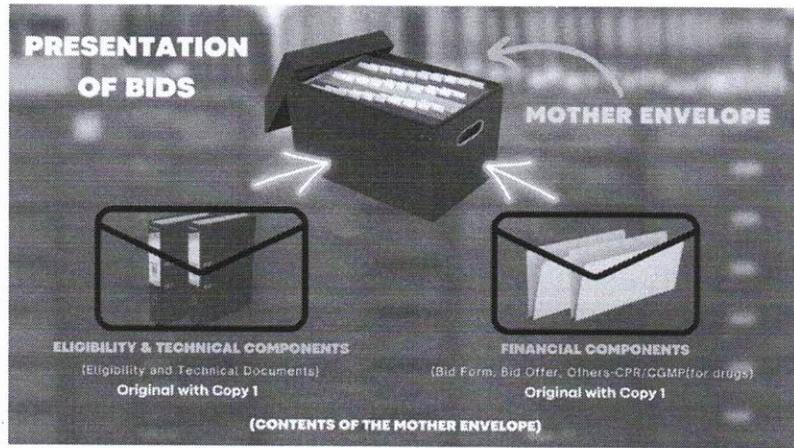
Ms. Cecile Diamzon, U-NET DISTIBUTORS CORPORATION (Zoom call)  
Ms. Gela Corminal, S & S ENTERPRISES, INCORPORATED  
MS. Nica Jaime, S & S ENTERPRISES, INCORPORATED (Zoom call)

MS. Ging Avera, S & S ENTERPRISES, INCORPORATED (Zoom call)

The conference started at 10:00am and was presided by 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- Bid Security will be forfeited if withdrawn during the validity period.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.)
- Modification of Bid is strictly prohibited. The description stated in the bid offer will be followed and cannot be amended



### **PRESENTATION OF BIDS:**

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

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).

(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.

#### **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 (*for New Bidders*) and CGP from Valenzuela Medical Center with a VERY SATISFACTORY rating from END-USER (*For Previous or Existing Bidders*)
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

**PR# 23-09-959**

ITEM NO.	PROP. NO.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	TOTAL ABC
1	-	months	Linen Leasing and Laundry Outsource Service (9,200 kgs/month @ Php 55.00/kgs)	12	506,000.00	6,072,000.00
			<b>TOTAL:</b>			<b>6,072,000.00</b>

#### **LINEN LEASING AND LAUNDRY OUTSOURCED SERVICE TERMS OF REFERENCE**

##### **1. BACKGROUND / RATIONALE**

- 1.1 The Valenzuela Medical Center, a DOH retained Hospital and existing under the laws of the Republic of the Philippines, with office address at Padrigal St., Karuhatan, Valenzuela City is a tertiary medical center. Currently operates 150 beds and hospital support facilities for ancillary services. Much is still to be done to maximize its capacity for the provisions of quality healthcare service to the numerous patients it serves and will continually serve. Several operational systems had to evolve to align itself to the increasing demand for improved quality in patient care. It is in this context, that VMC recognizes the need to focus more on its core competency which is on direct patient hospital care.
- 1.2 Healthcare facilities such as hospitals are built with core competencies centered on medical and paramedical services leading towards hospital care services directly provided to patients whether on an in-patient or out-patient basis. While the laundry service is outsourced, the Institute continues to monitor and control linen inventory. The administration of linen services has demanded a lot in terms of investment costs for hospital linen, inconsistent turnaround time for availability of clean linen and increased manpower costs for housekeeping to help out in the linen section. The reality is that non-core processes, such as this, uses up time and effort

notwithstanding the funding requirements which is influenced by the need to continuously improve efficiency and productivity.

- 1.3 Recognizing that linen and laundry service is not the core business of VMC, it has become imperative to consider other modes of improving operations without necessarily increasing the cost component.
- 1.4 It is in this regard that VMC acknowledges the need to outsource the Hospital Linen and Laundry Service to external entities who are qualified and well-equipped to provide such services.

## 2. OBJECTIVES OF THE LINEN AND LAUNDRY SERVICE CONTRACTING

The Hospital Linen and Laundry Service should be able to achieve the following objectives:

### 2.1 Financial Objectives:

- 2.1.1 Lower the effective cost of linen and laundry services for the hospital;
- 2.1.2 Reduce the space requirement for linen services.
- 2.1.3 Eliminate linen losses due to operational inefficiencies.

### 2.2 Operational Objectives:

- 2.2.1 Ensure availability of clean linen in all areas at all times;
- 2.2.2 Guarantee the cleanliness and hygienic quality of linen and beddings at all times.

## 3. GENERAL TECHNICAL SPECIFICATIONS

### 3.1 FABRIC COMPOSITION:

#### 3.1.1 FOR REGULAR ROOMS

- FABRIC: 80% Polyester, 20% Cotton, includes bed Sheets, fitted sheets, pillow cases, seat covers and others, to be tested by Philippine Textile Research Institute, Bicutan at the expense of the Contractor. To be submitted as part of Post Qualification.

### 3.2 OTHER LINEN REQUIREMENT FOR REGULAR PATIENT ROOMS

- 3.2.1 Blanket, all colors, flannel fabric
- 3.2.2 Oxford Green and Blue – 100% Polyester (includes all linen for Operating Room and Radiology Staff)
- 3.2.3 Bath Towel, Hand Towel, bath Mat – all 100% cotton

### 3.3 DETAILED TECHNICAL SPECIFICATIONS

DESCRIPTION	AREA	SIZE	COLOR	QUANTITY
Fitted Sheet	OB Ward	72 x 30 x 5	White	150 pcs
Patient Gown	OB Ward	Large	White	150 pcs
Fitted Sheet (Bassinet)	OB Ward	29 x 16 x 4	White	50 pcs
Fitted Sheet	Surgery Ward	72 x 30 x 5	White	100 pcs
Bed Sheet	Surgery Ward	108 x 72	White	100 pcs
Patient Gown	Surgery Ward	Large	White	60 pcs
Fitted Sheet (Stretchers)	ED	72 x 30 x 5	White	180 pcs
Patient Gown (Adult)	ED	Large	White	150 pcs
Patient Gown (Pedia)	ED	Standard	White	50 pcs
Fitted Sheet (Bassinet)	Pedia	Standard	White	40 pcs
Crib Cover	Pedia	29 x 16 x 4	White	40 pcs
Patient Gown	Pedia	Free size	White	40 pcs
Bedsheet	Pedia	108 x 72	White	40 pcs
Patient Gown		Large	White	90 pcs
Fitted Sheet (Bassinet)	NICU	29 x 16 x 4	White	60 pcs
Bed Sheet		108 x 72	White	10 pcs
Bed Sheet		108 x 72	White	60 pcs
Lifter	Medicine Ward	4' x 4'	White	30 pcs
Patient Gown		Large	White	60 pcs
Blanket		Standard	Light Blue	40 pcs
Fitted Sheet	ICU	72 x 30 x 5	White	80 pcs

Blanket		Large	Light Blue	30 pcs
Patient Gown		Large	White	40 pcs
Smock Gown		Long	Purple	15 pcs
Bed Sheet	OPD	108 x 72	White	80 pcs
Blanket		Large	White	30 pcs
Patient Gown		Large	White	20 pcs
Fitted Linen (Bassinet)		72 x 30 x 5	White	10 pcs
Bed Sheet		108 x 72	White	60 pcs
Blanket		Large	White	30 pcs
Patient Gown		Large	White	60 pcs
OR Pack				41 sets
		1 pc inner wrapper, 90 x 66	Blue	
		1 pc outer wrapper, 90 x 66	White	
		2 pcs time-out, 30 x 20	Orange	
		1 pc mayo, 47 x 26	Blue	
		4 pcs OR gown, large	Blue	
		4 pcs towels, 25 x 25	Blue	
		2 pcs draw sheet, 55 x 60	Blue	
		1 pc lap sheet, 90 x 66	Blue	
Patient Gown		Large	White	250 pcs
Bed Sheet		108 x 72	White	250 pcs
Leggings Pack		2 pcs OR towel, 30 x 20	Blue	20 packs
Mayo Cover Pack		2 pcs leggings (40 x 20)	Blue	
Eye Sheet Pack		47 x 26	Blue	20 pcs
Optha Pack		Standard	White	20 pcs
	OR/DR Complex	2 pcs wrapper, 40 x 40	White	10 packs
		2 pcs mayo cover, 47 x 26	Blue	
		3 pcs eye sheet, standard	White	
		6 pcs head drapers	Blue	
		4 pcs OR gown, large	Blue	
		3 pcs foot drapes, standard	Blue	
OR Gown (Loose)		Large	Blue	
Eye Sheet - Pack		Standard	Blue	60 pcs
Lap Pouch		Standard	White	30 pcs
Anesthesia Drapes		Standard	Green	90 pcs
Isolation Gown		Large	White	50 pcs
Laundry Bag		Large	Green	30 pcs
Scrub Suit (Medium)		Medium	Blue	6 pcs
Scrub Suit (Large)		Large	Blue	20 pcs
Scrub Suit (XL)		XL	Blue	20 pcs
NSD Pack		2 pcs leggings, 40 x 20	Green	20 sets
		3 pcs OR towel, 30 x 20	Green	
		1 pc mayo cover, 47 x 26	Green	
		1 pc wrapper 40 x 40	Green	
Drapes		40 x 40	Green	50 pcs
Pranela (Towel for Baby)		40 x 40	White	150 pcs
Bath Towel	PMR	54 x 27	White	40 pcs
Bath Towel		54 x 27	Blue	65 pcs
Bath Towel		54 x 27	Gray	70 pcs
Fitted Sheet		Large	Blue	10 pcs
Fitted Sheet		Medium	Blue	40 pcs
Pillow Case		Large	Marubini Ice	100 pcs
Pillow Case	Radiology	Large	Blue	25 pcs
Bed Sheet		108 x 72	White	45 pcs
Pillow Case	Quarters	Large	Blue	50 pcs
Blanket		Large	White	50 pcs
Fitted Sheet		72 x 30 x 5	White	50 pcs

\* All linens should have printed Valenzuela Medical Center or VMC logo

\*\* All linens shall be exclusive to VMC only, no swapping of other linen to other institutions

#### 4. SCOPE OF SERVICES TO BE PROVIDED BY THE CONTRACTOR

The CONTRACTOR shall be required to provide the following services:

##### 4.1 Laundry Service:

- 4.1.1 Collection of soiled/dirty linen;
- 4.1.2 Provision of laundry push carts and laundry bags for soiled/dirty linen;
- 4.1.3 Daily monitoring of worn-out or damaged linen;
- 4.1.4 Daily monitoring of lost linen and accordingly establish proper accountability for such losses.

##### 4.2 Linen Service:

- 4.2.1 Always have personnel assigned to do linen and beddings replacement for The Nursing Units (in-patient) twelve (12) hours in seven days a week on two (2) shifts schedule;
- 4.2.2 Make available the daily supply of clean, quality linen with specifications and Quantity to be provided by the Institute;
- 4.2.3 Availability of linen to consider replacement or repair of any damaged or Worn-out stock in accordance with the requirements of the Institute;
- 4.2.4 Ensure linen inventory equivalent to four (4) sets, one (1) set for on-line use, one (1) set in transit, one (1) set at the laundry facility, and one (1) sets on the shelf and 20% buffer.
- 4.2.5 Linen must be the same color at all times and shall replace faded or decolorized items due to frequent usage and washing.

4.3 Management Service:

- 4.3.1 Provide manpower in the Institute to perform collection, delivery, storage, and supplies monitoring;
- 4.3.2 Provide cabinets/shelving where linen items shall be properly and orderly kept;
- 4.3.3 Adhere to the quality standards set by the Hospital Infection Control relative to hospital linen particularly on the hygienic, sanitary and germ-free conditions of the linen as well as its facilities both for storage and laundry service.

4.4 Other Service:

- 4.4.1 Submit a Monthly Report on Linen and Laundry Services, the format and contents of which shall be agreed upon with the Housekeeping Section and Accounting Division;
- 4.4.2 Advice the Institute on areas for improvement for a more responsive service;
- 4.4.3 Conduct regular meetings with copy of minutes of meetings made by the proponent and submitted to the head of Hospital Admin.

## 5. OBLIGATIONS OF THE CONTRACTOR

The CONTRACTOR shall be required to perform the following:

- 5.1 To ensure the availability of clean and hygienic hospital linen throughout the contract period including ordinary working days, weekends and holidays. Accordingly, clean hospital linen should be available 24 hours a day, 7 days a week.
- 5.2 To provide skilled personnel experienced in the linen and laundry management necessary for the proper and timely execution of works.
- 5.3 To be responsible for any accident or injury caused to any of its employees including those under its direct or indirect supervision, sub-contractors and casual labor force.
- 5.4 To be exclusively, directly, and immediately responsible for any loss or damage that may occur to, or be sustained by Hospital and its personnel and guests, including properties.
- 5.5 To provide for all consumable items necessary for their performance related to linen and laundry services, including office and IT supplies.
- 5.6 To see to it that the facilities assigned to them are kept clean at all times without structural damage except due to ordinary wear and tear.
- 5.7 To conform to all housekeeping and security procedures and policies of Hospital, and such other measures which may be issued to ensure cleanliness and safety of all concerned.

- 5.8 To pay all taxes, duties and fees which become payable in accordance with Philippine Regulations. The CONTRACTOR shall comply with the regulations, orders, decrees and directives issued by any governmental authority or agency having jurisdiction over its activities.
- 5.9 The CONTRACTOR shall not assign or sub-let the contract of any part thereof without prior written approval of Hospital
- 5.10 The CONTRACTOR shall provide the following for its exclusives use:
  - 5.10.1 Telephone and similar communication system;
  - 5.10.2 Personal computers and printers;
  - 5.10.3 Other office equipment.

## 6. OBLIGATIONS OF HOSPITAL

Hospital shall perform the following to allow the CONTRACTOR to fulfill his obligations:

- 6.1 Provide the facilities and amenities within the hospital premises which are necessary for the prompt delivery of services.
- 6.2 Ensure that the facilities are constructed in manner that prevents contamination, damage, loss and/or destruction of the CONTRACTOR'S supplies and properties from causes such as rain, flood, excessive dust and other harmful elements.
- 6.3 Allow the use of existing electric and water at no charge to the CONTRACTOR provided utilization is reasonably within their scope of services and shall not be used for laundry services.
- 6.4 Sizes of beds (thickness of the mattress) shall be provided by Hospital.
- 6.5 Bed sheet to be tested to ensure that they displaced when the bed is put up to ninety (90) degrees.

## 7. LINEN INVENTORY, PROPERTIES, FACILITIES AND AMENITIES

### 7.1 HOSPITAL LINEN

- 7.1.1 The hospital linen shall remain the property of the CONTRACTOR throughout the contract period.

Losses and damage by the hospital should be charge to the hospital monthly

### 7.2 PROPERTIES

- 7.2.1 The properties of the CONTRACTOR shall be listed down, inspected and registered with the concerned offices before this is brought in to Hospital premises.
- 7.2.2 Transfers of these properties in and out of the hospital premises shall be Subject to Hospital rules and regulations on property movements.

### 7.3 FACILITIES AND AMENITIES

- 7.3.1 Hospital shall make available the following facilities to the CONTRACTOR

- 7.3.1.1 Releasing counter for issuance of linen,
- 7.3.1.2 Storage area for linen and supplies,
- 7.3.1.3 Holding area for Soiled/Dirty linen
- 7.3.1.4 Receiving area for clean linen;

7.3.2 These facilities shall be used strictly for contract implementation purposes only, therefore, no other activities shall be permitted in these areas which are not related to the operations of linen and laundry or which may cause disturbance or otherwise affect other offices.

7.4 LINEN CONTROL:

The parties agree that since the entire linen covered by the Agreement is the property of the CONTRACTOR shall be solely responsible for linen losses, damage or destruction. However, the parties agree that they will mutually cooperate to determine cause of such losses or damages.

7.5 BUDGET ESTIMATE:

The estimated budget for the Linen Leasing Project for the twelve (12) months contract duration and Fifty-Five Pesos per kilogram is **Six Million Seventy Two Pesos (P6,072,000.00)**.

## 8. PENALTIES

8.1 The CONTRACTOR should be able to provide linen requirements throughout the contract period even during emergency situations. If the CONTRACTOR fails to comply or respond to both the daily routine and emergency requirements, Hospital reserves the right to employ other contractors to provide the services, and to deduct such costs from any sums due or outstanding. This is further without prejudice to the possible termination of Contract of Agreement depending on the severity of the non-compliance.

8.2 PENALTY CLAUSE

Failure on the part of the CONTRACTOR to provide linen services as stipulated in this Agreement shall render the Institute to apply standard penalty of 1/10 of one percent (1%) for every day of delay the corresponding amount of the item which they failed to provide/deliver.

## 9. WARRANTY AGAINST CORRUPTION

9.1 The CONTRACTOR warrants that no gifts, considerations, compensation or commission was offered or given of the officers and employees of Hospital.

## 10. CONTRACT DURATION

10.1 The CONTRACT shall be for twelve (12) months period.

10.2 The CONTRACT may be terminated by either party, without necessity of judicial action, by giving the other party one (1) month upon written notice, for appropriate legal reasons, whereupon such termination, the parties shall settle their accountabilities to each other.

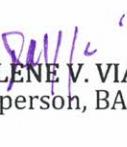
BID Opening will be on December 18, 2023, 10:00 AM (FACE-TO-FACE)

The pre-bidding conference was adjourned at 11:30 AM.

Prepared by:

  
LESTER JOHN JAKE R. DIVINO, LPT  
BAC Secretariat

Noted by:

  
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 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]*

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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]*

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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]*

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*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"