PHILIPPINE BIDDING DOCUMENTS

(As Harmonized with Development Partners)

Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
SULTAN KUDARAT 2ND
DISTRICT ENGINEERING OFFICE
REGION XII
Lebak, Sultan Kudarat

Procurement of
INFRASTRUCTURE PROJECTS

Government of the Republic of the Philippines

CONTRACT ID No.	:	**25MH0125**
CONTRACT NAME	:	**Repair/Maintenance of DPWH Building, Sultan Kudarat 2nd DEO, DE/ADE's Quarters**
CONTRACT LOCATION	:	**Lebak, Sultan Kudarat**
DATE OF BIDDING	:	**July 2, 2025 @ 10:00 A.M.**
START DATE OF ISSUANCE OF BIDDING DOCUMENTS	:	**June 12, 2025 to July 2, 2025**

Sixth Edition
2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the "Works") through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv) the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.

b. Specific details, such as the **Department of Public Works and Highways - Sultan Kudarat 2nd District Engineering Office** and **Lebak, Sultan Kudarat** should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.

c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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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

Notes on the Invitation to Bid

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;

b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;

c. The deadline for the submission and receipt of bids; and

d. Any important bid evaluation criteria.

The IB should be incorporated into the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.

Contract ID	:	**25MH0125**
Contract Name	:	**Repair/Maintenance of DPWH Building, Sultan Kudarat 2nd DEO, DE/ADE's Quarters**
Location of the Contract	:	**Lebak, Sultan Kudarat**

INVITATION TO BID

1. The **Department of Public Works and Highways - Sultan Kudarat 2nd District Engineering Office, Lebak, Sultan Kudarat**, through the **DPWH GENERAL APPROPRIATION ACT 2025** intends to apply the sum of **PHP 1,100,000.00** being the Approved Budget for the Contract (ABC) to payments under the contract for **25MH0125 - Repair/Maintenance of DPWH Building, Sultan Kudarat 2nd DEO, DE/ADE's Quarters**

Contract ID	**25MH0125**
Contract Name	**Repair/Maintenance of DPWH Building, Sultan Kudarat 2nd DEO, DE/ADE's Quarters**
Contract Location	**Lebak, Sultan Kudarat**
Source of Fund	**DPWH General Appropriation Act 2025**
ABC	**PHP 1,100,000.00**
Duration	**70 Calendar Days**

Bids received in excess of the ABC (considering offered discount) shall be automatically rejected at bid opening.

1. The **DPWH - Sultan Kudarat 2nd District Engineering Office, Lebak, Sultan Kudarat** now invites bids for the above Procurement Project. Completion of the Works is required **70 Calendar Days**. Bidders should have completed a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders). Prescribing the minimum period for submission of Legal, Technical and Financial Documents to the DPWH – Civil Works Registry as per DO 03 series of 2015.

2. 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 (RA) No. 9184.

3. Interested bidders may obtain further information from **DPWH - Sultan Kudarat 2nd District Engineering Office, Lebak, Sultan Kudarat** and inspect the Bidding Documents from **June 12, 2025 @ 8:00 AM to 5:00 PM to July 2, 2025 @ 8:00 AM to 10:00 AM (Monday to Friday).**

4. A complete set of Bidding Documents may be acquired by interested bidders on **June 12, 2025 @ 8:00 AM to 5:00 PM to July 2, 2025 @ 8:00 AM to 10:00 AM (Monday to Friday) Hard copies at BAC Secretariat, DPWH - Sultan Kudarat 2nd District Engineering Office, Lebak, Sultan Kudarat** and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **PHP 10,000.00**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees.

5. The **DPWH - Sultan Kudarat 2nd District Engineering Office, Lebak, Sultan Kudarat** will hold a Pre-Bid Conference on **June 19, 2025@ 10:00 A.M., DPWH - SULTAN KUDARAT 2ND DISTRICT ENGINEERING OFFICE, Conference Room, Lebak, Sultan Kudarat** and/or through videoconferencing / webcasting via Facebook Live [*http://youtube.com/@DPWH.SK2DEO*], which shall be open to prospective bidders.

6. Bids must be duly received by the BAC Secretariat through **Deadline of Dropping: on July 2, 2025 (on or before 10:00AM), DPWH - SULTAN KUDARAT 2ND DISTRICT ENGINEERING OFFICE, Conference Room, Lebak, Sultan Kudarat** (i) manual submission at the office address as indicated below, (ii) online or electronic submission as indicated below, or (iii) both} on or before **July 2, 2025 (on or before 10:00AM)**. Late bids shall not be accepted.

7. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.

8. Bid opening shall be on **July 2, 2025 @ 10:00 A.M** at **DPWH - Sultan Kudarat 2nd District Engineering Office, Conference Room, Lebak, Sultan Kudarat** and Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

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

Activity	Time	Place
1. Issuance/Downloading of Bidding Documents	**June 12, 2025** @8:00 AM to 5:00 PM to **July 2, 2025** @8:00 AM to 10:00 AM (Monday to Friday)	Hard copies at BAC Secretariat, DWPH SK2 DEO, Lebak, Sultan Kudarat. Downloadable from PhilGeps Website.
2. Pre-Bid Conference	**June 19, 2025@ 10:00 A.M.**	DPWH SK2 DEO, Conference Room, Lebak
3. Receipt by the BAC of Bids	Deadline of Dropping: on **July 2, 2025** (on or before 10:00AM)	DPWH SK2 DEO, Conference Room, Lebak
4. Opening of Bids	**July 2, 2025** @ 10:00 AM	DPWH SK2 DEO, Conference Room, Lebak

9. The **DPWH - Sultan Kudarat 2nd District Engineering Office, Lebak, Sultan Kudarat** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

10. For further information, please refer to:

ANTHONY P. DIMEN
Engineer III
Head, Procurement Unit
Sultan Kudarat 2nd District Engineering Office
Lebak, Sultan Kudarat
09633404819

ABDEL RODEN A. AMPATUAN, CSEE
Engineer III
BAC Chairperson
Sultan Kudarat 2nd District Engineering Office
Lebak, Sultan Kudarat
09282555405

11. You may visit the following websites:

For downloading of Bidding Documents: It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the DPWH website www.dpwh.gov.ph provided that bidders shall pay the fee for the Bidding Documents not later than the submission of their bids.

For Online Submission: electronicbids_sultankudarat2@dpwh.gov.ph

Approved by:

ABDEL RODEN A. AMPATUAN, CSEE
Engineer III
BAC Chairperson

NOTED:

ELPIDIO A. BIROG
District Engineer

Dates of Publication: June 12, 2025 to June 18, 2025

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity**, DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - SULTAN KUDARAT 2ND DISTRICT ENGINEERING OFFICE, Lebak, Sultan Kudarat** invites Bids for the **25MH0125 - Repair/Maintenance of DPWH Building, Sultan Kudarat 2nd DEO, DE/ADE's Quarters,** with Project Identification Number **25MH0125**.

[Note: The Project Identification Number is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.]

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 **DPWH GENERAL APPROPRIATION ACT 2025** in the amount of **PHP 1,100,000.00.**

2.2. The source of funding is:

[If an early procurement activity, select one and delete others:]

a. NGA, the National Expenditure Program.

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.

Prescribing the minimum period for the submission of legal, technical and financial documents to the DPWH Civil Works Registry as per DO 03 series of 2015

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 not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **April 11, 2025 @ 10:00 A.M. , DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS - SULTAN KUDARAT 2ND DISTRICT ENGINEERING OFFICE, Conference Room, Lebak, Sultan Kudarat** and/or through videoconferencing/webcasting} as indicated in paragraph 6 of the **IB.**

9. Clarification and Amendment of Bidding Documents

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

10. Documents Comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section 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, and laboratory testing equipments 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 tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

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 *120 Calendar Days from Bid Securing Declaration.* 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 7 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 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

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

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 16 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.

19.4. PhilGEPS Certificate (Platinum Membership) shall be maintained and updated by the bidder including its Annexes. Failure to comply is an automatic ground for disqualification.

20. Post Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

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

Notes on the Bid Data Sheet (BDS)

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

a. Information that specifies and complements provisions of the ITB must be incorporated.

b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
5.2	For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be: **BICWOPLC:Buildings- Construction- without Piles – Low Rise – Concrete (Frame) (1 to 5 Storeys)**
7.1	b. Subcontracting is not allowed.
10.3	*[Specify if another Contractor license or permit is required.]*
10.4	The key personnel must meet the required minimum years of experience set below: Key Personnel General Experience Relevant Experience

Personnel Capabilities

The Key personnel should meet the following number of year's work experience.

Position	No. of Personnel	Total Experience (years)	Same Position in Similar Works (years)
Project Manager	1	5	3
Project Engineer	1	5	3
Material Engineer & Quality Control Engineer	1	5	3
Safety Officer III	1	5	2
Construction Foreman	1	5	2

1. Total experience "means total of years of civil works experience in construction and engineering consultancy services".
2. Except for Materials and Quality Control Engineer, "Same Position in Similar Works" covers overall work experience for the designated position in similar bridge and road construction.
3. For Materials & Quality Control Engineer, "Same Position in Similar Works: Covers overall work experience for the designated position in any engineering work.

a. Name of Personnel
b. PRC License Number and Expiry date
c. Tax Identification Number

4. Only Accredited Project Engineers shall be assigned to DPWH projects, subject to the limits of assignment pursuant to Department Order 148 series of 2024.

10.5 The minimum major equipment requirements are the following:

No.	Equipment Description	Capacity	Number of Equipment
1	Backhoe	0.80 m3	1
2	Dump Truck	12 yd3	2
3	Plate Compactor	5 hp	1
4	One Bagger Mixer	4-6 ft3/min	1

5	Bar Cutter		1
6	Bar Bender		1
7	Welding Machine	500 amp	2
8	Cutting Outfit		1
9	Truck Mounted Crane	20-25 MT	1

For projects pledged with same equipment, the equipment pledged to the contract will be subject for review of BAC thru Technical Working Group (TWG) during Post-Qualification stage.

The Contractor is required to provide proofs of ownership and other supporting documents for equipment owned, lease agreements for equipment to be leased, and or under purchase agreements, supported by certificate of availability of equipment from the equipment lessor/vendor for the duration of the projects.
Proofs of ownership and other supporting documents for equipment pledge must specify and indicate the Model/Year, Capacity/Performance/Size, Plate No./Motor No./Body No., Chassis Serial No., Engine Serial No., specific location and condition per Department Order 58 series of 2012.

As per DO No.11 series of 2017 **"Inclusion of the Minimum Testing Materials Equipment in the Technical Component of the Bid" (attached)**

Laboratory Equipment	Required No. of Units	Minimum Capacity/Unit
A bidder is also required to submit its list of Material Testing Equipment in accordance with D.O. 80, Series of 1990 as amended by D.O. 08, Series of 1996 and reiterated by D.O. 138, Series of 2015.		

Please refer to D.O. 11 Series of 2017 for the minimum materials testing equipment and D.O 127, Series of 2018, Strict Application of R.A 9184 in the conduct of Post-Qualification of Bidders with Delayed On-Going Contracts with the DPWH.

15.1	The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts: a. The amount of not less than _____ *[Insert two percent (2%) of ABC]*, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; b. The amount of not less than _____ *[Insert five percent (5%) of ABC]* if bid security is in Surety Bond.
17	Bid submission maybe done manually or electronically/online. However, bidders should only select one mode of submission, either manual or electronic.

The address for receipt of Bids submitted manually is at ***DPWH - SULTAN KUDARAT 2ND DISTRICT ENGINEERING OFFICE, Conference Room, Lebak, Sultan Kudarat.***

The deadline for receipt of Bids is on ***April 23, 2025, 10:00 AM*.**

For bids to be submitted electronically/online, the following procedures should be observed following D.O. 87 s. 2020:

1. **Submission of electronic Official Receipt of purchase of the Bidding Documents**

   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 ***electronicbids_sultankudarat2@dpwh.gov.ph***. 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 **"<PCAB ID>_<CONTRACT ID>_OfficialReceipt.pdf"**.

   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 "12345_20Z00123_OfficialReceipt.pdf". Further, the e-mail subject would be "Official Receipt for 20Z00123".

   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.

2. **Confirmation of the electronically submitted Official Receipt**

   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.

   Only the electronic bids of bidders who have successfully submitted an electronic Official Receipt shall be accepted.

   2.2 An e-mail shall also be received by a prospective bidder in instances where their sent e-mail related to Item 1:

   1. Has incorrect subject Contract ID, which means that a corresponding folder with the same Contract ID does not exist in the eBid Portal;

2. Has no attachment;

3. Has an attachment but is not in the prescribed format;

4. Has more than one (1) attachment; or

5. Was received after the deadline of bid submission.

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.

3. **Preparation and submission of an electronic Bid**

The prospective bidders shall prepare and submit their bids electronically following the steps prescribed under with D.O. 87 s. 2020 in accordance with GPPB Resolution No. 09-2020 as follows:

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.**

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 **<PCAB ID>_<CONTRACT_ID>_TECHNICAL** and **<PCAB ID>_<CONTRACT_ID>_FINANCIAL** (e.g. 12345 20Z00123 TECHNICAL, 12345 20Z00123 FINANCIAL).
Subsequently, each of the Technical and Financial Components file folders shall be **COMPRESSED**, **PASSWORD PROTECTED** and **NAMED** in the format **<PCAB ID>_<CONTRACT_ID>_TECHNICAL.zip (or .rar/.7z)** and **<PCAB ID>_<CONTRACT_ID>_FINANCIAL.zip (or .rar/.7z)**, respectively (e.g. 12345 20Z00123 TECHNICAL.zip, 12345 20Z00123 FINANCIAL.zip).

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 **<PCAB ID>_<CONTRACT ID>_DescriptiveFilename.pdf** (e.g. 12345 20Z00123 PCABLicense.pdf, 12345 20Z00123 OmnibusSwornStatement.pdf).

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 <PCAB>_<CONTRACT ID>_Bid (e.g. 12345 20Z00123 Bid)**.**

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**.

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").

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".

f. The prospective bidder shall submit its electronic bid to ***electronicbids_sultankudarat2@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.

4. **Modification of an electronic bid**

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 <Contract ID>", 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".

5. **Non-participation in the Bidding**

In case a prospective bidder that have purchased a bidding document decided not to participate, he may choose to submit his letter of non-participation manually or electronically. In case of electronic submission, the contractor shall send an e-mail with the Subject "Non-participation for <Contract ID>" with the letter of non-participation as attachment with file name "<PCAB ID>_<CONTRACT ID>_Non-Participation.pdf".

This e-mail should be sent to ***electronicbids_sultankudarat2@dpwh.gov.ph*** before the deadline for bid submission

6. **Withdrawal of Electronic Bid**

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 <Contract ID>" and the letter of bid withdrawal in pdf format with filename "<PCAB ID>_<CONTRACT ID>_BidWithdrawal.pdf" shall be attached. This e-mail should be sent to ***electronicbids_sultankudarat2@dpwh.gov.ph*** before the deadline for bid submission.

7. **Opening of the electronic bid**

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.

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 ***09652762592*** 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 / Facebook account *http://www.facebook.com/sktwodeo.procurementstaff*

If the bidder chooses to attend the bid opening through online conference, the bidder should join the meeting using the following link: Facebook account: *http://www.facebook.com/sktwodeo.procurementstaff***.**

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".

	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. 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". 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 contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. 8. **File name convention in case of a Joint Venture Bidder** 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-<PCAB ID of the Lead Member>". 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"
18.2	Bid Corrections or any corrections as well as erasures made in the financial documents including the discounts offered and the methodology of their applications must be duly signed or initialed;
20	1. *BIR Certificate of Registration* 2. *BIR Tax Clearance* 3. *Philippine Contractors Accreditation Board (PCAB)* 4. *PhilGEPS Certificate of Registration* 5. *DTI Business Name Registration* 6. *Mayors'/Business Permit*
21	*List 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 Department of Labor and Employment (DOLE), and Precedence Diagram Method (PDM).*

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

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

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

2. 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).

3. Possession of Site

4.1. 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.

4.2. 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.

4. 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.

5. 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.

6. 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.

7. 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**.

8. 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.

9. 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.

10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. 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

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

a. Information that complements provisions of the GCC must be incorporated.

b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
2	The **Intended Completion Date** is **<u>70 Calendar Days</u>**.
4.1	*Shall be schedule of delivery of the possession of the site to the Contractor, Upon effectivity of the Contract*
6	The site investigation reports are: *[list here the required site investigation reports.]* Works in the Path of PERT CPM, First and Final Billing, Final Completion Inspection and Final Acceptance Inspection
7.2	*[Select one, delete the other.]* *[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. *[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. *[In case of other structures, such as bailey and wooden bridges, shallow wells, spring developments, and other similar structures:]* Two (2) years.
10	a. No dayworks are applicable to the contract.
11.1	The Contractor shall submit the Program of Work/ PERT-CPM to the Procuring Entity's Representative within *[10 Calendar Days]* 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 [*Php. 20,000.00*](for above 5M ABC) or [Php. 5,000.00] (for below 5M ABC) .
13	The amount of the advance payment is *[insert amount as percentage of the contract price that shall not exceed 15% of the total contract price and schedule of payment]*.
14	*[If allowed by the Procuring Entity, state:]* Materials and equipment delivered on the site but not completely put in place may be included for payment.
15.1	The date by which operating and maintenance manuals are required is *[date]*. The date by which "as built" drawings are required is *[95% of Calendar Days upon effectivity of the contract subject for Time Extensions]*.
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 [Php. 20,000.00](for above 5M ABC) or [Php. 5,000.00] (for below 5M ABC)

Section VI. Specifications

Notes on Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted subject to the Procuring Entity's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.

Section VII. Drawings

[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]

Section VIII. Bill of Quantities

Notes on the Bill of Quantities

Objectives
The objectives of the Bill of Quantities are:

a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and
b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Daywork Schedule
A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.
b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

Provisional Sums
A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

Signature Box

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.

Bill of Quantities

1. The Bill of Quantities (BOQ) contains the following parts:
a. BOQ for each Part of the Contract, using Form DPWH-INFR-17.
b. Summary of Bid Prices for all Parts of the Contract, using Form DPWH-INFR- 18.

2. For the BOQ for each Part of the Contract, the Bidder shall not change the entries under Pay Item No. (Column 1), Pay Item Description (Column 2), Unit (Column 3), and Quantity (Column 4) in the Bill of Quantities, which are set by the Procuring Entity. For each pay item in the BOQ, the Bidder shall indicate its unit bid price in words and in figures (P) in Column 5, and its total bid price in Column 6 (Column 4 x Column 5)

3. For the Summary of Bid Prices, the Bidder shall not change the entries and Part No. (Column 1) and Part Description (Column 2), which are provided by the Procuring Entity. The Bidder shall indicate the Total Amount (Column 3) for each Part No. at the Total of All Amounts at the bottom.

4. The Procuring Entity shall use the Standard Pay Items in the Project and Contract Management Application (PCMA) in preparing the BOQ.

Department of Public Works and Highways

Contract ID : **25MH0125**
Contract Name : **Repair/Maintenance of DPWH Building, Sultan Kudarat 2nd DEO, DE/ADE's Quarters**
Location of the Contract : **Lebak, Sultan Kudarat**

BILL OF QUANTITIES

Part No. : **I** **Part Description** : Project Billboard/ Signboard; Occupational Safety and Health; Mobilization/ Demobilization; Structure Excavation (Common Soil), Structural Concrete (Footings and Slab on Fill Class A, 28 days)

(Columns (1), (2), (3), and (4) are to be filled up by the Procuring Entity)				*(Columns (5) and (6) are to be filled up by the Bidder)*	
Pay Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
B.5 (1)	Project Billboard/ Signboard	ea.	1.00	In words: Pesos _____ In figures: Php_____	In words: Pesos _____ In figures: Php_____
B.7(1)	Occupational Safety and Health	l.s.	1.00	In words: Pesos _____ In figures: Php_____	In words: Pesos _____ In figures: Php_____
B.9(1)	Mobilization/ Demobilization	l.s.	1.00	In words: Pesos _____ In figures: Php_____	In words: Pesos _____ In figures: Php_____
803(1)a	Structure Excavation (Common Soil)	cu.m	18.21	In words: Pesos _____ In figures: Php_____	In words: Pesos _____ In figures: Php_____
900(1)c2	Structural Concrete (Footings and Slab on Fill, Class A, 28 days)	cu.m	14.63	In words: Pesos _____ In figures: Php_____	In words: Pesos _____ In figures: Php_____
Sub-Total for this Page					

Submitted by:

Name and Signature of Bidder's Representative Date:_____
Position
Name of Bidder

Department of Public Works and Highways

Contract ID : **25MH0125**
Contract Name : **Repair/Maintenance of DPWH Building, Sultan Kudarat 2nd DEO, DE/ADE's Quarters**
Location of the Contract : **Lebak, Sultan Kudarat**

BILL OF QUANTITIES

Part No. : **II** **Part Description** : Reinforcing Steel (Deformed), Grade 40; CHB No Load Bearing (including Reinforcing Steel) 100mm; Carpentry and Joinery Works; Aluminum Framed Glass Door (Swing Type), Aluminum Glass Windows (Sliding Type)

(Columns (1), (2), (3), and (4) are to be filled up by the Procuring Entity)				*(Columns (5) and (6) are to be filled up by the Bidder)*	
Pay Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
902(1)a1	Reinforcing Steel (Deformed), Grade 40	kg	157.13	In words: Pesos _____ In figures: Php_____	In words: Pesos _____ In figures: Php_____
1046(2)a1	CHB No Load Bearing (including Reinforcing Steel) 100mm	sq.m.	24.67	In words: Pesos _____ In figures: Php_____	In words: Pesos _____ In figures: Php_____
1003(17)	Carpentry and Joinery Works	l.s	1	In words: Pesos _____ In figures: Php_____	In words: Pesos _____ In figures: Php_____
1007(1)b	Aluminum Framed Glass Door (Swing Type)	Sq.m.	3.36	In words: Pesos _____ In figures: Php_____	In words: Pesos _____ In figures: Php_____
1008 (1)a	Aluminum Glass Windows (Sliding Type)	sq.m.	11.16	In words: Pesos _____ In figures: Php_____	In words: Pesos _____ In figures: Php_____
Sub-Total for this Page					

Submitted by:

Name and Signature of Bidder's Representative Date:_____
Position
Name of Bidder

Department of Public Works and Highways

Contract ID : **25MH0125**
Contract Name : **Repair/Maintenance of DPWH Building, Sultan Kudarat 2nd DEO, DE/ADE's Quarters**
Location of the Contract : **Lebak, Sultan Kudarat**

BILL OF QUANTITIES

Part No. : **III** **Part Description** : Aluminum Glass Windows (Fixed Type); Glazed Tiles and Trims; Sewer Line Works; Wires and Wiring Devices; Panelboard with Main & Branch Breakers

(Columns (1), (2), (3), and (4) are to be filled up by the Procuring Entity)				*(Columns (5) and (6) are to be filled up by the Bidder)*	
Pay Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
(1)	(2)	(3)	(4)	(5)	(6)
1008 (1)d	Aluminum Glass Windows (Fixed Type)	sq.m.	48.17	In words: Pesos In figures: Php	In words: Pesos In figures: Php
1018(1)	Glazed Tiles and Trims	sq.m.	147.45	In words: Pesos In figures: Php	In words: Pesos In figures: Php
1001(8)	Sewer Line Works	l.s	1.00	In words: Pesos In figures: Php	In words: Pesos In figures: Php
1101(33)	Wires and Wiring Devices	l.s	1.00	In words: Pesos In figures: Php	In words: Pesos In figures: Php
1102(1)	Panelboard with Main & Branch Breakers	l.s.	1.00	In words: Pesos In figures: Php	In words: Pesos In figures: Php
Sub-Total for this Page					

Submitted by:

Name and Signature of Bidder's Representative Date:_____
Position
Name of Bidder

Department of Public Works and Highways

Contract ID	:	**25MH0125**
Contract Name	:	**Repair/Maintenance of DPWH Building, Sultan Kudarat 2nd DEO, DE/ADE's Quarters**
Location of the Contract	:	**Lebak, Sultan Kudarat**

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
I	Project Billboard/ Signboard; Occupational Safety and Health; Mobilization/ Demobilization; Structure Excavation (Common Soil), Structural Concrete (Footings and Slab on Fill Class A, 28 days)	
II	Reinforcing Steel (Deformed), Grade 40; CHB No Load Bearing (including Reinforcing Steel) 100mm; Carpentry and Joinery Works; Aluminum Framed Glass Door (Swing Type), Aluminum Glass Windows (Sliding Type)	
III	Aluminum Glass Windows (Fixed Type); Glazed Tiles and Trims; Sewer Line Works; Wires and Wiring Devices; Panelboard with Main & Branch Breakers	
	Total Amount	

Total of All Amounts in Words:
Pesos _____
_____
_____
_____
and _____ centavos

Name _____ in the capacity of _____

Signed _____ Date _____

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

DPWH-INF R-18-2016

Section IX. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or

b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary "pass/fail" criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

CHECKLIST OF TECHNICAL DOCUMENTS

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

A. Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);

or

☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document;

and

☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;

and

☐ (e) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

B. *Technical Documents*

☐ (a) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**

☐ (b) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**

☐ (c) Philippine Contractors Accreditation Board (PCAB) License;

or

Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**

☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

(e) Project Requirements, which shall include the following:

☐ a. Organizational chart for the contract to be bid;

☐ b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data, (Only Accredited Project Engineers shall be assigned to DPWH projects, subject to the limits of assignment pursuant to Department Order 148 series of 2024.);

☐ c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be;

d. As per DO No.11 series of 2017 "Inclusion of the Minimum Testing Materials Equipment in the Technical Component of the Bid" (attached)

and

☐ (f) Original duly signed Omnibus Sworn Statement (OSS);
and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

CHECKLIST OF TECHNICAL DOCUMENTS

C. Financial Documents

☐ (a) The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**

☐ (b) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

☐ (c) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence;

or

duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

CHECKLIST OF FINANCIAL COMPONENT ENVELOPE

II. FINANCIAL COMPONENT ENVELOPE

☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

☐ (b) Original of duly signed Bid Prices in the Bill of Quantities; **and**

☐ (c) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the uni prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**

☐ (d) Cash Flow by Quarter.

Bid Form for the Procurement of Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date :
Project Identification No. :

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, 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 guidelines1 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 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:_____

Currently based on GPPB Resolution No. 09-2020

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 (120 - calendar days), 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]

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/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]

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

GPPB Resolution No. 16-2020, dated 16 September 2020

Performance Securing Declaration (Revised)

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

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.

2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;

3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
   a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
      i. Procuring Entity has no claims filed against the contract awardee; ii. It has no claims for labor and materials filed against the contractor; and iii. Other terms of the contract; or
   b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

[Jurat]

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