

## **BIDS AND AWARDS COMMITTEE**

### **INVITATION TO RE-BID**

#### **SUPPLY AND DELIVERY OF OFF-THE-FLOOR CONFERENCE TABLE WITH DOUBLE FOLD MODESTY PANEL**

The Philippine International Convention Center, through the 2018 Approved Budget intends to apply the sum of **SEVEN MILLION THREE HUNDRED SIXTEEN THOUSAND PESOS (P7,316,000.00)**, VAT Inclusive, being the total Approved Budget for the Contract (ABC) of the aforesaid requirement. Bids received in excess of the ABC shall be automatically rejected at bid opening.

The PICC now invites bids for the procurement of the abovementioned requirement. Delivery shall be within one hundred fifty (150) calendar days. Bidders should have completed, within the last three (3) years from the date of submission and receipt of bids, a contract similar to the project, whose value must be at least fifty percent (50%) of the ABC. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II – Instruction to Bidders.

Bidding will be conducted through open competitive bidding procedures, using non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act.”

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

Interested bidders may obtain further information from PICC-BAC and inspect the Bidding Documents at the address given below from 8:00 am to 5:00 pm.

A complete set of Bid Documents may be acquired by interested bidders from February 20, 2019 to 10:00 a.m. of March 15, 2019, at the address stated below upon payment of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of EIGHT THOUSAND PESOS (P8,000.00). It may also be downloaded free of charge, from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and at the PICC website, <https://www.picc.gov.ph>, provided that participating Bidders shall pay the applicable fee for the Bidding Documents, not later than the submission of their bids.

The PICC-BAC will hold a Pre-Bid Conference on **February 28, 2019 at 10:00 a.m.**, at the PICC BAC Conference Room, Ground Floor, Delegation Building, which shall be open to prospective bidders. Bids must be duly received by the BAC Secretariat at the address specified below on or before 10:00 am. of March 15, 2019. Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

Bid opening shall be conducted on **March 15, 2019, at 10:00 a.m.** at the PICC BAC Conference Room, Ground Floor, Delegation Building, PICC. Bids will be opened in the presence of the bidders’ representatives who choose to attend. Late bids shall not be accepted.

In case the Pre-bid Conference, the deadline for the submission of Bid Documents and the opening of bids fall on a non-working day, legal holiday or special non-working holiday, the activity involved shall be moved to 2:00 p.m. of the next working day.

The PICC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

BIDS AND AWARDS COMMITTEE (BAC)  
PHILIPPINE INTERNATIONAL CONVENTION CENTER  
PICC Complex, 1307 Pasay City  
7894758, 7894759 and 7894760  
Telefax No. 7894761

  
**MELPIN A. GONZAGA**  
Chairman

## **Section III. Bid Data Sheet**

# Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is <b>PHILIPPINE INTERNATIONAL CONVENTION CENTER (PICC)</b>
1.1	The lot(s) and reference is/are:  <b>SUPPLY AND DELIVERY OF OFF-THE-FLOOR CONFERENCE TABLE WITH DOUBLE FOLD MODESTY PANEL</b>
2	The Funding Source is: <b>PICC APPROVED BUDGET FOR CY 2018</b>
3.1	No further instructions.
5.1	<b>Eligible Bidders</b>  The following persons shall be eligible to participate in this bidding:  <ul style="list-style-type: none"> <li>a. Duly licensed Filipino citizens/sole proprietorships;</li> <li>b. Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;</li> <li>c. Corporations duly organized under the laws of the Philippines, and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines; and</li> <li>d. Cooperative duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines.</li> </ul>
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this procurement.
5.4	The Bidder must have completed within the last three (3) years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC.  For this purpose, similar contract shall refer to supply and delivery of office furniture.
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	The PICC will hold a pre-bid conference on February 28, 2019 at 10:00 a.m.
10.1	The Procuring Entity's address is:  <b>Philippine International Convention Center PICC Complex, 1307 Pasay City BAC Secretariat Tel. No. 7894759; Telefax: 7894761</b>

12.1(a)	No further instructions.
12.1(a)(ii)	The bidder's SLCC similar to the contract to be bid should have been completed within three (3) years prior to the deadline for submission and receipt of bids. The SLCC shall be supported with certified photocopy of its Contract and Certificate of Completion and Acceptance or Official Receipt /Sales Invoice issued for the contract.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The Total ABC is <b>SEVEN MILLION THREE HUNDRED SIXTEEN THOUSAND PESOS (P7,316,000.00), VAT Inclusive.</b>  Any bid with a financial component exceeding this amount per lot shall not be accepted.
15.4 (a)(iv)	No incidental services are required.
15.4 (b)(i)	No incidental services are required.
15.4 (b)(ii)	No incidental services are required.
16.1 (b)	<b>Bid Currencies</b> The bid prices shall be quoted in Philippine Pesos.
16.3	Payment shall be made in Philippine Pesos.
17.1	<b>Bid Validity Period</b> Bids will be valid for one hundred twenty (120) calendar days from the date of opening of bids.
18.1	The bid security shall be; <ul style="list-style-type: none"> <li>• Notarized Bid Securing Declaration; or</li> <li>• Cash or Cashier's/Manager's check (confirmed by universal or commercial bank), in an amount equivalent to 2% of the ABC; or</li> <li>• Bank draft/guarantee issued by a Universal or Commercial Bank in the amount of 2% of the ABC; or</li> <li>• Surety Bond, callable upon demand and issued by a surety or insurance company in the amount of not less than 5% of the ABC, with attached certification issued by the Office of the Insurance Commission that said insurance company is authorized to issue such security;</li> </ul>
18.2	The bid security shall be valid for one hundred twenty (120) calendar days from the date of opening of bids.

20.3	<p><b>Sealing and Marking of Bids</b></p> <p>Each Bidder shall submit <i>One (1)</i> original copy and two (2) <i>duplicate</i> copies of the Eligibility documents and the Financial Bid Proposal signed by the bidder and/or the authorized representative.</p>
21	<p>The address for submission of bids is:  <b>PICC-Bids and Awards Committee (BAC) Secretariat</b>  <b>Ground Floor, Delegation Building</b>  <b>PICC Complex, 1307 Pasay City</b></p> <p>The deadline for submission of bids is March 15, 2019 at 10:00 a.m.</p>
24.1	<p>The place of bid opening is:  <b>BAC CONFERENCE ROOM</b>  <b>Ground Floor, Delegation Building</b>  <b>PICC Complex, 1307 Pasay City</b></p> <p>The date and time of bid opening is March 15, 2019 at 10:00 a.m.  In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and the opening of Bids shall be at 2:00 p.m. of the next working day.</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	Partial bids are not allowed.
28.4	No further instructions.
29.2	<p><b>Post-Qualification</b></p> <p>Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements:</p> <ul style="list-style-type: none"> <li>a. Certified Photocopy of the CY 2017 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);</li> <li>b. Sections III and V of the bid documents, signed on each and every page by the bidder's authorized representative;</li> <li>c. Company Profile with sketch of office location;</li> <li>d. Brochure of conference table being offered. The brochure shall contain picture, all the necessary data, including all the dimensions, materials used and other information of the Conference Table;</li> <li>e. Sample/prototype of the Conference Table with double fold modesty panel being offered; and</li> <li>f. Certificate of Satisfactory Completion &amp; Acceptance of previous PICC undertaken within the last three (3) years, any.</li> </ul> <p>Failure of the bidder with the lowest calculated bid to submit the above requirements, or a finding against the veracity of such requirements shall be ground for forfeiture of the bid security and disqualification of the bidder for award.</p>
32.4 (f)	No additional requirement.

## **Section V. Special Conditions of Contract**

# Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <i>The</i> <b>Philippine International Convention Center (PICC)</b>
1.1(i)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	The Funding Source is  <b>PICC APPROVED BUDGET FOR CY 2018</b>
1.1(k)	The Project Site is <i>PICC, PICC Complex, 1307 Pasay City</i>
2.1	No further instructions.
5.1	The PICC's address for Notices is:  <b>PICC-Bids and Awards Committee PICC Complex, 1307 Pasay City</b>
6.1	<p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI – Schedule of Requirements</p> <p>Upon delivery of the Goods, the Supplier shall present the following documents:</p> <ul style="list-style-type: none"> <li>(i) Original and four copies of the Supplier's invoice showing Goods' description, quantity, unit price, and total amount;</li> <li>(ii) Original and four copies delivery receipt/note detailing number and description of items received signed by the authorized receiving personnel;</li> </ul> <p>For purposes of this Clause the Authorized Representative of PICC is Ms. Elizabeth B. Aguila, Asst. Director, MEMD.</p>
10.4	Payment shall be made in Philippine Pesos.
10.5	Payment using LC is not allowed.
11.3	<p><b>Payment</b></p> <p>Full payment shall be made after complete delivery and acceptance of the items and submission of the Sales Invoice. Five percent (5%) of the payment shall be retained to cover the warranty obligations.</p>
13.4(c)	<p><b>Performance Security</b></p> <p>Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:</p>



	Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
	Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)
	Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)
	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)
16.1	<b>Inspection and Tests</b>  PICC may reject any materials that do not conform to the specifications. The Contractor shall replace such materials to meet the specifications at no cost to PICC.	
17.3	<b>Warranty period:</b>  One (1) year warranty on parts and welds, after acceptance by the PICC authorized representative.  The obligation for the warranty shall be covered by either retention money in an amount equivalent to five percent (5%) of the total contract price. The said amount shall be released after the lapse of the warranty period.	
17.4	The period for correction of defects in the warranty period is fourteen (14) calendar days upon receipt of notice from PICC project-in-charge.	
21.1	No additional provision.	

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## **Section VI. Schedule of Requirements**

## Section VI. Schedule of Requirements

The schedule of delivery shall be:

Description	Delivery
Supply and Delivery of Off-the-Floor Conference Table with Double Fold Modesty Panel	Delivery shall be within one hundred fifty (150) calendar days after receipt of Notice to Proceed

*JN*

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

\_\_\_\_\_  
Name of Company / Bidder

\_\_\_\_\_  
Signature over printed Name of Authorized Representative

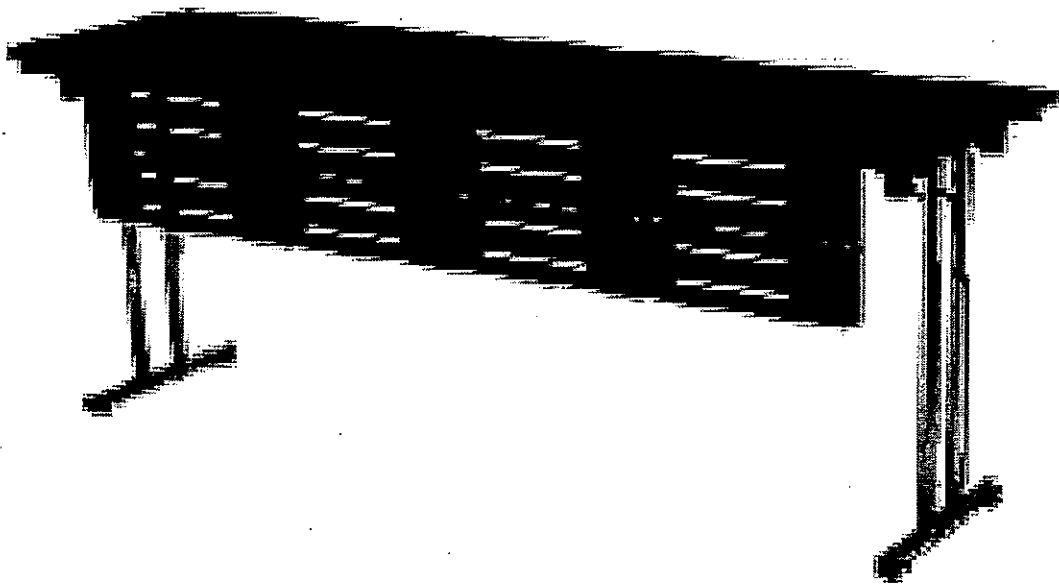
\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

## **Section VII. Technical Specifications**

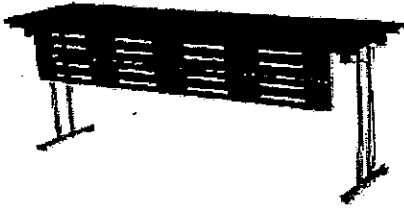
## Section VII. Technical Specifications

Item No.	Qty.	Unit	Article /Description	COMPLIANCE
1	200	pieces	<p>Supply and Delivery of off-the-Floor Conference Table with Double Fold Modesty Panel</p> <p>The conference table shall be:</p> <ol style="list-style-type: none"> <li>1. Size: 18 " x 72" x 30" (L x W x H);</li> <li>2. With wood grain design laminated finish top (submit samples of plastic laminates for approval), with injection moulded edging made of moisture resistant polyurethane materials that provides durability as the edging system is bonded directly;</li> <li>3. With one (1) grommet on one side;</li> <li>4. With wire guide on the underside of the table</li> <li>5. With foldable steel legs;</li> <li>6. Legs in a) 32mm dia x 1.6mm and b) 38mm dia x 1.6mm thickness mild steel tube in (25-30um) chrome finish;</li> <li>7. 2mm thickness mild steel folding mechanism bracket for the folding legs in zinc plating;</li> <li>8. With Leg Glider made of polypropylene material in black color;</li> <li>9. With steel rectangular supporting bar (found under the table) in powder coating;</li> <li>10. With locking device releaser for the folding legs;</li> <li>11. With nylon locking device for the foldable modesty panel;</li> <li>12. 1.5mm thickness mild steel plate double fold modesty panel (size: 17cm x 14.3 cm wide) in black powder coating;</li> <li>13. With mild steel handle (under the table) in black epoxy coating for carrying/hauling table; and</li> <li>14. Light weight that can be carried by one person (22kg with+/-500 grams variance allowance).</li> </ol> <p><i>See attached photos.</i></p>	
<p><b>Statement of Compliance</b></p> <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.</p>				



**CONFERENCE TABLE, 200 pcs.**  
**Size, 18" x 72" x 29" high**

*mk*



## FEATURES:

2mm thickness mild steel folding mechanism bracket in zinc plating

Ø10mm solid Rod Support Mechanism in galvanized finish

OMP Leg Base Bottom Glider

- 1) Material : PP
- 2) Finish : Black

1.2mm thickness mild steel handle in black epoxy coating

19 x 38 x 1.6(mm) thickness mild steel rectangular supporting bar in powder coating

3mm thickness mild steel in zinc plating locking device releaser

## BOTTOM VIEW



Ø38 x 1.6mm thickness round mild steel tube in (25-30 µm) chromed finish

1.5mm thickness mild steel cold roll plate double fold modesty panel in black powder coating

Nylon Locking Device

Ø32 x 1.6mm thickness round mild steel tube in (25-30 µm) chrome finish

OMP Leg Base Top Glider

- 1) Material : LDPE & Nylon 6
- 2) Finish : Black

Ø25 x 1.6mm thickness round mild steel tube in (25-30 µm) chrome finish

*Handwritten signature*

## **Section VIII. Bidding Forms**



## Section VIII. Bidding Forms

### Bid Form

Date: \_\_\_\_\_

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to offer to **Supply and Delivery of Off-the-Floor Conference Table with Double Fold Modesty Panel** in conformity with the said Bidding Documents for the sum/s as follows:

Qty.	Unit	Article /Description	Unit Price	Total Amount
200	pieces	Conference Table with Double Fold Modesty Panel	P	P

**TOTAL AMOUNT:** INCLUSIVE OF VALUE ADDED TAX (VAT)

\_\_\_\_\_ (P \_\_\_\_\_)  
 (Amount in Words) (Amount in figures)

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 17.1 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Supply and Delivery of Off-the-Floor Conference Table with Double Fold Modesty Panel of the PICC [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Supply and Delivery of Conference Table with Double Fold Modesty Panel of the PICC.*

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

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 2019.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

**PHILIPPINE INTERNATIONAL CONVENTION CENTER  
BIDS AND AWARDS COMMITTEE**

**CHECKLIST OF REQUIREMENTS**

Bidders shall submit their bids through their duly authorized representative using the forms specified in the Bidding Documents in **two (2) separate sealed bid envelopes**, and which shall be submitted simultaneously. The first envelope shall contain the technical component of the bid including the eligibility requirements and the second shall contain the financial component of the bid.

**I. FIRST ENVELOPE: ELIGIBILITY AND TECHNICAL COMPONENTS;**

**A. ELIGIBILITY DOCUMENTS:**

1. Certified photocopy of the valid and current PhilGEPS Certificate of Registration – Platinum Membership. The certificate shall be submitted together with Annex "A".

If any of the documents mentioned in Annex "A" is not current, the new document should be submitted. In case of a recently expired Mayor's/Business permit, such shall be accepted together with the official receipt as proof that it has applied for a renewal, however the renewed permit shall be submitted as a post-qualification requirement.

2. Statement of all on-going government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid **(ANNEX "A")**;
3. Statement of the Single Largest Completed Contract (SLCC) similar to the contract to be bid, entered into within the last three (3) years from the date of submission and opening of bids, and whose value is at least fifty percent (50%) of the ABC. **(ANNEX "B")** Attach to such statement the following:
  - a. Certified photocopy of the SLCC; and
  - b. Certificate of Acceptance or Official Receipt or Sales Invoice

4. Net Financial Contracting Capacity (NFCC): **(ANNEX "C")**

Computation of NFCC must be at least equal to the ABC to be bid, calculated as follows;

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.

or a committed Line of Credit from Universal or Commercial Bank, in lieu of its NFCC Computation. The committed Line of Credit must be at least equal to ten percent (10%) of the ABC to be bid.

**B. TECHNICAL COMPONENT:**

1. Bid Security:
  - Notarized Bid Securing Declaration (**ANNEX "D"**); or
  - Cash or Manager's Check / Cashier's check issued by a Universal or Commercial Bank in the amount of not less than 2% of the ABC; or
  - Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank in the amount of not less than 2% of the ABC; or
  - Surety Bond, callable upon demand, issued by a private insurance company with attached Certification issued by the Office of the Insurance Commission that said insurance company is authorized to issue such surety, in the amount of not less than 5% of the ABC.
2. Sections VI – Schedule of requirements and VII- Technical Specifications of the Bidding Documents, fully accomplished;
3. Notarized Omnibus Sworn Statement (**ANNEX "E"**) with attached;
  - a. For Corporations, the duly notarized Secretary's Certificate; or
  - b. For Sole Proprietorship, the notarized Special Power of Attorney.

**II. SECOND ENVELOPE: FINANCIAL COMPONENT OF THE BID (BID PROPOSAL FORMS)**

1. Financial Bid Form (Section VIII of the Bidding Documents) with Bill of Quantities
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**Note:**

To facilitate the evaluation of the bids, bidders are advised to follow the arrangement in the above-mentioned checklist when placed in an Envelope, with documents tabbed and labeled accordingly. See also Annex "F" for guidance.

Standard for Number: SF-GOOD-13a

Revised on: July 28, 2004

**LIST OF ALL ON-GOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

Business Name:

Business Address:

Name of Project / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<b>Government:</b>								
<b>Private:</b>								
Submitted by: _____								
(Printed Name & Signature)								
Designation: _____								
Date: _____								

**SINGLE LARGEST COMPLETED CONTRACT**

WHICH IS SIMILAR TO THE CONTRACT TO BE BID

**Business Name:**

**Business Address:**

Name of Contract	a. Owner' Name b. Address c. Telephone Nos.	Nature of Item/Service	a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed

**Note: This statement shall be supported with:**

1. Contract
2. Certificate of Completion and Acceptance or Official Receipt/s or Sales Invoice issued for the contract

*Note: The Single Largest Completed Contract shall be completed within the last three (3) years from the date of submission and receipt of bids, that is similar to the contract to be bid, the amount of which shall be at least fifty percent (50%) of the ABC.*

**Submitted by:**

(Printed Name & Signature)

**Designation:**

**Date:**

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**ANNEX "C"**

Name of the Procuring Entity

Project Reference Number  
Name of the Project  
Location of the Project

Standard Form Number: SF-GOOD-14  
Revised on: May 24, 2004

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	
7.	Value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.	

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

NFCC = [(Current assets minus current liabilities) (15)] minus value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.

NFCC = P \_\_\_\_\_

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR.

or

A committed Line of Credit, in an amount to at least ten percent (10%) of the ABC, issued by a Universal of Commercial Bank.

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

Date: \_\_\_\_\_

Note:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

**BID SECURING DECLARATION FORM**

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

X-----X

**BID SECURING DECLARATION**  
**Invitation to Bid:** *[Insert Reference number]*

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

I/We<sup>1</sup>, 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 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 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;

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<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.



- (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'S AUTHORIZED REPRESENTATIVE]

[Insert Signatory's Legal Capacity]

Affiant

**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. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

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 \_\_\_\_\_

**Omnibus Sworn Statement**

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

**1. *Select one, delete the other:***

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

**2. *Select one, delete the other:***

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)]*;

- 3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;**
- 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 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]*.

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.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**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. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

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 \_\_\_\_\_

**ANNEX "F"**

**SEALING AND MARKING OF BIDS**

