PB-02-26-2021-02

PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Name of Project/Location : Installation and Improvement of LED Tapered Streetlights Along MRR Road, Brgy. Manggahan to (127) F. Mariano Ave., Brgy. Dela Paz, Pasig City

Approved Budget for the Contract: ₱8,966,052.07

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the "Works") through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.

b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.

c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of
Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender.* (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Invitation to Bid for Installation and Improvement of LED Tapered Streetlights Along MRR Road, Brgy. Manggahan to (127) F. Mariano Ave., Brgy. Dela Paz, Pasig City

1. The **City Government of Pasig**, through the Government of the Philippines (GOP) through CY 2020 Budget of the Contract Approved by the Sanggunian Panlungsod intends to apply the sum of P8,966,052.07 being the Approved Budget for the Contract (ABC) to payments under the contract for **Installation and Improvement of LED Tapered Streetlights Along MRR Road, Brgy. Manggahan to (127) F. Mariano Ave., Brgy. Dela Paz, Pasig City**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **City Government of Pasig** now invites bids for the above Procurement Project. Completion of the Works is required **120 calendar days**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

4. Interested bidders may obtain further information from City Government of Pasig and inspect the Bidding Documents at the address given below from 8:00 a.m. to 5:00 p.m office hours.

5. A complete set of Bidding Documents may be acquired by interested bidders on **February 3, 2021** from given address and website/s below *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of* **P10,000.00**.The Procuring Entity shall allow the bidder to present its proof of payment for the fees presented in person

6. The City Government of Pasig will hold a Pre-Bid Conference[1] on **February 10, 2021, 10:00 A.M**, at **7th Floor Meeting Room, Pasig City Hall Caruncho Ave., Pasig City** which shall be open to prospective bidders.

7. **Bids must be duly received by the BAC Secretariat through manual submission at the office address as indicated below, on or before 10:00 A.M. of February 26, 2021. Late bids shall not be accepted.**

8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.

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9. Bid opening shall be on **February 26, 2021 at 10:00 a.m.** at the given address below **7th Floor Meeting Room, Pasig City Hall Caruncho Ave., Pasig City.** Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. **The address for submission of bids is at the office of the BAC Secretariat, 4th Floor Pasig City Hall Caruncho Avenue, San Nicolas Pasig City. The deadline for submission of bids is on or before 10:00 AM of February 26, 2021.**

    Each Bidder shall submit ***ONE (1) SEALED MOTHER ENVELOPE*** containing:
    1. ORIGINAL (SEALED AND LABELED)

    1.1. Company Profile Folder

    1.2. Hard copy Original Technical Components and Original Financial Components **and**

    1.3 One (1) **USB Flash Drive** containing scanned P.D.F. Documents of the Original Technical Components and Original Financial Components.

    2. COPY 1

    2.1. One (1) **USB Flash Drive** or **CD** sealed and labeled as **"COPY 1"** containing scanned P.D.F Documents of Technical and Financial Components.

11. The **City Government of Pasig** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

    MR. DOMINADOR A. BUCALBOS
    BAC Secretariat Head
    CITY GOVERNMENT OF PASIG
    BAC Secretariat Office 4th Floor Pasig City Hall,
    Caruncho Ave., San Nicolas pasig City
    bacpasig@gmail.com
    8643-1111 loc. 510/8682-3395

13. You may visit the following websites:

    PS-Philgeps Website
    Pasig City Website

February 3, 2021

MA. DELIA C. CONCEPCION
BAC Chairperson

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, **City Government of Pasig** invites Bids for the **Installation and Improvement of LED Tapered Streetlights Along MRR Road, Brgy. Manggahan to (127) F. Mariano Ave., Brgy. Dela Paz, Pasig City**, with Project Identification Number ***PB-02-26-2021-02***.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

The Procurement Project (referred to herein as "Project") is for the construction of Works, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **CY 2020** in the amount of **P8,966,052.07.**

2.2. The source of funding is:

LGUs, the Annual or Supplemental Budget, as approved by the Sanggunian.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

7. Subcontracts

7.1. The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

7.2 Subcontracting of any portion of the Project does not relieve the Contractor of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Contractor's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address 7th Floor Meeting Room, Pasig City Hall at 10:00 a.m., as indicated in paragraph 6 of the **IB.**

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.

10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.

10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents Comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

13. Bid Prices

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

14. Bid and Payment Currencies

14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

14.2. *Payment of the contract price shall be made in:*

a. Philippine Pesos

15. Bid Security

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until **120 calendar days.** Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

17. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB.**

18. Opening and Preliminary Examination of Bids

18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 16 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

INSTRUCTION TO BIDDERS

PROJECT : **Procurement of Various Infrastructure Projects at Pasig City-PB-02-26-2021**

Date : **February 3, 2021**

This shall form an integral part of the Bid Documents.

1. Bidders are requested to organize and submit their bids on the following requirements.

- *The CLASS "A" DOCUMENTS (legal, technical and financial documents) and CLASS "B" DOCUMENTS (duly signed joint venture agreement, if applicable)*
  - *Ring binders;*
  - *Sections separated by dividers, proper tabs;*
  - *NO scratch papers.*

- ***FIRST ENVELOPE**: TECHNICAL COMPONENT - CLASS "A" DOCUMENTS (duly signed legal, technical and financial documents) and CLASS "B" DOCUMENTS (duly signed joint venture agreement, if applicable)*

- ***SECOND ENVELOPE**: FINANCIAL COMPONENT (duly signed and accomplished Financial Bid form, Bid Prices in the Bill of Quantities, Detailed Estimates Form and Cash Flow by Quarter)*

- *Requirement:*
  - *Submit one (1) Hard copy - ORIGINAL Technical Component*
  - *Submit one (1) Hard copy - ORIGINAL Financial Component*
  - *Submit one (1) Soft/Scan copy - ORIGINAL Technical Component and Financial Component in USB Flash Drive or CD*
  - *Submit one (1) Soft/Scan copy- COPY 1 Technical Component and Financial Component in USB Flash Drive or CD*

2. **ENVELOPE SYSTEM**: The system of submission is a two envelope system
   a. ***Envelope 1** will contain the Technical Component*
   b. ***Envelope 2** will contain ONLY the Financial Component*

3. **Number of Copies**: 4 sets
   a. *4 envelopes marked:*
      - *"Original Hard Copy- Technical Component"*
      - *"Original Hard Copy-Financial Component",*
      - *"Original Soft/Scan Copy-Technical Component and Financial Component"*
      - *"Copy 1 Soft/Scan Copy- Technical Component and Financial Component"*

4. **Sealing/Marking**: The four (4) sets of envelopes will then be placed in a Mother Envelope.
   a. *The Mother envelope: sealed and marked in accordance with the instructions as stated in the Bidding Documents.*

Note:

- *Enclose the **ORIGINAL**: TECHNICAL COMPONENT and FINANCIAL COMPONENT in a separate envelopes.*

- *Must be MARKED **"ORIGINAL TECHNICAL COMPONENT"** and **"ORIGINAL FINANCIAL COMPONENT"**- Outer Envelope marked Original Bid.*

- *Same with copies- **"SOFT/SCAN COPY- ORIGINAL TECHNICAL AND FINANCIAL COMPONENT"** and **"COPY 1-SOFT/SCAN COPY ORIGINAL TECHNICAL AND FINANCIAL COMPONENT".***

- *The **ORIGINAL Envelope** and **the COPY Envelopes** shall be **CONTAINED** in **ONE MOTHER ENVELOPE.** (See Diagram for Proper Sealing & Marking of Bids)*

- *All envelopes shall have the required data.*
- *Procuring Entity will not be responsible for misplaced bid docs and premature opening.*
- *Unsealed or unmarked bid envelopes shall be rejected.*
- *Bid envelopes not properly sealed and marked shall be accepted.*
  - ✓ *Bidder shall acknowledge such condition.*

CHECKLIST OF BIDDING DOCUMENTS

1. ***FOR COMPETITIVE BIDDING:***
   Documents should be arranged as per checklist.
   Kindly provide folders or guides, dividers and ear tags with appropriate labels.

   TWO ENVELOPES:
   A. ***Technical Component:*** *Legal, Technical and Financial documents*
   B. ***Financial Component:*** *Bid Amount*

FIRST ENVELOPE-TECHNICAL COMPONENT
The First Envelope shall contain the following:

❖ ***CLASS "A" DOCUMENTS***

A. Legal Documents

- ***Philgeps Certificate of Registration under Platinum Membership*** *(all documents enumerated in the "Annex A" must be updated). For Philgeps Platinum members with expired Class "A" Documents in their Certificate of Registration, the following documents must be submitted:*
  - *Registration certificate form* ***Securities and Exchange Commission (SEC), Department of Trade Industry (DTI)*** *for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives of its equivalent document; and*
  - ***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; and*
  - ***Tax clearance*** *per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).*

B. Technical Documents

- *Duly signed Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid supported with Notice of Award, Approved Construction Contract, Notice to Proceed;* ***and***
- *Duly signed Statement of the bidder's* ***Single Largest Completed Contract (SLCC)*** *similar to the contract to be bid, equivalent to at least fifty percent (50%) of the ABC supported with Notice of Award, Notice to Proceed, Certificate of Completion and Acceptance issued by the Owner (other than contractor. Provided, however, That contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than fifty percent (50%) of the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB;* ***and***
- ***Philippine Contractors Accreditation Board (PCAB) License;*** *or Special PCAB License in case of Joint Ventures; and* ***registration for the type and cost of the contract to be bid; and***
- *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 (Note: Please use the Bid Securing Declaration Form issued by the GPPB Circular 04-2020); and***

- *Project Requirements, which shall include the following:*
  - *Duly signed **Organizational chart** for the contract to be bid; **and***
  - *Duly signed **List of contractor's key personnel** (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; **and***
  - *Duly signed **Manpower Schedule; and***
  - *Duly signed **List of contractor's major equipment** units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and***
  - *Duly signed **Equipment utilization schedule; and***
  - *Duly signed **Construction Schedule (PERT/CPM)** and **S-curve; and***
  - *Duly signed **Construction Method in narrative form; and***
  - ***Construction Safety and Health Program; and***

- *Original duly notarized **Omnibus Sworn Statement** (OSS);and if applicable, 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.*
  (Note: Please use the Omnibus Sworn Statement Form issued by the GPPB Circular 04-2020)

C. *Financial Documents*

- *The prospective bidder's **audited financial statements**, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "**received**" by the BIR 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; **and***

- *The prospective bidder's computation of **Net Financial Contracting Capacity (NFCC)**.*
  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.

❖ ***CLASS "B" DOCUMENTS***

- *If applicable, duly signed **joint venture agreement (JVA)** in accordance with RA No. 4566 and its IRR 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.*

PLEASE NOTE: Any missing documents on the above mentioned checklist is a ground for outright disqualification/ rejection of bid.

SECOND ENVELOPE- FINANCIAL COMPONENT

The Second Envelope shall contain the following:

- Original of duly signed and accomplished Financial **Bid Form** ***(Note: Please use the Bid Form issued by the GPPB Circular 04-2020)*** ; and

- Original of duly signed Bid Prices in the **Bill of Quantities**; and

- Duly accomplished **Detailed Estimates** Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; and

- **Cash Flow** by Quarter.

PLEASE NOTE: Any missing documents on the above mentioned checklist is a ground for outright disqualification/ rejection of bid.

BIDDING DOCUMENTS AVAILABILITY AND FEE

- *Bidding Documents:*
  - *February 3, 2021 to February 26, 2021 until 10:00 AM*
  - *8:00 am to 5:00 pm and upon payment of applicable fees for the Bidding Documents at the City Treasurer's Office*

- *Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.*
- *Standard rates for bidding documents*

Approved Budget for the Contract	Maximum Cost of Bidding Documents
500,000 and below	P500.00
More than 500,000 up to 1 million	1,000.00
More than 1 million to 5 million	5,000.00
More than 5 million to 10 million	10,000.00
More than 10 million to 50 million	25,000.00
More than 50 million to 500 million	50,000.00
More than 50 million to 500 million	75,000.00

INSTRUCTION TO BIDDERS ON PAYMENT OF BIDDING DOCUMENTS

- *Secure Order of Payment for the bidding documents at the BAC Secretariat's Office, 4th Floor Pasig City Hall*
- *Proceed to City Treasurer's Office, 1st Floor Pasig City Hall for the payment of bidding documents*
- *Mode of payment: Cash or Manager's/ Cashier's Check payable to City Government of Pasig*
  - ***Personal Check shall not be accepted.***
- *Present the Official Receipt to the BAC Secretariat's Office for the release of the complete set of bidding documents.*

REMINDERS:

- *The **deadline for the submission of bid is on February 26, 2021 (Friday) at 10:00 AM at the BAC Secretariat's Office**, 4th Floor Pasig City Hall, Caruncho Ave., San Nicolas Pasig City. The digital clock at the BAC Secretariat's Office that is set to the Philippine Time (PhST) shall be used as reference in determining the time for the submission of bids, Hence participating bidders are advised to synchronize their timepiece with the said digital clock. **Late bids or those who submitted after 10:00 AM of February 26, 2021 (Friday) shall not be accepted.***
- *Bidders may submit their bid documents days ahead of the deadline for the submission in order to avoid late submission.*
- ***Bid opening shall be on February 26, 2021 (Friday) at 10:00 AM, 7th Floor Meeting Room** Pasig City Hall, Caruncho Ave., San Nicolas Pasig City. Bids will be opened in the presence of the bidders' representatives who choose to attend.*
- ***Each and every page of the bid documents must be signed by the bidder** of the bidder's authorized representative. The authorization should also be attached. **Failure to do so shall be a ground for rejection of the bid.***
- *All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification Evaluation and signing of the contract.*
- *The BAC expects the bidders to exercise due diligence in going through the bid documents so that they can prepare their bids intelligently.*

Please be reminded that all queries after the issuance of this Bid Bulletin will not be entertained.

MA. DELIA CONCEPCION
BAC Chairperson

Section III. Bid Data Sheet
Bid Data Sheet

ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: **Installation and Improvement of LED Tapered Streetlights Along MRR Road, Brgy. Manggahan to (127) F. Mariano Ave., Brgy. Dela Paz, Pasig City.**
7.1	Subcontracting is not allowed.
10.3	A valid Philippine Contractors Accreditation Board (PCAB) license and registration for Size Range –**Small B- Building and Industrial Plant** License at least Category: **C & D**
10.4	The key personnel must meet the required minimum years of experience set below: Key Personnel — General Experience — Relevant Experience **Foreman (1)** **Mason (1)** **Carpenter (1)** **Laborer (4)** **Master Electrician (1)** **Electrician (2)**
10.5	The minimum major equipment requirements are the following: Equipment — Capacity — Number of Units **Izusu Elf** — **1** **Fiberglass Ladder** — **1**
12	No further instructions.
15.1	The bid security shall be in the form of a *Bid Securing Declaration* or any of the following forms and amounts: a. The amount of not less than *2% of ABC*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than *5% of ABC* if bid security is in Surety Bond.
19.2	No further instructions.
20	The following licenses/s and permit/s shall be required: 1. PhilGEPS Registration Certificate (Platinum Membership) (all pages) 2. Valid PCAB License **Category C & D** and Registration of at least **Small B- Building and Industrial Plant;** 3. Valid licenses issued by the Professional Regulatory Commission (PRC);

	4. DTI Business Name Registration / SEC Registration; 5. Mayor's/ Business Permit; 6. Latest income and business tax returns; 7. Audited Financial Statement No other acceptable proof of registration is recognized.
21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and PERT/CPM S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. Possession of Site

4.1. The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC,** which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

4.2. If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.

5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

7. Warranty

7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract

acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

Subject to the guidelines on Variation Order in Annex "E" of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

11. Program of Work

11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC.**

11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC.** If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

13. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex "E" of the 2016 revised IRR of RA No. 9184.

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC.**

15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract
Special Conditions of Contract

GCC Clause	
2	The **Intended Completion Date** is 120 calendar days.
4.1	The **Procuring Entity** shall give possession of all parts of the Site to the Contractor upon the issuance of Notice to Proceed.
6	No further instructions.
7.2	*In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:* Fifteen (15) years. *In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:* Five (5) years. *In case of other structures, such as Bailey and wooden bridges, shallow wells, spring developments, and other similar structures:* Two (2) years.
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within ten (10) days of delivery of the Notice of Award.
11.2	The period between Program of Work updates is thirty (30) days. The amount to be withheld for late submission of an updated Program of Work is one percent (1%).
13	The amount of the advance payment is fifteen percent (15%) of the Contract Price to be recoup by deducting fifteen percent (15%) from the periodical progress billing.
14	No further instructions.
15.1	The date by which operating and maintenance manuals are required is thirty (30) calendar days from the completion of the project. The date by which "as built" drawings are required is thirty (30) calendar days from completion of the project.
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is one percent (1%) of the final contract amount.

Section VI. Specifications

PB-022621-02

LUNGSOD NG PASIG
UMAAGOS ANG PAG – ASA

OFFICE OF THE CITY ENGINEER

Tel.No. 641-3597

FORM : POW
DATE :

PROJECT : Installation and Improvement of LED Tapered Streetlights Along MRR road Brgy. Manggahan to
LOCATION : (127) F. Mariano ave., Brgy. Dela Paz, Pasig City

Source of Funds: General Fund
Issued Obligated Authority:
Calendar Days to Complete: 120 calendar days

MINIMUM EQUIPMENT REQUIREMENT			
DESCRIPTION	NO.	DESCRIPTION	NO.
Isuzu Elf	1		
Fiberglass ladder	1		

TECHNICAL PERSONNEL REQUIRED			
DESCRIPTION	NO.	DESCRIPTION	NO.
Foreman	1	Master Electrician	1
Mason	1	Electrician	2
Carpenter	1		
Laborer	4		

ESTIMATED COST OF PROPOSED WORK:

ITEM NO.	DESCRIPTION	% wt	UNIT	QUANTITY	UNIT COST	AMOUNT
I	Civil Works					
	*Old Pedestal Clearing/Reinforced concrete pedestal	15.443	unit	127.00		
				Total Cost (Civil		
II	Electrical Works					
	*LED Roadway luminaire 150W,50k hrs life,lumen					
	output-18,000 lumens,120 lumens/watt ;15KV two					
	stage protection,programmable w/ dimmer driver					
	options ; CRI-70 min.,color temperature - 4000k					
	220-240 volts,50/60 Hz @ 95% PF;High Pressure					
	Die cast aluminum casing,with heat resistant sili-					
	cone rubber gasket,tempered glass with gray					
	paint 492x295	32.915	set	127.00		
	*Steel Tapered lamp post w/ anchor bolt,					
	washer / nut,zinc electroplated with red oxide					
	and aluminum paint 7"x 4 "x 25 ' ,with 1.2 m					
	arm (see approved design)	37.772	unit	127.00		
	*Magnetic Contactor 36 amps rated current					
	220 volts with enclosure (NEMA-3R)- Fuji Haya	0.3332	set	6.00		
	*Photocell Bracket with holder	0.1874	unit	6.00		
	*Photocell 10 amps - twist-lock type	0.0486	pc	6.00		
	*100AT ACB bolt-on type 220 volts, 1 phase					
	w/ enclosure (NEMA-3R) and padlock	0.2653	set	6.00		
	*Ball Insulator (big)	0.2161	pc	256.00		
	*No. 12 NM Solid wire (PDX)	2.7729	roll	40.00		
	*3.5 mm THHN - stranded	0.7495	roll	20.00		
	*PVC Electrical Tape	0.0169	roll	35.00		
				Materials Cost		
		9.281		Labor		
				Total Cost (Elect		
		100.00		TOTAL DIRECT C		

Section VII. Drawings

Section VIII. Bill of Quantities

BID FORM

Date : Feb. 26, 2021

Project Identification No. : PB-02-26-21-02

To: **THE CHAIRMAN**
BIDS AND AWARDS COMMITTEE
PASIG CITY

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers _____ the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: **INSTALLATION AND IMPROVEMENT OF LED TAPERED STREETLIGHTS ALONG MRR ROAD BRGY. MANGGAHAN TO (127) F. MARIANO AVE., BRGY. DELA PAZ, PASIG CITY**;

b. We offer to execute the Works for this Contract in accordance with the PBDs;

c. The total price of our Bid in words and figures, excluding any discounts offered below is: _____
_____ (P _____)

d. The discounts offered and the methodology for their application are: _____;

e. 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 and reflected in the detailed estimates,

f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;

g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of _____
_____ (P _____) percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines12 for this purpose;

h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;

i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

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

k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 **INSTALLATION AND IMPROVEMENT OF LED TAPERED STREETLIGHTS ALONG MRR ROAD BRGY. MANGGAHAN TO (127) F. MARIANO AVE., BRGY. DELA PAZ, PASIG CITY** of the **Bids and Awards Committee (B.A.C.) Pasig City**

l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, 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: _____

SUBJECT : BILL OF QUANTITIES / COST ESTIMATE

NAME OF PROJECT : INSTALLATION AND IMPROVEMENT OF LED TAPERED STREETLIGHTS

LOCATION : ALONG MRR ROAD BRGY. MANGGAHAN TO (127) F. MARIANO AVE., BRGY. DELA PAZ, PASIG CITY

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE (P)	AMOUNT (P)
I	CIVIL WORKS (Pesos)	127.00	unit		
II	ELECTRICAL WORKS (Pesos)		l.s		
	(Pesos)				
	(Pesos)				
	(Pesos)				
	(Pesos)				
	(Pesos)				
	(Pesos)				
	Total Amount in Words:				
	GRAND TOTAL				

(Name & Address of Bidder)

(Signature)

(Name, Designation of Authorized Signing Official)

Section IX. Checklist of Technical and Financial Documents

Republic of the Philippines
BIDS AND AWARDS COMMITTEE
City Government of Pasig

Name of Bidder :_____
Name of Contract :_____
_____
Approved Budget Contract :_____
Bidding Date :_____

(Note: Checklist is to be filled up by the BAC only)

I. TECHNICAL COMPONENT ENVELOPE FOR THE PROCUREMENT OF INFRASTRUCTURE PROJECTS

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);
or

☐ (b) Registration certificate form Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Developemnt Authority (CDA) for cooperatives of its equivalent document;
and

☐ (c) 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;
and

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Technical Documents

☐ (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**

☐ (g) Philippine Contractors Accreditation Board (PCAB) License;
or
Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**

☐ (h) 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; **and**

(i) Project Requirements, which shall include the following:

☐ a. Organizational chart for the contract to be bid; **and**

☐ b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; **and**

☐ c. Duly signed Manpower Schedule; **and**

☐ d. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**

☐ e. Equipment utilization schedule; **and**

☐ f. Duly signed Construction Schedule (PERT/CPM) and S-curve; **and**

☐ g. Duly signed Construction Method in narrative form; **and**

☐ h. Construction Safety and Health Program; **and**

☐ (j) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, 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

☐(k) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR 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; **and**

☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

☐ (m) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR 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.

NOTE: Any missing document/s on the above mentioned checklist is a ground for outright disqualification/ rejection of the bid.

REMARKS: ☐**PASSED** ☐ **FAILED**

ACKNOWLEDGMENT: (Please see above "note" Do not fill up/sign if documents are marked passed)
This is to acknowledge receipt of the first and second envelopes which is being returned because of disqualification due to deficiencies and non-compliance with checklist therein.

_____ _____
Signature over printed name/Representative of Bidder Date Received

CHECKED AND VERIFIED:

MS. MA. DELIA C. CONCEPCION
Chairperson

DR. STUART G. SANTOS
Vice Chairman

ARCH. LEA V. OLIVAR
Member

MS. MELANIE B. DE MESA
Member

MR. ROBERT ANTHONY C. SIY III
Member

Attested by:

DOMINADOR A. BUCALBOS
BAC – Secretariat Head

Republic of the Philippines
BIDS AND AWARDS COMMITTEE
City Government of Pasig

Name of Bidder : _____
Name of Contract : _____
_____
Approved Budget Contract: _____
Bidding Date : _____

(Note: Checklist is to be filled up by the BAC only)

II. FINANCIAL COMPONENT ENVELOPE FOR THE PROCUREMENT OF INFRASTRUCTURE PROJECTS

☐ (n) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

☐ (o) Original of duly signed Bid Prices in the Bill of Quantities; **and**

☐ (p)Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**

☐ (q) Cash Flow by Quarter.

NOTE:
Any missing document/s on the above mentioned checklist is a ground for outright disqualification/ rejection of the bid.

REMARKS: ☐**PASSED** ☐ **FAILED**

ACKNOWLEDGMENT: (Please see above "note" Do not fill up/sign if documents are marked passed)
This is to acknowledge receipt of the first and second envelopes which are being returned because of disqualification due to deficiencies and non-compliance with checklist therein.

_____ _____
Signature over printed name/Representative of Bidder Date Received

CHECKED AND VERIFIED:

MS. MA. DELIA C. CONCEPCION
Chairperson

DR. STUART G. SANTOS
Vice Chairman

ARCH. LEA V. OLIVAR
Member

MS. MELANIE B. DE MESA
Member

MR. ROBERT ANTHONY C. SIY III
Member

Attested by:

DOMINADOR A. BUCALBOS
BAC – Secretariat Head

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, declare that:

a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract];*

b. We offer to execute the Works for this Contract in accordance with the PBDs;

c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;

d. The discounts offered and the methodology for their application are: *[insert information]*;

e. 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 and reflected in the detailed estimates,

f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;

g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines[12] for this purpose;

h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;

i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

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

k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute

[12] currently based on GPPB Resolution No. 09-2020

SAMPLE ONLY

and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].

l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, 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: _____

SAMPLE ONLY

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]* Insert Title

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]

SAMPLE ONLY

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]

SAMPLE ONLY

STATEMENT OF ON-GOING CONSTRUCTION CONTRACTS (GOVERNMENT AND PRIVATE)

BUSINESS NAME :
BUSINESS ADDRESS:

Name of Contract/Location Project Cost	a. Owner's Name b. Address c. Tel. Nos.	Nature of Work	Contractor's Role		a. Date Awarded b. Date Started c. Date Completed	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
GOVERNMENT								
PRIVATE								
						Total Cost		

Note: This statement shall be supported with:

1. **Notice of Award and/or Contract**
2. **Notice to Proceed by the owner**

Submitted by:

_____

General Manager

A. STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (GOVERNMENT AND PRIVATE)

BUSINESS NAME :
BUSINESS ADDRESS:

Name of Contract/Location Project Cost	a. Owner's Name b. Address c. Tel. Nos.	Nature of Work	Contractor's Role		A. Amount at Award B. Amount at Completion C. Duration	A. Date Awarded B. Date Started C. Date Completed
			Description	%		
GOVERNMENT						
PRIVATE						

Note: This statement shall be supported with:

1. Notice of Award and/or Contract

2. Notice to Proceed by the owner

3. Certificate of Accomplishment signed by the owner of Project Engineer

Submitted by:

_____

General Manager

Annex C

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, conciding 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.

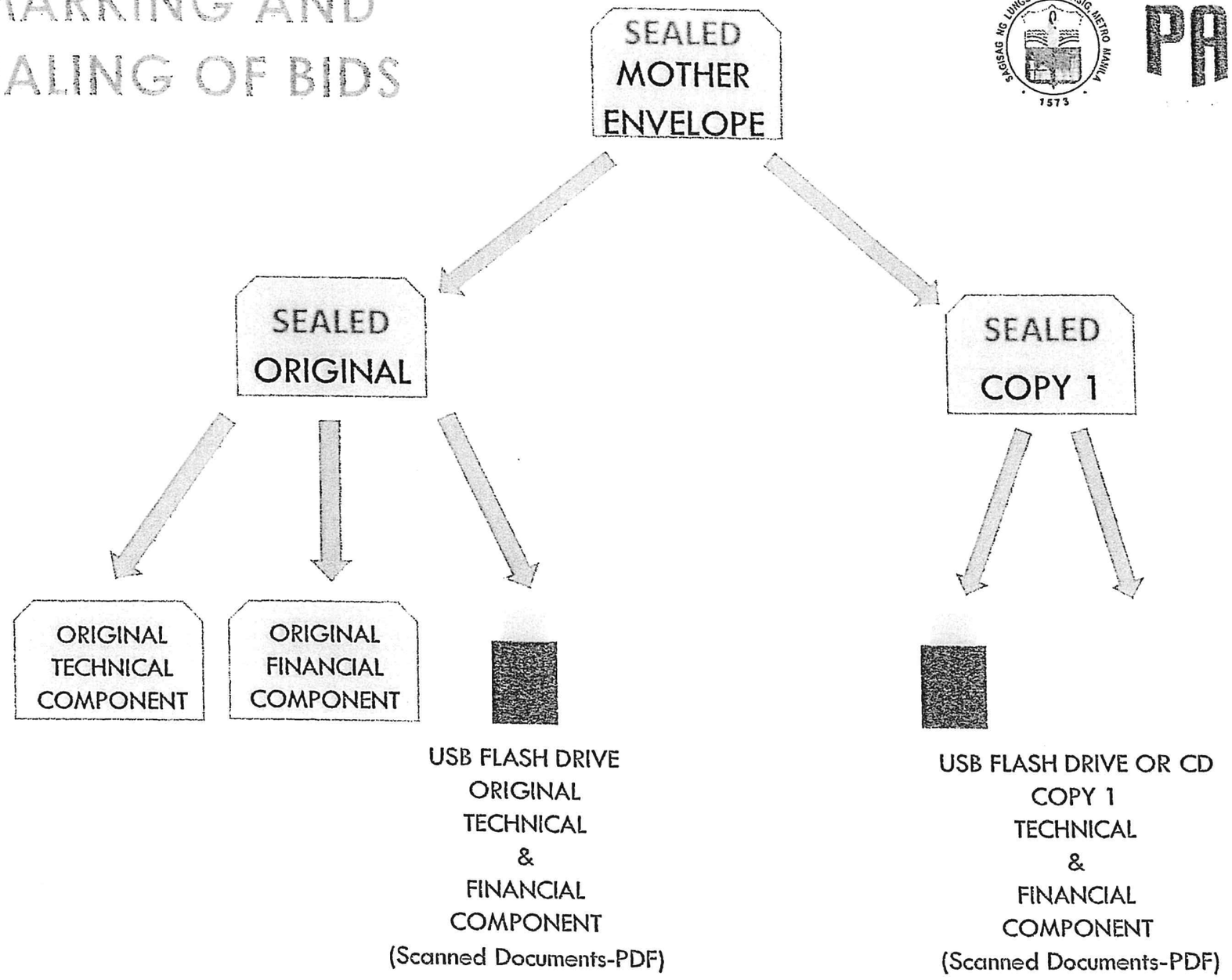
The Bidder shall attach the AFS to the NFCC Computation for Eligibility Check Form.

NFCC=P_____

Submitted by:

_____
Name of Supplier/Distributor/Manufacturer

_____
Signature of Authorized Representative

Date:_____

MARKING AND SEALING OF BIDS