

APPENDIX
BIDDING FORMS
(TAB B TO L)

**STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS
INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

[Date]

Business Name : _____
 Business Address : _____

Name of Contract	Date of Contract	Contract Duration	Owner's Name / Address / Contact Number	Project Type	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
Government Contracts:							
1.							
2.							
Private Contracts:							
1.							
2.							
TOTAL AMOUNT OF CONTRACT							

*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).

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) / AGGREGATED COMPLETED CONTRACTS
SIMILAR IN NATURE TO THE CONTRACT TO BE BID**

[Date]

Business Name : _____
Business Address : _____

Name of Contract	Date of Contract	Contract Duration	Owner's Name / Address / Contact Number	Project Type	Amount of Contract	Date of Delivery
1.						
2.						
TOTAL AMOUNT OF CONTRACT						

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

This statement shall be supported by ANY of the following:

- End User's Acceptance; or
- Official Receipt of the last payment received; or
- Sales Invoice

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]

STATEMENT OF AVAILABILITY OF KEY PERSONNEL

(Date of Issuance)

To: **The Chairperson**
Bids and Awards Committee for GOODS
BASES CONVERSION AND DEVELOPMENT AUTHORITY
BCDA Corporate Center
2/F Bonifacio Technology Center
31st street corner 2nd avenue
Bonifacio Global City, Taguig City

In compliance with the requirements of the BCDA Bids and Awards Committee for Goods for the Procurement of the (**Re-Bidding of the Operations and Maintenance (O&M) Services of the New Clark City Sports Complex**) ("PROJECT"), we certify that (**Name of the Bidder**) has in its employ the nominated key personnel, as follows:

1. (***Name of Key Personnel***) – ***Facilities Manager***
2. (***Name of Key Personnel***) – ***Deputy Facilities Manager***
3. (***Name of Key Personnel***) – ***Administrative Assistant***
4. (***Name of Key Personnel***) – ***Facilities Engineer (Mechanical)***
5. (***Name of Key Personnel***) – ***Facilities Engineer (Electrical)***
6. (***Name of Key Personnel***) – ***Facilities Engineer (Electronics and Communications)***

Very truly yours,

[Signature over Printed Name of Authorized Representative]
[Position]
[Name of Bidder]

SUMMARY OF NOMINATED PERSONNEL

No.	Name of Nominated Personnel	Nominated Position	Registered Profession	Date of Birth	PRC/Accreditation Number	Highest Educational Attainment	Over-all Work Experience	Number of Projects Undertaking related to Property Management
1		Facilities Manager						
2		Deputy Facilities Manager						
3		Administrative Assistant						
4		Facilities Engineer (Mechanical)						
5		Facilities Engineer (Electrical)						
6		Facilities Engineer (Electronics and Communications)						

Certified by:

[Signature over printed name of authorized representative]

[Title]

Date

CURRICULUM VITAE (CV) FOR NOMINATED KEY PERSONNEL

Proposed Position: _____

Name of Bidder: _____

Name of Staff: _____

Registered Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm: _____ Current Position in the Firm: _____

Education

[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained using the matrix below]

College/University	Degree/Title Obtained	Inclusive Dates

Trainings/Seminars

[Summarize the trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/Description	Conducted by	Inclusive Dates	Venue	Involvement*

*Such as participant, speaker or trainer

Projects Undertaken/Completed

[Provide outline of projects undertaken using the matrix below]

Title/Description	Client	Position	Start Date	Completion Date

On-Going Projects

[Provide outline of on-going projects using the matrix below]

Title/Description	Client	Position	Start Date	End Date

Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Overall Employment Record:

[Starting with present position, list in reverse order every employment held by nominated staff. List all positions since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. Indicate relevant work experience of staff in his/her nominated position. For experience in last ten years, also give types of activities performed and client references, where appropriate]

Certification:

I, [full name of nominated key personnel], certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

I Further commit that I shall work for the (Title of the Project) as [nominated position] of [name of bidding firm] once awarded the contract.

_____ Date: _____
[Signature over printed name of nominated key staff]

_____ Date: _____
[Signature over printed name of authorized representative of the bidder]

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place issued]
IBP No. __, [date issued], [place issued]
Doc. No. ____
Page No. ____
Book No. ____
Series of ____

SCHEDULE OF REQUIREMENTS

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

The Operations and Maintenance Services of the NCC Sports Facilities to be started as stated in the Notice to Proceed:

Item No.	Description	Quantity	Total	Delivery Date, Weeks/Months
Facility Management and Housekeeping Services				18 Months from NTP
1	Maintenance Personnel		20	
1.1	Facilities Manager	1		Note: Delivery dates are 18 months from Dec 1, 2021 or the dates indicated in the Notice to Proceed.
1.2	Deputy Facilities Manager	1		
1.3	Administrative Assistant	1		
1.4	Facilities Engineer 1. Mechanical Engineer 2. Electrical Engineer 3. Electronics and Communications Engineer	3		
1.5	Senior Technician	1		
1.6	Electrician	2		
1.7	Track and Field Maintenance Personnel	1		
1.8	Pool Maintenance Personnel	1		
1.9	Painter	1		
1.10	Mechanical / AC Technician	1		
1.11	Plumber	1		

1.12	Welder	1		
1.13	Carpenter / Mason	1		
1.14	Landscape Gardener	2		
1.15	Receptionist – Athletes Village	1		
1.16	Property Accountant	1		
2	Housekeeping and Janitorial Services		49	
2.1	Supervisor / Overall supervision of the following premises:			
	Place of Assignment: Athletes' Village / River Park Corridor and Site Development	2		
	Place of Assignment: Aquatics Center	1		
	Place of Assignment: Athletics Stadium	1		
2.1	Housekeeping Personnel			
	Place of Assignment: Athletes' Village	15		
	Place of Assignment: Aquatics Center	10		
	Place of Assignment: Athletics Stadium	14		
	Place of Assignment: River Park Corridor and Site Development	6		
3	Maintenance Services			
3.1	Athletics' Stadium	1 lot		
	Provision of Operation and Maintenance Services on the following: <ul style="list-style-type: none"> 1. Generator Maintenance 2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 			

	<ol style="list-style-type: none"> 6. Scoreboard Operations and Maintenance 7. Security System Maintenance (CCTV and Access Control) 8. Fans, Blowers, and Pumps (Mechanical) 9. Air conditioning Units 10. Gym Equipment Maintenance 11. Pest / Termite Control 12. Garbage Collection and Disposal 13. Cleaning of Sanitary and Drainage Lines 14. Maintenance of Gardens and Landscaping 15. Glass and Roof Framing Cleaning 16. Grass Maintenance 			
3.2	Aquatics' Center	1 lot		
	<p>Provision of Operation and Maintenance Services on the following:</p> <ol style="list-style-type: none"> 1. Generator Maintenance 2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 6. Scoreboard Operations and Maintenance 7. Security System Maintenance (CCTV and Access Control) 8. Fans, Blowers, and Pumps (Mechanical) 9. Air conditioning Units 10. Gym Equipment Maintenance 11. Pest / Termite Control 12. Garbage Collection and Disposal 13. Cleaning of Sanitary and Drainage Lines 14. Maintenance of Gardens and Landscaping 15. Glass and Roof Framing Cleaning 16. Cleaning and Maintenance of Swimming Pools 			
3.3	Athletes' Village	1 lot		
	<p>Provision of Operation and Maintenance Services on the following:</p> <ol style="list-style-type: none"> 1. Generator Maintenance 2. Electrical System/ Panel Boards 			

	<ol style="list-style-type: none"> 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 6. Security System Maintenance (CCTV and Access Control) 7. Ventilation Fans and Blowers 8. Air conditioning Units (Window Type) 9. Gym Equipment Maintenance 10. Pest / Termite Control 11. Garbage Collection and Disposal 12. Cleaning of Sanitary and Drainage Lines 13. Maintenance of Gardens and Landscaping 14. Cleaning of Glass Windows 15. Cleaning and Maintenance of Swimming Pool 			
3.4	River Parks and Site Development	1 lot		
	Provision of the Operations and Maintenance services: <ol style="list-style-type: none"> 1. Electrical System 2. Sanitary and Drainage Lines 3. Landscape and Streetlights 4. Garbage Disposal and Collection 			
4	Maintenance Supplies			
4.1	Athletics' Stadium	1 lot		
	<ol style="list-style-type: none"> 1. Fire Safety & Security 2. Elevator Parts 3. Emergency Power / Genset 4. Plumbing & Carpentry 5. Air conditioning System and Mechanical Parts 6. Electrical & Electronic Supplies 7. Water Potability Test & Tank Cleaning 8. Housekeeping Supplies and Materials 9. Tools and Equipment 			
4.2	Aquatics Center	1 lot		
	<ol style="list-style-type: none"> 1. Fire Safety & Security 2. Elevator Parts 3. Emergency Power / Genset 4. Plumbing & Carpentry 5. Air conditioning System and Mechanical Parts 			

	<ul style="list-style-type: none"> 6. Electrical & Electronic Supplies 7. Water Potability Test & Tank Cleaning 8. Housekeeping Supplies and Materials 9. Tools and Equipment 10. Glass and Roof and Framing Cleaning 			
4.3	Athletes' Village	1 lot		
	<ul style="list-style-type: none"> 1. Fire Safety & Security 2. Elevator Parts 3. Emergency Power / Genset 4. Plumbing & Carpentry 5. Air conditioning System and Mechanical Parts 6. Electrical & Electronic Supplies 7. Water Potability Test & Tank Cleaning 8. Supplies & Materials - Maintenance & Housekeeping 9. Tools and Equipment 10. Façade Cleaning and Maintenance 			
4.4	River Parks and Site Development			
	<ul style="list-style-type: none"> 1. Plumbing, Carpentry and Electrical Supplies 2. Toilet Consumables 3. Landscape Cleaning sets and supplies 			
E.	Taxes and Permits (per Facility)	1 lot		
	<ul style="list-style-type: none"> 1. Professional Fees / Certifications 2. Generator Permit to Operate from DENR and Building Official 3. Elevator Permit 4. Fire Safety Inspection Certificate (FSIC) 5. Certificate of Annual Inspection (Mechanical, Electrical, Plumbing / Sanitary Permit) 			

Name: _____

Legal Capacity: _____

Signature: _____

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

TECHNICAL SPECIFICATIONS			
ITEM / SERVICE	MINIMUM QUANTITY	TECHNICAL SPECIFICATIONS / SCOPE OF WORK	STATEMENT OF COMPLIANCE
MAINTENANCE PERSONNEL			
Facilities Manager	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 5 years' (or more) relevant experience in facilities management • Must have a Bachelor's/College Degree in Engineering, Real Estate, or any related course <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Supervise all staff responsible for the maintenance and operations of the Facilities of the Property • Supervise all staff responsible for housekeeping and maintained cleanliness of the Facilities of the Property • Conduct regular meetings with maintenance and housekeeping services to discuss issues and concerns arising from the Facilities • Ensure compliance with the MPSS and lead the preparation of monthly reports to be submitted to BCDA • Recommend necessary repairs and maintenance works • Attend to the administrative concerns of all contracted employees • Perform other related duties as may be required by BCDA 	<p>Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each specification stating the corresponding performance parameter of the equipment offered or nominated personnel.</p> <p>Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A</p>
Deputy Facilities Manager	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 5 years' (or more) relevant experience in facilities management 	

		<ul style="list-style-type: none"> • Must have a Bachelor's/College Degree in Engineering, Real Estate, or any related course <p>Duties and responsibilities:</p> <ul style="list-style-type: none"> • Assist the Facilities manager in the supervision of all facilities staff responsible for the maintenance and operation of the Property • Monitor the attendance and work of all the maintenance and housekeeping personnel • Ensure compliance with the MPSS and lead the preparation of monthly reports to be submitted to BCDA • Perform other related duties as may be required by BCDA 	<p>statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1(a)(ii) and/or GCC Clause 2.1 (a)(ii).</p>
Administrative Assistant	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have a Bachelor's Degree in Business Administration, or any related course • Must have at least 3 years' work experience in administrative role <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Handling of general office operations/ tasks such as document receiving, filing, generating reports, memos and presentation (as may be necessary) • Provides support to the Facilities Management team in timely preparation of needed materials, work orders and request for repairs as well as preparing all necessary documentation materials 	
Facilities Engineer	3	<ol style="list-style-type: none"> 1. Mechanical Engineer 2. Electrical Engineer 3. Electronics and Communications Engineer <p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must be a Licensed Engineer with at least 3 years' experience in facilities management 	

		<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Study all equipment manuals for each facilities and ensure that all facility equipment preventive maintenance programs are properly implemented • Ensure that building equipment / facilities are in good condition and efficiently running • Conduct regular inspection of sites equipment and facilities and conduct regular reports to the Facilities Manager regarding the technical operations of the facilities • Make sure that all permits are up to date • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA 	
Senior Technician	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 5 years' relevant working experience <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Perform preventive maintenance on the facilities • Monitor electrical and mechanical equipment within the Property • Inspect building facilities to identify building maintenance needs • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA 	
Electrician	2	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must be a licensed Master Electrician with at least 3 years' work experience <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Conduct regular inspection and repair of facilities • Ensure safety standards are observed and assist in performing preventive maintenance of the facilities 	

		<ul style="list-style-type: none"> • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA 	
Track and Field Maintenance Personnel	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Establish and maintain methods and procedures for operating, maintaining and cleaning the track and field within the NCC Athletics Stadium and Warm-up track to ensure compliance with standards • Assist in inspection and Preventive Maintenance Check of within the NCC Athletics Stadium to detect materials needing repair or cleaning • Perform other related duties as may be required by BCDA 	
Pool Maintenance Personnel	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Establish and maintain methods and procedures for operating, maintaining, and cleaning pools within the NCC Aquatics Center and Athletes' Village to ensure compliance with health codes and standards • Assist in inspection of filtering and plumbing systems in pools and adjacent areas and requests in structural or equipment repairs or replacement • Assist in provision of swimming pool servicing duties such as testing and maintaining proper chemical balance of pool water, vacuuming and cleaning pools, adjusting and lubricating pool equipment and back-washing pool filtering systems • Perform other related duties as may be required by BCDA 	

Painter	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Perform tasks including painting and preventive maintenance repairs • Perform repairs on facilities, equipment or appliances • Perform other related duties as may be required by BCDA 	
Mechanical / AC Technician	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Perform regular maintenance work on cooling units and ensure that ventilation equipment and controls operate efficiently and continuously • Diagnose electrical and mechanical defects and malfunctions • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA 	
Plumber	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have a Licensed Master Plumber with least 3 years' work experience <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Perform regular maintenance work, leak detection, troubleshooting and repair of plumbing fixtures and equipment • Ensure proper care in the use and maintenance of equipment and supplies • Ensure that all concerns and issues regarding the Property are resolved immediately • Perform other related duties as may be required by BCDA 	
Welder	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience 	

		<p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Provide support in the installation, preventive maintenance and repairs of fixtures and equipment • Ensure that concerns and issues regarding welding works are resolved immediately • Perform other related duties as may be required by BCDA 	
Carpenter / Mason	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Perform tasks including carpentry services and preventive maintenance repairs • Perform repairs on facilities, equipment, and appliances • Perform other related duties as may be required by BCDA 	
Landscape Gardener	2	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 3 years' work experience <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Maintain the grounds and gardens within the NCC Sports Facilities under minimum supervision • Trim shrubs and trees, water, feed, transplant, and remove weeds • Ensure that the soil is of the right quality and in good condition to grow the plants • Keep the plants healthy and nourished by soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting • Maintain the cleanliness of the gardening tools and equipment at all times • Perform other related duties as may be required by BCDA 	
Receptionist – Athletes' Village	1	<p>Qualification Requirements:</p>	

		<ul style="list-style-type: none"> • Must have at least 3 years' work experience • Must have a Bachelor's Degree in HRM, or any related course <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Greet and receive clients who will be staying at the Athletes' Village • Responsible for the smooth operation of the Front Desk for the Athletes' Village • Handle the reservations of the rooms and amenity areas for guests staying at the Athletes' Village • In-charge of documentation of all concerns, inquiries, complaints and needed assistance from the guests and ensure that all concerns will be handled by the designated department • Assist in the housekeeping of the rooms, amenity areas, and reception area and ensure that all of these areas are in great condition to receive guests • Perform other related duties as may be required by BCDA 	
Property Accountant	1	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must be a Certified Public Accountant, with at least three (3) years' work experience <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Prepare financial reports for submission to BCDA on costs incurred in the operations and management of the Property • Perform other related duties as may be required by BCDA 	
SUBTOTAL	20		
HOUSEKEEPING PERSONNEL			
Supervisor / Overall supervision of the following premises: 1. Athletes' Village / River Park Corridor and	4	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 2 years' work experience <p>Duties and Responsibilities:</p>	

<p>Site Development</p> <p>2. Aquatics Center</p> <p>3. Athletics Stadium</p>		<ul style="list-style-type: none"> • Supervise the cleaning of the sports facilities and its surrounding area • Monitor the attendance and work of the housekeeping personnel • Submit a report on the housekeeping services • Supervise movement of furniture, fixtures and equipment as may be necessary • Attend to the administrative concerns of all contracted employees • Perform other related duties as may be required by BCDA 	
<p>Housekeeping Personnel (Athletes' Village)</p>	<p>15</p>	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 1 year' work experience in housekeeping and janitorial services <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Responsible for the cleanliness and overall appearance of guest rooms and lobby, service and amenity areas • Clean walls, floors, fixtures on standard cleaning procedures and change / empty waste baskets along the perimeter of the facility • Cleaning and sanitizing of comfort rooms with the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls • Provide basic housekeeping duties including changing the sheets, changing and arranging the towels, restocking toilet supplies (if needed), vacuuming, dusting, and rearranging the room after guests check out • Check the condition of all guest rooms, facilities and fixtures and report defects to the supervisor for corrective actions • Maintain and upkeep of perimeter surroundings and grounds of buildings, basketball court and pool area • Assist in pool maintenance • Report mechanical problems and repair works of facilities / utilities 	

		<ul style="list-style-type: none"> Other related duties as may be required by BCDA 	
Housekeeping Personnel (Aquatics Center)	10	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> Must have at least 1 year' work experience in janitorial services <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> Responsible for the cleanliness and overall appearance of the facility. Sweeping, mopping, spot scrubbing and polishing of all floors. Common areas such as the main lobby, ingress and egress, and waiting areas shall be serviced continuously during regular hours to guarantee cleanliness Clean walls, floors, fixtures on standard cleaning procedures and change / empty waste baskets along the perimeter of the facility Cleaning and sanitizing of comfort rooms with the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls Dusting and cleaning of all glass tops, glass doors, window ledges, furniture and fixtures Collecting waste materials to be disposed off at designated disposal areas Assisting in the transfer/rearrangement of tables, chairs, cabinets, etc. Perform other related functions as may be assigned from time to time 	
Housekeeping Personnel (Athletics Stadium)	14	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> Must have at least 1 year' work experience in janitorial services <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> Responsible for the cleanliness and overall appearance of the facility. Sweeping, mopping, spot scrubbing and polishing of all floors. Common areas such as the main lobby, ingress and egress, and waiting areas shall be serviced continuously during 	

		<p>regular hours to guarantee cleanliness</p> <ul style="list-style-type: none"> • Clean walls, floors, fixtures on standard cleaning procedures and change / empty waste baskets along the perimeter of the facility • Cleaning and sanitizing of comfort rooms with the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls • Dusting and cleaning of all glass tops, glass doors, window ledges, furniture and fixtures • Collecting waste materials to be disposed off at designated disposal areas • Assisting in the transfer/rearrangement of tables, chairs, cabinets, etc. • Perform other related functions as may be assigned from time to time 	
<p>Housekeeping Personnel (River Park Corridor and Site Development)</p>	<p>6</p>	<p>Qualification Requirements:</p> <ul style="list-style-type: none"> • Must have at least 1 year' work experience in janitorial services <p>Duties and Responsibilities:</p> <ul style="list-style-type: none"> • Maintain the grounds and garden of the New Clark City Sports Complex and the River Park Corridor • Trim shrubs and trees, water, feed, transplant and remove weeds • Ensure that the soil is of the right quality and in good condition to grow the plants • Keep the plants healthy and nourished by soil cultivation, digging, forking, mulching, watering, raking, weeding, edging, pruning, bed preparation and planting • Keep the borders, thoroughfares and foot paths clear and free from litter at all times • Maintain the cleanliness of gardening tools and equipment at all times • Cleaning and sanitizing of comfort rooms with the use of 	

		special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls <ul style="list-style-type: none"> • Collecting waste materials to be disposed off at designated disposal areas • Perform other related functions as may be assigned from time to time 	
SUBTOTAL	49		
Preliminary Implementation Plan			

Name: _____

Legal Capacity: _____

Signature: _____

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

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]

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 of agent
Amount and Purpose of
Currency Commission or gratuity

(if none, state "None")

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

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

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

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

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

Name: _____

Legal capacity: _____

Signature: _____

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

Date: _____

	Financial Bid not to exceed the ABC of Php98.9M		
	Basic Maintenance (92% or lower of the Full O&M Total)	Additional fee if Full O&M is applied	Total
Total			
Breakdown per week:			
Athletics Stadium			
Aquatics Center			
River Parks and Site Development			
Athletes' Village			

SUMMARY OF COST ESTIMATES

Project Name: **OPERATIONS AND MAINTENANCE OF THE NEW CLARK CITY SPORTS FACILITIES**

Location: **New Clark City, Capas Tarlac**

SUMMARY		
PART	DESCRIPTION	BID AMOUNT in Php
I	PERSONNEL SALARIES	
A	Staff / Manpower Salaries	
B	Housekeeping Services Salaries	
Sub Total		
II	MAINTENANCE SERVICES	
A	Maintenance Services / Contracts	
B	Maintenance Supplies	
C	Taxes, Permits and Fees	
Sub Total		
Note: The Bidders may include additional pay items not covered by this form		
TOTAL BID AMOUNT		

TOTAL BID AMOUNT:

in
 Figures: _____
 in Words: _____

Name and Signature of Bidder : _____
 Name of Company and Official Stamp of Bidder : _____
 Date : _____

 Official Stamp

**PRICE SCHEDULE 1
MANPOWER AND HOUSEKEEPING SERVICES**

**PROCUREMENT FOR OPERATIONS AND MAINTENANCE SERVICES OF NCC
SPORTS FACILITIES**

	1	2	3	4	5	6	7
#	POSITION	Quantity	UNIT	Unit Price EXW per item	Other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item (Overtime Pay, etc.)	TOTAL PRICE, per unit (col 4+5+6)
	Maintenance Personnel						
1	Facilities Manager	1	Month				
2	Deputy Facilities Manager	1	Month				
3	Administrative Assistant	1	Month				
4	Facilities Engineer 1. Mechanical Engineer 2. Electrical Engineer 3. Electronics and Communications Engineer	3	Month				
5	Senior Technician	1	Month				
6	Electrician	2	Month				
7	Track and Field Maintenance Personnel	1	Month				
8	Pool Maintenance Personnel	1	Month				
9	Painter	1	Month				
10	Mechanical / AC Technician	1	Month				
11	Plumber	1	Month				
12	Welder	1	Month				
13	Carpenter / Mason	1	Month				
14	Landscape Gardener	2	Month				
15	Receptionist – Athletes Village	1	Month				
16	Property Accountant	1	Month				
	SUBTOTAL	20					
	Housekeeping and Janitorial Services						
1	Supervisor / Overall supervision of the following premises:	4	Month				

	1. Athletes' Village / River Park Corridor and Site Development 2. Aquatics Center 3. Athletics Stadium						
2	Housekeeping Personnel						
	Place of Assignment: Athletes' Village	15	Month				
	Place of Assignment: Aquatics Center	10	Month				
	Place of Assignment: Athletics Stadium	14	Month				
	Place of Assignment: River Park Corridor and Site Development	6	Month				
	SUBTOTAL	49					
			TOTAL				

Name: _____

Legal Capacity: _____

Signature: _____

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

**PRICE SCHEDULE 2
MAINTENANCE SERVICES**

**PROCUREMENT FOR OPERATIONS AND MAINTENANCE SERVICES OF NCC
SPORTS FACILITIES**

#	ITEM	Quantity	UNIT	Unit Price EXW per item	Other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	TOTAL PRICE, per Unit (col 4+5+6)
1	Athletics' Stadium	1 lot	Month				
	Provision of Operation and Maintenance Services on the following: 1. Generator Maintenance 2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 6. Scoreboard Operations and Maintenance 7. Security System Maintenance (CCTV and Access Control) 8. Fans, Blowers, and Pumps (Mechanical) 9. Air conditioning Units 10. Gym Equipment Maintenance 11. Pest / Termite Control 12. Garbage Collection and Disposal 13. Cleaning of Sanitary and Drainage Lines 14. Maintenance of Gardens and Landscaping 15. Glass and Roof Framing Cleaning 16. Grass Maintenance						
2	Aquatics' Center	1 lot	Month				
	Provision of Operation and Maintenance Services on the following: 1. Generator Maintenance 2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems						

	<ul style="list-style-type: none"> 5. Elevator Maintenance 6. Scoreboard Operations and Maintenance 7. Security System Maintenance (CCTV and Access Control) 8. Fans, Blowers, and Pumps (Mechanical) 9. Air conditioning Units 10. Gym Equipment Maintenance 11. Pest / Termite Control 12. Garbage Collection and Disposal 13. Cleaning of Sanitary and Drainage Lines 14. Maintenance of Gardens and Landscaping 15. Glass and Roof Framing Cleaning 16. Cleaning and Maintenance of Swimming Pools 						
3	Athletes' Village	1 lot	Month				
	Provision of Operation and Maintenance Services on the following: <ul style="list-style-type: none"> 1. Generator Maintenance 2. Electrical System/ Panel Boards 3. Fire Alarm System 4. Electronic Systems 5. Elevator Maintenance 6. Security System Maintenance (CCTV and Access Control) 7. Ventilation Fans and Blowers 8. Air conditioning Units (Window Type) 9. Gym Equipment Maintenance 10. Pest / Termite Control 11. Garbage Collection and Disposal 12. Cleaning of Sanitary and Drainage Lines 13. Maintenance of Gardens and Landscaping 14. Cleaning of Glass Windows 15. Cleaning and Maintenance of Swimming Pool 						
4	River Parks and Site Development	1 lot	Month				
	Provision of the Operations and Maintenance services: <ul style="list-style-type: none"> 1. Electrical System 						

	2. Sanitary and Drainage Lines						
	3. Landscape and Streetlights						
	4. Garbage Disposal and Collection						
		TOTAL					

Name: _____

Legal Capacity: _____

Signature: _____

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

	Athletes' Village	1 lot	Month				
1	Fire Safety & Security						
2	Elevator Parts						
3	Emergency Power/ Genset						
4	Plumbing & Carpentry						
5	Air conditioning and Mechanical Systems						
6	Electronic Supplies and Materials						
7	Water Potability Test & Tank Cleaning						
8	Tools & Equipment						
9	Supplies & Materials - Maintenance & Housekeeping						
10	Façade Cleaning and Maintenance						
	River Parks and Site Development	1 lot	Month				
1	Plumbing, Carpentry and Electrical Supplies						
2	Toilet Consumables						
3	Landscape Cleaning sets and supplies						
	Taxes and Permits (per Facility)	1 lot	Month				
1	Professional Fees / Certifications						
2	Generator Permit to Operate from DENR and Building Official						
3	Elevator Permit						
4	FSIC Certificate						
5	Certificate of Annual Inspection (Mechanical, Electrical, Plumbing / Sanitary Permit)						
		TOTAL					

Name: _____

Legal Capacity: _____

Signature: _____

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

Contract Agreement Form for the Procurement of Goods (Revised)
[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT made the ____ day of _____ 20____ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, viz.:
 - i. Philippine Bidding Documents (PBDs);
 - i. Schedule of Requirements;
 - ii. Technical Specifications;
 - iii. General and Special Conditions of Contract; and
 - iv. Supplemental or Bid Bulletins, if any
 - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - iii. Performance Security;
 - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
 - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and**

Warranty Security, shall likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

[Insert Name and Signature]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]

[Insert Signatory's Legal Capacity]

for:

for:

[Insert Procuring Entity]

[Insert Name of Supplier]

Acknowledgment

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

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

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

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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]