

CHECKLIST AND SAMPLE FORMS

Checklist of Technical & Financial Envelope Requirements for Bidders

The Eligibility Documents shall contain the following:

CLASS "A" DOCUMENTS

- Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract for this Project; **(SF-INFR-09)**
- Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives; **(SF-INFR-10)**
- Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; **(SF-INFR-11)**
- Duly signed statement of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started. **(SF-INFR-15)**

Supported with the following:

1. Notice of Award and/or Contract;
 2. Notice to Proceed issued by the Owner; and
 3. Statement of Time Elapsed duly signed by the Owner or Project Engineer of the owner **(SF-INFR-15A)**
- Duly signed statement of all Government & Private Construction Contracts Completed which are similar in nature to the contract to be bid. **(SF-INFR-16)**

Supported with the following:

1. Contract;
 2. Certificate of Completion; and
 3. Certificate of Acceptance
- Experience Record On Similarly Completed Projects; **(SF-INFR-16A)**
 - Audited financial statements, showing, among others, the prospective total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year;
 - NFCC computation **(SF-INFR-19)** or Credit Line Certificate; **(SF-INFR-20)** and

CLASS "B" DOCUMENTS

- Valid Joint Venture Agreement (JVA) or, in lieu thereof, 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 shall be included in the bid; **(SF-INFR-22)**

The Technical Component shall contain the following:

- Bid Security in the form of the following:
 1. a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or **(SF-INFR-36)**
 2. a surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument; **(SF-INFR-37 or SF-INFR-38 - GSIS)**
- Duly signed construction schedule and S-curve with PERT/CPM; **(SF-INFR-41)**
- Duly Signed Manpower Schedule; **(SF-INFR-42)**
- Duly Signed Construction Methods in narrative form; **(SF-INFR-43)**
- Duly Signed Contract Organizational Chart; **(SF-INFR-44)**

Supported with the following:

1. Contractor's Letter Certificate to Procuring Entity **(SF-INFR-45)**
 2. Key Personnel's Certificate of Employment **(SF-INFR-46)**
- Duly Signed Statement of Availability of Key Personnel **(SF-INFR-18A-1)** and the List of Contractor's Key Personnel; **(SF-INFR-18A-2-Personnel)**

Supported with the following:

1. Key Personnel's Biodata; **(SF-INFR-47)**
 2. Photocopy of Valid Professional Licenses Identification Card;
 3. Photocopy of the Material Engineer's DPWH Accreditation; and
 4. Photocopy of the Certificate of Training of the Construction Safety and Health Personnel/Safety Officer
- Duly Signed Statement of Availability of Equipment **(SF-INFR-18B-1)** and the List of Contractor's Equipment (owned or leased) **(SF-INFR-18B-2-Equipment)**

Supported with the following:

1. Proof of ownership (O.R/C.R/Deed of absolute sale) for owned equipment;
 2. Certificate of availability of lease equipment (for leased equipment); (**PRO-FORMA ATTACHED**) and
 3. Lease contract agreement as well as the proof of ownership of the lessor (O.R/C.R/Deed of absolute sale - for leased equipment);
- Equipment utilization schedule; (**SF-INFR-50**)
 - Affidavit of Site Inspection; (**SF-INFR-51**)
 - Construction safety and health program duly signed by the Safety Officer and the Owner of the company;
 - Omnibus Sworn Statement (**PRO-FORMA ATTACHED**)

The Financial Component shall contain the following:

- Duly Signed Bid Form; (**PRO-FORMA ATTACHED**)
- Bill of Quantities; (**SF-INFR-55**)
- Duly Signed Detailed Estimates including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid; (refer to bill of materials attached with the bid docs for guidance) and (**SF-INFR-55-A**)
- Duly Signed Cash Flow by Quarter and Payments Schedule. (**SF-INFR-56**)

NOTE :
BID ENVELOPE SHOULD CONTAIN THREE (3) COPIES OF EACH ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS; ONE (1) ORIGINAL COPY AND TWO (2) PHOTOCOPIES.

Standard Form Number: SF-INFR-09
Revised on: July 29, 2004

Republic of the Philippines
Department of Education
REGION X-NORTHERN MINDANAO

CONTRACTOR'S LICENSE

This certifies that

CONTRACTOR'S PARTICULARS

Authorized Managing Officer (name and signature)		NOT VALID w/o SIGNATURE
Sole Proprietorship/Partnership/Corporation	Head Officer Location (Region)	
Taxpayer Identification Number (TIN)		

having complied with all the requirements for licensure in accordance with Republic Act No. 4566, as amended, and its implementing rules and regulations, is hereby authorized to engage in the construction contracting business in the Philippines, subject to limitations of license validity period, classification and category as prescribed under License Particulars in the box to the right hereof and to the terms and conditions annotated at the back hereof.

LICENSE PARTICULARS

License First Issue Date and Number	No.
Validity Period of this License/Renewal	to
Principal Classification and Category	
Other Classification/s	

This further certifies that said licensee, subject to the limitations of the above-prescribed license validity period and registration validity period, kind/s of project and size range/s as indicated under Registration Particulars in the box to the right hereof, is a PCAB registered contractor for government projects.

REGISTRATION PARTICULARS

Registration Date and Number	No.
Validity Period of this Registration	to
Kinds of Project and Respective Size Ranges	

Given at Metro Manila, Philippines, on

FOR THE BOARD:

Officer-in-Charge

Board Secretary

FORM _____

IMPORTANT NOTICE: Filing schedule for license renewal application - <Insert Date>

Standard Form Number: SF-INFR-10
Revised on: May 11, 2004

NO. _____

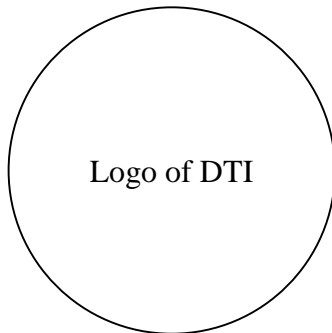
Republic of the Philippines
Department of Education
(REGION X)

Certificate of Registration
OF
BUSINESS NAME

THIS IS TO CERTIFY THAT

as a business name, or firm or style was registered in this office on _____ by:

which will expire on _____, in accordance with the provisions of Act No. 3883 of the Philippine Legislature approved on November 14, 1931 as amended by Act No. 4147, approved November 28, 1934, and Republic Act No. 863, approved June 16, 1953, and in compliance with the rules and regulations prescribed by the Department of Trade and Industry.



AFFIX
DOCUMENTARY
STAMP

IN TESTIMONY WHEREOF, I have hereunto set my hand caused the seal of the DEPARTMENT OF TRADE AND INDUSTRY to be affixed at _____, Philippines, this _____ day of _____, in the year of our Lord, _____.

(Name of the Director)
Director, DTI

NOTE: THIS IS NOT A LICENSE TO ENGAGE IN ANY KIND OF BUSINESS.
(VALID ONLY AT THE BUSINESS ADDRESS INDICATED HEREIN)

Standard Form Number: SF-INFR-11
Revised on: July 29, 2004

Bilang _____

Republic of the Philippines
Name of the City or Municipality
Address
Telephone and Fax Numbers
Website Address
E-mail Address

**PAHINTULOT SA PANGANGALAKAL
(BUSINESS PERMIT)**

MATALASTAS NG LAHAT:
(KNOW ALL MEN BY THESE PRESENTS:)

Na Si/Ang:
(That:) _____
(Name of Bidder)
na matatagpuan at may pahatirang sulat sa
(with postal address at)

_____ *(Address of the Bidder)*
na itinatag ng may buong karapatan at umiiral sa ilalim ng mga batas ng
(duly organized and existing under the laws of the)

Republika ng Pilipinas, ay pinagkakalooban ng pahintulot na mangangalakal bilang
(Republic of the Philippines, is hereby granted the permit to operate as)

ngayong ika - _____ ng _____
(on this) (day of)

Ang pahintulot na ito ay matatapos sa ika- _____
(This permit expires on)

Malibang ito'y maagang bawiin at walaing bisa.
(unless sooner revoked.)

O.R. BILANG _____
(OR No.)

HALAGA _____
(Amount)

PETSA _____
(Date)

(Name of Head)
Business Permit Office

(Name of Mayor)
Punong Lungsod
(Mayor)

ITO AY DAPAT IPASKEL SA HAYAG NA POOK NG KALAKALAN AT DAPAT
(This must be posted on conspicuous place and)
IPAKITA SA SANDALING HINGIN NG MGA KINAUKULANG MAYKAPANGYARIHAN.
(to be presented upon demand by proper authorities.)

Standard Form Number: SF-INFR-15
Revised on: July 29, 2004

List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started

Business Name : _____
Business Address : _____

Name of Contract/Location Project Cost	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
							Total Cost	

Note: This statement shall be supported with:

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the owner
- 3 Statement of Time Elapsed signed by the owner or Project Engineer of the owner

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

SF-INFR-15A

OWNER'S NAME
ADDRESS
TELEPHONE NO.

Name of On-going Project:

Location:

Original Contract Cost:

Revised Contract Cost:

**STATEMENT OF TIME ELAPSED AND PERCENTAGE OF WORK
ACCOMPLISHED**

AS OF _____, 20__

1. Original Contract Time (Calendar Days)	:	_____
2. Date of Effectivity of Contract	:	_____
3. Original Expiry Date	:	_____
4. Time Extension Allowed (Calendar Days)	:	_____
5. Revised Expiry Date After Extension	:	_____
6. Revised Contract Time (Calendar Days)	:	_____
7. Total Calendar Days Elapsed To Date	:	_____
8. No. of Days Work Suspended (covered by Suspension Order)	:	_____
9. Contract Time Elapsed To Date	:	_____
10. Expiry Date Due to Work Suspension	:	_____
11. Percent Time Elapsed	:	_____
12. Percent Work Accomplished	:	_____
13. Percent Work Programmed	:	_____
14. Percent Work Slippage	:	_____

Note: This should not be earlier than two (2) months from the date of the opening of bids.

Approved by:

Owner / Owner's Project Engineer

Standard Form Number: SF-INFR-16
Revised on: July 29, 2004

Statement of all Completed Government & Private Construction Contracts which are similar in nature

Business Name : _____
Business Address : _____

Name of Contract	d. Owner Name e. Address f. Telephone Nos.	Nature of Work	Contractor's Role		d. Amount at Award e. Amount at Completion f. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 CPES rating sheets and/or Certificate of Completion
- 3 Certificate of Acceptance

Submitted by : _____
(Printed Name & Signature)
Designation : _____
Date : _____

DepEd-Camiguin
Bids and Awards Committee

Contract Reference Number: SBR-10-20-2015
Repair of School Building
B. Aranas St. Poblacion Mambajao, Camiguin

SF-INFR-16A

EXPERIENCE RECORD ON SIMILARLY COMPLETED PROJECTS

List of similarly completed projects with a period of ten (10) years from the date of submission and receipt of bids with at least one (1) contract that is similar to contract to be bid and whose value, adjusted to current price using the NSO consumer price indices, must be at least fifty percent (50%) of the ABC to be bid.

Major Operations of Work	Unit	Amount	To be filled-up by the Contractor / Applicant					
			Similar Major Operation of Works 1]				Unit of Measure	Amount
			Title of the Project	Title of the Project	Title of the Project	Title of the Project		
Construction of School Building repair	Php	12,977,464.42					Php	

Note: 1] *Submit the Certificate of Completion and Certificate of Acceptance by the project owner. Final Recapitulation/Bill of Quantities and Constructor Performance Evaluation System (CPES) rating, 1st, 2nd, & Final visit (If applicable). Projects with no Certificate of Completion and Certificate of Acceptance and Final Recapitulation/Bill of Quantities shall not be considered.*

Name of Firm/Applicant

Authorized Signing Official

Date

Standard Form Number: SF-INFR-19
Revised on: July 29, 2004

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Firm's/Contractor'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.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P _____

K = 10 for a contract duration of one year or less, 15 for more than one year up to two years and 20 for more than two years

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: _____ Amount: _____

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

Name of Firm / Contractor

Signature of Authorized Representative
Date : _____

Standard Form Number: SF-INFR-20
Revised on: July 29, 2004

CREDIT LINE CERTIFICATE

Date: _____

Atty. Christian V. Santillan
Port Manager
Philippine Ports Authority
Port Management Office - Davao
Km. 10, Port Area, Sasa, Davao City

Attention : **Joelson R. Arbotante**
The Chairman
Bids and Awards Committee – Engineering Project

CONTRACT NAME : _____
COMPANY/FIRM : _____
ADDRESS : _____
BANK/FINANCING INSTITUTION : _____
ADDRESS : _____
AMOUNT : _____

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the Contractor, if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned Contract, subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the Contractor of the Notice of Award and such line of credit shall be maintained until the project is completed by the Contractor.

This Certification is being issued in favor of said Contractor in connection with the bidding requirement of the **Philippine Ports Authority - Port Management Office - Davao** for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized
Financing Institution Officer : _____
Official Designation : _____

Concurred By:

Name & Signature of Contractor's
Authorized Representative : _____
Official Designation : _____

Note:
The amount committed should be machine validated.

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____, affiant exhibited to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into by and between: _____, of legal age, (civil status), owner/proprietor of _____ and a resident of _____.

- and -

_____, of legal age, (civil status), owner/proprietor of _____ a resident of _____.

That both parties agree to join together their capital, manpower, equipment, and other resources and efforts to enable the Joint Venture to participate in the Eligibility Check, Bidding and Undertaking of the hereunder stated Contract of the **Philippine Ports Authority - Port Management Office - Davao**

NAME OF PROJECT

CONTRACT AMOUNT

Proposed Repair of Scattered Damaged Concrete Pavement Located at the Apron Between Berth 6 to 9 at Sasa Wharf, Davao City

Refer to Financial Bid

That both parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract, as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above stated Contracts until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

Note:

JVA should Notarized.

Revised on: July 29, 2004

FORM OF BID SECURITY (BANK GUARANTEE)

WHEREAS, (Name of Bidder) (hereinafter called "the Bidder") has submitted his bid dated (Date) for the (Name of Contract) (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We (Name of Bank) of (Name of Country) having our registered office at _____ (hereinafter called "the Bank" are bound unto (Name of Procuring Entity) (hereinafter called "the Entity") in the sum of _____ for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are that:

- 1) if the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid;
or
- 2) if the Bidder does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
- 3) if the Bidder having been notified of the acceptance of his bid and award of contract to him by the Entity during the period of bid validity:
 - a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

we undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate its demand, provided that in his demand the Entity will note that the amount claimed by it is due to the occurrence of any one or combination of the three (3) conditions stated above.

The Guarantee will remain in force up to and including the date _____ days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

(Signature, Name and Address)

BID SECURITY: SURETY BOND

BOND NO.: _____ DATE BOND EXECUTED: _____

By this bond, We (Name of Bidder) (hereinafter called "the Principal") as Principal and (Name of Surety) of the country of (Name of Country of Surety), authorized to transact business in the country of (Name of Country of Procuring Entity) (hereinafter called "the Surety") are held and firmly bound unto (Name of Procuring Entity) (hereinafter called "the Entity") as Obligee, in the sum of _____, Philippine currency, callable on demand by the Entity for the payment of which sum, well and truly to be made, we, the said Principal and Surety bind ourselves, our successors and assigns, jointly and severally, firmly by these presents.

SEALED with our seals and dated this _____ day of _____ 20 _____

WHEREAS, the Principal will submit a written Bid to the Entity on the (Date) day of (Month) 20 Year, for the (Name of Contract) (hereinafter called "the Bid").

NOW, THEREFORE, the conditions of this obligation are that:

- 1) if the Principal withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) if the Principal does not accept the correction of arithmetical errors of his bid price in accordance with the Instruction's to Bidders; or
- 3) if the Principal having been notified of the acceptance of his Bid and award of contract to him by the Entity during the period of bid validity:
 - a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then the Entity shall call on the bond upon a written demand to the Surety, and the Surety shall pay the Entity up to the entered amount of the Bond, upon receipt by the Surety of a written demand from the Entity, without the Entity having to substantiate its demand, provided that, in the demand, the Entity will note that the sum claimed by it is due to the occurrence of any or combination of the three conditions stated above. In this case, this obligation shall remain in full force and effect, otherwise it shall be null and void.

PROVIDED HOWEVER, that the Surety shall not be:

- a) liable for a greater sum than the specified penalty of this bond, nor
- b) liable for a greater sum than the difference between the amount of the said Principal's Bid and the amount of the Bid that is accepted by the Entity.

This Surety executing this instrument hereby agrees that its obligation shall be valid for 120 calendar days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Surety is hereby waived.

PRINCIPAL _____

SURETY _____

SIGNATURE(S) _____

SIGNATURES(S) _____

NAME(S) AND TITLE(S) _____

NAME(S) _____

SEAL _____

SEAL _____

Standard Form Number: SF-INFR-38
Revised on: August 11, 2004

Bid Security: GSIS Bond

Republic of the Philippines
GOVERNMENT SERVICE INSURANCE SYSTEM

GENERAL INSURANCE FUND
GSIS Makati Building, Legaspi St.
Legaspi Village, Makati, Metro Manila

G () GIF Bond _____

KNOW ALL MEN BY THESE PRESENTS:

That we, _____ (Name of Bidder) _____ represented by its _____, as PRINCIPAL, and the GOVERNMENT SERVICE INSURANCE SYSTEM as Administrator of the General Insurance Fund, a corporation duly organized and existing under and by virtue of the laws of the Philippines, with head office at Manila, as SURETY, are held and firmly bound unto the OBLIGEE, _____ (Name of Procuring Entity) _____ in the sum of PESOS _____ (P _____), callable on demand, Philippine Currency, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the above bonded PRINCIPAL will submit a bid for the _____ (Name of the Contract) _____ on the _____ day of _____, 20 _____ at _____ am/pm.

WHEREAS, the conditions of aforementioned OBLIGEE require the BIDDER a bond for the said bid.

WHEREAS, the PRINCIPAL agrees to comply with all the terms and conditions of the said bid with the aforementioned OBLIGEE;

NOW, THEREFORE, the conditions of this obligation are that:

- 1) if the Principal withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) if the Principal does not accept the correction of arithmetical errors of his bid price in accordance with the Instruction's to Bidders; or
- 3) if the Principal having been notified of the acceptance of his Bid and award of contract to him by the Entity during the period of bid validity:
 - a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

then the Entity shall call on the bond upon a written demand to the Surety, and the Surety shall pay the Entity up to amount of the Bond, upon receipt by the Surety of a written demand from the Entity, without the Entity having to substantiate its demand, provided that in the demand, the Entity will note that the sum claimed by it is due to the occurrence of any or combination of the three conditions stated above. In this case, this obligation shall remain in full force and effect, otherwise it shall be null and void.

PROVIDED HOWEVER, that the Surety shall not be:

- a) liable for a greater sum than the specified penalty of this bond, nor
- b) liable for a greater sum than the difference between the amount of the said Principal's Bid and the amount of the Bid that is accepted by the Entity.

This Surety executing this instrument hereby agrees that its obligation shall be valid for 120 calendar days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Surety is hereby waived.

WITNESS OUR HANDS AND SEALS this _____ day of _____, 20 _____, at _____, Philippines.

GOVERNMENT SERVICE INSURANCE SYSTEM
General Insurance Fund

c) *Principal*

By:

By:

NOT VALID WITH ERASURES

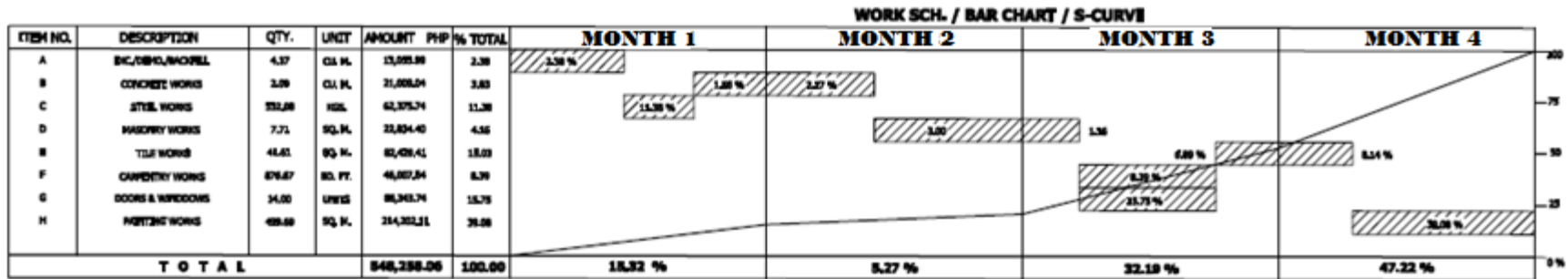
SIGNED IN THE PRESENCE OF:

Standard Form Number: SF-INFR-41
Revised on: August 11, 2004

**PERT / CPM
Construction Schedule and S-Curve**

Contract : _____
Location : _____

PERT-CPM
DURATION: 45 CD



Submitted by:

Name of the Representative of the Bidder
Position
Name of the Bidder

Date: _____

Standard Form Number: SF-INFR-42
Revised on: August 11, 2004

MANPOWER UTILIZATION SCHEDULE

Category	Month											
	1	2	3	4	5	6	7	8	9	10	11	12
Contractor's Name:	Name of the Procuring Entity:					Contract Name:						

Submitted by:

Name of the Representative of the Bidder
Position
Name of the Bidder

Date: _____

Standard Form Number: SF-INFR-43
Revised on: August 11, 2004

OUTLINE
NARRATIVE DESCRIPTION
OF
CONSTRUCTION METHODS

1.0 INTRODUCTION

Refer to Bidding, etc.

2.0 BRIEF DESCRIPTION OF CONTRACT WORKS

State general features of contract works. Use tables as necessary.

3.0 CONSTRUCTION METHODS AND PROCEDURES

3.1 Methodology or General Approach

State general approach in construction in terms of use of equipment-intensive or labor-based methods, any special techniques, methods or procedures to ensure completion on time and quality of construction financing the project, etc.

3.2 Program of Work

CPM, Progress Bar Schedule and Development Schedules submitted.

3.3 Financial Program

Cash flow schedules, provision for working capital, schedule of receipts, etc.

Standard Form Number: SF-INFR-44
Revised on: August 11, 2004

Contractor's Organizational Chart for the Contract

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Project Manager, Project Engineer, Bridge Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.

Attach the required Proposed Organizational Chart for the Contract as stated above

Standard Form Number: SF-INFR-45
Revised on: August 11, 2004

Contractor's Letter-Certificate to Procuring Entity

Date of Issuance

Atty. Christian V. Santillan
Port Manager
Philippine Ports Authority
Port Management Office - Davao
Km. 10, Port Area, Sasa, Davao City

Attention : **Joelson R. Arbotante**
The Chairman
Bids and Awards Committee – Engineering Project

Dear Sir:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

1. That I/we have engaged the services of ____(Name of Employee)____, to be the ____(Designation)____ of the ____(Name of Contract)____, who is a ____(Profession)____ with Professional License Certificate No. _____ issued on _____ and who has performed the duties in the construction of the Contracts enumerated in the duly filled Form ____.
2. The said Engineer shall be designated by us as our ____(Designation)____ to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor.
3. That said Engineer shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.
4. That said Engineer shall be personally present at the jobsite to supervise the phase of the construction work pertaining to this assignment as ____(Designation)____, all the time.
5. That, in order to guarantee that said Engineer shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity Engineer at the end of every month.

That, in the event that I/we elect or choose to replace said ____(Designation)____ with another Engineer, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new ____(Designation)____, his qualifications, experience, list of projects undertaken and other relevant information.

6. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Procuring Entity.

Very truly yours,

(Authorized Representative of Bidder)

CONCURRED IN:

(Name of Engineer)

(Address)

As (Designation), I know I will have to stay in the job site all the time to supervise and manage the Contract works to the best of my ability, and aware that I am authorized to handle only one (1) contract at a time.

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the post of (Designation) therefore, if the contract is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as (Designation) in any future (Name of the Procuring Entity) bidding or employment with any Contractor doing business with the (Name of the Procuring Entity).

(Signature of Engineer)

DRY SEAL

Republic of the Philippines)
_____) S.S.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__ affiant exhibiting to me his Residence Certificate No. _____ issued on _____ at _____.

Notary Public
Until December 31, 20__

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;

SF-INFR-18A-2-Personnel

MINIMUM REQUIRED APPLICANT FIRM'S KEY PERSONNEL PROPOSED TO BE ASSIGNED IN THE PROJECT

	Project Manager	Project Engineer	Accredited DPWH Materials Engineer	Foreman	Qualified/Certified Safety and Health Personnel	Other positions (as deemed necessary by the applicant-firm for this project
1. Name						
2. Address						
3. Date of Birth						
4. Citizenship						
5. Civil Status						
6. Education						
Elementary Name and location of School Year graduated						
High School Name and location of School Year graduated						
College Name and location of School Year graduated						
Post-Graduate Name and location of School Year graduated						
Technical Seminars (Use extra sheets, if necessary						
7. PRC LICENSE No.						

Notes: Minimum qualification requirement :

Project Manager - Five (5) years, Project Engineer - Three (3) years
Materials Engineer - One (1) year, Foreman - Five (5) years

Name and Signature of Authorized Official

Date : _____

Standard Form Number: SF-INFR-47
Revised on: August 11, 2004

**KEY PERSONNEL
(FORMAT OF BIO-DATA)**

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : _____
2. Date of Birth : _____
3. Nationality : _____
4. Education and Degrees : _____
5. Specialty : _____
6. Registration : _____
7. Length of Service with the Firm : _____ Year from _____ (months) _____ (year)
To _____ (months) _____ (year)
8. Years of Experience : _____
9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____

10. Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1. Name : _____
2. Name and Address of Owner : _____
3. Name and Address of the Owner's Engineer (Consultant) : _____

4. Indicate the Features of Project
(particulars of the project
components and any other particular
interest connected with the project): _____

5. Contract Amount Expressed in
Philippine Currency : _____

6. Position : _____

7. Structures for which the employee
was responsible : _____

8. Assignment Period : from _____ (months) _____ (years)
: to _____ (months) _____ (years)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

Standard Form Number: SF-INFR-18B-1
Revised on: July 29, 2004

Statement of Availability of Equipment

(Date of Issuance)

Atty. Christian V. Santillan
Port Manager
Philippine Ports Authority
Port Management Office - Davao
Km. 10, Port Area, Sasa, Davao City

Attention : **Joelson R. Arbotante**
The Chairman
Bids and Awards Committee – Engineering Projects

Dear Sir:

In compliance with the requirements of the **Philippine Ports Authority - Port Management Office – Davao BAC** for the bidding of the **Proposed Repair of Scattered Damaged Concrete Pavement Located at the Apron Between Berth 6 to 9 at Sasa Wharf, Davao City**, we certify the availability of equipment that (Name of the Bidder) owns, has under lease, and/or has under purchase agreements, that may be used for the construction contracts.

Very truly yours,

(Name of Representative)

(Position)

(Name of Bidder)

SF-INFR-18B-2-Equipment

MINIMUM REQUIRED EQUIPMENT OWNED/LEASED/UNDER PURCHASED AGREEMENT PLEDGED TO THE PROPOSED PROJECT 1]

Name of Proposed Project:

Location of the Project :

Description (Type, Model, Make)	No. of Each	Year of Manufacture	Owned 1] Leased 2] /Under Purchase Agreement 3]	Capacity Performance	Serial No./ Motor No./ Body No.	Condition	Present Location

Name of Firm/Applicant

Authorized Signing Official

Date : _____

Notes:

1] The Applicant Firm shall enumerate hereunder the equipment units it owned, under leased, and or under purchase agreement that it shall commits to use exclusively in the project.

Incomplete required data as indicated above shall be disqualified.

2] Equipment with purchase agreement must be owned at the time of bidding.

**CERTIFICATE OF AVAILABILITY
OF LEASE OF EQUIPMENT**

This is to certify that the undersigned Lessor has entered into an agreement for the lease of the equipment listed hereunder to Contractor _____ for the contract _____.

<u>Quantity</u>	<u>Type/Description</u>	<u>Serial Number</u>	<u>Capacity</u>	<u>Condition</u>	<u>Location</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

This agreement for the lease of the aforementioned equipment shall be effective the moment the said contractor is declared the lowest bidder. The contract of lease shall be executed immediately after the award of the above-mentioned project to the contractors and we shall furnish a copy to the Philippine Ports Authority within 20 days after the award. It shall be our duty to verify from the Contractor when the award is made by the Philippine Ports Authority.

The above-mentioned equipment will not be pledged to other Contractors in any other project, until the above project is completed or the equipment is authorized by Philippine Ports Authority for withdrawal.

The **PROOF OF OWNERSHIP** of the above cited equipment/tools are herein attached.

This certification is being issued in favor of Mr. _____ Contractor, not merely to help him qualify for this project as I am aware that any false statements issued by me makes liable for perjury.

In case of the equipment mentioned above is not released to the Contractor on time, I agree to be blacklisted and in the future no certification of mine for the lease of equipment shall be honored by Philippine Ports Authority.

IN FAITH therefore I hereunto affix my signature this _____ day of _____ at _____.

CONCURRED IN:

(Lessee)

(Address)

(Affiant- Lessor)

(Address)

REPUBLIC OF THE PHILIPPINES)
_____) s.s.

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____ affiant exhibiting to me his Community Tax Certificate No. _____ issued on _____ at _____.

Notary Public

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Standard Form Number: SF-INFR-51
Revised on: August 11, 2004

AFFIDAVIT OF SITE INSPECTION

I, (Representative of the Bidder), of legal age, (civil status), Filipino and residing at (Address of the Representative), under oath, hereby depose and say:

1. That I am the (Position in the Bidder) of the (Name of the Bidder), with office at (Address of the Bidder);
2. That I have inspected the site for (Name of the Contract), located at (location of the Contract);
3. That I am making this statement as part of the requirement for the Technical Proposal of the (Name of the Bidder) for (Name of the Contract).

IN FAITH WHEREOF, I hereby affix my signature this _____ day of _____, 20__ at _____, Philippines.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____, day of _____ 20__, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

Omnibus Sworn Statement

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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;

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: I am 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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

Bidder's Representative/Authorized Signatory

[JURAT]

Bid Form

Date: _____

BAC-EP Chairman

Dear Sir:

We, the undersigned, declare that:

We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract **Proposed Repair of Scattered Damaged Concrete Pavement Located at the Apron Between Berth 6 to 9 at Sasa Wharf, Davao City.**

- (a) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;

The total price of our Bid, excluding any discounts offered in item (d) below is: [insert information], to wit:

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

- (b) Our Bid shall be valid for a period of **One Hundred Twenty (120) calendar days** from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (c) 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;
- (d) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: [insert information];
- (e) 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;
- (f) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (g) 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

(h) We understand that you are not bound to accept the Lowest Evaluated Bid or any other Bid that you may receive.

Name: _____

In the capacity of: _____

Signed: _____

Duly authorized to sign the Bid for and on behalf of: _____

Date: _____

Standard Form Number: SF-INFR-55
Revised on: August 11, 2004

Bill of Quantities

<Name and Location of Contract>				Bill of Quantities	
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
	<u><Description of 1st Item></u> (Pesos _____ <i>Amount in Words</i> _____ _____ and _____ centavos per Month)				
	<u><Description of 2nd Item></u> (Pesos _____ <i>Amount in Words</i> _____ _____ and _____ centavos per Month)				
	<u><Description of 3rd Item></u> (Pesos _____ <i>Amount in Words</i> _____ _____ and _____ centavos per Month)				
	<u><Description of 4th Item></u> (Pesos _____ <i>Amount in Words</i> _____ _____ and _____ centavos per Month)				
	<u><Description of 5th Item, etc.></u> (Pesos _____ <i>Amount in Words</i> _____ _____ and _____ centavos per Month)				
Sub-Total for this Page					

Submitted by:

Name of the Representative of the Bidder
Position
Name of the Bidder

Date: _____

Standard Form Number: SF-INFR-55-A

DETAILED COST ESTIMATES

PROJECT TITLE : _____
LOCATION : _____
CONTRACTOR : _____

ITEM NO. 704 - MASONRY WORKS

QUANTITY : 423.13 sq. m.

DIRECT COST :

MATERIALS :

5,448.00 PCS. 4" X 8" X 16" CHB @	6.500 / pc.	Php	35,412.00
284.00 pcs. 10mm dia. X 6.00m def. bars @	120.000 / pc.		34,080.00
8.00 kgs. No. 16 G. L Tie Wire @	70.000 / Mo.		560.00
223.00 bags Portland Cement @	210.000 / bag		46,830.00
18.50 cu. M Washed Sand @	500.000 / cu. M		9,250.00
		Php	126,132.00

LABOR :

8.00 Laborers @	167.85 / day for	18.00 days	24,170.40
			Php 150,302.40

INDIRECT COST :

O. C. M.	9%	Php	13,527.22
C. P.	10%		15,030.24
V. A. T.	5.00%		8,942.99
		Php	37,500.45

TOTAL CONSTRUCTION COST FOR THIS ITEM : **Php 187,802.85**
UNIT COST PER SQ. M. : **443.84**

ITEM NO. 804 - SOILEMBANKMENT

QUANTITY : 568.00 cu m

DIRECT COST :

MATERIALS :

568.00 cu m Selected Borrow @	150.00 / cu m	Php	85,200.00
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LABOR COST :

1.00 Foreman @	263.90 / day for	18.00 days	4,750.20
8.00 Laborers @	167.85 / day for	18.00 days	24,170.40
		Php	28,920.60
		Php	114,120.60

INDIRECT COST :

O. C. M.	9%	Php	10,270.85
C. P.	10%		11,412.06
V. A. T.	5.00%		6,790.18
		Php	28,473.09

TOTAL CONSTRUCTION COST FOR THIS ITEM : **Php 142,593.69**
UNIT COST : **251.05**

Submitted :

Proprietor

Date : 10-Nov-15

NOTES:

O.C.M = 9% OF DIRECT COST

C.P. = 10% OF DIRECT COST

VAT = 5% OF (DC+OCM+CP)

REFER TO THE BILL OF MATERIALS ATTACHED FOR GUIDANCE.

DepEd-Camiguin
Bids and Awards Committee

Contract Reference Number: A120087
Repair of School Building
B. Aranas St. Poblacion Mambajao, Camiguin

Standard Form Number: SF-INFR-56
Revised on: August 11, 2004

Contract Name : _____
Location : _____

CASH FLOW BY QUARTER AND PAYMENT SCHEDULE

PARTICULAR	% WT.	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
ACCOMPLISHMENT					
CASH FLOW					
CUMULATIVE ACCOMPLISHMENT					
CUMULATIVE CASH FLOW					

Submitted by:

Name of the Representative of the Bidder
Position
Name of the Bidder

Date: _____