



Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
**METRO MANILA III DISTRICT**  
**ENGINEERING OFFICE**  
Valenzuela City, Metro Manila



# **Construction (Completion) of Multi-Purpose Building (Covered Court), Celina Homes, Barangay 168, Caloocan City**

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# Glossary of Terms, Abbreviations, and Acronyms

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

**ARCC** – Allowable Range of Contract Cost.

**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.

**CDA** – Cooperative Development Authority.

**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])

**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.

**Contractor** – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

**CPI** – Consumer Price Index.

**DOLE** – Department of Labor and Employment.

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

**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]).

**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.

**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.

**PCAB** – Philippine Contractors Accreditation Board.

**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.

**UN** – United Nations

## **Section I. Invitation to Bid**



## **Invitation to Bid for Construction (Completion) of Multi-Purpose Building (Covered Court), Celina Homes, Barangay 168, Caloocan City**

1. The **DPWH-NCR-Metro Manila 3rd District Engineering Office**, through GAA, intends to apply the sum of **Php 4,849,709.74** being the Approved Budget for the Contract (ABC) to payments under the contract **CID No. 25OD0373 - Construction (Completion) of Multi-Purpose Building (Covered Court), Celina Homes, Barangay 168, Caloocan City**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **DPWH-NCR-Metro Manila 3rd District Engineering Office**, through its Bids and Awards Committee (BAC), invites bids for the following hereunder Works;

Contract ID No.	: 25OD0373
Contract Name and Location	: Construction (Completion) of Multi-Purpose Building (Covered Court), Celina Homes, Barangay 168, Caloocan City
Brief Description	: Construction (Completion) of Multi-Purpose Building (Covered Court)
Approved Budget for the Contract (ABC)	: Php 4,849,709.74
Source of Funds	: FY 2025 GAA
Contract Duration	: 120 calendar days
Cost of Bidding Documents	: Php 5,000.00
PCAB License Size Range	: Small B
PCAB License	: C & D
Category/Classification	

3. Prospective Bidders should be (1) registered with and classified by the Philippine Contractors Accreditation Board (PCAB) with PCAB LICENSE Category/Classification. The description of an eligible Bidder is contained in the Bidding Documents, particularly, in Section II of Bidding Documents.


Contractors/applicants who wish to participate in this bidding are encouraged to enroll in the DPWH Civil Works Application (CWA) at the DPWH Procurement Service (PrS), 5<sup>th</sup> Floor, DPWH Bldg., Bonifacio Drive, Port Area, Manila, while those already enrolled shall keep their records current and updated. The Contractor's eligibility to bid on the project will be determined using the DPWH Contractor Profile Eligibility Process (CPEP) and subject to further post-qualification. Information on registration can be obtained from the PrS during working weekdays from 7:00 am to 4:00 pm or at the DPWH website [www.dpwh.gov.ph](http://www.dpwh.gov.ph).

4. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act". The contract shall be awarded to the Lowest Calculated Responsive Bidder (LCRB) who was determined as such during post-qualification.
5. Interested bidders may obtain further information from the **DPWH-NCR-Metro Manila 3<sup>rd</sup> District Engineering Office** and inspect the Bidding Documents at **APDC-BAI Compound R. Valenzuela Extension, Marulas, Valenzuela City** during weekdays from **7:00 a.m. to 4:00 p.m.**
6. A complete set of Bidding Documents may be acquired by interested bidders on **June 20, 2025 to July 9, 2025** from the given address and upon payment of the applicable fee up to **10:00 A.M. of July 9, 2025** for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB.
7. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS), and the website of the Department of Public Works and Highways (DPWH), provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
8. The **DPWH-NCR-Metro Manila 3<sup>rd</sup> District Engineering Office** will hold a Pre-Bid Conference on **June 27, 2025, 9:00 A.M.** at **MM3DEO's Conference Room, Marulas, Valenzuela City** and will go live via **YouTube channel DPWH Metro Manila 3<sup>rd</sup> DEO Procurement LS**, which shall be open to prospective bidders.
9. Bid submission maybe done manually or electronically/online. However, bidders should only select one mode of submission, either manual or electronic. The guidelines for the preparation and submission of an electronic bid are contained in the **BDS**.
10. Bids must be duly received by the BAC Secretariat at the address below for manual submission or at **electronicbids\_metromanila3@dpwh.gov.ph** for electronic submission on or before **July 9, 2025, 10:00 A.M.** All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 15.
11. Bid opening shall be on **July 9, 2025, 2:00 P.M.** at **MM3DEO's Conference Room, Marulas, Valenzuela City** and will go live via **YouTube channel DPWH Metro Manila 3<sup>rd</sup> DEO Procurement LS**. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity. Late bids shall not be accepted.
12. Any person purchasing the Bid Documents must present any valid identification cards, together with a government issued identification card and authorization from the prospective contractor to purchase bidding documents for the specific projects. This will also apply to those paying Bidding Documents downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and present their PhilGEPS Order Form (Document Request List (DRL)).



13. Pursuant to D.O. No. 127 dated August 16, 2018 series of 2018, if at the time of the post-qualification procedure, the BAC verifies that any of the deficiencies is due to the contractor's fault or negligence pursuant to 34.3(b)(ii)(c) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (2016 RIRR of RA 9184), the DPWH-Metro Manila 3<sup>rd</sup> District Engineering Office shall disqualify the contractor from the award without any right to reimburse fees and incidental cost paid for the procurement of infrastructure contract subject of the Bid.
14. The **DPWH-NCR-Metro Manila 3<sup>rd</sup> District Engineering Office** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
15. For further information, please refer to:  
**REJEANE G. MANGULABNAN / JESSEL TORRES - GATCHALIAN**  
DPWH-NCR-MM3DEO  
APDC-BAI Compound R. Valenzuela Ext., Marulas, Valenzuela City  
Email Address: [electronicbids\\_metromanila3@dpwh.gov.ph](mailto:electronicbids_metromanila3@dpwh.gov.ph)  
Tel. No.: 8 293-2739 local 35408
16. You may visit the following websites:  
For downloading of Bidding Documents: [www.notices.philgeps.gov.ph](http://www.notices.philgeps.gov.ph)  
[www.dpwh.gov.ph](http://www.dpwh.gov.ph)  
  
For online bid submission: [electronicbids\\_metromanila3@dpwh.gov.ph](mailto:electronicbids_metromanila3@dpwh.gov.ph)

Approved By:



**REJEANE G. MANGULABNAN**  
BAC Chairperson

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DPWH-INFR-04-2016

## **Section II. Instructions to Bidders**

## **1. Scope of Bid**

The Procuring Entity, **DPWH-Metro Manila Third District Engineering Office** invites Bids for the **Construction (Completion) of Multi-Purpose Building (Covered Court), Celina Homes, Barangay 168, Caloocan City** with Project Identification Number **25OD0373**.

The Procurement Project (referred to herein as “Project”) is for the construction of Works, as described in Section VI (Specifications).

## **2. Funding Information**

2.1. The GOP through the source of funding as indicated below for **FY 2025 GAA** in the amount of **Php 5,000,000.00**

2.2. The source of funding is:

a. GAA, the General Appropriations Act.

## **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 Manual 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 invitation to bid 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 inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) 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, Coercive, and Obstructive Practices**

The Procuring Entity, as well as the Bidders and Contractors, 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. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be “similar” to the contract to be bid if it has the major categories of work stated in the **BDS**.

- 5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.
- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

## 6. Origin of Associated 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.

## 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 fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

- a. Subcontracting is allowed. The portions of Project and the maximum percentage allowed to be subcontracted are indicated in the **BDS**, which shall not exceed fifty percent (50%) of the contracted Works.

- 7.2. The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criterion 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. 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 Contractor 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 Contractor'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 at its physical address **MM3DEO's Conference Room, Marulas, Valenzuela City and will go live via YouTube channel DPWH Metro Manila 3rd DEO Procurement LS** as indicated in paragraph 8 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 IX. Checklist of Technical and Financial Documents**.
- 10.2. 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.

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.

- 10.3. A valid PCAB License is required, and in case of joint ventures, a valid special PCAB License, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.
- 10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.
- 10.5. A List of Contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, must meet the minimum requirements for the contract set in the **BDS**.

## **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 IX. Checklist of Technical and Financial Documents**.
- 11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.3. 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. Alternative Bids**

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

### **13. Bid Prices**

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

### **14. Bid and Payment Currencies**

14.1. Bid prices may be quoted in the local currency or tradable 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.

14.2. Payment of the contract price shall be made in:

- a. Philippine Pesos.

### **15. Bid Security**

15.1. The Bidder shall submit a Bid Securing Declaration 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**.

15.2. The Bid and bid security shall be valid until **November 5, 2025**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

### **16. 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 to the given website 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.

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

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 10 of the **IB**.

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

18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 11 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.

18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

19.1. The Procuring Entity's 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 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.



## **20. Post Qualification**

Within a non-extendable 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**

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**.

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

# Bid Data Sheet

ITB Clause			
5.2	(1) For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:  a. BICWOPLC: Buildings : Construction – without Piles – Low Rise – Concrete (Frame) (1 to 5 Storeys)  (2) “Similar Categories of Works” that shall be considered in the evaluation of the work experience required for the contract to be bid: Please refer to Page 15 of 24 of D.O. No. 117 Series of 2017: Revised Guidelines for the Determinations of Major and Similar Categories of Work		
7.1	No further instructions.		
10.3	No further instructions.		
10.4	The key personnel must meet the required minimum years of experience set below:		
	Key Personnel	Minimum Years Similar Experience  (Same Position)	Minimum Years of Similar and Related Experience
	Project Manager	5	3
	Project Engineer	DPWH Accredited Project Engineer (PPE/PE1/PE2)	
	Materials Engineer	DPWH Accredited Materials Engineer I	
	Foreman	3	2
	Construction Safety and Health Officer	40 hrs seminar on Health and Safety	
	The key personnel should meet the following number of years’ work experience.		
	1. The experience means total years of civil works experience (of any nature in construction and engineering consultancy services)		
	2. Include the Tax Identification Number (TIN) of the Key Personnel.		

10.5	<p>The minimum major equipment requirements are the following:</p> <table><tr><th>Construction Equipment</th><th>Required No. of Units</th><th>Maximum Capacity/Unit</th></tr><tr><td>Backhoe with Conc. Breaker</td><td>1</td><td>0.80 m3</td></tr><tr><td>Dump Truck</td><td>2</td><td>12 yd3</td></tr><tr><td>Truck Mounted Crane</td><td>1</td><td>20-25 mt</td></tr><tr><td>Plate Compactor</td><td>1</td><td>5 HP</td></tr><tr><td>Concrete Vibrator</td><td>1</td><td></td></tr><tr><td>Bar Cutter</td><td>1</td><td></td></tr><tr><td>Bar Bender</td><td>1</td><td></td></tr><tr><td>Portable Concrete Jackhammer</td><td>1</td><td></td></tr><tr><td>One Bagger Mixer</td><td>1</td><td></td></tr><tr><td>Welding Machine</td><td>1</td><td></td></tr><tr><td>Cutting Outfit</td><td>1</td><td></td></tr><tr><td>Minor Tools</td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td></tr></table>	Construction Equipment	Required No. of Units	Maximum Capacity/Unit	Backhoe with Conc. Breaker	1	0.80 m3	Dump Truck	2	12 yd3	Truck Mounted Crane	1	20-25 mt	Plate Compactor	1	5 HP	Concrete Vibrator	1		Bar Cutter	1		Bar Bender	1		Portable Concrete Jackhammer	1		One Bagger Mixer	1		Welding Machine	1		Cutting Outfit	1		Minor Tools																				
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Minor Tools																																																										
12	No further instructions.																																																									
15.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>PhP 96,994.19</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit;</p> <p>b. The amount of not less than <b>PhP 242,485.49</b> if bid security is in Surety Bond.</p>																																																									
16	<p>Bid submission maybe done manually or electronically/online. However, bidders should only select one mode of submission, either manual or electronic. For bids to be submitted electronically/online, the following procedures should be observed following D.O. 87 Series of series 2020:</p> <p>1. Submission of electronic Official Receipt of purchase of the Bidding Documents</p> <p>Prior to the deadline of submission of bids, the prospective bidders shall send an e-mail with subject "Official Receipt for [Insert Contract ID]" to [Insert dedicated e-mail address]. Attached to the said e-mail is the copy of the Official Receipt of purchase of bidding documents in Portable Document File (PDF) format with file name in the format "&lt;PCAB ID&gt;_&lt;CONTRACT ID&gt;_OfficialReceipt.pdf".</p> <p>For example, the filename of the attached PDF containing the Official Receipt of the Contractor with PCAB ID No. 12345, who intends to participate in the bidding of Contract ID No. 20Z00123 shall be</p>																																																									

	<p>“12345_20Z00123_OfficialReceipt.pdf”. Further, the e-mail subject would be “Official Receipt for 20Z00123”.</p> <p>In case a prospective bidder originally intends to join the bidding as a Joint Venture (referred as “original bidder”), has been issued an Official Receipt of purchase of bidding documents and has submitted the electronic Official Receipt, but eventually decided to join the bidding with new members or as individual contractors (referred as “regrouped bidder”), or vice-versa, the “regrouped bidder” should purchase a new bidding document to be issued with the corresponding Official Receipt in their name and submit the electronic Official Receipt following the same procedures.</p> <p>2. Confirmation of the electronically submitted Official Receipt</p> <p>2.1 An e-mail shall be received by a prospective bidder confirming its successful submission of the Official Receipt as required under Item 1.</p> <p>Only the electronic bids of bidders who have successfully submitted an electronic Official Receipt shall be accepted.</p> <p>2.2 An e-mail shall also be received by a prospective bidder in instances where their sent e-mail related to Item 1:</p> <ul style="list-style-type: none"> <li>a. Has incorrect subject Contract ID, which means that a corresponding folder with the same Contract ID does not exist in the eBid Portal;</li> <li>b. Has no attachment;</li> <li>c. Has an attachment but is not in the prescribed format;</li> <li>d. Has more than one (1) attachment; or</li> <li>e. Was received after the deadline of bid submission.</li> </ul> <p>For the foregoing cases, the prospective bidders should rectify/correct the noted deficiency/ies to comply with the requirements under Item 1 for its electronic bid to be accepted.</p> <p>3. Preparation and submission of an electronic Bid</p> <p>The prospective bidders shall prepare and submit their bids electronically following the steps prescribed under with D.O. 87 - 2020 in accordance with GPPB Resolution No. 09-2020 as follows:</p> <ul style="list-style-type: none"> <li>a. Following GPPB Resolution No. 09-2020, a bidder has the option to submit bid electronically. However, If a bidder chooses to submit an electronic bid, the same bidder can no longer submit a bid manually for the same contract, and vice versa.</li> <li>b. Similar to manual submission, prospective bidders shall prepare their bids in two (2) file folders, each for the Technical and Financial Components. The file name of the Technical and Financial Components folders should be in the format &lt;PCAB ID&gt;_&lt;CONTRACT_ID&gt;_TECHNICAL and &lt;PCAB ID&gt;_&lt;CONTRACT_ID&gt;_FINANCIAL (e.g. 12345_ 20Z00123 _TECHNICAL, 12345_20Z00123_ FINANCIAL).</li> </ul> <p>Subsequently, each of the Technical and Financial Components file folders shall be COMPRESSED, PASSWORD PROTECTED and NAMED in the format &lt;PCAB ID&gt;_&lt;CONTRACT_ID&gt;_TECHNICAL.zip (or .rar/.7z) and &lt;PCAB ID&gt;_&lt;CONTRACT_ID&gt;_FINANCIAL.zip (or .rar/.7z), respectively (e.g. 12345_ 20Z00123_ TECHNICAL.zip, 12345_20Z00123_ FINANCIAL.zip).</p> <ul style="list-style-type: none"> <li>c. Each file contained in the Technical and Financial Components file folders shall be in PDF format (either scanned or exported/published), with file name in the format &lt;PCAB ID&gt;_&lt;CONTRACT ID&gt;_DescriptiveFilename.pdf (e.g. 12345_20Z00123_PCABLicense.pdf, 12345_20Z00123_OmnibusSwornStatement.pdf).</li> </ul>
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	<p>d. The compressed archive file folders of the Technical and Financial components shall be compiled in a PASSWORD PROTECTED COMPRESSED ARCHIVE MAIN FILE FOLDER with filename in the format &lt;PCAB&gt;_&lt;CONTRACT ID&gt;_Bid (e.g. 12345_20Z00123_Bid).</p> <p>In case the total file size of the main archive file folder is more than the allowable size of an attachment per e-mail of the prospective bidder's e-mail service provider (e.g. Gmail, Yahoo Mail, Outlook), they shall need to split its electronic bid into two or more PASSWORD PROTECTED COMPRESSED ARCHIVE MAIN FILE FOLDERS.</p> <p>e. The e-mail submitting the prospective bidder's electronic bid should have a Subject in the format "Bid Submission for [Insert Contract ID]" (e.g. "Bid Submission for 20Z00123").</p> <p>In case of multiple compressed archive main file folders, it shall be submitted in multiple e-mails, each with Subject in the format "Bid Submission [Insert Number of main archive folder]/[Insert total number of main archive folders]" (e.g. "Bid Submission 1/2 for 20Z00123" and "Bid Submission 2/2 for 20Z00123").</p> <p>f. The prospective bidder shall submit its electronic bid to electronicbids_metromanila3@dpwh.gov.ph using the prospective bidder's e-mail address registered in the Civil Works Application (CWA). In case prospective bidders are not yet registered, they can use any e-mail address, subject to the verification of the BAC Secretariat.</p> <p>4. Modification of an electronic bid</p> <p>If a bidder wishes to modify its electronic bid, he may do so following the procedures in the manual submission of bid or he may choose to submit his modification electronically in the same format prescribed in the preparation and submission of an electronic bid, except that the subject of the e-mail submitting the bid modification shall be labelled "Bid Modification X for &lt;Contract ID&gt;", where "X" represents the number of bid modification submitted. For example, the subject of an e-mail submitting a first bid modification for Contract ID No. 20Z00123 should be "Bid Modification 1 for 20Z00123".</p> <p>5. Non-participation in the Bidding</p> <p>In case a prospective bidder that have purchased a bidding document decided not to participate, he may choose to submit his letter of nonparticipation manually or electronically. In case of electronic submission, the contractor shall send an e-mail with the Subject "Nonparticipation for &lt;Contract ID&gt;" with the letter of non-participation as attachment with file name "&lt;PCAB ID&gt;_&lt;CONTRACT ID&gt;_NonParticipation.pdf". This e-mail should be sent to electronicbids_metromanila3@dpwh.gov.ph before the deadline for bid submission.</p> <p>6. Withdrawal of Electronic Bid</p> <p>Bids may only be withdrawn prior the deadline for bid submission. In case of withdrawal of an electronic bid, the bidder shall send an e-mail with the subject "Bid Withdrawal for &lt;Contract ID&gt;" and the letter of bid withdrawal in pdf format with filename "&lt;PCAB ID&gt;_&lt;CONTRACT ID&gt;_BidWithdrawal.pdf" shall be attached. This e-mail should be sent to electronicbids_metromanila3@dpwh.gov.ph before the deadline for bid submission.</p>
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	<p><b>7. Opening of the electronic bid</b></p> <p>Only during the actual opening of bids shall the bidder disclose the passwords for his electronic bid. This can be done by the bidder's authorized representative verbally in person, through phone call, online platforms (e.g. videoconferencing, webcasting), or through writing. In all cases, the bidders will have only three (3) attempts or fifteen (15) minutes, whichever comes first, to provide the correct password. Otherwise, the bidder shall be disqualified except in unforeseen justifiable circumstances. The bidder may also be subjected to the three-strike policy (D.O. 17, Series of 2015) as warranted by the circumstances.</p> <p>If the bidder chooses to disclose the password through phone call, he should make sure that the contact numbers as recorded in the Civil Works Application are open when the BAC calls to ask for the password. The bidder may also choose to call the BAC number Tel. No. <b>293-95-38 local 35407</b> during the bid opening time and wait for the opening of his bid for him to disclose the password. For online call/video calls, the bidder may call the BAC Messenger/Skype account (Procurement Unit Messenger Account).</p> <p>If the bidder chooses to attend the bid opening through online conference, the bidder should join the meeting using the following link [Insert link].</p> <p>If the bidder chooses to disclose the passwords through writing, the letters for password 1 (Main File Folder/Technical Component File Folder) and password 2 (Financial Component File Folder) should be enclosed in separate envelopes with the sender details (AMO, Bidder Name, Address) addressed to the BAC Chairperson, with the details of the bidding (Contract ID, Contract Name, Bid Opening Date and Time), signed and sealed, with a remark "Password [ Insert 1 or 2]. Do not open before actual bid opening date and time".</p> <p>All electronic bids (Password protected compressed archive main file folder/s) shall be opened first for the opening of the Technical Component compressed archive file folder/s. This shall be followed by the opening of the bids submitted manually for the opening of the Technical Component Envelopes. The same procedures apply for the Financial Component compressed archive file folder/s and financial component envelopes.</p> <p>If the electronic bid or file within it was found to be damaged, could not be extracted or opened, the bid shall be considered "Failed".</p> <p>If the electronic bid is not password-protected or is not in the required format, the bid shall still be accepted provided that the bidder acknowledges such condition. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or passwordprotected folder, or for its premature opening.</p> <p><b>8. File name convention in case of a Joint Venture Bidder</b></p> <p>For Joint Venture (JV), the format of PCAB ID to be used by the bidder in naming their files, folders and archives shall be "JV-&lt;PCAB ID of the Lead Member&gt;". For example, if three (3) Contractors with PCAB ID Nos. 12345 (lead member), 67890, and 24680 entered into a JV, the PCAB ID they must use is "JV-12345".</p>
19.2	Partial bids are not allowed.
20	No further instructions.

21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling.
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## **Section IV. General Conditions of Contract**

## 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.

## Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

## Possession of Site

- 3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC**, which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.
- 3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

## The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

## **Performance Security**

- 5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity 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 forms prescribed in Section 39 of the 2016 revised IRR.
- 5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

## **Site Investigation Reports**

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

## **Warranty**

- 7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.
- 7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

## **Liability of the Contractor**

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

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

## **Termination for Other Causes**

Contract termination shall be initiated in case it is determined prima facie by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

## **Dayworks**

Subject to the guidelines on Variation Order in Annex “E” of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor’s Bid shall be used for small additional amounts of work only when the Procuring Entity’s Representative has given written instructions in advance for additional work to be paid for in that way.

## **Program of Work**

- 11.1. The Contractor shall submit to the Procuring Entity’s Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC**.
- 11.2. The Contractor shall submit to the Procuring Entity’s Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC**. If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

## **Instructions, Inspections and Audits**

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor’s accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

## **Advance Payment**

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex “E” of the 2016 revised IRR of RA No. 9184.

## **Progress Payments**

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity’s Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

## **Operating and Maintenance Manuals**

- 15.1. If required, the Contractor will provide “as built” Drawings and/or operating and maintenance manuals as specified in the **SCC**.
- 15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity’s Representative’s approval, the Procuring Entity’s Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

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

# Special Conditions of Contract

GCC Clause	
2	The <b>Intended Completion Date</b> is <b>120</b> calendar days.
3.1	The <b>Start Date</b> is upon receipt date stated in the NTP
6	The site investigation reports are not required.
7.2	<p>[In case of permanent structures, such as buildings of types 4 and 5 as classified under the National Building Code of the Philippines and other structures made of steel, iron, or concrete which comply with relevant structural codes (e.g., DPWH Standard Specifications), such as, but not limited to, steel/concrete bridges, flyovers, aircraft movement areas, ports, dams, tunnels, filtration and treatment plants, sewerage systems, power plants, transmission and communication towers, railway system, and other similar permanent structures:] Fifteen (15) years.</p> <p>[In case of semi-permanent structures, such as buildings of types 1, 2, and 3 as classified under the National Building Code of the Philippines, concrete/asphalt roads, concrete river control, drainage, irrigation lined canals, river landing, deep wells, rock causeway, pedestrian overpass, and other similar semi-permanent structures:] Five (5) years.</p> <p>[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:] Two (2) years.</p>
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within ten (10) days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is 1% of the Contract Amount.
13	The amount of the advance payment is 15% of the total contract amount
14	Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	<p>The date by which operating and maintenance manuals are required is upon completion of the project.</p> <p>The date by which "as built" drawings are required is upon completion of the project.</p>
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is 10% of the Contract Amount.

## **Section VI. Specifications**



## **Section VII. Drawings**

## **Section VIII. Bill of Quantities**

**Bid Form for the Procurement of Infrastructure Projects**

**BID FORM**

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

Project Identification No. : 25OD0373

To: **METRO MANILA 3<sup>RD</sup> DISTRICT ENGINEERING OFFICE**  
APDC-BAI Compound, R. Val. Ext., Marulas, Valenzuela City

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, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. 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 and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized currently

<sup>1</sup> currently based on GPPB Resolution No. 09-2020

representative of the bidder, and 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 the [Name of Project] of the [Name of the Procuring Entity].

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

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

Legal Capacity: \_\_\_\_\_

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

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

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

**Department of Public Works and Highways ( DPWH)**

Contract ID: 25OD0373

Contract Name: **CONSTRUCTION (COMPLETION) OF MULTI-PURPOSE BUILDING (COVERED COURT),  
CELINA HOMES, BARANGAY 168, CALOOCAN CITY**

Location of the Contract: CALOOCAN CITY

**BILL OF QUANTITIES**

**Part No.** I **Part Description :** FACILITIES FOR THE ENGINEER

Pay Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
A.1.1(3)	Construction of Field Office for the Engineer	l.s.	1.00	In words: Pesos	In figures: Php
				In figures: Php	

**Part No.** II **Part Description :** OTHER GENERAL REQUIREMENTS

B.5	Project Billboard/Sign Board (COA Billboard)	each	1.00	In words: Pesos	In figures: Php
				In figures: Php	
	(DPWH Billboard)	each	1.00	In words: Pesos	In figures: Php
				In figures: Php	
B.7(1)	Occupational Safety and Health Program	mo.	4.00	In words: Pesos	In figures: Php
				In figures: Php	
B.9	Mobilization/Demobilization	l.s.	1.00	In words: Pesos	In figures: Php
				In figures: Php	
SUB - TOTAL					In w ords: Pesos
					In figures: Php

# **BILL OF QUANTITIES**

**Part No.** III

**Part Description :** CIVIL, MECHANICAL, ELECTRICAL AND SANITARY/PLUMBING WORKS

Pay Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
PART A 803(1)a	EARTHWORKS Structure Excavation, Common Soil	cu.m.	25.00	In words: Pesos	In figures: Php
				In figures: Php	
804(2)a	Embankment from Borrow, Common Soil	cu.m.	74.00	In words: Pesos	In figures: Php
				In figures: Php	
804(4)	Gravel Fill	cu.m.	3.00	In words: Pesos	In figures: Php
				In figures: Php	
SUB - TOTAL					In w ords: Pesos
					In figures: Php
PART B 900(1)b	PLAIN & REINFORCING CONCRET WORKS Structural Concrete Class "A" (14 days), 3000 psi	cu.m.	105.00	In words: Pesos	In figures: Php
				In figures: Php	
902(1)a2	Reinforcing Steel (Deformed), Grade 60	kgs.	5,363.00	In w ords: Pesos	In figures: Php
				In figures: Php	
903(2)	Formworks and Falseworks	sq.m.	224.00	In words: Pesos	In figures: Php
				In figures: Php	
SUB - TOTAL					In w ords: Pesos
					In figures: Php

**BILL OF QUANTITIES**

PART C FINISHING 1021(1)a	Cement Floor Finish, Plain	sq.m.	540.00	In words: Pesos	In figures: Php
				In figures: Php	
1032(5)	Painting Works, Texture Finish	sq.m.	300.00	In words: Pesos	In figures: Php
				In figures: Php	
1013(2)a	Fabricated Metal Roofing Accessory, Gauge 26, Ridge/Hip Rolls	l.m.	11.00	In words: Pesos	In figures: Php
				In figures: Php	
1013(2)b	Fabricated Metal Roofing Accessory, Gauge 26, Flashing	l.m.	26.00	In words: Pesos	In figures: Php
				In figures: Php	
1013(2)c	Fabricated Metal Roofing Accessory, Gauge 24, Gutters	l.m.	11.00	In words: Pesos	In figures: Php
				In figures: Php	
1014(1)b	Pre-painted Metal Sheets, Rib Type, Long Span	sq.m.	143.00	In words: Pesos	In figures: Php
				In figures: Php	
1047(4)a	Metal Structure Accessories, Bolts and Rods	each	64.00	In words: Pesos	In figures: Php
				In figures: Php	
1047(7)	Structural Steel	l.s.	1.00	In words: Pesos	In figures: Php
				In figures: Php	
SUB - TOTAL					In w ords: Pesos
					In figures: Php
PART F ELECTRICAL WORKS 1103(1)	Lighting Fixtures and Lamps	l.s.	1.00	In words: Pesos	In figures: Php
				In figures: Php	
1107(1)	Public Address System	l.s.	1.00	In words: Pesos	In figures: Php
				In figures: Php	

# **BILL OF QUANTITIES**

1200(13)	Airconditioning, Package/Split Type	l.s.	1.00	In words: Pesos	In figures: Php
				In figures: Php	
SUB - TOTAL					In w ords: Pesos
					In figures: Php
TOTAL					In w ords: Pesos
					In figures: Php

*Submitted by:*

\_\_\_\_\_  
*Name and Signature of Bidder's Authorized Representative*

*Date:*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Name of Bidder*

PAGE 4 OF 4

**Location of the Contract: CALOOCAN CITY**

Contract ID: 25OD0373		
Part No.	Part Description	Total Amount
I	FACILITIES FOR THE ENGINEER	
II	OTHER GENERAL REQUIREMENTS	
III	CIVIL, MECHANICAL, ELECTRICAL AND SANITARY/PLUMBING WORKS	
	<b>EARTHWORKS</b>	
	<b>PLAIN &amp; REINFORCING CONCRET WORKS</b>	
	<b>FINISHING</b>	
	<b>ELECTRICAL WORKS</b>	
<b>Total Amounts</b>		
<b>Total of All Amount in words</b> <b>Pesos</b> _____		
and: _____ centavos		

Duly authorized to sign the Bid for and on behalf of



Contract ID: 25OD0373

Contract Name: CONSTRUCTION (COMPLETION) OF MULTI-PURPOSE BUILDING (COVERED COURT),  
CELINA HOMES, BARANGAY 168, CALOOCAN CITY

Location of the Contract: CALOOCAN CITY

The minimum major equipment requirements are the following:

Construction Equipment	Required No. of Units	Maximum Capacity/Unit
Backhoe with Conc. Breaker	1	0.80 m3
Dump Truck	2	12 yd3
Truck Mounted Crane	1	20-25 mt
Plate Compactor	1	5 HP
Concrete Vibrator	1	
Bar Cutter	1	
Bar Bender	1	
Portable Concrete Jackhammer	1	
One Bagger Mixer	1	
Welding Machine	1	
Cutting Outfit	1	
Minor Tools		

Laboratory Equipment	Required No. of Units	Maximum Capacity/Unit
Please Refer to D.O No. 11 Series of 2017 for the Minimum Materials Testing Equipment in the Technical Component of the Bid for Small, Medium and Large Contractors		

**DPWH - METRO MANILA 3RD DISTRICT ENGINEERING OFFICE**  
**PRELIMINARY EXAMINATION OF TECHNICAL PROPOSAL FOR CIVIL WORKS**

Contract ID No. : \_\_\_\_\_  
 Contract Name : \_\_\_\_\_  
 Location of the Contract : \_\_\_\_\_  
 Date of Submission/Opening of Bids : \_\_\_\_\_  
 Bidder : \_\_\_\_\_  
 Approved Budget for the Contract (ABC) : \_\_\_\_\_

**Technical Requirements**

<b>1. Bid Security in the prescribed form, amount and validity period.</b>					
a. Acceptable Forms  Form Submitted by Contractor	Cash, Cashier's Check, Manager's Check, issued by a Universal or Commercial Bank (2% of ABC)  Bank Draft / Guarantee, or Irrevocable Letter of Credit issued by a Universal or Commercial Bank (If issued by a Foreign Bank It shall be confirmed or authenticated by a Universal or Commercial Bank (2% of ABC)  Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of ABC)  Bid Securing Declaration				
b. Amount (Required)	Php	Php	Php		
Amount Submitted by Contractor	( ) Sufficient ( ) Insufficient				
c. Validity Period					
d. Issuing Company/Bank					
e. Official Receipt No.					
f. Callable on Demand					
g. Certificate from Insurance Commission					
	Tabo. No.	BAC Member	BAC Member	BAC Member	BAC Chairman
<b>1. Bid Security in the prescribed form, amount and validity period</b>					
<b>2. Eligibility Requirements under Section 23.1 of the IRR.</b>					
<b>Electronic Evaluation using CWR:</b>					
<input type="checkbox"/> ELIGIBLE		<input type="checkbox"/> INELIGIBLE			
Class "A" Documents					
<b>I. Legal Documents</b>					
a. Registration Certificate from SEC for Corporation, DTI for Sole Proprietorship or CDA for Cooperatives	or PhilGEPS Registration as Platinum				
b. Valid and Current Mayor's/Business Permit from place of Business					
c. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR					
<b>II. Technical Documents</b>					
a. Statement of all on-going and similar completed Government and Private Contracts					
b. Valid PCAB License Registration for the type and cost of the contract to bid					
c. Statement of Single Largest Completed Contract (SLCC)					
d. Construction Safety and Health Program					
<b>III. Financial Documents</b>					
a. Audited Financial Statements, stamped, received by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year					
b. NFCC (Net Financial Contracting Capacity)					
Class "B" Documents, If any, (Special PCAB License and Valid Joint Venture Agreement)					
<b>3. Project Requirements, which shall include the following;</b>					
a. Organizational Chart for the contract to be bid.					
b. List of Contractor's Key Personnel, (see Clause 14.2a(4)(b), BDS of Bidding Documents) to be assigned to the contract, with their complete qualification data.					
c. List of Contractor's Major Equipment and Minimum Materials Testing Equipment (Department Order No. 11 series of 2017) Units owned, leased and/or under purchase agreements, supported by proof of ownership/lease/purchase and certification of availability of equipment from lessor/vendor for the duration of the project. (see Clause 14.2a(4)(c), BDS of BDs)					
<b>4. Omnibus Sworn Statement in the form prescribed by the GPPB.</b>					
Note: Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.					
Overall Rating: ( ) Passed ( ) Failed					
		BAC INITIAL			

**DPWH-METRO MANILA 3RD DISTRICT ENGINEERING OFFICE**  
**CHECKLIST OF FINANCIAL ENVELOPE FOR CIVIL WORKS**

Date of Submission/Opening of Bid : \_\_\_\_\_  
 Contract ID No. : \_\_\_\_\_  
 Name of Project : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Bidder : \_\_\_\_\_  
 Approved Budget for the Contract (ABC) : Php \_\_\_\_\_

FINANCIAL ENVELOPE : Shall contain the following information/documents and shall be opened only, if bidder has complied with the requirements in the Technical Envelope

		(To be filled up by the DPWH Personnel)				
		Member	Member	Member	Vice Chairman	Chairman
1.	Financial Bid Form in accordance with the form DPWH-INFR-09-2016					
2.	Duly Signed Bid Prices in the Bill of Quantities					
3.	Duly Signed Detailed Estimates					
4.	Duly Signed Quarterly/Monthly Cash Flow and Payment Schedule					
Note: Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.						
Overall Rating: ( ) <b>Passed</b> ( ) <b>Failed</b>						

**BAC INITIAL**

DPWH-INFR-32-2016

## **Section IX. Checklist of Technical and Financial Documents**

Department of Public Works and Highways (DPWH)

Contract ID No. \_\_\_\_\_

Contract Name and Location of the Contract

: \_\_\_\_\_

Date \_\_\_\_\_

The BAC Chairperson  
 DPWH-Metro Manila 3<sup>rd</sup> District Engineering Office  
 Marulas, Valenzuela City

**CERTIFICATE OF AVAILABILITY OF LEASE OF EQUIPMENT**

This is to certify that the undersigned Lessor has entered into an agreement for the lease of the equipment listed hereunder to Contractor \_\_\_\_\_ for the contract above-cited contract.

Quantity	Type/Description	Serial Number	Capacity	Condition	Location
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

This agreement for the lease of the aforementioned equipment shall be effective the moment the said contractor is declared the lowest bidder. The contract of lease shall be executed immediately after the award of the above-mentioned project to the contractors and we shall furnish a copy to the **Department of Public Works and Highways-MM3DEO** within 20 days after the award. It shall be our duty to verify from the Contractor when the award is made by the **Department of Public Works and Highways-MM3DEO**.

The above-mentioned equipment will not be pledged to other Contractors in any other project, until the above project is completed or the equipment is authorized by **Department of Public Works and Highways-MM3DEO** for withdrawal.

The **PROOF OF OWNERSHIP** of the above cited equipment/tools are herein attached.

This certification is being issued in favor of Mr. \_\_\_\_\_ Contractor, not merely to help him qualify for this project as I am aware that any false statements issued by me makes liable for perjury.

In case of the equipment mentioned above is not released to the Contractor on time, I agree to be blacklisted and in the future no certification of mine for the lease of equipment shall be honored by **Department of Public Works and Highways-MM3DEO**.

**IN FAITH** therefore I hereunto affix my signature this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

CONCURRED IN:

\_\_\_\_\_  
 ( Lessee )  
 \_\_\_\_\_  
 ( Address )

\_\_\_\_\_  
 (Affiant- Lessor)  
 \_\_\_\_\_  
 (Address)

REPUBLIC OF THE PHILIPPINES)  
 \_\_\_\_\_) s.s.

**SUBSCRIBED AND SWORN TO** before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ affiant exhibiting to me his Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
 Notary Public

Doc. No. \_\_\_\_\_  
 Page No. \_\_\_\_\_  
 Book No. \_\_\_\_\_  
 Series of \_\_\_\_\_

**DPWH - METRO MANILA 3RD DISTRICT ENGINEERING OFFICE**  
**PRELIMINARY EXAMINATION OF TECHNICAL PROPOSAL FOR CIVIL WORKS**

Contract ID No. : \_\_\_\_\_  
 Contract Name : \_\_\_\_\_  
 Location of the Contract : \_\_\_\_\_  
 Date of Submission/Opening of Bids : \_\_\_\_\_  
 Bidder : \_\_\_\_\_  
 Approved Budget for the Contract (ABC) : \_\_\_\_\_

**Technical Requirements**

<b>1. Bid Security in the prescribed form, amount and validity period.</b>					
a. Acceptable Forms	Cash, Cashier's Check, Manager's Check, issued by a Universal or Commercial Bank (2% of ABC)	Bank Draft / Guarantee, or Irrevocable Letter of Credit issued by a Universal or Commercial Bank (If issued by a Foreign Bank It shall be confirmed or authenticated by a Universal or Commercial Bank (2% of ABC)	Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (5% of ABC)	Bid Securing Declaration	
Form Submitted by Contractor					
b. Amount (Required)	Php	Php	Php		
Amount Submitted by Contractor	( ) Sufficient ( ) Insufficient				
c. Validity Period					
d. Issuing Company/Bank					
e. Official Receipt No.					
f. Callable on Demand					
g. Certificate from Insurance Commission					
				Tab. No.	BAC Member
					BAC Member
					BAC Member
					BAC Member
					BAC Chairman
<b>1. Bid Security in the prescribed form, amount and validity period</b>					
<b>2. Eligibility Requirements under Section 23.1 of the IRR.</b>					
<b>Electronic Evaluation using CWR:</b>					
[ ] ELIGIBLE		[ ] INELIGIBLE			
Class "A" Documents					
<b>I. Legal Documents</b>					
a. Registration Certificate from SEC for Corporation, DTI for Sole Proprietorship or CDA for Cooperatives	or PhilGEPS Registration as Platinum				
b. Valid and Current Mayor's/Business Permit from place of Business					
c. Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR					
<b>II. Technical Documents</b>					
a. Statement of all on-going and similar completed Government and Private Contracts					
b. Valid PCAB License Registration for the type and cost of the contract to bid					
c. Statement of Single Largest Completed Contract (SLCC)					
d. Construction Safety and Health Program					
<b>III. Financial Documents</b>					
a. Audited Financial Statements, stamped, received by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year					
b. NFCC (Net Financial Contracting Capacity)					
Class "B" Documents, If any, (Special PCAB License and Valid Joint Venture Agreement)					
<b>3. Project Requirements, which shall include the following:</b>					
a. Organizational Chart for the contract to be bid.					
b. List of Contractor's Key Personnel, (see Clause 14.2a(4)(b), BDS of Bidding Documents) to be assigned to the contract, with their complete qualification data.					
c. List of Contractor's Major Equipment and Minimum Materials Testing Equipment (Department Order No. 11 series of 2017) Units owned, leased and/or under purchase agreements, supported by proof of ownership/lease/purchase and certification of availability of equipment from lessor/vendor for the duration of the project. (see Clause 14.2a(4)(c), BDS of BDS)					
<b>4. Omnibus Sworn Statement in the form prescribed by the GPPB.</b>					
Note: Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.					
Overall Rating: ( ) Passed ( ) Failed					
		BAC INITIAL			

**DPWH-METRO MANILA 3RD DISTRICT ENGINEERING OFFICE  
CHECKLIST OF FINANCIAL ENVELOPE FOR CIVIL WORKS**

Date of Submission/Opening of Bid : \_\_\_\_\_  
 Contract ID No. : \_\_\_\_\_  
 Name of Project : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Bidder : \_\_\_\_\_  
 Approved Budget for the Contract (ABC) : Php \_\_\_\_\_

FINANCIAL ENVELOPE : Shall contain the following information/documents and shall be opened only, if bidder has complied with the requirements in the Technical Envelope

		(To be filled up by the DPWH Personnel)				
		Member	Member	Member	Vice Chairman	Chairman
1.	Financial Bid Form in accordance with the form DPWH-INFR-09-2016					
2.	Duly Signed Bid Prices in the Bill of Quantities					
3.	Duly Signed Detailed Estimates					
4.	Duly Signed Quarterly/Monthly Cash Flow and Payment Schedule					
Note: Any missing, incomplete or patently insufficient document in the above-mentioned checklist is a ground for outright rejection of the bid.						
Overall Rating: ( ) <b>Passed</b> ( ) <b>Failed</b>						

**BAC INITIAL**

## ***ANNEX II-1.1K***

### ***Section XI. Bidding Forms***

The Bidder shall use the Bidding Forms (BFs) listed below in preparing its Bid and, in case it is awarded the contract, in preparing the documents required to perfect the contract.

DPWH-INFR-05: Contractor's Confidential Application Statement for Registration (CCASR)

DPWH-INFR-06: Contractor's Registration Certificate (CRC)

DPWH-INFR-07: Contractor's Information (CI)

DPWH-INFR-09: Bid Form

DPWH-INFR-10: Form of Bid Security: Bank Guarantee

DPWH-INFR-11: Form of Bid Security: Irrevocable Letter of Credit

DPWH-INFR-12: Form of Bid Securing Declaration

DPWH-INFR-13: Contractor's Organizational Chart for the Contract

DPWH-INFR-14: List of Contractor's Key Personnel to be Assigned to the Contract, with their

Qualification and Experience Data

DPWH-INFR-15: List of Contractor's Equipment Units to be Assigned to the Contract, Supported by Certificates of Availability

DPWH-INFR-16: Sworn Statement Required by IRR Section 25.2b)iv)

DPWH-INFR-17: Bill of Quantities (BOQ)

DPWH-INFR-18: Summary of Bid Prices

DPWH-INFR-19: Cash Flow by Quarter

DPWH-INFR-20: Bidder's Checklist of Requirements for Its Bid, Including Technical and Financial Proposals Requirement for Bidders

DPWH-INFR-43: Performance Security: Irrevocable Letter of Credit

DPWH-INFR-44: Performance Security: Bank Guarantee

DPWH-INFR-45: Construction Methods



DPWH-INFR-46: Construction Schedule in the form of PERT/CPM or Precedence Diagram and Bar Chart with S-Curve and Cash Flow

DPWH-INFR-47 Manpower Schedule

DPWH-INFR-48: Major Equipment Utilization Schedule

DPWH-INFR-49: Construction Safety and Health Program

DPWH-INFR-50: Checklist of Contract Documents and Supporting Documents

DPWH-INFR-51: Form of Contract Agreement

The content of each of these forms is given in the attached folder marked “**ANNEX IIB – Standard Bidding Forms.**” The bidder may download these forms from the DPWH website. The bidder may also obtain from the Procuring Entity hard copies of these forms as part of the **BDs** for the contract.

**DEPARTMENT OF PUBLIC WORKS  
AND HIGHWAYS**

**PROCUREMENT MANUAL**

**VOLUME II - INFRASTRUCTURE**

**ANNEX IIB: STANDARD FORMS**

**10 June 2016**

**Department of Public Works and Highways (DPWH)****Contract ID:****Contract Name:****Location of the Contract:**Name of Procuring EntityAddress**INVITATION TO BID**

The Name of Procuring Entity, through its Bids and Awards Committee (BAC), invites contractors to submit bids for the following Contract:

Contract ID: \_\_\_\_\_

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

Contract Location: \_\_\_\_\_

Brief Description: \_\_\_\_\_

Approved Budget for the Contract (ABC): PhP \_\_\_\_\_

Source of Funds: \_\_\_\_\_

Contract Duration: \_\_\_\_\_ calendar days

The BAC is conducting the public bidding for this Contract in accordance with Republic Act No. 9184 and its Implementing Rules and Regulations (IRR).

To be eligible to bid for this Contract, a contractor must meet the following major requirements: (a) Filipino citizen or 75% Filipino-owned partnership/corporation with PCAB license for Size Range \_\_\_\_\_, (b) completion of a similar contract costing at least 50% of the ABC\*, and (c) Net Financial Contracting Capacity (NFCC) at least equal to the ABC.

The DPWH will use non-discretionary “pass/fail” criteria in the eligibility check, preliminary examination of bids, evaluation of bids, post-qualification, and award.

*Insert the following three paragraphs if the Procuring Entity will adopt Electronic Bidding, pursuant to GPPB Resolution No. 13-2013:*

*As stipulated in Section 8.2.4.3 of the Implementing Rules and Regulations of RA 9184, the PhilGEPS may support the implementation of e-Bid submission processes, which includes creation of electronic bid forms, creation of bid box, delivery of bid submissions, notification to supplier of receipt of bids, bid receiving and electronic bid evaluation. This facility shall cover all types of procurement for goods, infrastructure projects and consulting services.*

*E-Bid submission shall be conducted wherein bidders shall submit their bids electronically through the PhilGEPS. Manual submission of bids shall not be allowed. This notwithstanding, bidders who submit e-bids shall be required to submit hard copies of the documents submitted electronically for purposes of validation and/or verification during the electronic opening in the event the BAC encounters technical problems or difficulty in opening e-bids. For this purpose, bidders shall register as Platinum Members in the Government-Official Merchants*

DPWH-INFR-04-2016

## Department of Public Works and Highways (DPWH)

**Contract ID:****Contract Name:****Location of the Contract:**

*Registry (OMR). In addition, bidders who have purchased the Bidding Documents for this project shall be tagged as pilot users of the e-Bidding.*

*Registered e-bidding pilot users can download the original copy of the bidding documents including the electronic bid response form, submit and modify bids online, submit queries online and monitor the progress of bidding online.*

The schedule of key procurement activities for this Contract is shown below:

Activity	Time	Place
1. Issuance/Downloading of Bidding Documents	<u>Date to Date</u>	Hard copies at BAC Secretariat, <u>Address</u> . Downloadable from DPWH website <a href="http://www.dpwh.gov.ph">www.dpwh.gov.ph</a> , PhilGEPS website <a href="http://www.philgeps.gov.ph">www.philgeps.gov.ph</a> , and website of concerned foreign financing institution
2. Pre-Bid Conference	<u>Time and Date</u>	<u>Address</u>
3. Receipt by the BAC of Bids	Deadline: <u>Time and Date</u>	BAC, <u>Address</u>
4. Opening of Bids	<u>Time and Date</u>	BAC, <u>Address</u>

Bidders shall pay the BAC a non-refundable fee of Amount for the Bidding Documents, upon securing hard copies of the Documents. Bidders that download the Documents from the DPWH/ PhilGEPS website shall pay the fee upon submission of their bids.

The Name of Procuring Entity reserves the right to accept or reject any bid and to annul the bidding process any time before the Contract award, without incurring any liability to the affected bidders, in accordance with the provisions of Section 41 of RA 9184 and its IRR.

Any requests for additional information concerning this bidding shall be directed to the following:

BAC Chairperson: \_\_\_\_\_

BAC Secretariat Head: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_

Telephone No. \_\_\_\_\_

Email address: \_\_\_\_\_

Email address: \_\_\_\_\_

Approved by:

Dates of Publication: \_\_\_\_\_

Name and Signature

Newspaper: \_\_\_\_\_

BAC Chairperson

*\*For PCAB Small A and Small B Contractors, delete (c) of this paragraph, and rename (d) as (c).*

DPWH-INFR-04-2016



Department of Public Works and Highways  
Registry of Contractors for Civil Works Projects  
**Contractor's Confidential Application Statement for Registration (CCASR)**

(Please read the attached Instructions)

I, \_\_\_\_\_ of legal age, with postal address at \_\_\_\_\_, after having been duly sworn in accordance with the law, hereby depose and say:

1. That I am the: \_\_\_\_\_ of the \_\_\_\_\_ duly authorized to make this statement, as evidenced by the attached written authority from the proprietor/governing board of the firm,
2. That I hereby present the following information for registration with the Department of Public Works and Highways.

**A. GENERAL INFORMATION**

**1. Name of Firm/Company :** \_\_\_\_\_

- a. Head Office Address :Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Municipality/City: \_\_\_\_\_  
Province: \_\_\_\_\_ Region: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Country: \_\_\_\_\_
- b. Telephone Number : \_\_\_\_\_
- c. Fax Number : \_\_\_\_\_
- d. Email Address : \_\_\_\_\_
- e. Company TIN : \_\_\_\_\_

**2. Foreign Contractors Only**

- a. Nationality : \_\_\_\_\_
- b. Philippine Address :Number: \_\_\_\_\_ Street Name: \_\_\_\_\_  
Municipality/City: \_\_\_\_\_  
Province: \_\_\_\_\_ Region: \_\_\_\_\_ Postal Code: \_\_\_\_\_
- c. Telephone Number : \_\_\_\_\_
- d. Fax Number : \_\_\_\_\_
- e. Email Address : \_\_\_\_\_
- f. Percentage of Filipino Ownership : \_\_\_\_\_ (if applicable)

**3. Person Managing the Affairs of the Firm: Attach Annex "A"**

- a. Name : \_\_\_\_\_
- b. Designation : \_\_\_\_\_
- c. Telephone Number : \_\_\_\_\_
- d. Specimen Signature : \_\_\_\_\_

**3. Authorized Liaison Officers: Attach Annex "B"**

- a. Name : 1. \_\_\_\_\_ 2. \_\_\_\_\_
- b. Designation : 1. \_\_\_\_\_ 2. \_\_\_\_\_

## 1. PCAB License Information (if applicable)

Page 2 of 10



## Department of Public Works and Highways


### 2. Ownership

NAME(S) of Owner/Stockholders	Tax ID Number (TIN)

**3. City/Municipal Business Permit:** Attach Annex “C”

**4. BIR Tax Clearance (per EO 398, series of 2005):** Attach Annex “H”

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

Validity period: \_\_\_\_\_

Tax Identification Number: \_\_\_\_\_

## B. TECHNICAL ASPECTS (Contractor's Work Experience)

- [illegible]

---

2. List of all on-going contracts including those already awarded but not yet started, both in government and in the private sector: Attach Annex “J” **NOTE: Cost must be in Philippine Pesos computed on the date of the signing of the contract.**

[illegible]


**Key: WA = Work Accomplished      TE = Time Elapsed**

Department of Public Works and Highways (DPWH)

**C. FINANCIAL ASPECTS** (*Amounts shall be in Philippine Pesos*): Attach Annex "K"

	CY -1	CY -2	CY -3	CY -4	CY -5
Total Assets					
Current Assets					
Total Liabilities					
Current Liabilities					
Total Net Worth					
Current Net Worth					
Gross Annual Turnover (construction)					

**Note:** CY-1 = Current Year minus one

**Taxpayer Identification Number (TIN)** \_\_\_\_\_

**D. AFFIDAVIT**

I hereby certify that all information provided herein, including the annexes and enclosures thereto, is true and correct, and I hold myself liable, criminally or civilly, for any misrepresentation or false statement made herein.

I hereby authorize the Department of Public Works and Highways to investigate and verify the said information.

In witness thereof, I have hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_

(Affiant)

(Republic of the Philippines )  
PROVINCE/CITY OF \_\_\_\_\_)

SUBSCRIBED and SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
at \_\_\_\_\_ affiant exhibited to me his/her Government-issued ID (*insert type of ID*)  
No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**  
Until \_\_\_\_\_

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series No. \_\_\_\_\_

PTR No. \_\_\_\_\_

Issued at \_\_\_\_\_

Issued on \_\_\_\_\_

## **CONTRACTOR'S CONFIDENTIAL APPLICATION STATEMENT FOR REGISTRATION (CCASR)**

### **INSTRUCTIONS FOR CONTRACTOR'S APPLICATION**

1. The Contractor-Applicant shall accomplish/answer all items in the Application Statement using the English language. Answers must be given to all questions in the aforesaid statement. All blanks shall be properly filled up. If necessary, additional sheets may be added to the form or, if the form has limited space, it can be reproduced and enlarged to suit the Contractor-Applicant's needs. Documents submitted on forms or in any format other than that prescribed in the aforesaid Statement shall be considered noncomplying and will be rejected outright. Forms that may require attachments shall be clearly marked, i.e., Attachments to Form No.1; Attachments to Form No. 2, etc.
2. The information/data submitted by the Contractor-Applicant are to be used by the DPWH in determining, according to its judgment, the eligibility and qualification of the Contractor. In view thereof, Contractor-Applicants are encouraged to communicate with the DPWH for any clarification or interpretation of the documents. Requests for reconsideration will not be entertained on any erroneous interpretations or conclusions made by the Contractor-Applicant. A Contractor-Applicant submitting its qualifications as a prospective Contractor for review and consideration waives any claim against any decision thereon. The signing by the Contractor or his duly authorized representative of the ContractorApplicant's Application Statement for Registration acknowledges the truth and correctness of all statements made therein; otherwise, the Contractor shall be liable for perjury as provided in the Revised Penal Code.
3. Aside from the main Contractor's Confidential Application Statement for Registration, the following documents shall be annexed to and form part of the Statement:
  - Annex "A" Appointment or authority of the Authorized Manager of the Organization with specimen signature duly notarized
  - Annex "B" Appointment or authority of the officially designated Liaison Officer with specimen signature duly notarized and copies of two (2) valid ID's showing his/her proper identification
  - Annex "C" Certified Copy of Contractor's PCAB License for the current year
  - Annex "D" Certified Copy of Registration of Business Name
  - Annex "E" Certified Copy of SEC Certificate of Registration
  - Annex "F" Certified Copy of Articles of Incorporation (if applicable)
  - Annex "G" Certified true copy of valid and current Mayor's Business Permit
  - Annex "H" Certified Copy of BIR Tax Clearance, using BIR Form 17.14B
  - Annex "I" Certified true copy of Contract Agreement and of Certificate of Completion/Acceptance from the Implementing Office/Owner, with Contract ID (pursuant to DO No. 241, series of 2001, scope of work, and Contract cost, for completed contracts
  - Annex "J" Certified true copy of Contract Agreement from the Implementing Office/Owner, with Contract ID (pursuant to D.O. No. 241, series of 2001), scope of work, Contract costs and statement from the Implementing Office as to %WA and %TE for all ongoing contracts, including private contracts and those already awarded but not yet started, including certified true copy of NTP.
  - Annex "K" Audited Financial Statement as reflected in Contractor's Income Tax Return stamped received by the Bureau of Internal Revenue for the last five years
  - Annex "L" Letter authorizing verification of the integrity of the Registration documents
4. Each page of the annexes, attachments and other supporting documents shall be marked in the right top corner, e.g., Annex "A", Page 1 of 5; Annex "A", Page 2 of 5; etc.

## Department of Public Works and Highways (DPWH)

5. The Contractor's Confidential Application Statement for Registration, including Annexes, shall be submitted in one (1) envelope. The envelope should be captioned "Application for Registration" and submitted to the DPWH Head Office: BAC-TWG/Secretariat. All documents submitted shall be treated as confidential and will not be returned.
6. The DPWH will inform all applicants of the result of their application. It reserves the right to accept or reject any application without any liability to the affected applicants or any obligation to inform the applicants of the grounds for the action taken thereon.

### Attachment A - TABLE OF MAJOR CATEGORIES OF WORK

Code	Description of Category of Work	Unit of Measure
<b>BCB</b>	Bridges- Construction- Bailey	lineal meter (lm)
<b>BCC</b>	Bridges- Construction- Concrete	lm
<b>BCS</b>	Bridges- Construction- Steel	lm
<b>BCP</b>	Bridges- Construction- With Bored Piles	lm
<b>BEL</b>	Building - Electrical	set
<b>BIH</b>	Buildings/ Industrial Plant- High Rise	storey
<b>BIL</b>	Buildings/ Industrial Plant- Low Rise	storey
<b>BRB</b>	Bridges- Rehabilitation- Bailey	lm
<b>BRC</b>	Bridges- Rehabilitation- Concrete	lm
<b>BRP</b>	Bridges- Rehabilitation- With Bored Piles	lm
<b>BRR</b>	Bridges- Rehabilitation- Retrofitting	lm
<b>BRs</b>	Bridges- Rehabilitation- Steel	lm
<b>BRT</b>	Bridges- Rehabilitation-Timber	lm
<b>FEN</b>	Perimeter Fence	square meter(sq.m)
<b>FEX</b>	Foundation Excavation	cu. m
<b>FHD</b>	Flood Control/ Hydraulics/ Dams	cu. m
<b>FHG</b>	Flood Control/ Hydraulics/ Dredging	cubic meter (cu.m)
<b>FHN</b>	Flood Control/ Hydraulics/ Drainage	lm
<b>FHP</b>	Flood Control/ Hydraulics/ Pumping Station	unit
<b>FHR</b>	Flood Control/ Hydraulics/ River Control	lm
<b>FHW</b>	Flood Control/ Hydraulics/ Water Supply	lm
<b>MBG</b>	Maintenance of Buildings	storey
<b>MFC</b>	Maintenance of Flood Control	cu. m
<b>MRB</b>	Maintenance of Roads and Bridges	kilometer (km)
<b>PHC</b>	Ports/ Harbors- Causeway	lm
<b>PHW</b>	Ports/ Harbors- Wharf	lm
<b>RCA</b>	Roads- New Construction- Asphalt	km
<b>RCG</b>	Roads- New Construction- Gravel	km
<b>RCP</b>	Roads- New Construction- PCCP	km
<b>REC</b>	Reclamation Works	cu. m
<b>RRR</b>	Roads- Rehabilitation- Asphalt	km



## Department of Public Works and Highways (DPWH)

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<b>RRG</b>	Roads- Rehabilitation- Gravel	km
<b>RRP</b>	Roads- Rehabilitation- PCCP	km
<b>TEA</b>	Traffic Engineering- Signage	piece
<b>TEG</b>	Traffic Engineering-Guardrails	piece
<b>TEP</b>	Traffic Engineering- Pavement Markings	lm
<b>TES</b>	Traffic Engineering- Signalization	set
<b>TEP-S</b>	Traffic Engineering- Pavement Studs	piece
<b>TLS</b>	Transmission Lines	km

ANNEX "L"

LETTER AUTHORIZING VERIFICATION OF THE INTEGRITY OF REGISTRATION  
DOCUMENTS

*Name of the Head of the Procuring Entity*  
*Position of the Head of the Procuring Entity*  
*Name of the Procuring Entity*  
*Address*

Dear \_\_\_\_\_:

\_\_\_\_\_  
(Name of Firm)

I hereby request that our application for inclusion of the above-mentioned firm in the DPWH Registry of Contractors for Civil Works be approved.

I am fully aware that:

1. all documents submitted in support of this application are subject to verification by the DPWH, and
2. any discovered misrepresentation of information and/or manifestations of fraud on the application documents submitted by our firm applicant or its Authorized Representative/Agent/Liaison Officer shall be subjected to investigation which may result in the disapproval/denial/suspension/revocation of this application and blacklisting of our firm and myself as its Authorized Managing Officer; and

Name and Signature  
Authorized Managing Officer

Republic of the Philippines) \_\_\_\_\_  
)S.S.

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_; affiant exhibited to me his Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_ 20 \_\_\_\_.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;

Name and Signature  
**NOTARY PUBLIC**

(Until December 31, 20\_\_)

**Department of Public Works and Highways (DPWH)**

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Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
Manila

**CONTRACTOR'S REGISTRATION CERTIFICATE**

Contractor Identification Number: No.

Effective Dates: From Date to Date

This is to certify that Name of Contractor, with office address at Address of the Contractor, is a duly registered contractor with the DPWH Registry of Contractors for Civil Works Projects, and recognized to undertake the following types, sizes, and cost ranges of civil works projects, subject to the eligibility check by the DPWH for every particular contract to be bid:

Type, Size, and Cost Range  
Type, Size, and Cost Range  
Type, Size, and Cost Range, etc.

This Contractor's Registration Certificate (CRC) is personal and non-transferable and may be renewed only at the instance of the herein named Contractor. Any misuse of this CRC shall cause the forfeiture of the established right and consequent debarment of the herein named Contractor.

The Contractor's Information (CI) is attached as part of this CRC.

The herein named Contractor is advised to immediately inform this Office, within seven (7) days upon receipt hereof, of any correction and updating of its CRC and CI so that these can be adjusted accordingly.

Every time the Contractor submits to the Bids and Awards Committee a bid for a particular contract, it shall also include therein an update of its CI, including the latest list and status of its on-going contracts and contracts awarded but not yet started.

Given at Manila, Philippines, on date.

Name and Signature

Head, Central BAC Secretariat/  
Technical Working Group

**Department of Public Works and Highways**

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**Republic of the Philippines  
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS  
Manila  
CONTRACTOR'S INFORMATION  
Date last updated \_\_\_\_\_**

**Date Printed:** \_\_\_\_\_ **Name of Firm/Company:** \_\_\_\_\_  
**Contractor ID:** Tax Account No. \_\_\_\_\_

**General Information**

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Legal Aspects:**

**PCAB License Information**

**Type of Firm:** \_\_\_\_\_

**Head Office Location:** \_\_\_\_\_

**License First Issue Date:** \_\_\_\_\_

**License Number:** \_\_\_\_\_

**Validity Period:** \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

**Principal Classification:** \_\_\_\_\_

**Category:** \_\_\_\_\_

**Other Classifications:** \_\_\_\_\_

**Foreign Contractor**

**Nationality:** \_\_\_\_\_

**Philippine Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Fax Number:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Percent of Filipino Ownership:** \_\_\_\_\_

**Person Managing Affairs of Firm**

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

**Designation:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Authorized Liaison Officer**

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

**Designation:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**Authorized Liaison Officer**

## Department of Public Works and Highways

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**Name:**

**Designation:**

**Telephone Number:**

**Registration Date:**

**Registration Number:**

**Validity Period:** From To

### Projects

**Kinds  
of Projects**

**Respective  
Size Ranges**

Building and Industrial Plant  
Dam, Reservoir and Tunneling  
Irrigation and Flood Control  
Park-Playground or Recreational Work  
Port, Harbor and Offshore Engineering  
Road, Highway, Pavement, Railway, Airport, Horizontal Structure, Bridge  
Sewerage and Sewage System  
Water Supply  
Water Treatment Plant and System

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### Completed Projects

Contract	Name of	Owner	Participation	Contract	Contract	Major	Dimensions	Total As
ID	Contract	Started	Completed	Percentage	Date	Date	Built	Cost Per Major
				of Work	Work	Category		

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## Department of Public Works and Highways

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### Ongoing Projects

Contract ID	Name of Contract Percentage	Owner Date Started	Participation Date Completed	Contract Categories	Contract Cost Per Major	% Major Work	% Major Work Category	Major	Dimensions	Total As Built
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### Financial Aspects

Year	Assets	Assets	Liabilities	Record Total Liabilities	Current Net Worth	Total Current Net Worth	Total Current
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<sup>1</sup> WA = Work Accomplished

<sup>2</sup> TE = Time Elapsed

**Department of Public Works and**

**Highways Contract ID:**

**Contract Name:**

**Location of the Contract:**

----- Registry of

Contractors for Civil Works Projects  
**Contract Profile for Eligibility Processing**

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

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

Procuring Entity: \_\_\_\_\_

Deadline for Receipt of Bids: \_\_\_\_\_

Approved Budget for the Contract (ABC): P \_\_\_\_\_

Major Categories of Work of the Contract to be Procured	Unit of Measure	Dimension	Cost Estimate for Each Major Category of Work	Similar Major Categories of Work*

\*“Similar Major Categories of Work” for this Contract shall be selected from the attached overall list of Major and Similar Categories of Work.

Submitted by:

Name and Signature

*Head, Implementing Unit*

Noted By:

BAC Chairman, Procuring Entity)

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

- Notes:
1. The BAC Chairman of the Procuring Entity shall submit this form, duly accomplished, to the DPWH Procurement Service, at least 10 calendar days before the first day of Advertisement of the Invitation to Bid.
  2. All blanks should be filled up.

## Department of Public Works and

**Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

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### OVERALL LIST OF MAJOR AND SIMILAR CATEGORIES OF WORK

Major Categories of Work Table					
Code	Category of Work Description	Unit of Measure	Code	Category of Work Description	Unit of Measure
<b>BCB</b>	Bridges- Construction- Bailey	lm	<b>FHW</b>	Flood Control/ Hydraulics/Water Supply	lm
<b>BCC</b>	Bridges- Construction- Concrete	lm	<b>MBG</b>	Maintenance of Buildings	stories
<b>BCP</b>	Bridges- Construction- with Bored Piles	lm	<b>MFC</b>	Maintenance of Flood Control	cu. m
<b>BCS</b>	Bridges- Construction- Steel	lm	<b>MRB</b>	Maintenance of Roads and Bridges	km
<b>BIH</b>	Buildings/ Industrial Plant- High Rise	stories	<b>PHC</b>	Ports/ Harbors- Causeway	lm
<b>BIL</b>	Buildings/ Industrial Plant- Low Rise	stories	<b>PHW</b>	Ports/ Harbors- Wharf	lm
<b>BRB</b>	Bridges- Rehabilitation- Bailey	lm	<b>RCA</b>	Roads- New Construction- Asphalt	km
<b>BRC</b>	Bridges- Rehabilitation- Concrete	lm	<b>RCG</b>	Roads- New Construction- Gravel	km
<b>BRP</b>	Bridges- Rehabilitation- with Bored Piles	lm	<b>RCP</b>	Roads- New Construction- PCCP	km
<b>BRR</b>	Bridges- Rehabilitation- Retrofitting	lm	<b>RRA</b>	Roads- Rehabilitation- Asphalt	km
<b>BRS</b>	Bridges- Rehabilitation- Steel	lm	<b>RRG</b>	Roads- Rehabilitation- Gravel	km
<b>FHD</b>	Flood Control/ Hydraulics/ Dams	cu. m	<b>RRP</b>	Roads- Rehabilitation- PCCP	km
<b>FHG</b>	Flood Control/ Hydraulics/ Dredging	cu. m	<b>TEA</b>	Traffic Engineering- Signage	piece
<b>FHP</b>	Flood Control/ Hydraulics/ Pumping Station	unit	<b>TEP</b>	Traffic Engineering-Pavement Marking	lm
<b>FHN</b>	Flood Control/ Hydraulics/ Drainage	lm	<b>TES</b>	Traffic Engineering- Signalization	set
<b>FHR</b>	Flood Control/ Hydraulics/ River Control	lm	<b>FEN</b>	Perimeter Fence	sq. m



Department of Public Works and Highways

Contract ID:

Contract Name:

Location of the Contract:

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**Bid Form for the Procurement of  
Infrastructure Projects**  
*[shall be submitted with the Bid]*

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**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, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. 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 and reflected in the detailed estimates,
- f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>3</sup> for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

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<sup>3</sup> currently based on GPPB Resolution No. 09-2020

- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

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

Legal Capacity: \_\_\_\_\_

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

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

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



Department of Public Works and Highways

Contract ID:

Contract Name:

Location of the Contract:

-----

**FORM OF BID SECURITY: IRREVOCABLE LETTER OF CREDIT**

Date of Issuance

Name of Head of Procuring Entity

Position

Name of Procuring Entity

Address

Irrevocable Letter of Credit No. \_\_\_\_\_

For: Contract ID and Name

WHEREAS, Name of Bidder, hereinafter called the "Bidder," has undertaken to submit to you a bid for the above stated Contract, and whereas you have stipulated in the Instructions to Bidders for the said Contract that the Bidder shall furnish you with an irrevocable standby Letter of Credit for a sum specified therein as Bid Security for the faithful compliance of the obligations of the Bidder:

WHEREAS, the Conditions of this obligation are that:

- 1) if the Bidder withdraws the Bid during the period of bid validity specified in the Form of Bid; or
- 2) if the Bidder does not accept the correction of arithmetical errors of its bid price in accordance with the Instructions to Bidder; or
- 3) if the Bidder having been notified of the acceptance of the Bid and award of contract to it by the Entity during the period of bid validity:
  - a) fails or refuses to submit the requirements for and to execute the Form of Contract in accordance with the Instructions to Bidders; or
  - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

we undertake to pay to the Entity up to the above amount upon receipt of its first written demand, without the Entity having to substantiate its demand, provided that in its demand the Entity will note that the amount claimed by it is due to the occurrence of any one or combination of the three (3) conditions stated above.

WHEREAS, we have agreed to guarantee this obligation of the Bidder.

THEREFORE, we hereby affirm that we are guarantors and responsible to you, on behalf of the Bidder, up to the total amount of amount of guarantee and we undertake to pay you, upon first written demand declaring the Bidder to be in default under the Instructions to

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

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Bidders and without cavil or argument, any sum or sums within the limits of amount of guarantee as aforesaid, without you needing to prove or show grounds or reasons for your demand for the sum specified therein.

This irrevocable guarantee is valid until one hundred twenty (120) calendar days after the date of opening of bids for the said Contract on date.

This certification is being issued in favor of the said Bidder in connection with your requirements of the bidding for the said Contract. We are aware that any false statements issued by us make us liable to perjury.

*Name and Signature of Authorized Financing Institution*  
*Official Designation*

Concurred by:

*Name and Signature of Bidder's Authorized Representative*  
*Official Designation*

-----  
DPWH-INFR-11-2016

Department of Public Works and Highways

Contract ID:

Contract Name:

Location of the Contract:

**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

REPUBLIC OF THE PHILIPPINES )

CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

**AFFIDAVIT**

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

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

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

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

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

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

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

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:

- a. Carefully examining all of the Bidding Documents;
- b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
- c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.

9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

**10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

-----

**Bid Securing Declaration Form**

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

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**

**Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

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

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



*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

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

DPWH-INFR-12-2016

Page 1 of 2

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

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

\_\_\_\_\_.  
Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_ Series

of \_\_\_\_.

*Note: This must be dry-sealed.*

DPWH-INFR-12-2016

Page 2 of 2

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

-----

**CONTRACTOR'S ORGANIZATIONAL CHART FOR THE CONTRACT**

Submit a copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to it. Indicate in the chart the names of the Project Manager, Project Engineer, Structural Engineer, Materials and Quality Control Engineer, Foremen, and other Key Personnel, as required in the Instructions to Bidders (Bid Data Sheet). Include SubContractors, if any.

<p>Attach the required Proposed Organizational Chart for the Contract as stated above.</p>
--

Name and Signature of Bidder's Representative

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

Position

Name of Bidder

-----

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

-----

**LIST OF CONTRACTOR'S KEY PERSONNEL TO BE ASSIGNED TO THE  
CONTRACT, WITH THEIR QUALIFICATION DATA**

Date of Issuance

Name of Head of Procuring Entity

Position

Name of Procuring Entity

Address

Dear Sir/Madame:

Supplementing our Organizational Chart for the abovestated Contract, we submit, and certify as true and correct, the following information:

1. We have engaged the services of the following key personnel to perform the duties of the positions indicated in the abovestated Contract if it is awarded to us:

Proposed Position ( <i>as applicable</i> )	Name	Years of Experience	
		Total (Similar and Related)	Similar Position
Project Manager			
Project Engineer			
Materials Engineer			
Construction Safety Officer			
Foreman			
<i>Others (specify)</i>			

2. We submit the enclosed Curriculum Vitae and Affidavits of Commitment to Work on the Contract of these key personnel.
3. We ensure that the abovementioned personnel shall employ their best care, skill, and ability in performing the duties of their respective positions in accordance with the provisions of the Contract, including the Conditions of Contract, Specifications, and Drawings, and that they shall be personally present in the jobsite during the period of their assignment in the Contract.
4. In the event that we choose to replace any of the abovementioned key personnel, we shall submit to you in writing at least fourteen (14) days before making the replacement, for your approval, the name and biodata of the proposed replacement whose qualifications shall be equal to or better than that of the person to be replaced.

5. We understand that any violation of the abovestated conditions shall be a sufficient ground for us to be disqualified from this Contract and future biddings of the DPWH.

Very truly yours,

*Name and Signature of Bidder's Authorized Representative*

-----  
DPWH-INFR-14-2016

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

-----

**LIST OF CONTRACTOR'S MAJOR CONSTRUCTION AND LABORATORY EQUIPMENT UNITS TO BE ASSIGNED TO THE CONTRACT,  
SUPPORTED BY CERTIFICATIONS OF AVAILABILITY**

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

Business Address : \_\_\_\_\_

\_\_\_\_\_

Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lease/Purchase
A. Owned <sup>1</sup>							
i.							
ii.							
iii.							
iv.							
v.							
B. Leased <sup>2</sup>							
i.							
ii.							
iii.							
iv.							
v.							
C. Under Purchase Agreements <sup>3</sup>							
i.							
ii.							

iii.							
iv.							
v.							

<sup>1</sup>Attached are copies of sales invoice / Registration Certificate from LTO.

<sup>2</sup>Attached are the certifications from the lessors that the equipment units under B (Leased) shall be available for this contract.

<sup>3</sup>Attached are the certifications from the vendors that the equipment units under C (Purchase Agreements) shall be available for this contract.

Minimum major construction equipment requirement as prescribed in the Bid Data Sheet:

Minimum major laboratory equipment requirements as prescribed in Bid Data Sheet:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_

Name and Signature of Bidder's Representative

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

Position

Name of Bidder

Department of Public Works and Highways

Contract ID:

Contract Name:

Location of the Contract:

-----

**Bid Securing Declaration Form**

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

\_\_\_\_\_

REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**

**Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

4. 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.
5. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
6. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - d. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - e. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - f. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is personally known to me and was 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 exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_

Page No. \_\_\_\_

Book No. \_\_\_\_ Series

of \_\_\_\_.



**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

-----

**BILL OF QUANTITIES**

**Part No.** \_\_\_\_\_ **Part Description:** \_\_\_\_\_

<i>(Columns (1), (2), (3), and (4) are to be filled up by the Procuring Entity)</i>				<i>(Columns (5) and (6) are to be filled up by the Bidder)</i>	
Pay Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
	<Description of 1st Item>			In words: Pesos _____ _____ _____ In figures: Php _____ _____	In figures: Php _____ _____
	<Description of 2nd Item>			In words: Pesos _____ _____ _____ In figures: Php _____ _____	In figures: Php _____ _____
	<Description of 3rd Item>			In words: Pesos _____ _____ _____ In figures: Php _____ _____	In figures: Php _____ _____
	<Description of 4th Item>			In words: Pesos _____ _____ _____ In figures: Php _____ _____	In figures: Php _____ _____

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

	<u>&lt;Description of 5th Item&gt;</u>			In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____	In figures: Php _____ _____
	<u>&lt;Description of 6th Item, etc.&gt;</u>			In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____	In figures: Php _____ _____
<b>Sub-Total for this Page</b>					In words: Pesos _____ _____ _____ _____ In figures: Php _____ _____

Submitted by:

Name and Signature of Bidder's Representative

Date:

\_\_\_\_\_  
Position

Name of Bidder

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

DPWH-INFR-17-2016

Page 2 of 2

**SUMMARY OF BID PRICES**  
**(All Parts of Bill of Quantities or BOQ)**

**Instructions for completing the Summary of Bid Prices:**

1. Part No. – Enter the “Part No.” for each section of the BOQ where unit prices are entered.
2. Part Description – Enter the “Part Description” corresponding to the “Part No.”
3. Total Amount – Enter the “Total Amount” in Pesos for all pages having the same “Part Description”

Part No.	Part Description	Total Amount
<b>Total of Amounts</b>		
<b>Total of All Amounts in Words:</b>		
Pesos _____		
_____		
_____		
and _____ centavos.		

Name \_\_\_\_\_ in the capacity of \_\_\_\_\_

Signed \_\_\_\_\_ Date \_\_\_\_\_

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

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

**CASH FLOW BY QUARTER**

PARTICULAR	TOTAL.	YEAR _____				YEAR _____			
		1st Q	2nd Q	3rd Q	4th Q	1ST Q	2ND Q	3RD Q	4TH Q
ACCOMPLISHMENT, IN %	100.0%								
CASH FLOW, IN PhP									
CUMULATIVE ACCOMPLISHMENT, IN %	100.0%								
CUMULATIVE CASH FLOW, IN PhP									

PARTICULAR	TOTAL.	YEAR _____				YEAR _____			
		1st Q	2nd Q	3rd Q	4th Q	1ST Q	2ND Q	3RD Q	4TH Q
ACCOMPLISHMENT, IN %									
CASH FLOW, IN PhP									
CUMULATIVE ACCOMPLISHMENT, IN %									
CUMULATIVE CASH FLOW, IN PhP									

Submitted by:

Name and Signature of Bidder's Representative

Position

Name of Bidder

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

## SINGLE LARGEST COMPLETED CONTRACT (SLCC)

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Contract ID:

Contract Name:

Location of the Contract:

Statement identifying the bidder's single largest completed contract similar to the contract to be bid

Name of Contract	a. b. c.	Owner's Name Address Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
				Description	%		
<u>Government</u>							
<u>Private</u>							

Note: This statement shall be supported with:

- 1 Contract
- 2 CPES rating sheets and/or Certificate of Completion
- 3 Certificate of Acceptance

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

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

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

-----

**CONSTRUCTION METHODS  
OUTLINE OF NARRATIVE DESCRIPTION**

**1.0 INTRODUCTION**

Refer to the Bidding Documents and related materials.

**2.0 BRIEF DESCRIPTION OF CONTRACT WORKS**

State the general features of the contract works. Use tables and drawings as necessary.

**3.0 CONSTRUCTION METHODS AND PROCEDURES**

**3.1 Methodology or General Approach**

State the general approach in construction in terms of the use of equipment intensive or labor-based methods, any special techniques, methods or procedures to ensure completion on time and quality of the materials, workmanship, and completed structure, according to the approved specifications and drawings/plans.

**3.2 Program of Work**

Progress bar chart with S-curve of activities in the contract works.

**3.3 Financial Program**

Cash flow schedule, provision for working capital, schedule of receipts, etc.

Submitted by:

Name and Signature of Bidder's Representative

Position

Name of Bidder

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

ITEM NO	DESCRIPTION	UNIT	QUANTITY	UNIT COST	TOTAL COST	% WEIGHT
PART A FACILITIES FOR THE ENGINEER						
A.1.300	Provide Temporary Field Office Laboratory and Living Quarters for the Engineer and ADB-PRD Staff (see Part A)	nos	3.00	28,200.00	76,800.00	0.03%
A.1.300	Operate a Minimum Temporary Field Office, Laboratory and Living Quarters for the Engineer and ADB-PRD Staff	nos	3.00	47,333.88	202,038.64	0.03%
A.1.303	Provide Combined Field Office and Laboratory Building for the Engineer and ADB-PRD Staff	1a	1.00	3,624,951.70	3,624,951.70	1.40%
A.1.306	Provide Living Quarters for the Engineer and ADB-PRD Staff	1a	3.00	3,613,894.00	3,613,894.00	1.40%
A.1.306	Operate a Minimum Combined Field Office, Laboratory and Living Quarters for the Engineer and ADB-PRD Staff (Schedule A)	nos	11.00	12,481.71	1,897,488.81	0.78%
A.1.307	Provide Equipment, Furniture/Fixtures and Appliances for the Combined Field Office, Laboratory and Living Quarters for the Engineer and ADB-PRD Staff (Schedules B and C)	1a	1.00	1,715,040.53	1,775,040.53	0.73%
A.1.320	Provide a Minimum Laboratory Testing Equipment and Apparatus (Schedule D)	1a	3.00	1,978,761.70	1,978,761.70	0.80%
A.1.306	Provide a Minimum Communications Facility for the Engineer	nos	14.00	17,800.00	250,000.00	0.10%
A.1.307	Provide Supplies and Consumable Stores for Field Office, Laboratory and Living Quarters for the Engineer and ADB-PRD Staff (Schedules B & F)	nos	14.00	108,730.49	1,522,948.94	0.62%
A.1.309	Provide, Operate and Maintain Pick-up Type or its equivalent based seven seated engine with complete accessories for the Engineer (4 units)	veh-eqs	36.00	144,426.00	8,311,816.00	3.42%
A.1.306	Provide a Minimum Survey Instruments Equipment for the Assistance to the Engineer (Schedule G)	nos	14.00	16,750.20	234,282.80	0.21%
A.1.309	Provision of Survey Personnel (Schedule H)	nos	14.00	100,575.00	1,408,050.00	0.58%
A.1.4	Produce Photographs	set	14.00	6,440.80	90,277.60	0.03%
PART B OTHER GENERAL REQUIREMENTS						
UPC.1	Construction Safety and Health	1a	1.00	1,792,624.71	1,792,624.71	0.73%
UPC.2	Environmental and Social Safeguards	1a	1.00	880,140.80	880,140.80	0.36%
UPC.3	Project Billboard	each	3.00	10,528.00	32,640.00	0.02%
PART C EARTHWORKS						
101(1)	Removal of Existing Asphalt Concrete Pavement	sqm	1,885.00	200.34	377,460.90	0.16%
102(2)	Designate Preparation (Existing Pavement)	sqm	66,050.00	35.03	2,312,155.15	0.92%
101.10	Check and Seal (Existing Portland Cement Concrete Pavement)	sqm	5,000.00	703.83	3,519,150.00	1.40%
PART D REFRACTOR COURSES						
300	Aggregate Surface Course Completed in Place	to be completed in place	8,801.00	891.01	9,217,850.01	3.76%
101(1)	Bituminous Prime Coat, MC-70 Cold Back Asphalt	mmms	2.00	72,042.48	144,084.96	0.06%
102(2)	Bituminous Tack Coat, Bonded Asphalt, SS-1	mmms	87.00	75,221.52	7,294,477.44	3.00%
110(1)	Bituminous Concrete Surface (Thatching Course, Hot Lay) (25mm thick)	sqm	42,038.00	944.40	40,228,624.80	16.58%
110(2)	Bituminous Concrete Surface (Thatching Course, Hot Lay) (25mm thick)	sqm	88,403.00	1,214.24	117,902,317.82	48.42%
110(3)	Bituminous Concrete Surface (Thatching Course, Hot Lay) (100mm thick)	sqm	1,377.00	1,584.27	1,894,663.78	0.76%
101.112	Sealing of Cracks and Joints in Existing Portland Cement Concrete Pavement	1m	300.00	122.78	47,800.00	0.02%
101.113	Sealing of Potholes in Existing Asphalt Concrete Pavement	sqm	1,800.00	4,308.91	4,308,818.00	1.77%
PART E BRIDGE CONSTRUCTION (MACARAY)						
101(2)	Removal of Concrete Bridge Structures	each	1.00	1,483,373.33	1,483,373.33	0.61%
101(2)a	Removal of Existing Concrete Pavement (210mm)	sqm	274.73	394.89	108,504.65	0.04%
102(2a)	Excavate, Excavation (Trough Caisson)	cums	367.66	150.18	120,023.48	0.05%
103(1a)	Structure Excavation (Common Sub)	cums	95.78	326.57	31,278.87	0.01%
103(2a)	Bridge Excavation (Soft Rock)	cums	208.94	1,222.57	296,282.91	0.12%
103(2)	Bridge Preparation (Common Material)	sqm	274.73	33.72	9,233.36	0.00%
200	Aggregate Subbase Course	cums	82.42	1,521.63	125,412.74	0.05%
400(1a)	Precast Concrete Pile, Preambled (40mmx40mm type B)	1m	120.00	6,088.03	731,760.40	0.30%
400(14a)	Precast RC Pile, (20mm)	1m	112.00	3,371.86	355,208.32	0.14%
400(16a)	Test Pile, Preambled and Drive (40mm x 40mm)	1m	30.00	6,933.57	100,907.10	0.07%
401(2)	Concrete Railing Type (20mm)	1m	40.00	4,538.15	182,366.00	0.07%
404(2)	Reinforcing Steel Bar, Grade 60 Bridge Structures & Other Major Structures	kgs	21,277.33	56.43	1,443,340.02	0.59%
404(2)	Reinforcing Steel Bar, Grade 40 (Other Structures)	kgs	2,885.00	60.20	134,890.16	0.05%
405(1)	Structural Concrete, Class A, Major Structures Bridge Superstructures (8"x20.0in)	cums	72.16	13,225.71	955,088.83	0.39%
405(1)	Structural Concrete, Class A, Major Structures Bridge Superstructures (8"x20.75in)	cums	81.03	12,527.44	1,045,985.78	0.42%
406(2)	Structural Concrete, Class A, Major Structures Bridge Paving (6"x20.75in)	cums	42.00	6,647.33	277,828.14	0.21%
405(2a)	Structural Concrete, Class B, (Less Concrete)	cums	2.88	12,491.42	35,933.88	0.01%



4061C	Reinforced Structural Concrete Members (Other Type T1-T2 items)	lin.	4.00	1,014,882.27	4,210,548.00	1.700%
412	Electronic Weighing Pad	sqft	8.00	17,180.80	137,446.40	0.057%
401(6)	Ground Signage (Other B)	sq.ft.	184.47	6,029.94	5,231,021.02	1.402%
104	Stone Masonry	cu.ft.	81.78	1,894.48	170,330.09	0.231%
PART B MISCELLANEOUS STRUCTURES						
401(14)	Warning Signs, Reflective	sqft	40.00	23,851.84	932,665.40	0.392%
401(2)	Regulatory Signs, Reflective	sqft	36.00	7,651.04	273,781.44	0.113%
401(3)	Advanceway Signs, Reflective	sqft	27.00	9,934.80	248,240.90	0.110%
412(1)	Reflectorized Thermoplastic Pavement Markings, (White)	sq.ft.	5,913.00	1,054.57	6,117,412.41	2.539%
412(2)	Reflectorized Thermoplastic Pavement Markings, (Yellow)	sq.ft.	934.00	1,089.03	999,474.02	0.412%
420	Channel Signage	sqft	230.00	1,899.11	1,378,763.50	0.569%
PART J MOBILIZATION AND DEMOBILIZATION						
SPL 900	Mobilization and Demobilization (7% Civil Work Cost)	ls.	1.00	1,874,000.00	1,874,000.00	0.813%
PART K DAYWORKS						
SPL 900	Dayworks	P.S.	1.00	-	-	0.000%
PART L PROVISIONAL SUM						
SPL 1000	Provisional Sum	P.S.	1.00	-	-	0.000%
TOTAL					242,848,697.34	100.000%
SCHEDULED ACCOMPLISHMENT				MONTHLY	(%)	2.230%
				CUMULATIVE	(%)	2.230%
SCHEDULED CASHFLOW				MONTHLY	Php	6,391,242.64
				CUMULATIVE	Php	6,391,242.64

Notes to Contractors:  
04/10/2018 to 2018

Department of  
Public Works and Highways Contract ID:  
Contract Name:  
Location of the Contract:

Manpower Schedule

Name of Contractor:

Entries are example only

MANPOWER		1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month	10th Month	11th Month	12th Month	13th Month	14 th Month
NO.	CATEGORY	30 C.D.	60 C.D.	90 C.D.	120 C.D.	150 C.D.	180 C.D.	210 C.D.	240 C.D.	270 C.D.	300 C.D.	330 C.D.	360 C.D.	390 C.D.	420 C.D.
1	Project Manager	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2	Deputy Project Manager (Operation)	1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	Deputy Project Manager (Administration)	1	1	1	1	1	1	1	1	1	1	1	1	1	1
4	Project Engineer	1	1	1	1	1	1	1	1	1	1	1	1	1	1
5	Bridge/Structural Engineer	1	1	1	1	1	1	1	1	1	1	1	1	1	1
6	Highway/Pavement Engineer	1	1	1	1	1	1	1	1	1	1	1	1	1	1
7	Materials/Quality Control Engineer	1	1	1	1	1	1	1	1	1	1	1	1	1	1
8	Safety Engineer	1	1	1	1	1	1	1	1	1	1	1	1	1	1
9	Construction Foreman	1	1	1	1	1	1	1	1	1	1	1	1	1	1
10	Geodetic Engineer	1	1	1	1	1	1	1	1	1	1	1	1	1	1
11	Quantity Engineer	0	1	1	1	1	1	1	1	1	1	1	1	1	1
12	Office Engineer	1	1	1	1	1	1	1	1	1	1	1	1	1	1
13	Autocad Operator/Draftsman	1	1	1	1	1	1	1	1	1	1	1	1	1	0
14	Office Staff	0	1	1	1	1	1	1	1	1	1	1	1	1	0
15	Financing and Accounting	1	1	1	1	1	1	1	1	1	1	1	1	1	1
16	Purchasing and Supplying	1	1	1	1	1	1	1	1	1	1	1	1	1	0
17	Human Resources/Manpower	1	1	1	1	1	1	1	1	1	1	1	1	1	1
18	Camp Management/Security	2	4	4	6	6	6	6	6	6	6	5	5	4	2
19	Equipment in-Charge	1	1	1	1	1	1	1	1	1	1	1	1	1	1
20	Laboratory Technician	1	1	1	1	1	1	1	1	1	1	1	1	1	0
21	Laboratory Aide	1	1	1	1	1	1	1	1	1	1	1	1	1	0
22	Clerk Typist/Encoder	1	1	1	1	1	1	1	1	1	1	1	1	1	0
23	Instrumentman	1	1	1	2	2	2	2	2	2	2	2	1	1	0
24	Survey Aides	2	2	2	2	2	2	2	2	2	2	2	1	1	1
25	Health and Environment	0	1	1	1	1	1	1	1	1	1	1	1	1	1
26	First Aider/Health Personnel	1	1	1	1	1	1	1	1	1	1	1	1	1	1
27	Utility Personnel	1	1	1	1	1	1	1	1	1	1	1	1	1	1
28	Laundry Woman	1	1	1	1	1	1	1	1	1	1	1	1	1	1
29	Heavy Equipment Operator	4	8	8	10	10	15	15	15	15	15	15	8	6	4
30	Driver For Vehicles	3	5	7	8	8	8	8	8	8	8	8	8	7	3
31	Truck Driver	2	6	8	10	12	19	19	19	19	19	12	12	6	4
32	Skilled Laborer	3	8	8	12	16	16	16	16	16	16	16	12	8	6
33	Semi-Skilled Laborer	5	8	8	15	21	21	21	21	21	15	15	10	8	4
34	Unskilled Laborer	8	10	15	20	25	25	25	25	25	25	18	15	10	5

35	Field Watchmen	0	5	5	10	16	16	16	16	16	12	12	9	4	0
	Total	52	82	91	120	143	155	155	155	155	145	130	106	80	48

DPWH-INFRR-47-2016

Department of Public

Works and Highways Contract ID:

Contract Name:

Location of the Contract:

Major Equipment

Utilization Schedule Name of Contractor:

Entries are example only

EQUIPMENT					1st Month	2nd Month	3rd Month	4th Month	5th Month	6th Month	7th Month	8th Month	9th Month	10th Month	11th Month	12th Month	13th Month	14 th Month
NO.	DESCRIPTION	MAKE/TYPE	MIN. CAPACITY	TOTAL	30 C.D.	60 C.D.	90 C.D.	120 C.D.	150 C.D.	180 C.D.	210 C.D.	240 C.D.	270 C.D.	300 C.D.	330 C.D.	360 C.D.	390 C.D.	420 C.D.
1	Concrete Batching Plant	LQC-80-II	80 tons/hr	1	0	1	1	1	1	1	1	1	1	1	1	1	0	0
2	Aggregate Crusher	PE750X1060	175 tons/hr	1	0	1	1	1	1	1	1	1	1	1	1	1	0	0
3	Washing and Screening Plant	4YZS2160	175 tons/hr	1	0	1	1	1	1	1	1	1	1	1	1	1	0	0
4	Asphalt Paver	RP403	3-4.10m/75 Kw	2	0	1	1	2	2	2	2	2	2	2	2	1	0	0
5	Asphalt Distributor	XL550	1,200GL	1	0	1	1	1	1	1	1	1	1	1	1	1	0	0
6	Bulldozer with Ripper	SD-32 W	320 Hp	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0
7	Bulldozer with Ripper	D200A-5	79 Hp	1	0	1	1	1	1	1	1	1	1	1	0	0	0	0
8	Crawler Dozer	D6HLP	165 Hp	2	0	1	1	1	2	2	2	2	1	1	1	0	0	0
9	Hydraulic Excavator	MS180-8	0.80 cu.m.	1	0	1	1	1	1	1	1	1	1	1	1	0	0	0
10	Hydraulic Excavator	XE335C	1.40 cu.m.	1	0	1	1	1	1	1	1	1	1	1	1	1	1	0
11	Wheel Loader	865-2	3.10 cu.m.	1	0	1	1	1	1	1	1	1	1	0	0	0	0	0
12	Wheel Loader	840-2	2.00 cu.m.	1	0	1	1	1	1	1	1	1	1	1	1	1	0	0
13	Wheel Loader	850-2	3.00 cu.m.	1	0	1	1	1	1	1	1	1	1	1	1	0	0	0
14	Crawler Loader	ZY-65 C	2.60 cu.m.	1	0	1	1	1	1	1	1	1	1	1	1	1	0	0
15	Motor Grader	GR180R	195 Hp	1	0	1	1	1	1	1	1	1	1	1	1	1	0	0
16	Motor Grader	GD31-3H	135 Hp	1	0	1	1	1	1	1	1	1	1	1	1	0	0	0
17	Vibratory Tandem Roller	XD111E	11 tons	2	0	1	2	2	2	2	2	2	2	2	1	1	0	0
18	Vibratory Drum Roller	XS 142	14 tons	1	0	0	0	1	1	1	1	1	1	1	1	0	0	0
19	Pneumatic Tired Roller	XP201	12-20 tons	2	0	1	2	2	2	2	2	2	2	2	2	1	0	0
20	Dump Truck	EQ3121GLJ6	20 cu.m.	15	0	5	8	8	10	15	15	15	15	15	12	8	4	4
21	Dump Truck	NKR58E-7109892	2.15 cu.m.	1	0	1	1	1	1	1	1	1	1	1	1	1	1	0
22	Dump Truck	CXZ711-3016497	11 cu.m.	1	0	0	1	1	1	1	1	1	1	1	1	0	0	0
23	Dump Truck	CXZ191-3006234	12 cu.m.	1	0	1	1	1	1	1	1	1	1	1	1	1	0	0
24	Dump Truck	NKR58E-7143065	2.15 cu.m.	1	0	0	1	1	1	1	1	1	1	1	1	1	0	0
25	Water Truck with Pump	CLN51116SST3	1000 Gals.	2	0	1	1	1	2	2	2	2	2	2	1	1	0	0
26	Generator Set	30/380V-50HZ	40,000 W	1	0	0	1	1	1	1	1	1	1	1	1	1	1	0
27	Generator Set	DCA455PI	36,000 W	1	1	1	1	1	1	1	1	1	1	1	1	0	0	0
28	Generator Set	SH100LDE3	100,000 W	1	0	0	0	1	1	1	1	1	1	1	1	1	1	0
	Total				2	27	35	38	42	47	47	47	46	45	39	25	10	4

DPWH-INFRR-48-2016

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

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**CONTRACTOR'S CONSTRUCTION SAFETY AND HEALTH PROGRAM**

*Date*

*To: Name of the Head of the Procuring Entity  
Address*

Pursuant to the provisions of Section 37.2.3 of the Implementing Rules and Regulations of Republic Act No. 9184 and in accordance with the provisions of Department Order No. 129, series of 2014, of the Department of Public Works and Highways (DPWH) and the provisions of the Memorandum dated 17 July 2014 of the Department of Labor and Employment (DOLE), we hereby submit to you, as part of the contract documents for the abovementioned contract awarded to us, our Construction Health and Safety Program which, once approved by the DPWH and concurred in by the DOLE Regional Office concerned, shall be implemented by us for the said contract.

1.     Construction Safety and Health Committee: *State the composition of the Contractor's Construction Safety and Health Committee, if one has been formed. Otherwise, state an undertaking of the Contractor to organize such committee and appoint its members before the start of construction work at the project site.*
2.     Specific Safety Policies: *State the specific safety policies which the Contractor undertakes to observe and maintain in its construction site, including the frequency of and persons responsible for conducting toolbox and gang meetings.*
3.     Penalties and Sanctions: *State the penalties and sanctions for violations of the Construction Safety and Health Program.*
4.     Training: *State the frequency, content and persons responsible for orienting, instructing, and training all workers at the site with regard to the Construction Safety and Health Program under which they operate.*
5.     Waste Disposal: *State the manner of disposing waste arising from the construction.*

Submitted by:

Name and Signature of Authorized Officer of the Bidder  
Position

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DPWH-INFR-49-2016

**Department of Public Works and Highways**

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

-----  
Name of Procuring Entity

Address

**CHECKLIST OF CONTRACT DOCUMENTS AND SUPPORTING DOCUMENTS**

A. The Contract itself shall include the following:

1. Contract Agreement
2. Documents forming part of the Contract Agreement in the following order of priority:
  - a. Notice of Award with the Contractor's signed "conforme"
  - b. Contractor's Bid comprised of its Technical and Financial Proposals, as calculated by the Procuring Entity and conformed by the Contractor through the NOA
  - c. Bidding Documents (**BDs**), other than items (2)(d) to (2)g below for the Contract, with Bulletins.
  - d. Specifications
  - e. Drawings
  - f. Special Conditions of Contract (**SCC**)
  - g. General Conditions of Contract (**GCC**)
  - h. Performance Security
  - i. Integrity Pledge under Department Order No. 86, series of 2013
  - j. Other Contract Documents
    - (1) Construction Methods
    - (2) Construction Schedule in the form of PERT/CPM Diagram or Precedence Diagram and Bar Chart with S-Curve, or other approved tools of project scheduling, and Cash Flow
    - (3) Manpower Schedule
    - (4) Equipment Utilization Schedule
    - (5) Construction Safety and Health Program, as initially approved by the Head of the Procuring Entity

## Department of Public Works and Highways

**Contract ID:**

**Contract Name:**

**Location of the Contract:**

-----

### (6) Contractor's All Risk Insurance (CARI)

The documents in items 1 and 2b to 2g above shall be provided by the Procuring Entity. As indicated in the NOA, the documents in items 2a, and 2h to 2j shall be submitted by the winning bidder to the Procuring Entity within ten (10) calendar days from the date of its receipt of the NOA.

B. The following are the required supporting documents for the Contract:

1. Approved Program of Work (Annex "L")
2. Certificate of Availability of Funds (CAF) (Annex "N")
3. Abstract of Bids as Calculated (Annex "O")
4. Approved BAC Resolution Declaring the Bidder with the LCRB and Recommending Award thereto (Annex "P")

Department of Public Works and Highways

Contract ID:

Contract Name:

Location of the Contract:

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**Contract Agreement Form for the  
Procurement of Infrastructure Projects (Revised)**

***[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after  
receiving the Notice of Award]***

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**CONTRACT AGREEMENT**

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the "Entity") and *[name and address of Contractor]* (hereinafter called the "Contractor").

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the Bid for *[contract price in words and figures in specified currency]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

  - c. Performance Security;
  - d. Notice of Award of Contract and the Bidder's conforme thereto; and

## Department of Public Works and Highways

Contract ID:

Contract Name:

Location of the Contract:

- 
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
  3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
  4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

### **Acknowledgment**

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

**Department of Public Works and Highways (DPWH)**

**Contract ID;**

**Contract Name:**

**Location of the Contract:**

-----

Name of Procuring Entity

Address

**NOTICE TO PROCEED**

Date of Issuance

Name of Contractor

Address

Fax Number

Dear Sir / Madame:

Since the attached Contract Agreement with you for the abovestated Contract has been approved, we hereby instruct you to proceed, effective upon the date of your receipt of this Notice, with the implementation of the provisions of the Contract, in accordance with the terms of the Contract Agreement, including the Conditions of Contract, Specifications, and Drawings.

Please acknowledge your receipt and acceptance of this Notice by signing both copies thereof in the space provided below. Keep one copy and return the other to us.

Very truly yours,

Name and Signature

Head of the Procuring Entity

I acknowledge receipt of this Notice on \_\_\_\_ date \_\_\_\_:

Name and Signature of Contractor's Representative

Position

-----



**FOR CIVIL WORKS**

## LETTER OF NOMINEE FOR PROJECT MANAGER

\_\_\_\_\_  
(Date)

The District Engineer  
Metro Manila 3<sup>rd</sup> District Engineering Office  
APDC-BAI Compound, R. Valenzuela Ext., Marulas, Valenzuela City

Sir:

Supplementing our Confidential Application Statement for Eligibility for the Proposed Construction of (*name of project and location*), I/we have the honor to submit and certify herewith to be true and correct, the following pertinent information:

1. That I/we have engaged and contracted the services of Mr. \_\_\_\_\_, hereinafter called the Project Manager, a registered Civil Engineer with Professional License Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ and who has paid his Professional Tax for the current year, dated \_\_\_\_\_ with TIN No \_\_\_\_\_ and who was performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data;
2. That said Engineer shall be appointed and designated by us as Project Manager to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said Engineer shall employ the best care, skills and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions and other provisions embodied in the proposed Contract;
4. That said Engineer shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as Project Manager all the time;
5. That, in order to guarantee that said Engineer shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the DPWH Engineer at the end of every month. That I/we shall not start the work without the Project Manager at the jobsite;
6. That in the event that I/we elect or choose to replace the said Project Manager with another Engineer, the Head, Implementing Office of the DPWH will be notified by us accordingly in writing at least twenty one (21) days before making replacement;
7. That the name of the proposed new Project Manager, his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the DPWH for prior approval; and
8. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the DPWH.

Very truly yours,

\_\_\_\_\_  
(Contractor)

CONCURRED IN:

\_\_\_\_\_  
(Project Manager)

\_\_\_\_\_  
(Address)

# LETTER OF NOMINEE FOR PROJECT ENGINEER/RESIDENT ENGINEER

\_\_\_\_\_ (Date)

The District Engineer  
Metro Manila 3<sup>rd</sup> District Engineering Office  
APDC-BAI Compound, R. Valenzuela Ext., Marulas, Valenzuela City

Sir:

Supplementing our Confidential Application Statement for Eligibility for the Proposed Construction of (*name of project and location*), I/we have the honor to submit and certify herewith, to be true and correct, the following pertinent information:

1. That I/we have engaged and contracted the services of Mr./Ms. \_\_\_\_\_, hereinafter called the Project Engineer/Resident Engineer, a registered Civil Engineer, with Professional License Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ and who has paid his Professional Tax for the current year, dated \_\_\_\_\_, with TIN No. \_\_\_\_\_ and who was performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data;
2. That said Engineer shall be appointed and designated by us as Project Engineer/ Resident Engineer to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said Engineer shall employ the best care, skills and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, and other provisions embodied in the proposed Contract;
4. That said Engineer shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as Project Engineer all the time;
5. That, in order to guarantee that said Engineer shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the DPWH Engineer at the end of every month. That I/we shall not start the work without the Project Engineer at the jobsite;
6. That in the event that I/we elect or choose to replace the said Project Engineer/ Resident Engineer with another Engineer, the Head, Implementing Office of the DPWH will be notified by us accordingly in writing at least twenty one (21) days before making replacement;
7. That the name of the proposed new Project Engineer/Resident Engineer, his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the DPWH for prior approval; and
8. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the DPWH.

Very truly yours,

\_\_\_\_\_  
(Contractor)

CONCURRED IN:

\_\_\_\_\_  
\_\_\_\_\_  
(Project Engineer/Resident Engineer)

\_\_\_\_\_  
(Address)

## LETTER OF NOMINEE FOR MATERIALS ENGINEER

\_\_\_\_\_ (Date)

The District Engineer

Metro Manila 3<sup>rd</sup> District Engineering Office

APDC-BAI Compound, R. Valenzuela Ext., Marulas, Valenzuela City

Sir:

Supplementing our Confidential Application Statement for Eligibility for the Proposed Construction of (project name and location), I/we have the honor to submit and certify herewith to be true and correct, the following pertinent information:

1. That I/we have engaged and contracted the services of Mr./Ms. \_\_\_\_\_, hereinafter called the Materials Engineer, a registered Civil Engineer with Professional License Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ and who has paid his Professional Tax for the current year, dated \_\_\_\_\_, with TIN No. \_\_\_\_\_ and who was performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data:
2. That said Engineer shall be appointed and designated by us as Materials Engineer to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said Engineer shall employ the best care, skills and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, and other provisions embodied in the proposed Contract;
4. That said Engineer shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as Materials Engineer all the time;
5. That, in order to guarantee that said Engineer shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the DPWH Engineer at the end of every month. That I/we shall not start the work without the Materials Engineer at the jobsite;
6. That in the event that I/we elect or choose to replace the said Materials Engineer with another Engineer, the Head, Implementing Office of the DPWH will be notified by us accordingly in writing at least twenty one (21) days before making replacement;
7. That the name of the proposed new Materials Engineer, his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the DPWH for prior approval; and
8. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the DPWH.

Very truly yours,

\_\_\_\_\_  
(Contractor)

CONCURRED IN:

\_\_\_\_\_  
(Materials Engineer)

\_\_\_\_\_  
(Address)

## LETTER OF NOMINEE FOR FOREMAN

\_\_\_\_\_  
(Date)

The District Engineer  
Metro Manila 3<sup>rd</sup> District Engineering Office  
APDC-BAI Compound, R. Valenzuela Ext., Marulas, Valenzuela City

Sir:

Supplementing our Confidential Application Statement for Eligibility for the Proposed Construction of (name of project and location), I/we have the honor to submit and certify herewith to be true and correct, the following pertinent information:

1. That I/we have engaged and contracted the services of Mr. \_\_\_\_\_, hereinafter called the Foreman, who has performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data;
2. That said person shall be appointed and designated by us as our Foreman to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said Foreman shall employ the best care, skills and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, and other provisions embodied in the proposed Contract;
4. That said Foreman shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as Foreman all the time;
5. That, in order to guarantee that said Foreman shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the DPWH Engineer at the end of every month. That I/we shall not start the work without the Foreman at the jobsite;
6. That in the event that I/we elect or choose to replace the said Foreman, the Head, Implementing Office of the DPWH will be notified by us accordingly in writing at least twenty one (21) days before making replacement;
7. That the name of the proposed new Foreman, his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the DPWH for prior approval; and
8. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the DPWH.

Very truly yours,

\_\_\_\_\_  
(Contractor)

CONCURRED IN:

\_\_\_\_\_  
(Foreman)

\_\_\_\_\_  
(Address)

## PROJECT MANAGER'S CERTIFICATE OF EMPLOYMENT

\_\_\_\_\_ (Date)

The District Engineer  
Metro Manila 3<sup>rd</sup> District Engineering Office  
APDC-BAI Compound, R. Valenzuela Ext., Marulas, Valenzuela City

Sir:

I am a licensed Civil Engineer with Professional License No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, with TIN No. \_\_\_\_\_.

I hereby certify that \_\_\_\_\_ contracted my services as Project Manager on the \_\_\_\_\_, if awarded to him.

The following projects had been supervised by me as Project Manager (mention only projects of same nature as aforesaid Contract);

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following on-going projects:

NAME OF PROJECT	OWNER	COST	% ACCOMPLISHED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the Department of Public Works and Highways at least twenty-one (21) days before the effective date of my separation.

I have read carefully and will abide by the conditions required of me in the Contractor's Confidential Application Statement for Pre-qualification of the above Contractor.

As Project Manager, I know I will have to stay in the Project all the time to supervise and manage the Project to the best of my ability, and am aware that I am authorized to handle only one (1) project at a time.

I did not allow the use of my name for the purpose only of enabling the above-mentioned

Contractor to qualify for the Project without any firm intention on my part to assume the post as Project Manager if the Project is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as Project Manager in any future bidding or employment for any Contractor doing business with the Department of Public Works and Highways.

\_\_\_\_\_  
(Signature of Project Manager)

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

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of, affiant exhibiting to me his Residence Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
PTR No. \_\_\_\_\_  
Until \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## PROJECT ENGINEER'S/RESIDENT ENGINEER'S CERTIFICATE OF EMPLOYMENT

\_\_\_\_\_ (Date)

The District Engineer  
Metro Manila 3<sup>rd</sup> District Engineering Office  
APDC-BAI Compound, R. Valenzuela Ext., Marulas, Valenzuela City

Sir:

I am a licensed Civil Engineer with Professional License No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, with TIN No. \_\_\_\_\_.

I hereby certify that \_\_\_\_\_ contracted my services as Project Engineer/Resident Engineer on the \_\_\_\_\_, if awarded to him.

The following projects had been supervised by me as Project Engineer/Resident Engineer (mention only projects of same nature as aforesaid Contract);

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following on-going projects:

NAME OF PROJECT	OWNER	COST	% ACCOMPLISHED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the Department of Public Works and Highways at least twenty-one (21) days before the effective date of my separation.

I have read carefully and will abide by the conditions required of me in the Contractor's Confidential Application Statement for Pre-qualification of the above Contractor.

As Project Engineer/ Resident Engineer, I know I will have to stay in the Project all the time to supervise and manage the Project to the best of my ability, and am aware that I am authorized to handle only ONE (1) project at a time.

I did not allow the use of my name for the purpose only of enabling the above-mentioned Contractor to qualify for the Project without any firm intention on my part to assume the post as Project Engineer/ Resident Engineer if the Project is awarded to him since I understand that to do



so will be a sufficient ground for my disqualification as Project Engineer/ Resident Engineer in any future bidding or employment for any Contractor doing business with the Department of Public Works and Highways.

\_\_\_\_\_  
(Signature of Project Engineer)

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

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of, affiant exhibiting to me his Residence Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Notary Public \_\_\_\_\_

PTR No. \_\_\_\_\_

Until \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## MATERIALS ENGINEER'S CERTIFICATE OF EMPLOYMENT

\_\_\_\_\_ (Date)

The District Engineer  
Metro Manila 3<sup>rd</sup> District Engineering Office  
APDC-BAI Compound, R. Valenzuela Ext., Marulas, Valenzuela City

Sir:

I am a licensed Civil Engineer with Professional License No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, with TIN No. \_\_\_\_\_.

I hereby certify that \_\_\_\_\_ contracted my services as Materials Engineer on the \_\_\_\_\_, if awarded to him.

The following projects had been supervised by me as Project Materials Engineer (mention only projects of same nature as aforesaid Contract);

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following on-going projects:

NAME OF PROJECT	OWNER	COST	% ACCOMPLISHMENT
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the Department of Public Works and Highways at least TWENTYONE (21) days before the effective date of my separation.

I have read carefully and will abide by the conditions required of me in the Contractor's Confidential Application Statement for Pre-qualification of the above Contractor.

As Materials Engineer, I know I will have to stay in the Project all the time to supervise and manage the Project to the best of my ability, and am aware that I am authorized to handle only ONE (1) project at a time.

I did not allow the use of my name for the purpose only of enabling the above-mentioned Contractor to qualify for the Project without any firm intention on my part to assume the post as Materials Engineer if the Project is awarded to him since I understand that to do so will be a

sufficient ground for my disqualification as Materials Engineer in any future bidding or employment for any Contractor doing business with the Department of Public Works and Highways.

\_\_\_\_\_  
(Signature of Materials Engineer)

**DRY SEAL**

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

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of, affiant exhibiting to me his Residence Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
No. PTR

\_\_\_\_\_  
Until

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Series of \_\_\_\_\_

## FOREMAN'S CERTIFICATE OF EMPLOYMENT

\_\_\_\_\_ (Date)

The District Engineer  
Department of Public Works and Highways  
Metro Manila 3<sup>rd</sup> District Engineering Office  
APDC-BAI Compound, R. Valenzuela Ext., Marulas, Valenzuela City

Sir:

I hereby certify that Contractor \_\_\_\_\_ has engaged my services as Foreman on the \_\_\_\_\_, if awarded to him.

The following projects had been supervised by me as Foreman (mention only projects of same nature as aforesaid Contract);

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following on-going projects:

NAME OF PROJECT	OWNER	COST	% ACCOMPLISHED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

I have read carefully and will abide by the conditions required of me in the Contractor's Confidential Application Statement for Pre-qualification of the above Contractor.

As Foreman, I know I will have to stay in the Project all the time to supervise and manage the Project to the best of my ability, and am aware that I am authorized to handle only one (1) project at a time.

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the Department of Public Works and Highways at least twenty-one (21) days before the effective date of my separation.

I did not allow the use of my name for the purpose only of enabling the above-mentioned Contractor to qualify for the Project without any firm intention on my part to assume the post as Foreman if the Project is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as Foreman in any future bidding or employment for any Contractor doing business with the Department of Public Works and Highways.

\_\_\_\_\_  
(Signature of Foreman)

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

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of, affiant exhibiting  
to me his Residence Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at  
\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

PTR No. \_\_\_\_\_  
Until \_\_\_\_\_

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Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

## BIO-DATA

Proposed Position: \_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_Nationality: \_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

### **Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]*

\_\_\_\_\_

### **Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

\_\_\_\_\_

### **Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

\_\_\_\_\_

### **Languages:**

*[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

\_\_\_\_\_

### **Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_Date: \_  
*[Signature of staff member and authorized representative of the firm] Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

Department of Public Works and Highways (DPWH)  
Contract ID No. \_\_\_\_\_ :

Contract Name and Location of the Contract  
: \_\_\_\_\_

Date \_\_\_\_\_

The BAC Chairperson  
DPWH-Metro Manila 3<sup>rd</sup> District Engineering Office  
Marulas, Valenzuela City

### CERTIFICATE OF AVAILABILITY OF LEASE OF EQUIPMENT

This is to certify that the undersigned Lessor has entered into an agreement for the lease of the equipment listed hereunder to Contractor \_\_\_\_\_ for the contract above-cited contract..

<u>Quantity</u>	<u>Type/Description</u>	<u>Serial Number</u>	<u>Capacity</u>	<u>Condition</u>	<u>Location</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

This agreement for the lease of the aforecited equipment shall be effective the moment the said contractor is declared the lowest bidder. The contract of lease shall be executed immediately after the award of the above-mentioned project to the contractors and we shall furnish a copy to the **Department of Public Works and Highways-MM3DEO** within 20 days after the award. It shall be our duty to verify from the Contractor when the award is made by the **Department of Public Works and Highways-MM3DEO**.

The above-mentioned equipment will not be pledged to other Contractors in any other project, until the above project is completed or the equipment is authorized by **Department of Public Works and Highways-MM3DEO** for withdrawal.

The **PROOF OF OWNERSHIP** of the above cited equipment/tools are herein attached.

This certification is being issued in favor of Mr. \_\_\_\_\_ Contractor, not merely to help him qualify for this project as I am aware that any false statements issued by me makes liable for perjury.

In case of the equipment mentioned above is not released to the Contractor on time, I agree to be blacklisted and in the future no certification of mine for the lease of equipment shall be honored by **Department of Public Works and Highways-MM3DEO**.

**IN FAITH** therefore I hereunto affix my signature this \_\_\_\_\_ day of \_\_\_\_\_  
\_\_\_\_\_ at \_\_\_\_\_.

CONCURRED IN:

\_\_\_\_\_  
( Lessee )  
\_\_\_\_\_  
( Address )

\_\_\_\_\_  
(Affiant- Lessor)  
\_\_\_\_\_  
(Address)

REPUBLIC OF THE PHILIPPINES)  
\_\_\_\_\_ ) s.s.



**SUBSCRIBED AND SWORN** TO before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ affiant exhibiting to me his Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

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