

BIDS AND AWARDS COMMITTEE

SECTION I - INVITATION TO RE-BID

TWO (2) - YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS

The Philippine International Convention Center (PICC), through its Approved Budget for CY 2020, intends to apply the sum of **THREE HUNDRED TEN THOUSAND EIGHT HUNDRED PESOS (P310,800.00)**, being the Approved Budget for the Contract (ABC) of the aforesaid requirement.

The PICC now invites bids for the procurement of the abovementioned requirement. Contract duration is for one (1) year. Bidders should have completed, within the last five (5) 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. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “Pass/Fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”. Bidding is open to all interested bidders, subject to the conditions for eligibility as provided in the RIRR of RA 9184. Interested bidders may obtain further information from the PICC-BAC and inspect the Bidding Documents at the address given below during office hours.

A complete set of Bid Documents may be acquired by interested Bidders from December 2, 2020 up to 10:30 a.m. of December 10, 2020, at the address stated below and upon payment in cash of a non-refundable fee, pursuant to the latest guidelines issued by the GPPB, in the amount of FIVE HUNDRED PESOS (P500.00). It may also be downloaded, free of charge, from the website of the Philippine Government Electronic Procurement System (Phil-GEPS) and the PICC website, <https://www.picc.gov.ph>, provided that participating Bidders shall pay the applicable fee for the Bidding Documents. .

Bids must be duly received by the BAC Secretariat, at the address specified below, on or before 9:30 a.m. of December 10, 2020. 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 **December 10, 2020, at 11:00 a.m.** at MR10 3rd 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 3:00 p.m. of the next working day.

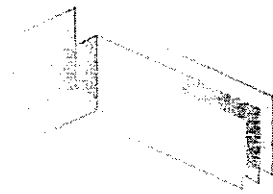
The PICC-BAC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to its award, in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:
BIDS AND AWARDS COMMITTEE (BAC)
PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC Complex, Pasay City 1307
7894758, 7894759, and 7894760
Telefax No. 7894761



MELPIN A. GONZAGA
Chairman

**PHILIPPINE INTERNATIONAL CONVENTION CENTER
PICC COMPLEX 1307 PASAY CITY**



PICC
Philippine International
Convention Center

BIDDING DOCUMENTS

**TITLE: TWO - YEAR CONTRACT FOR THE QUARTERLY
PREVENTIVE MAINTENANCE SERVICE OF
RECORD/BLASI AUTOMATIC DOORS (RE-BID)**

TOTAL ABC: ₱310,800.00

Reference No.

TSD-MSD-2020-01-008 - APP 2020-052

ITB 2020
November 10, 2020

TABLE OF CONTENTS

SECTION I. INVITATION TO BID.....	4
SECTION II. INSTRUCTIONS TO BIDDERS	6
SECTION III. BID DATA SHEET	37
SECTION IV. GENERAL CONDITIONS OF CONTRACT.....	42
SECTION V. SPECIAL CONDITIONS OF CONTRACT.....	59
SECTION VI. SCHEDULE OF REQUIREMENTS.....	63
SECTION VII. TECHNICAL SPECIFICATIONS.....	65
SECTION VIII. BIDDING FORMS.....	70

Section I. Invitation to Bid

Section III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
1.1	The Procuring Entity is PHILIPPINE INTERNATIONAL CONVENTION CENTER (PICC)
1.2	The lot(s) and reference is/are: TWO (2) - YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS
<u>2</u>	The Funding Source is: PICC APPROVED BUDGET FOR CY 2020
5	Eligible Bidders The following persons shall be eligible to participate in this bidding: a. Duly licensed Filipino citizens/sole proprietorships; 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; 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; 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;
5.4	The Bidder must have completed, within the last five (5) years a single contract, that is similar to this project the amount of which shall be at least fifty percent (50%) of the ABC. For this purpose, similar contract shall refer to installation, repair and maintenance of automatic doors.
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 _____, 2020 at __:00 a.m.
10.1	The PICC'S address is: Philippine International Convention Center PICC Complex, 1307 Roxas Boulevard BAC Secretariat Tel. No. 7894759; Telefax: 7894761 picc-bac@picc.gov.ph
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 the last five (5) 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	No additional requirements.
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	The ABC is THREE HUNDRED TEN THOUSAND EIGHT HUNDRED PESOS (P310,800.00) . Any bid with a financial component exceeding this amount shall not be accepted.
15.4(a)(iv)	No incidental services are required.
15.4(b)	No incidental services are required.
16.1(b)	Bid Currencies The bid prices shall be quoted in Philippine Pesos.
16.3	Payment shall be made in Philippine Pesos.
17.1	Bid Validity Period 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"> • Notarized/Unnotarized Bid Securing Declaration; or • Cash or Cashier's/Manager's check (confirmed by universal or commercial bank), in an amount equivalent to 2% of the ABC; or • Bank draft/guarantee issued by a Universal or Commercial Bank in the amount of 2% of the ABC; or <p>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.</p>
18.2	The bid security shall be valid for one hundred twenty (120) calendar days from the date of opening of bids.
20.3	Each Bidder shall submit One (1) original copy and two (2) duplicate copies of the Eligibility documents and the Financial Bid Proposal signed by the bidder and/or the authorized representative.
21	The address for submission of bids is: PICC-Bids and Awards Committee (BAC) Secretariat Ground Floor, Delegation Building PICC Complex, 1307 Pasay City The deadline for submission of bids is _____, 2020 at __:30 a.m.

24.1	<p>The place of bid opening is:</p> <p style="text-align: center;">BAC CONFERENCE ROOM MR10 3rd floor, Delegation Building PICC Complex, Pasay City 1307</p> <p>The date and time of bid opening is _____, 2020 at ____:00 a.m.</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>Post-Qualification</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"> a. Certified photocopy of the CY 2019 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); b. Sections III, and V of the bid documents, signed on each and every page by the bidder's authorized representative; c. Company Profile with Organizational Chart and sketch of office location; d. Certification from PICC Mechanical Services Division that the participating Bidder has conducted an ocular inspection of the subject requirement; and e. Certificate of Satisfactory Completion & Acceptance of previous PICC or BSP projects undertaken within the last five (5) years, if any. <p>Failure of the bidder declared as lowest calculated bid to submit the above requirements or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualification of the bidder for award.</p>
32.4	No additional requirements

Section V. Special Conditions of Contract

Section V. Special Conditions of Contract

GCC Clause	
1.1(g)	The Procuring Entity is <i>The Philippine International Convention Center (PICC)</i>
1.1(j)	The Supplier is <i>[to be inserted at the time of contract award]</i> .
1.1(j)	The Funding Source is: PICC APPROVED BUDGET FOR CY 2020
1.1(k)	The Project Site is <i>PICC Complex, 1307 Pasay City</i>
5.1	The PICC's address for Notices is: PICC-Bids and Awards Committee PICC Complex, 1307 Pasay City
6.2	Implementation of the project shall be made by the Contractor in accordance with the terms specified in Section VI – Schedule of Requirements. For purposes of this Clause the Authorized Representative of PICC is Engr. Mario B. Macanas, Asst. Director MSD – TSD.
10.4	Payment shall be made in Philippine Pesos.
11.3	<p>PAYMENTS</p> <p>For the services to be undertaken by the Contractor in accordance with PICC specifications and conditions enumerated above, the latter shall pay the former the proposed and approved amount on per quarter basis for one (1) year period, inclusive of Expanded Value Added Tax (E-VAT); payments to be made upon presentation of the billing and submission of the required reports to the Mechanical Services Division, Technical Services Department who, in turn, shall issue a Certification of Acceptance and Full Satisfaction on Services delivered by the Contractor, subject to the usual government auditing and accounting rules and regulations.</p> <p>However, the Contractor shall not be paid for any rendition of quarterly services below satisfactory performance rating or for incomplete or partial accomplishment unless the cause of incomplete or partial accomplishment is due to action/inaction of PICC or its representatives.</p> <p>The Contractor agrees that there shall be no price increase for the duration of the Contract.</p>

68

13	<p>Performance Security</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> <table border="1" data-bbox="403 459 1318 947"> <thead> <tr> <th data-bbox="403 459 837 555">Form of Performance Security</th> <th data-bbox="837 459 1318 555">Amount of Performance Security (Equal to Percentage of the Total Contract Price)</th> </tr> </thead> <tbody> <tr> <td data-bbox="403 555 837 651">Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.</td> <td data-bbox="837 555 1318 651">Five percent (5%)</td> </tr> <tr> <td data-bbox="403 651 837 748">Bank draft/guarantee issued by a Universal or Commercial Bank</td> <td data-bbox="837 651 1318 748">Five percent (5%)</td> </tr> <tr> <td data-bbox="403 748 837 947">Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td data-bbox="837 748 1318 947">Thirty percent (30%)</td> </tr> </tbody> </table>	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%)
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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%)								
17.4	The period of correction of defects is seven (7) calendar days from the date the contractor is notified in writing.								
19	<p>Liquidated Damages</p> <p>The applicable rate is one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay.</p> <p>The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the PICC shall rescind the contract, without prejudice to other courses of action and remedies open to it.</p>								

Section VI. Schedule of Requirements

Section VI. Schedule of Requirements

Qty.	Description	Contract Duration
One (1) lot	TWO (2) YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS	Contract duration shall be for a period of two (2) years after the receipt of the Notice to Proceed.

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.	Article /Description	COMPLIANCE
1	<p><i>Two (2) -</i></p> <p>ONE (1) YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS</p> <p>SCOPE OF WORKS</p> <p>Supply of labor, tools and instruments for the quarterly preventive maintenance service of thirty-six (36) sets Record/Blasi Automatic Doors and for a period of one year to include, but not limited to, the following:</p> <p>A. QUARTERLY SPECIFIC ACTIVITIES:</p> <ol style="list-style-type: none"> 1. Check and adjust to normal setting all moving parts. 2. Check condition of door rollers and bearings of each unit. 3. Conduct cleaning and re-lubrication of all units. 4. Conduct diagnostic and functional check for each unit. Re-tighten belts, bolts and screws when necessary. 5. Conduct tune – up and adjustment of micro-processor units/motion detector sensors. 6. Conduct repair and adjustment of door glass panels (except glass), when necessary. 7. Conduct troubleshooting and minor repair, re-calibration of troubled/defective controllers to include automatic voltage regulator and other accessories for their immediate restoration if needed. 8. Conduct cleaning/clearing of floor tracks of sliding doors. 9. Submit evaluation report and recommendation signed by the service manager or service supervisor, and service report signed by field personnel. 10. In case of glass door breakage, contractor shall disassemble/dismantle the door frames from the damaged glass door and install them to PICC' spare tempered glass door with the contractor's supplied consumable materials. The newly assembled tempered glass door shall be re-installed by the contractor at no additional cost to PICC. 11. Conduct minor adjustment/re-alignment of door glass panels to maintain proper and safe operation of the subject glass doors using contractors consumable 	

materials such as screws, metal frames, woods, bolts and nuts etc.

12. Conduct replacement of defective parts using PICC supplied materials such as DC motor, Micro-processor Controller PCB, Sensors, Programmer Control Switch Display, Belts, Bearing, Batteries (12V, 100AH, 20HR), etc. and perform test operation.

A-1. TROUBLE-CALL ACTIVITIES:

1. Respond and check troubled unit/s within 24 hours after receipt of trouble call for emergency repair or service.
2. Conduct trouble shooting, general minor repair and replacement of defective parts using PICC supplied materials of any defective auto glass door unit/s found.

B. SPECIAL/OTHER CONDITIONS OF THE CONTRACT:

1. The Contractor shall closely coordinate with the Assistant Director of the Mechanical Services Division or his representative any maintenance activities to be undertaken.
2. The Philippine International Convention Center (PICC) shall provide lubricants, materials (except waste rug) and parts necessary for the operation and maintenance activities.
3. The Contractor shall provide emergency service (check-up, trouble shooting and general minor repair) on on-call basis within 24 hours after receipt of call free of charge.
4. The following services shall not be part of Contractor's responsibility:
 - 4.1. Supply of materials and spare parts except for supplies such as waste, rugs, cleaning brush, hand gloves, glass adhesives, glass sealants and bond paper for service report.
 - 4.2 Supply and replacement of glass panels, glass panel frames, sensors, transformers, rollers and bearings.
 - 4.3. Rewinding and reconditioning of motors and control holding coils.
 - 4.4. Rewiring of electrical and/or electronic controls and accessories of the automatic doors.
5. All preventive maintenance services and repair works shall be performed during regular working hours, 8:00a.m. to 5:00p.m., and from Mondays to

Saturdays. However, the Contractor shall not be allowed to do the repair or maintenance works during working hours if the area is being used by PICC' clients except on emergency cases. During emergency service, the contractor shall be allowed to work even beyond regular working hours at *its* own expense.

6. The Contractor shall provide PICC a detailed report of each inspection and or check-up of the said units. The report shall include log readings (if any) taken during inspection, condition of equipment, and recommendation on proper operation and maintenance, and repair work.
7. The Contractor upon request of PICC for the immediate restoration of malfunction of doors due to faulty controller/PCB, should replace the defective PCB with its service PCB unit. Said Service unit shall be pulled-out, once the replaced PCB is already available/installed by the CONTRACTOR. The new PCB, however, shall be purchased by PICC in accordance with the procurement law and regulations.
8. The Contractor, within the first 30 days of implementation of the contract, shall conduct inspection of the equipment together with the Assistant Director of Mechanical Services Division or his authorized representative to determine components and auxiliaries for repair and replacement, and submit recommendation for action of PICC.
9. The Contractor must submit NBI/Police Clearance and Certificate of RT-PCR test of negative COVID-19 infection of its personnel to be assigned at the PICC.
10. The contractor shall hold the PICC and its personnel free from any action or suit or liability whatsoever arising from any claim by any or all of the personnel employed by the Contractor to perform the services herein.

C. GENERAL PROVISION

1. No part of the services to be provided under this Scope of Work, and/or the contract may be sub-contracted and no obligation or duty arising therefrom maybe transferred or assigned to third parties;
2. The Contractor warrants that its personnel and/or representatives to be assigned shall comply with and submit themselves to the PICC' policies, procedures, rules and regulation concerning security, safety, health, environmental protection, energy conservation, coordination system, materials and parts issuance, etc.
3. The Contractor's personnel should wear its company uniform/ID and face mask and practice social distancing at all times whenever inside the PICC premises

4. Commission of any of the following shall be considered poor/unsatisfactory performance:

- 4.1. Non-completion of quarterly services outlined under Specific Activities and Work Conditions.
- 4.2. Two (2) or more times observed unsafe practices which may results to damage of any PICC equipment and/or properties, and/or injury/loss of life of any person/s at the PICC.
- 4.3. Two (2) or more times failure to respond from an emergency trouble call of PICC personnel within 24-hour from receipt of phone call within a quarter or three (3)-month period.
- 4.4. Two (2) written warnings within one-quarter period/three (3)-month period from the Office of Mechanical Services due to unsatisfactory workmanship.
- 4.5. Three (3) written warnings within one-quarter period/three (3)-month period from the Office of Mechanical Services due to any action by the contractor or its personnel in violation of PICC security and safety rules. However, accumulation of three (3) written warnings in any quarterly period shall be considered unsatisfactory performance to be charged to the quarter where the third warnings happened.

Penalty:

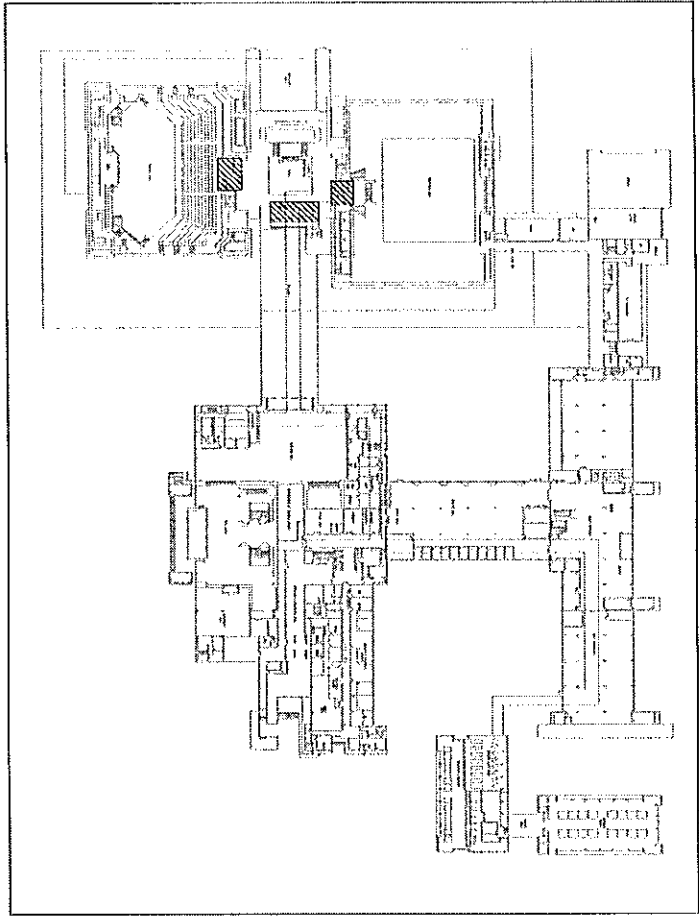
- a. No partial payment for partial or incomplete services unless the fault or cause of partial accomplishment of the Contractor is attributable to PICC or its representatives.
- b. The Contractor shall not be paid for any rendition of quarterly services below satisfactory performance rating. Non-completion of any services outlined in Specific Activities is considered unsatisfactory performance and therefore, the subject period shall not be paid.
- c. The contractor shall be given written warning for the first offense of unsatisfactory performance and shall be notified for every offense committed and penalty charged.

Any motion for reconsideration for the payment of quarterly services due to poor and/or unsatisfactory performance as stipulated above shall not be entertained by PICC.

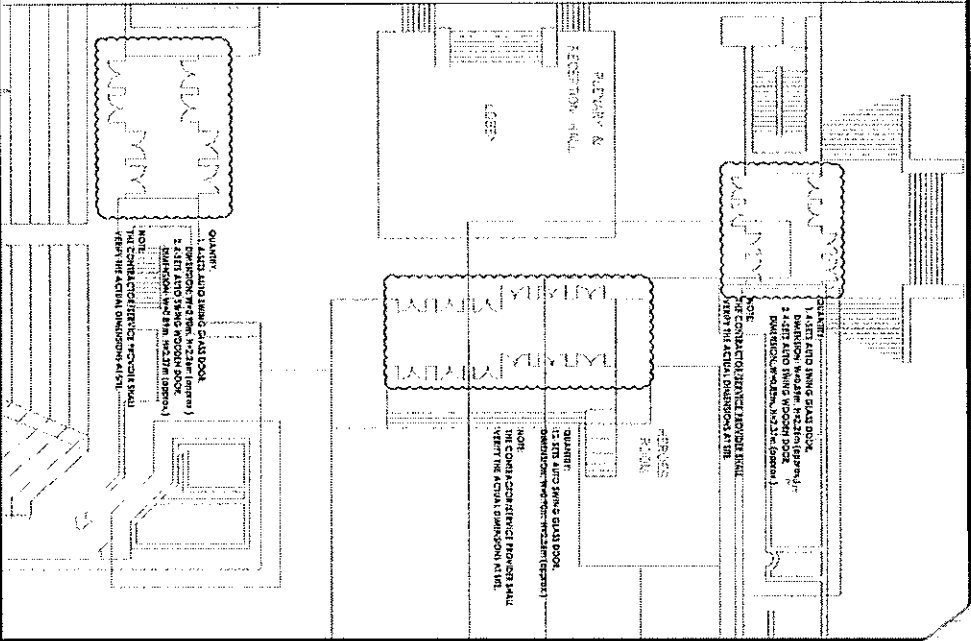
Statement of Compliance


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.

LOCATION: GROUND FLR. PLENNARY/RECEPTION HALL LOBBY

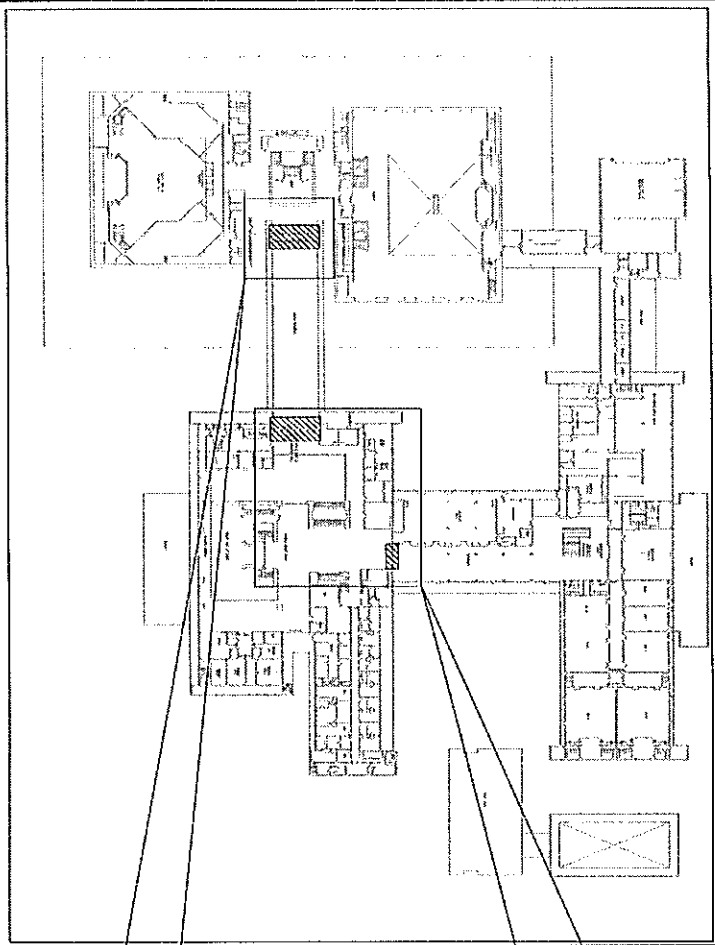


LOCATION OF AUTOMATIC DOORS
@ G/F PLENNARY/RECEPTION HALL LOBBY
AD SCALE: 1/8" = 1'-0"
N/S



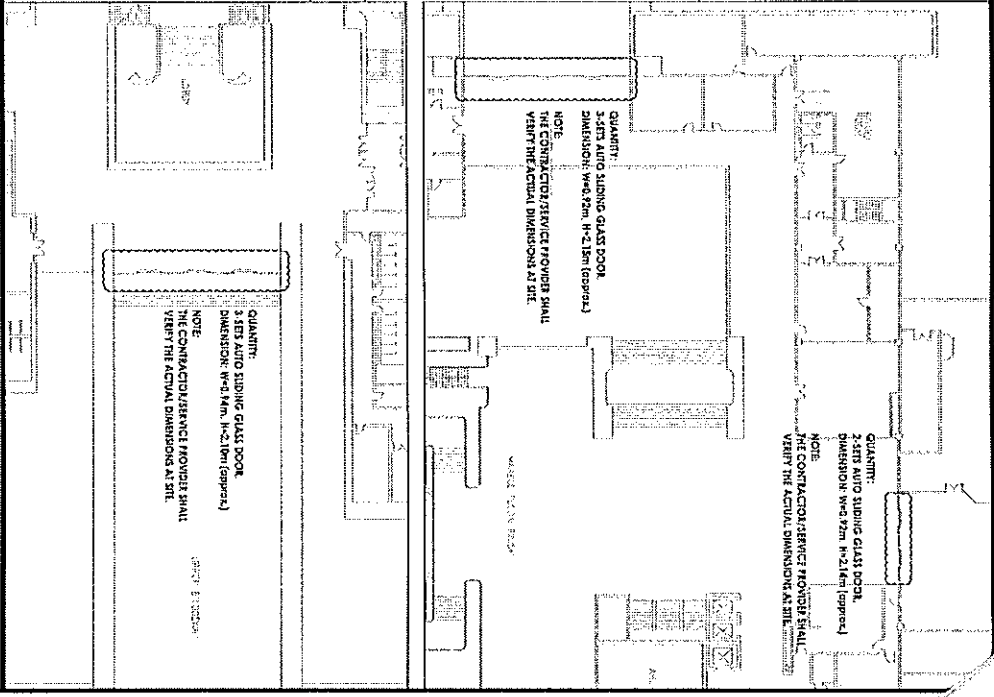
 <p>PICCC Professional Investigative Consultation Center</p>	TITLE	DATE	PREPARED BY	RECOMMENDING FOR APPROVAL	APPROVED BY
	PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS LOCATION PICCC COMPLEX, PASAY CITY	04-29-19	ENGR. ROBERTO B. SUBIADO SENIOR SUPERVISING ENGINEER (MS)	ENGR. WILSON B. DELOS REYES DIRECTOR, ISD	ENGR. RICHARD B. PADILLA GENERAL MANAGER
REVISION 00	CHECKED BY ENGR. MARIO S. MACANES ASSISTANT DIRECTOR, MS				


LOCATION: SECOND FLR. PLENNARY & DELEGATION BLDG.



2
AD SCALE: 1/700

LOCATION OF AUTOMATIC DOORS
@ 2/F PLENNARY & DELEGATION BLDG.



 <p>PICC Department of Information and Communications Services</p>	TITLE	DATE	PREPARED BY	RECOMMENDING FOR APPROVAL	APPROVED BY
	<p>PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS</p> <p>LOCATION: PICC COMPLEX, PASAY CITY</p>	04-29-19	ENGR. ROLDANDO TORIBIANO SHEET SUPERVISOR & TECHNICIAN (I, II, III)	ENGR. WILSON B. DELOS REYES DIRECTOR, ISD	ATTY. RICHARD B. PADILLA GENERAL MANAGER
	REVISION	CHECKED BY	ASSISTANT DIRECTOR (I, II, III)		
	00	ENGR. MARIO B. MACANASKA			

2

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 **ONE (1) - YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS** in conformity with the said Bidding Documents for the sum/s as follows:

TOTAL ANNUAL CONTRACT RATE: INCLUSIVE OF VALUE ADDED TAX (VAT)

_____ PESOS (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 ONE (1) - YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS of the Philippine International Convention Center [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 ONE (1) - YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF RECORD/BLASI AUTOMATIC DOORS of the Philippine International Convention Center.*

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 _____ 2020.

[signature] *[in the capacity of]*
Duly authorized to sign Bid for and on behalf of _____

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

**ONE (1) - YEAR CONTRACT FOR THE QUARTERLY PREVENTIVE MAINTENANCE SERVICE OF
RECORD/BLASI AUTOMATIC DOORS**

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" has expired, the new document should be submitted.

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 five (5) 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 / Unnotarized 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 Section 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);
-

**SINGLE LARGEST COMPLETED CONTRACT
WHICH IS SIMILAR TO THE CONTRACT TO BE BID**

Business Name:
Business Address:

Name of Contract	a. Owner' Name	Nature of Item/Service	a. Amount of Award	a. Date Awarded
	b. Address		b. Amount at Completion	b. Contract Effectivity
	c. Telephone Nos.		c. Duration	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 five (5) 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:

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.	7

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

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/We¹, 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;
 - (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.

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

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

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 _____