

# PHILIPPINE INTERNATIONAL CONVENTION CENTER



## BIDDING DOCUMENTS

- PROJECT TITLE : (1) ONE (1) YEAR CONTRACT FOR THE BI-MONTHLY PREVENTIVE MAINTENANCE SERVICE OF PICC' BUILDING MANAGEMENT SYSTEM (BMS)  
(2) REPAIR OF PICC' BUILDING MANAGEMENT SYSTEM (BMS) SOFTWARE AND DEFECTIVE DEVICES (RE-BID)**
- TOTAL ABC : ₱677,000.00**
- Reference/s : PICC APP2023- MC – 64  
PICC APP2023- MC – 71**

**ITB-2023  
August 24, 2023**

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# *Glossary of Acronyms, Terms, and Abbreviations*

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

**CDA** - Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project**– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** - Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

*Section I. Invitation to Bid*



## BIDS AND AWARDS COMMITTEE

### **Invitation to Re-Bid for (1) One (1) Year Contract for the Bi-Monthly Preventive Maintenance Service of PICC' Building Management System (BMS) and (2) Repair of PICC' BMS Software and Defective Devices**

1. The *Philippine International Convention Center (PICC)*, through the *Approved Budget for CY 2023*, intends to apply the sum of **SIX HUNDRED SEVENTY-SEVEN PESOS (Php677,000.00)**, **VAT Inclusive**, being the Approved Budget for the Contract (ABC) to payments under the contract for the **One (1) Year Contract for the Bi-Monthly Preventive Maintenance Service of PICC' Building Management System (BMS) (APP No. 2023-MC-71) (Sub-ABC = Php477,000.00) and Repair of PICC' BMS Software and Defective Devices (APP No. 2023-MC-64) (Sub-ABC = Php200,000.00)** . Bids received in excess of ABC shall be automatically rejected at bid opening.
2. The *PICC* now invites bids for the abovementioned requirement. Bidders should have completed, within five (5) years from the date of submission and receipt of bids, a contract similar to the abovementioned requirement. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. 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 (IRR) of Republic Act (RA) No. 9184.
4. Prospective Bidders may obtain further information from the *PICC-BAC* and inspect the Bidding Documents at the address given below during office hours.
5. A complete set of Bidding Documents may be acquired by prospective bidders starting September 18, 2023 from the given address and website(s) below *and upon payment of a non-refundable fee in the amount of Eight Hundred Pesos (Php800.00)*. A bidder shall present its proof of payment for the fee *by furnishing the PICC-BAC a copy of the Official Receipt*.
6. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before October 3, 2023 *at 10:30 a.m.* Late bids shall not be accepted.
7. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**.
8. Bid opening shall be on October 3, 2023, *at 11:00 a.m.* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity via video conferencing.

9. 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

*BIDS AND AWARDS COMMITTEE  
PHILIPPINE INTERNATIONAL CONVENTION CENTER  
PICC Complex, Pasay City 1307  
87894759 and 87894760  
Telefax No. 87894761  
Email: [procurement@picc.gov.ph](mailto:procurement@picc.gov.ph)*

11. You may visit the following websites:

For downloading of Bidding Documents: [www.picc.gov.ph](http://www.picc.gov.ph)

*[Date of Issue]*

  
**MELPIN A. GONZAGA**  
*Chairman*



## *Section II. Instructions to Bidders*

## **1. Scope of Bid**

The Procuring Entity, *Philippine International Convention Center* wishes to receive Bids for the *One (1) Year Contract for the Bi-Monthly Preventive Maintenance Service of PICC' Building Management System (BMS) with identification number (APP No. 2023-MC-71) and Repair of PICC' BMS Software and Defective Devices with identification number (APP No. 2023-MC-64)*.

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for 2023 in the total amount of PhP677,000.00.

2.2. The source of funding is:

- a. GOCC and GFIs, the Corporate Operating Budget.

## **3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

## **4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

## **5. Eligible Bidders**

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is not allowed.
- 7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.
  - 7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.
  - 7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB Clause 5.3** should have been completed within the last three (3) years prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
- a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## 13. Bid and Payment Currencies

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.
- 13.2. Payment of the contract price shall be made in:
- a. Philippine Pesos.

## **14. Bid Security**

- 14.1. The Bidder shall submit a Bid Securing Declaration<sup>1</sup> or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.
- 14.2 The Bid and bid security shall be valid one hundred twenty (120) calendar days from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

## **16. Deadline for Submission of Bids**

- 16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

## **17. Opening and Preliminary Examination of Bids**

- 17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

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<sup>1</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

## 18. Domestic Preference

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification

- 20.2. 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 Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## 21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

### *III. Bid Data Sheet*



## Bid Data Sheet

ITB Clause	
5	<p>The following persons shall be eligible to participate in this bidding:</p> <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 of the outstanding capital stock belongs to citizens of the Philippines;</li> <li>d. Cooperatives 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>e. Must have a minimum of 2years experience in operation, maintenance and programming of BMS operating on OS/2 and Infinity 8000 programs, reckoned from the date of opening of bids.</li> <li>f. Must have at least one (1) project on the preventive maintenance or system-wide repair and reprogramming works on building management system using OS/2 and Infinity 8000 programs within the last two (2) year, reckoned from the date of opening of bids</li> </ul>
5.3	<p>For this purpose, similar contract shall refer to operation and maintenance of Building Management System.</p> <p>The Bidder must have completed within the last five (5) years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC.</p>
7.1	Sub-contracting is not allowed
12	Not applicable
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:</p> <ul style="list-style-type: none"> <li>a. In the amount of not less than ₱13,540.00, or Cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</li> <li>b. Surety Bond in the amount of not less than ₱33,850.00</li> </ul>

15	<p><b>Sealing and Marking of Bids</b></p> <p>Each Bidder shall submit the original and one (1) copy of the first and second components of its Bid.</p>
16.1	<p>The address for submission of bids is:</p> <p style="text-align: center;">PICC-Bids and Awards Committee (BAC) Secretariat Ground floor, Delegation Building PICC Complex, 1307 Pasay City</p> <p>The deadline for submission of bids is October 3, 2023 at 10:30 a.m.</p>
17.1	<p>The place of bid</p> <p style="text-align: center;">BAC CONFERENCE ROOM <i>Function Room B, 2<sup>nd</sup> Floor Secretariat Building,</i> PICC Complex, 1307 Pasay City</p> <p>The date and time of bid opening is October 3, 2023 at 11:00 a.m.</p> <p>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>
19.3	<p>Total ABC is <b>SIX HUNDRED SEVENTY-SEVEN PESOS (PhP677,000.00), VAT Inclusive.</b></p>
20.2	<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> <ol style="list-style-type: none"> <li>a. Certified Photocopy of the CY 2022 Income and Business Tax Returns with proof of payment;</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 statements that they have an established office/shop equipment and personnel (with sketch of office location);</li> <li>d. List of technical personnel, who are qualified to operate, maintain, trouble shoots and to do programming of PICC BMS which uses OS/2 and Infinity 8000 programs; and</li> <li>e. Certificate of Satisfactory Completion &amp; Acceptance of previous PICC projects undertaken within the last five (5) years, if any.</li> </ol>

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	e. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last five (5) years, if any.
21.2	No additional requirement



## *Section IV. General Conditions of Contract*

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

- 2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.
- 2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:]* or Framework Agreement} specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## **5. Warranty**

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## *Section V. Special Conditions of Contract*

## Special Conditions of Contract

GCC Clause	
1	The Procuring Entity is <i>The Philippine International Convention Center (PICC)</i>
2.2	<p>Payment</p> <p><b>(1) <i>One (1) Year Contract for the Bi-Monthly Preventive Maintenance Service of PICC' Building Management System (BMS)</i></b></p> <p>For the services to be undertaken by the Contractor in accordance with the PICC specifications enumerated above, the latter shall pay the former within the approved budget of FOUR HUNDRED SEVENTY SEVEN THOUSAND PESOS (P477,000.00) a year or SEVENTY NINE THOUSAND FIVE HUNDRED PESOS (P79,500.00) for every two months, for five (5) bi-monthly periods <b>inclusive of 12% E-VAT</b>; payments shall be made based on the approved bid offer and after presentation of the billing and submission of the required report to the Technical Services Department's (TSD) Mechanical Services Division which, 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>The Contractor agrees that there shall be no price increase for the duration of the Contract.</p> <p>The Contractor also agrees that PICC shall not make any payments for the bi-monthly services rendered below satisfactory rating due to poor performance given by Mechanical Services Division.</p> <p><b>(2) <i>Repair of PICC' BMS Software and Defective Devices</i></b></p> <p>Payment shall be released in full within 3 to 4 weeks after final acceptance by PICC or its representative of the Contractor's completed work, and submission of billing and complete supporting documents by Contractor as follows:</p> <ol style="list-style-type: none"> <li>1.) Turn-over Report/Certification for Completion</li> <li>2.) Invoice</li> <li>3.) Copy of delivery receipt for the return of replaced parts/materials.</li> <li>4.) Bank Guaranty equivalent to 10 percent of the Contract amount.</li> </ol> <p>Note: Bank Guaranty is not necessary if the contractor chooses the warranty obligation in the form of 10 percent retention money.</p>
3	<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>



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%)
4	<p><b>Inspection and Tests</b></p> <p>PICC may reject any works and materials that do not conform to the scope of works. The Contractor shall rectify such rejected work/s to meet the standard set in the scope of works Section VII – Technical Specifications at no cost to PICC.</p>
5	<p><b>Warranty</b></p> <p>Repair of PICC Building Maintenance System (BMS) Software and Defective Devices</p> <p>One (1) year warranty for workmanship and parts/materials/equipment supplied by the Contractor. The obligation for the warranty shall be covered by, at the Contractor's option, either retention money in an amount equivalent to <i>five percent (5%)</i> of the Contract amount or a Special Bank Guarantee equivalent to <i>five percent (5%)</i> of the total Contract amount. Said warranty obligation shall be released only after the expiration of the warranty period, however, the same will be forfeited by PICC as part of payment for any damage of equipment and/or other PICC property if the contractor refuses or fails to restore/repair said damaged equipment and/ or replace its damaged components/parts attributable to contractor during the repair process/test run and warranty period.</p>
6	<p>The period for correction of defects is seven (7) calendar days upon receipt of notice from PICC project-in-charge.</p>

## *Section VI. 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.

Item Number	Description	
1	One (1) Year Contract for the Bi-Monthly Preventive Maintenance Service of PICC' Building Management System (BMS)	Contract duration or service delivery shall be for a period of one (1) year.
2	Repair of PICC' BMS Software and Defective Devices	The repair project must be completed within fifteen (15) calendar days after receipt of 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

*hr*

## *Section VII. Technical Specifications*

# Technical Specifications

Item	Specification	Statement of Compliance
I.	<p><b>ONE (1) YEAR CONTRACT FOR THE BI-MONTHLY PREVENTIVE MAINTENANCE SERVICE OF PICC BUILDING MANAGEMENT SYSTEM</b></p> <p><b>A. SPECIFIC SCOPE OF WORKS:</b></p> <p>Supply of labor, tools and instruments for the bi-monthly preventive maintenance service of PICC' Building Management System (BMS) operating on OS/2 and Infinity 8000 programs for a period of one (1) year to include, but not limited to, the following:</p> <ol style="list-style-type: none"> <li>1. Perform the preventive maintenance services every two months on the BMS which consist of:               <ol style="list-style-type: none"> <li>1.1. One (1) set Main Station Computer (server)</li> <li>1.2. One (1) set Work Station Computer</li> <li>1.3. One (1) lot Master Controllers, sensors and other BMS electronic/ electrical controllers and accessories.</li> <li>1.4. One (1) lot BMS installations at fourth, fifth and six (roof deck level) Floor Delegation Building and others that may be installed at and/or turned over to PICC.</li> </ol> </li> <li>2. Check if all local controller units (LCU) are responding normally using the portable operator terminal. Verify diagnostic test results.</li> <li>3. Check the central computer system and the existing programs if they are operative and functional.</li> <li>4. Acknowledge and provide print reports from alarm occurrence and control panel button.</li> <li>5. Adjust set-point values and other standard parameters for proper operation of air conditioning ventilation equipment system connected with the BMS.</li> <li>6. Acknowledge alarms and advise PICC in case of emergency malfunctioning of the system due to:               <ol style="list-style-type: none"> <li>6.1. High temperature</li> <li>6.2. Low temperature</li> <li>6.3. Trip off</li> <li>6.4. Dirty filters</li> <li>6.5. No air flow/obstructed air flow, and any other system troubles/problems.</li> </ol> </li> </ol>	

/o

7. Check loops and valve actuators modulation.
8. Calibrate and adjust temperature sensors, relative humidity sensors, water flow switches, water pressure sensors, valve actuators, control relays, busted fuse, and transformer for accuracy and reliability.
9. Check control panel boards and retighten screws if necessary.
10. Re-install/reprogram BMS software – OS/2 and Infinity 8000 in case of system crash or shut down. The Contractor must use its own back-up copy as PICC has no copy of the said software.
11. Submit status and evaluation report, and recommendation signed by the BMS system programmer and/ or engineer.

## **B. TERMINATION OF CONTRACT**

In addition to the above conditions, the contract/scope of services shall be terminated by PICC if the Contractor has rendered services below satisfactory performance rating for two consecutive or accumulated occasions or bi-monthly periods.

Commission of any of the following shall be considered “poor performance or unsatisfactory performance”:

1. Non-completion of bi-monthly services as required under Specific Activities.
2. One-time sabotage of operation or intentional shut-off of BMS w/o valid cause.
3. Three (3) times failure to respond from an emergency trouble call within 24 hours from receipt of phone call.
4. Any rendition of works that resulted to three (3) written warnings within one bi-monthly period from the Office of Mechanical Services or Technical Services Department due to poor workmanship.

Further, the Contractor shall not be paid for any rendition of bi-monthly services below satisfactory performance rating. The Contractor shall be given written warning for the first periodic offense and shall be penalized immediately by way of non-payment for bi-monthly services for the subject period.

## **C. GENERAL CONDITIONS:**

1. Upon receipt of letter of award or signing of contract, the Contractor shall post a performance security in favor of PICC. Said security shall be equivalent to five percent (5%) of total contract price if in the form of cash, cashier’s check or manager’s check, or thirty percent (30%) of total contract price if in the form of surety bond (callable upon demand) issued by any reputable surety or insurance company, duly certified by the Office of the Insurance Commission as authorized to issue such security. Said

performance security will be forfeited by PICC as payment for any damage as a result of poor workmanship of the Contractor and will be released only after expiration of the Contract.

2. The Contractor shall perform the above-mentioned detailed maintenance services on BMS which consists of one (1) set Main Station Computer (server), one (1) set Work Station Computer, Master Controllers and various devices and accessories on a bi-monthly (every two months) basis for five (5) bi-monthly periods. Other or new BMS and accessories that may be installed at or turned to PICC during the contract period shall be part of this project/contract.
3. The Contractor shall closely coordinate with the PICC-TSD Assistant Director for Mechanical Services Division or his representative on any maintenance activities to be undertaken.
4. PICC shall provide the materials and parts necessary for the operation and maintenance activities. However, if the required materials and parts are not available on stock, the Contractor shall submit price quotation for the items for possible immediate procurement.
5. The Contractor shall provide emergency check-up and trouble-shooting services on an on-call basis within 24 hours after receipt of call free of charge.
6. The Contractor shall provide PICC a detailed status report of each inspection and/ or check-up of the said units and a recommendation on proper operation, maintenance and repair work.
7. The Contractor upon request and proper authorization of PICC shall provide additional services for free in case of emergency even if the problem or the required work is not specified as part of the Scope of Works. If the cost of said free assistance will cause a big amount of loss on the part of the Contractor, it should recommend actions for PICC to procure separately the services or equipment/materials needed.
8. The Contractor, within the first 30 days of implementation of the contract, shall conduct inspection of the equipment together with the PICC Chief 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. To enable the Contractor to perform properly the required services, PICC shall allow the former to start and stop operation of the system equipment during testing.
10. The Contractor shall hold 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 specified herein.

11. The Contractor shall undertake full responsibility and liability for any damage or loss of property, which may occur in the PICC premises arising from the negligence and/ or action of its personnel.
12. The Contractor guarantees that Building Management System shall be provided with first class preventive maintenance service, and that the service maintenance to be rendered shall in no way adversely affect the condition and operation of the PICC' air conditioning ventilating system and its operation.
12. The Contractor shall submit detailed preventive maintenance program to PICC Mechanical Services Division for the BMS on the first two-month period and implement the same in accordance with PICC approved schedule so as not to hamper the operation of the air conditioning system and other equipment or devices being controlled by the BMS.

NOTES:

1. PICC personnel do not have the higher level operating and programming passwords as they are trade secrets and/or intellectual property as claimed by the person or company (VMWD) that originally reprogrammed the system.
2. Those interested knowledgeable and skilled contractors on BMS without access to the existing programming password may shutdown and temporary override the system just to be able to access it as long as the same could guarantee to restore and reprogram the system to normal operating condition within one (1) day or 24 hours. Guarantee is necessary as PICC would be losing around PhP9,000.00 per day or PhP270,000.00 per month in terms of energy wastage or failure of energy conservation as programmed due to breakdown/shutdown of BMS. As part of the guarantee condition, the performance bond shall be forfeited in favor of PICC if the contractor failed to restore the system after five (5) days and the latter shall be charged for the lost energy savings, damage and restoration cost.

**D. GENERAL CONTRACT PROVISIONS:**

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, without the prior approval of, and upon terms acceptable to, PICC.
2. The Contractor shall ensure that its assigned personnel and/or representatives shall comply with, and submit themselves to, the rules and policies of the PICC on security, sanitation, environmental compliance, safety and health protocols and other regulations.
3. The Contractor's personnel to be assigned at PICC shall have no employee-employer relation with PICC. The PICC shall not in any way be responsible for claims for personal injury, wages and other employee

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benefits, and other claims for damages including death of its personnel and third parties brought in by the Contractor or by its employees for the performance of duties specified herein.

4. The Contractor must submit NBI or Police Clearance of each personnel to be assigned at the PICC
5. The Contractor's personnel should wear its company uniform/ID at all times in the PICC premises.
6. It is agreed that in the event a breach of contract is committed by the Contractor, PICC shall have the option to terminate this Contract and claim damages against the Contractor for loss incurred due to such breach.

## **II. REPAIR OF PICC's BUILDING MANAGEMENT SYSTEM (BMS) SOFTWARE AND DEFECTIVE DEVICES**

### **A. SPECIFIC SCOPE OF WORKS:**

Supply of labor, tools, parts and instruments for the repair of PICC' Building Management System (BMS) to include, but not limited to, the following:

1. Supply, deliver and install the following to restore and maintain normal system operation of the BMS.
  - 1.1 One (1) unit - Smart Online UPS, line interactive, 2000VA, 230volts, USB and serial communication, AVR, Graphic LCD for Master Controller located at G/F Delegation former BMS Room.
  - 1.2 Two (2) units – 12volts Rated Voltage, 7.2Ah capacity, acid lead rechargeable built-in batteries for Master Controller located at G/F Delegation former BMS Room.
2. Install/place the new UPS and Rechargeable Built-in Batteries to the Master Controller of the existing building management system.
3. After installation/placement of the new UPS and Rechargeable Built-in Batteries to the Master Controller of the existing building management system. Check the central computer system if the newly installed UPS/ Built-in Batteries are operative and functional.
4. Check if all Local Controller Units (LCU) are responding normally, using the portable operator terminal after the UPS and Built-in Batteries are all installed. Verify diagnostic test results.
5. Check and service Input and Output elements to determine erratic functions, which can be attributed to the following:

5.1 High temperature



- 5.2 Low temperature
- 5.3 Trip off
- 5.4 Dirty filters
- 5.5 No air flow/obstructed air flow, and any other system troubles/problems.

- 6. Check loops and valve actuators modulation.
- 7. Calibrate and adjust temperature sensors, relative humidity sensors, water flow switches, water pressure sensors, valve actuators, control relays, busted fuse, and transformer for accuracy and reliability.
- 8. Re-install/reprogram BMS software – OS/2 and Infinity 8000 if necessary.
- 9. Turnover the BMS in good operating condition.

**B. GENERAL CONDITIONS:**

- 1. The Contractor shall perform the above-mentioned detailed corrective/repair maintenance services on BMS
- 2. The Contractor shall closely coordinate with the Project-in-Charge or his representative on any repair services to be undertaken.
- 3. The Contractor shall hold 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 specified herein.
- 4. The Contractor shall undertake full responsibility and liability for any damage or loss of property, which may occur in the PICC premises arising from the negligence and/ or action of its personnel.
- 5. The Contractor shall ensure that its assigned personnel and/or representatives shall comply with, and submit themselves to, the rules and policies of the PICC on security, sanitation, environmental compliance, safety and health/ protocols and other regulations.
- 6. The Contractor must submit NBI or Police Clearance of each personnel to be assigned at the PICC
- 7. The Contractor's personnel to be assigned at PICC shall have no employee-employer relation with PICC. The PICC shall not in any way be responsible for claims for personal injury, wages and other employee benefits, and other claims for damages including death of its personnel and third parties brought in by the Contractor or by its employees for the performance of duties specified herein.
- 8. The Contractor's personnel should wear their IDs and company uniform whenever they are in the PICC premises.

<p>9. Must have a thorough knowledge and skills necessary for the repair and reprogramming of the PICC' BMS which is operating on OS/2 and Infinity 8000 programs.</p> <p>10. Must have a back-up service copy of BMS existing software – OS/2 and Infinity 8000 programs. (PICC has no service copy of BMS OS/2 and Infinity 8000 programs as the original installer-contractor did not provide PICC a single copy claiming that it was a trade secret.).</p> <p>11. Must be able to operate the PICC' BMS using PICC operator password. (Except for the lending of operator password, PICC' personnel cannot ensure assistance for proper operation during operational testing to be conducted after the bidding or post evaluation period).</p>	
<p style="text-align: center;"><b>STATEMENT OF COMPLIANCE</b></p> <p style="text-align: center;"><i>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.</i></p>	

Note:

*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 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 Bidder's 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 applicable laws and issuances.*

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) A copy of the Valid Phil-GEPS Registration Certificate (Platinum Membership) (all pages); if any of the documents mentioned in Annex "A" is not current, the new document should be submitted  
Or in case of expired Phil-GEPS Registration Certificate (Platinum Membership);
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
and
- (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
and
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Provided, that the current Phil-GEPS Registration Certificate (Platinum Membership) shall be part of the post-qualification documents to be submitted by the Lowest Calculated Bidder

#### Technical Documents

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid (*Annex "A"*); and
- (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents (*Annex "B"*); and
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
or  
Original copy of Notarized Bid Securing Declaration (*Annex "C"*); and
- (h) Fully accomplished Section VI (Schedule of Delivery Requirements) and Section VII (Technical Specifications), signed on each and every page; and
- (i) Original duly signed Omnibus Sworn Statement (OSS)(*Annex "D"*); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year; **and**
- (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (*Annex "C"*);  
or  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

*Class "B" Documents*

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
or  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form.

*Section VIII. Checklist of Technical and  
Financial Documents*



**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 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 Project: *(1) One (1) Year Contract for the Bi-Monthly Preventive Maintenance Service of PICC' Building Management System (BMS)*  
*(2) Repair of PICC' BMS Software and Defective Devices*

**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>2</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;
  - (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.

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<sup>2</sup> 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 (Revised)*

*[shall be submitted with the Bid]*

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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, **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

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 (1) *One (1) Year Contract for the Bi-Monthly Preventive Maintenance Service of PICC' Building Maintenance System (BMS) and (2) Repair of PICC' BMS Software and Defective Devices* the sum of:

**(1) *One (1) Year Contract for the Bi-Monthly Preventive Maintenance Service of PICC' Building Maintenance System (BMS)***

**TOTAL ANNUAL CONTRACT RATE: INCLUSIVE OF VALUE ADDED TAX (VAT)** \_\_\_\_\_ (P \_\_\_\_\_)  
(Amount in Words) (Amount in figures)

**(2) *Repair of PICC' BMS Software and Defective Devices***

**TOTAL AMOUNT: INCLUSIVE OF VALUE ADDED TAX (VAT)** \_\_\_\_\_ (P \_\_\_\_\_)  
(Amount in Words) (Amount in 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 (see attached),

If our Bid is accepted, we undertake:

- a. to deliver the services in accordance with the 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.

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]*.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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