

CONTRACT I.D. : _____
 CONTRACT NAME : _____
 LOCATION OF THE CONTRACT : _____

BAC's CHECKLIST OF TECHNICAL & FINANCIAL ENVELOPE REQUIREMENTS

Name of Bidder : _____ Date: _____
 APPROVED BUDGET FOR THE CONTRACT : _____

CHECKLIST OF TECHNICAL PROPOSAL REQUIREMENT

Required Bid Security:

- a. Cash, Cashier's/ Manager's Check, Bank Draft/ Guarantee confirmed by a universal or Commercial Bank of Irrevocable Letter of Credit 2% of ABC _____
 b. Surety Bond Callable upon demand Issued by a Surety & Insurance Company and certified at the Insurance Commissioned as authorized to issue such security: 5% of _____
 Form of Bid Security : _____
 Bonding Company : _____
 Number : _____
 Official Receipt No. : _____
 Validity Period : _____
 Callable on Demand : _____
 Bid Security Amount : _____

To be signed by BAC member				
Tab No.	ANNELE P. ANTIVOLA	ALLAN B. IMPERIAL	MICHAEL A. PRESBITERO	WILFREDO GETULIO P. RODRIGUEZ III

- A. BID SECURITY: () Sufficient () Insufficient
 B. Eligibility Requirement under Section 23.3 of the IRR

1.	DTI Business name Registration or SEC Registration/ PHILGEPS CERTIFICATION				
2.	Business/Mayor's Permit				
3.	BIR Tax Clearance				
4.	Audited Financial Statement				
5.	Net Financial Contracting Capacity				

- C. Project Requirement under Section 23.3 of the IRR

1.	Technical Specification, which may include production/ delivery schedule, manpower requirement, and/ or after-sales service/ parts, if applicable				
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- D. SWORN STATEMENT by the prospective bidder of its duly authorized representative in the form prescribed by the GPPB as to the following:

1.	If sole proprietorship/ partnership corporation, cooperative of joint venture he is the duly authorized and designated representative				
2.	It is not "BLACKLISTED" or barred from bidding by the GDP or any of its agencies, offices, corporations, of LGU's including foreign government/ foreign or international financing institution whose blacklisting rules have been recognized by the GPPB.				
3.	Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete and all statement and the information provided therein are true and correct;				
4.	It is authorizing the Head of the procuring Entity or his duly authorized representative/s to verify all the document submitted				
5.	The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do execute and perform any and all acts necessary and or to represent the prospective bidder in the bidding , which the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership or joint venture				
6.	It complies with the disclosure provision under Sec. 4 of the Act in relation to other provisions of RA 3019				
7.	It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and				
8.	It complies with the existing labor laws and standard				
9.	It did not give or pay directly, 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 and activity				

NOTE: Any missing documents in the above-mentioned checklist are ground for outright rejection of the bid.

REMARKS: () COMPLYING () NON-COMPLYING

CHECKLIST OF FINANCIAL PROPOSAL REQUIREMENT

1.	Notarized Form of Bid				
2.	Bill of Quantities which includes Unit Bid Price and Total Bid Prices for each item				
3.	Recurring or Maintenance costs, if applicable				

NOTE: Any missing documents in the above-mentioned checklist are ground for outright rejection of the bid.

REMARKS: () COMPLYING () NON-COMPLYING



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
ALBAY 1ST DISTRICT ENGINEERING OFFICE
Old Airport Site, Legazpi City



The **DPWH, Albay 1st District Engineering Office**, through its Bids and Awards Committee (BAC), invites contractors to submit bids for the following Contract:

INVITATION TO BID

Procurement ID/Contract ID : 24GFA002/PR NO. 24-02-032
Contract Name : Procurement and Deliveries of Construction Materials for use in Maintenance Section, DPWH-Albay 1st DEO.
Brief Description : Procurement of Construction Materials
Approved Budget for the Contract (ABC) : P4,883,450.00
Source of Funds : GAA 2024
Contract Duration : 15 Calendar Days

The BAC is conducting the public bidding for this Contract in accordance with RA 9184 and its Implementing Rules and Regulations (IRR).

To be eligible to bid for this Contract, a supplier must meet the following major requirements (a) Filipino citizen or 75% Filipino- owned partnership/corporation (b) completion of 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.

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

Activity	Time	Place
1. Issuance/Downloading of Bidding Documents	March 1 to March 20, 2024	A. Hard Copies at BAC Secretariat, DPWH, Albay 1 st District Engineering Office, Airport Site, Legazpi City. B. Downloadable from (1) DPWH, website www.dpwh.gov.ph (2) PHILGEPS website www.philgeps.gov.ph
2. Pre-Bid Conference	10:00 AM March 8, 2024	BAC Room, DPWH, Albay 1 st District Engineering Office, Airport Site, Legazpi City
3. Receipt by the BAC of Bids	9:30 AM March 20, 2024	BAC Room, DPWH, Albay 1 st District Engineering Office, Airport Site, Legazpi City
4. Opening of Bids	10:01 AM March 20, 2024	BAC Room, DPWH, Albay 1 st District Engineering Office, Airport Site, Legazpi City

Bidders shall pay the BAC an applicable fee of ₱5,000.00 for the bidding documents, upon securing hard copies of the Documents Bidders that downloaded the Documents from the DPWH/PHILGEPS website shall pay the fee upon submission of their bids.

The DPWH Albay 1st District Engineering Office reserved the rights 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 provision of Section 41 RA 9184 and its IRR.

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

ANNELLE P. ANTIVOLA
BAC Chairperson
DPWH-Albay 1st DEO
Airport Site, Legazpi City

EVA C. CLARIÑO
Head BAC Secretariat
DPWH, Albay 1st DEO
Airport Site, Legazpi City

Approved:

Dates of Publication: **March 1 to March 7, 2024**
Newspaper: N/A

ANNELLE P. ANTIVOLA
BAC Chairman

Website: www.dpwh.gov.ph
Tel No(s): _____





BID DATA SHEET

ITB Clause	
1.1	<p>The PROCURING ENTITY is <u>DPWH-Albay 1st District Engineering Office, Airport Site, Legazpi City</u></p> <p>The name of the Contract is: Procurement and Deliveries of Construction Materials for use in Maintenance Section, DPWH-Albay 1st DEO.</p> <p>The identification number of the contract is: 24GFA002</p>
2	<p>The Funding Source is: The Government of the Philippines (GOP) through GAA 2024 amounting to <u>P4,883,450.00</u></p> <p>The name of the Project is : Procurement and Deliveries of Construction Materials for use in Maintenance Section, DPWH-Albay 1st DEO.</p>
3.1	No Further Instruction.
5.1	No Further Instruction.
5.2	Bidding is restricted to eligible bidders as defined in ITB Clause 5.1
8.1	Subcontracting is not allowed.
8.2	Not Applicable
9.1	The procuring Entity will hold a pre-bid conference for this Project on <u>March 8, 2024 at 10:00am at BAC Room of DPWH - Albay 1st District Engineering Office, Airport Site, Legazpi City</u>
9.1(b)	Contract duration is 15 C.D.
	<p>The Procuring Entity Address is: DPWH, Albay 1st District Engineering Office, Airport Site, Legazpi City</p> <p>Contact Person: Engr. ANNELLE P. ANTIVOLA , BAC Chairman</p> <p>Contact No. : (052) 732 7108</p>
10.3	No Further Instructions.
12.1(a)(i)	No other acceptable proof of registration is recognized.
13.1	Completeness of the bid is required. Incompleteness will be considered non-responsive and, thus, automatically disqualified.
13 (c)(2)	The statement of all ongoing government and private contracts shall include all such contracts prior to the deadline for the submission and receipt of bids.
13 (c) (3)	No additional requirements.
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14	<p>The ABC is : FOUR MILLION EIGHT HUNDRED EIGHTY THREE THOUSAND FOUR HUNDRED FIFTY PESOS . . (P4,883,450.00). Any bid with a financial component exceeding this amount shall not be accepted.</p> <p>Number of Calendar Days : 15 CD to complete the project as stated in the ABC and as advertised. All bids with calendar days exceeding the required in the ABC shall not be accepted.</p>
14.2	No further instructions.
17.1	The bid prices for Goods supplied from outside of the Philippines shall be quoted in Philippines Pesos.
18.1	Bids will be valid until 120 C.D. from the date of opening of bids.
19.1	<p>The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amount:</p> <p>1. The amount of P97,669.00, if bid security is in cash, cashier's/manager's check, bank draft/ guarantee or irrevocable letter of credit;</p> <p>2. The amount of P244,172.50 if bid security is in surety bond; or draft / guarantee or</p> <p>3. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.</p>
19.2	<p>The bid security shall be valid until 120c.d.</p> <p>Each Bidder shall submit 1 original copy duly signed and 1 copy photocopy (duly signed) of the first and second components of its bid.</p>
21.3	<p>The Place of bid opening is: BAC Room, DPWH Albay 1st District Engineering Office, Airport Site, Legazpi City</p>
25.1	<p>The deadline for submission of bids is: <u>March 20, 2024 until 10:00 AM</u></p> <p><u>Cut-Off Time for Payment and Dropping of Bidding Documents:</u> 9:00 AM – Request for preparation of Order of Payment 9:10 AM – Received of Accounting, the Order of Payment 9:20 AM – Received of Cashier, the Order of Payment 9:30-10:00 AM – Dropping of Bidding Documents.</p>
25.2	No Further instructions.
28.3(d)	Bid Modification/discount is not allowed.
28.4	No Further instructions.
29.2(b)	<p>Only Tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EEPS) shall be accepted.</p> <p>NOTE: The latest income and business tax returns are those within the last six months preceding the date of bid submission.</p>
29.2(d)	No other acceptable proof of registration is recognized.
32.4(g)	No Further instructions.
33.2	No Further instructions.
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Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

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

If a sole proprietorship: I am the sole proprietor 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]*;

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

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of Project]* of the *[Name of Procuring Entity]*;

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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached [state the title of attached document showing proof of authorization (e.g. duly notarized Secretary's Certificate issued by the corporation or members of the joint venture)];

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

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

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

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

If a sole proprietorship: I am 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 a cooperative: None of the officers and members of the [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;
8. [Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project]; and
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____,
20____ at _____, Philippines

[Insert name of Bidder's Authorized Representative]
Bidder's Representative/Authorized Signatory
[Insert signatory's legal capacity]

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ [date issued], [place issued]

IBP No. _____ [date issued], [place issued]

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.