

**PROCUREMENT OF SECURITY SERVICES FOR
AOR IA (BCDA CORPORATE CENTER) AND AOR 1B (BCDA FACILITIES – PAMAYANANG
DIEGO SILANG / BCDA HOLDINGS & MANAGEMENT INC.)**

BID BULLETIN NO. BAC-G SS 2021-001

This Bid Bulletin clarifies the queries that were raised during the Pre-Bid Conference, with online coverage, held on 20 May 2021 at 10:00 AM at the BCDA Corporate Center and queries sent through e-mail by prospective bidders, as well as, other matters relative to the **Procurement of Security Services For AOR IA (BCDA Corporate Center) and AOR 1B (BCDA Facilities– Pamayanang Diego Silang / BCDA Holdings & Management Inc.**

1. General Queries

Queries	Clarification/s
1. Clarification on the required maximum hours of K-9 per year for the duration of contract?	The maximum hours of free K-9 services per Lot is 160 hours/year. Deployment in excess of the 160 hours shall be paid by BCDA at P5,000.00 per 8-hour deployment of each K9 and K9 Handler.
2. What is/are the specification/s of the service motorcycle and the four (4) wheel service vehicle required for the security services for (AOR 1A) Lot A and (AOR 1B) Lot B?	<p>The motorcycle is at least 200 cc while the service vehicle is a four (4) wheel AUV or its equivalent. These service vehicles are required in the implementation of the contract upon the Issuance of Notice of Proceed (NTP).</p> <p>The bidders must submit an Affidavit of Undertaking during the Post Qualification process, that they will provide the required vehicles upon the receipt of the Notice of Award. The notarized Affidavit of Undertaking shall also cover communication equipment, firearms and other standard equipment requirements.</p> <p>The service vehicles required must be ready for inspection before the issuance of the Notice to Proceed (NTP).</p>
3. Please clarify the provision and specifications of the CCTVs for AOR	Eight (8) CCTV Cameras are to be installed within the BHMI Building and Storage

<p>1B. Will the CCTVs be controlled by the BCDA IT Department? Will BCDA own the CCTVs upon the expiration of the contract?</p>	<p>Area with LAN connection to a CCTV Set/Monitor at the Security Office, BCDA Facilities - PDS/BHMI.</p> <p>Eight (8) CCTV Cameras are to be installed at the PDS Commercial Center and Parking Area with LAN or IP connection to a CCTV Set/Monitor at the Security Office, BCDA Facilities - PDS/BHMI.</p> <p>The CCTV System shall be for the use of the Security Agency in the performance of their duties. The ICT Department of BCDA shall not have control and supervision over the CCTV operations of the Security Agencies.</p> <p>The CCTV Systems shall be returned to the winning bidder (Security Agency) upon the expiration of its contract.</p>
<p>4. Are we going to follow the mandate of the DOLE Department Order No. 150-16 setting the standard administrative fee of not less than 20% of the total contract cost?</p>	<p>Per the TOR, the bidders must adhere to the PADPAO Wage Order No. NCR-22 and DOLE Department Order No. 150-16, setting the administrative fee of not less than 20% of the total contract cost.</p>
<p>5. If we bid for Lot A and Lot B, will we submit separate financial bid proposals for the two (2) lots?</p>	<p>For clarity, the prospective bidders should submit a separate financial bid proposal for each lot.</p>
<p>6. How do we submit the Single Largest Completed Contract (SLCC) if we will bid for Lot A and Lot B?</p>	<p>For bidders who will bid for either Lot A OR Lot B, bidders will submit a document of one (1) completed contract as SLCC, equivalent to at least 50% of the ABC.</p> <p>For bidders who bid for Lot A AND Lot B, bidders will submit a document of one (1) completed contract as SLCC, equivalent to at least 50% of the total ABC of Lot A and Lot B which is ₱10,403,460.00.</p>

<p>7. Are we supposed to submit supporting documents with our bidding documents?</p>	<p>BAC-G simplifies the required documents during the submission of eligibility requirements, technical, and financial proposals. Only mandatory requirements and documents are needed for the submission of bid proposals as indicated in Section VIII of the Bidding Documents and Annex A of this Bid Bulletin. The other supporting documents are required to be presented during the post qualification, as indicated in the Technical Specifications Compliance Form in Section VII of the Bidding Documents.</p>
<p>8. Do we need to submit all required documents per the Bidding Document?</p>	<p>Bidders need to submit all documents required per the Bidding Documents to avoid disqualification for this project. They are encouraged to put tabs to organize bid documents upon submission.</p>
<p>Other Queries/Clarifications</p>	
<p>1. Can bidders purchase the bid documents, pay the bid and performance securities, etc. online?</p>	<p>Bidders may purchase the bidding documents, pay the bid security, and performance security online using a bank-to-bank fund transfer method. Interested bidders shall inform BAC-G via email that it chooses to transact the aforementioned online. BAC-G will coordinate with the bidder and provide the necessary steps and procedures to be followed in paying online. Once online payment is verified, BCDA shall issue an Official Receipt (OR) and email a scanned copy of the OR to the bidder, which it shall acknowledge upon receipt of the scanned OR. The Bidder can claim the original copy of the OR from the BCDA cashier during regular business hours afterwards.</p> <p>The bidder must include a copy of the (scanned) OR in the submission of its bid documents.</p>

<p>2. How safe are the bid documents from viruses once they are opened during the bid opening?</p>	<p>BCDA is following a strict health protocol and has put in place a disinfection procedure/area to disinfect all external documents. Thus, BCDA assures the bidders that the Bid Documents are safe during the Bid Opening.</p>
<p>3. Can the bidders be provided with the QR Code for easy access to the building premises of BCDA?</p>	<p>Yes. Kindly scan the prescribed QR Code below:</p> <div data-bbox="900 622 1286 1057" data-label="Image"> </div> <p>Upon scanning, please fill-up the Health Declaration Form: (a sample form is shown below)</p> <div data-bbox="823 1205 1139 1603" data-label="Image"> </div>
<p>4. How will BAC-G conduct the post-qualification during the MECQ/GCQ?</p>	<p>The BAC-TWG and representatives shall conduct the post-qualification activities provided under the Revised IRR of RA 9184 and GPPB Resolutions with utmost care and mindful of all the precautionary measures and health safety protocols that the government enjoins to be observed. The TWG will conduct validation of</p>

	<p>documents in the bidder's place of business or conduct interviews with the key officers of the bidder via video conferencing. For this purpose, the bidder shall submit the email addresses of its concerned officers and managers to be interviewed prior to the post qualification.</p> <p>Also, the bidder must ensure that the original copies of the bid documents submitted to BCDA shall be disinfected prior to its inspection by the BAC-G. The bidder shall prepare and reserve a well-ventilated and spacious room, making social and physical distancing possible, where the inspection of the said original documents will be held.</p> <p>Finally, BAC-G TWG/representatives and bidder's representatives are enjoined to wear a facial mask, in good health condition, and maintain physical distance during the post qualification process.</p>
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2. Clarifications

- a. The Approved Budget for the Contract (ABC) for this Project is inclusive of government taxes, charges, and fees, **for the first year only**, as shown in the table below. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Lot	AOR	ABC for the 1 st Year (in Php)
LOT A	AOR 1A - BCDA Corporate Center	P5,201,730.00
LOT B	AOR 1B - BCDA Facilities BMHI/ PDS	P5,201,730.00
	TOTAL ABC	P10,403,460.00

Reference: Wage Order No. NCR 22

- b. A complete set of Bidding Documents may be acquired by interested Bidders at the BCDA Corporate Center located at 2nd Floor Bonifacio Technology Center, 31st St. cor. nd Avenue, Bonifacio Global City, Taguig City starting **12 May 2021 up to 03 June**

2021 from 8:00 AM to 3:00 PM except Saturdays, Sundays and Holidays, and **09:00 AM on 03 June 2021**, upon payment of an applicable fee for the bidding documents, pursuant to the latest Guidelines issued by the GPPB, as follows:

Lot	Cost of Bidding Documents
A	10,000
B	10,000

In case an interested bidder intends to bid for both lots, the cost of the bidding documents is Php10,000.00.

- c. The bidders must be registered with PhilGEPS under Platinum Membership or submit Class "A" Documents, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible".
- d. The bid documents can be accessed from the PhilGEPS and BCDA websites.
- e. Submit the (FORM SF-G&S-19A) Statement of ALL 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.

The Statement of All Ongoing Contracts shall indicate, for each contract, the following:

1. name of the contract;
2. date of the contract;
3. contract duration
4. owner's name and address;
5. kinds of Goods;
6. amount of contract and value of outstanding contracts; and
7. date of delivery.

The requirement for the "Statement of all Ongoing Contracts" is merely a "statement/list" of all ongoing contracts. It refers to a list to be made by the bidder relative to all of its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.

- f. The (FORM SF-G&S-19B) Statement of One (1) COMPLETED government and/or private contract similar in nature supported with any of the following documents: (in accordance with Clause 5.4 of the BDS):
 1. End User's Acceptance; **Or**
 2. Sales Invoice; **Or**

3. Official Receipt of the last payment received.

One (1) completed contract of similar nature whose contract amount is at least 50% of the ABC, is acceptable.

- g. The bidders must follow and be guided by the checklist of requirements (**Annex A**) as discussed during the pre-bid conference. The bidders must also use the revised forms of the 1) Ongoing and Completed Contracts and 2) Statement of Single Largest Completed Contract.* These are all attached herewith as **Annex B**.
- h. A bid bulletin would be posted in PhilGEPS and BCDA website on **27 May 2021**. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- i. Only those bidders who purchased the bid documents are allowed to submit their bids.
- j. The computation of the Bid Security shall be based on the Approved Budget for the Contract (ABC).
- k. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of Bid Security, up to the post qualification. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
- l. NFCC Computation shall be based on the audited Financial Statements for the year 2020, using the computation provided in the Instruction to Bidders, and should be at least equivalent to the ABC.
- m. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.
- n. Please be guided by the schedule of bidding activities, as shown in the table below:

Activity	Date / Time*
1. Pre-bid Conference	20 May 2021
2. Last day of issuance of Supplemental Bid Bulletin	27 May 2021
3. Deadline of the Submission of Bids	09:00AM, 03 June 2021
4. Opening of Bids	10:00 AM, 03 June 2021

5. Detailed Bid Evaluation of Proposals	04 June 2021
6. Presentation of Detailed Evaluation of Bid Proposals	07 June 2021
7. Sending of Letter to the Bidder with LCD advising them on the conduct of Post Qualification	07 June 2021
8. Post Qualification	08-09 June 2021
9. Deliberation of Results of the Post Qualification	11 June 2021
10. Issuance of BAC-G Recommendation (based on Results of Post Qualification)	On or before 14 June 2021*
11. Issuance of Notice of Award	On or before 14 June 2021*
12. Issuance of Notice to Proceed	On or before 19 June 2021*

*subject to change

3. Reminders

- a. To avoid disqualification, please comply with the eligibility requirements, technical proposal, and financial bid requirements, as indicated in the Bidding Documents and Bid Bulletin/s issued for this project. The causes for disqualification have been presented during the Pre-bid Conference for the interested bidders to become aware of the guidelines for the **Procurement of Security Services For AOR IA (BCDA Corporate Center) and AOR 1B (BCDA Facilities– Pamayanang Diego Silang / BCDA Holdings & Management Inc.**
- b. BCDA adheres to the “No-Contact Rule”. All clarifications shall be made in writing and addressed to the BAC-G Secretariat.
- c. Visiting or calling the members of the BAC-G, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- d. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- e. The deadline for the submission of bids is **on 03 June 2021 at 09:00 AM** at the BCDA Central Receiving and Releasing Area (CRRA) located at the 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City. The computer system clock, set at Philippine Standard Time (PhST), shall be used as a reference in determining the time for the submission of bids. Hence, participating bidders are advised to synchronize their timepieces with the said computer system clock. **Late bids or those submitted after 09:00 AM on 03 June 2021 shall not be accepted.**

Bidders may submit their eligibility documents days ahead of the deadline for submission in order to avoid late submission.

- f. **Bid opening shall be at 10:00 AM on 03 June 2021** at the **BCDA Corporate Center, 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City** and via Video Conferencing through Google Meet. Bids will be opened in the presence of the Bidders. Although the bidders' attendance during the Opening of Bids is not compulsory, it is advised that bidders send their representative to assist the BAC-G and answer clarifications, if any.
- g. Each and every page of the Bid Form must be appropriately signed by the bidder or the bidder's authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- h. 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
- i. The BAC-G expects the bidders to exercise due diligence in going through the bidding documents so that they can prepare their bids intelligently.
- j. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc. of the Notary Public:
 1. Omnibus Sworn Statement (Revised) (**Annex C**)
 2. Bidder's Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement)
 3. Bid Securing Declaration (**Annex D**)
- k. Per the 6th Edition of the Philippine Bidding Documents, the bidders must submit the Bid Form for the Procurement of Goods (**Annex E**).
- l. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
- m. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

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

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued on 27 May 2021.

BIDS AND AWARDS COMMITTEE FOR GOODS



ARREY A. PEREZ

Chairperson



ANNEX A

CHECKLIST OF REQUIREMENTS

Each and every page of the Bid Form, including the Schedule of prices, under Section VIII hereof, shall be signed (full signature) by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid. They must be PROPERLY TABBED, as follows:

<u>ELIGIBILITY AND TECHNICAL COMPONENT</u> <u>(First Envelope)</u>	
<u>TAB</u> <u>A</u>	<p><u>PhilGEPS Certificate of Registration under Platinum Membership (all pages); or</u></p> <p><u>Class “A” Eligibility Documents: or,</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Registration Certificate from Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives</u> <input type="checkbox"/> <u>Current & Valid Mayor’s/Business Permit, if expired a copy of the expired Mayor’s Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city or municipality where the principal place of business of the prospective bidder is located</u> <input type="checkbox"/> <u>Valid Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR</u> <p><u>Note:</u></p> <p><u>In case the bidder opted to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184</u></p>

TAB B

(SF-G&S-19A) Statement 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

(SF-G&S-19B) Statement of Single Largest Completed Contract (SLCC) similar in nature to the contract to be bid equivalent to at least fifty percent (50%) of the ABC completed within 3 years (April 2018 to April 2021) prior to the deadline for the submission and receipt of bids

The two (2) statements required shall indicate for each contract the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of Goods;
- For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- date of delivery; and
- end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

Note:

- The Statement of all ongoing contracts requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.
- The Statement of SLCC to be submitted by the bidder shall attach ANY of the following proof:
 - ❖ end user's acceptance; or
 - ❖ official receipt of the last payment received; or

	❖ <u>sales invoice</u>
TAB C	<p><u>Bid Security in ANY of the following:</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> <u>Cash or Cashier's/Manager's Check</u> issued by a Universal or Commercial Bank (2% of the ABC) or; <input type="checkbox"/> <u>Bank Draft/Guarantee or Irrevocable Letter of Credit</u> issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (2% of the ABC) or; <input type="checkbox"/> <u>Surety Bond</u> with a Certificate from the Insurance Commission (5% of the ABC); or <input type="checkbox"/> <u>Notarized Bid Securing Declaration</u> <p><u>Note:</u></p> <p><u>The bid security shall be valid for one hundred twenty (120) calendar days from the date of bid opening.</u></p>
TAB D	<u>Conformity with Technical Specifications, Section VII</u>
TAB E	<u>Conformity with Schedule of Requirements, Section VI</u>
TAB F	<p><u>Notarized Omnibus Sworn Statement</u> in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VIII. <u>Bidding Forms</u></p> <p><u>Note: The Omnibus Sworn Statement shall be accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable</u></p>
TAB G	<u>Audited Financial Statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or it's duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of submission of bid.</u>

<p><u>TAB H</u></p>	<p><u>Computation of Net Financial Contracting Capacity (NFCC)</u> in accordance with ITB Clause 5 (Section IX, Bidding Forms) <u>OR Committed Line of Credit</u> from a <u>Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.</u></p> <p><u>FORMULA:</u></p> <p><u>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.</u></p>
<p><u>TAB I</u></p>	<p><u>Joint Venture Agreement (JVA)</u> in case the joint venture is already in existence, or <u>Duly Notarized Statements</u> from all the potential joint venture partners in accordance with Section 23.1(b) of the 2016 Revised IRR of RA 9184, if applicable.</p> <p><u>Each partner</u> of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The <u>submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</u></p>
<p><u>Other documentary requirements under RA No. 9184, as applicable:</u></p>	
<p><u>TAB J</u></p>	<p><u>(For foreign bidders claiming by reason of their country’s extension of reciprocal rights to Filipinos) Certification from the relevant government office of their country</u> stating that Filipinos are allowed to participate in government procurement activities for the same item or product.</p>
<p><u>TAB K</u></p>	<p><u>Certification from the DTI</u> if the Bidder claims preference as a Domestic Bidder or Domestic Entity</p>

<u>FINANCIAL COMPONENT (Second Envelope)</u>	
<u>TAB L</u>	<p><u>Original of duly signed and accomplished Financial Bid Form; and,</u> <u>Original of duly signed and accomplished Price Schedule/s</u></p> <p><i><u>Note:</u></i></p> <ul style="list-style-type: none">❖ <u>Financial Proposal is INCLUSIVE of VAT and all applicable taxes and fees; and,</u>❖ <u>Bids received in excess of the ABC shall be automatically rejected on bid opening.</u>

ANNEX B

Sample Forms: Goods and Services for Ongoing and Completed Contracts
*Statement of All Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started*

SF-G&S-19A

**Statement of All Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started**

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts:							
1.							
2.							
Private Contracts:							
1.							
2.							
Total Amount:							

*Continue in a separate sheet if necessary..

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).]

ANNEX C

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; an
 - 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]

ANNEX D

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION
Project Identification No.: [Insert number]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month]
[year] at [place of execution].

[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

ANNEX E

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

BID FORM

Date : _____

Project Identification No. : _____

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address	Amount	Purpose of agent	Currency	Commission or gratuity
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(if none, state "None")]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

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

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

