

## Section VIII

### Checklist of Eligibility Requirements and Sample Forms

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## Contents of Technical Envelope:

### 1 CLASS "A" DOCUMENTS

#### 1.1 LEGAL DOCUMENTS (ORIGINAL OR AUTHENTICATED COPY BY THE ISSUING AGENCY/ENTITY, i.e. SEC, DTI, etc.)

- Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration as stated in the Bidding Documents.
- Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.

#### 1.2 TECHNICAL DOCUMENTS

- Statement of the prospective Bidder of all its ongoing and completed government and private contracts, where applicable, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents. The statement shall include all information required in the PBDs prescribed by the GPPB.
  - Name of the contract;
  - Date of the contract;
  - Kinds of goods;
  - Amount of contract and value of outstanding contracts;
  - Date of delivery; and
  - End user's acceptance or official receipt(s) issued for the contract, if completed.

## **FINANCIAL DOCUMENTS**

- 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.
- The prospective bidder's computation of its Net Financial Contracting Capacity (NFCC) or a commitment from a Universal or Commercial Bank to extend a credit line in favor of the prospective bidder if awarded the contract to be bid (CLC).

## **Class "B" Documents**

- Valid joint venture agreement (JVA), in case the joint venture is already in existence. In the absence of a JVA, a duly notarized statement 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 shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance

## Bid Form

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Date: \_\_\_\_\_  
IAEB<sup>1</sup> N°: \_\_\_\_\_

To: *[name and address of MARINA]*

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the GOODS]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for **ITB** Clause 22.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>2</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
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<sup>1</sup> If ADB, JBIC and WB funded projects, use IFB.

<sup>2</sup> Applicable only if the Funding Source is the ADB, JBIC or WB.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per **ITB** Clause 5 of the Bidding Documents.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

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

## Form of Bid Security (Bank Guarantee)

---

WHEREAS, *[insert name of Bidder]* (hereinafter called the “Bidder”) has submitted his bid dated *[insert date]* for the *[insert name of contract]* (hereinafter called the “Bid”).

KNOW ALL MEN by these presents that We *[insert name of Bank]* of *[insert name of Country]* having our registered office at *[insert address]* (hereinafter called the “Bank” are bound unto *[insert name of MARINA]* (hereinafter called the “Entity”) in the sum of *[insert amount]*<sup>3</sup> for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

THE CONDITIONS of this obligation are:

1. If the Bidder:
  - (a) withdraws his Bid during the period of bid validity specified in the Form of Bid; or
  - (b) does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
2. If the Bidder having been notified of the acceptance of his bid by the Employer during the period of bid validity:
  - (a) fails or refuses to execute the Contract Form in accordance with the Instructions to Bidders, if required; or

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<sup>3</sup> The Bidder should insert the amount of the guarantee in words and figures, denominated in the currency of the Entity’s country or an equivalent amount in a freely convertible currency. This figure should be the same as shown of the Instructions to Bidders.

- (b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders.

We undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate his demand, provided that in his demand the Entity will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two (2) conditions, specifying the occurred condition or conditions.

The Guarantee will remain in force up to and including the date *[insert days]*<sup>4</sup> days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE \_\_\_\_\_ SIGNATURE OF THE BANK \_\_\_\_\_

WITNESS \_\_\_\_\_ SEAL \_\_\_\_\_

\_\_\_\_\_  
(Signature, Name and Address)

<sup>4</sup> Usually 28 days after the end of the validity period of the Bid. Date should be inserted by the Entity before the Bidding Documents are issued.

## Contract Agreement Form

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THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of MARINA] of the Philippines (hereinafter called "the Entity") of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called "the Supplier") of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [contract price in words and figures] (hereinafter called "the Contract Price").

### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Bid Form and the Price Schedule submitted by the Bidder;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Entity's Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.



IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_ (for the Supplier).

## Form of Performance Security (Bank Guarantee)

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To : *[Name of MARINA]*  
*[Address of MARINA]*

WHEREAS, *[insert name and address of Supplier]* (hereinafter called the "Supplier") has undertaken, in pursuance of Contract No. *[insert number]* dated *[insert date]* to execute *[insert name of contract and brief description]* (hereinafter called the "Contract");

AND WHEREAS, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of *[insert amount of guarantee]*<sup>5</sup> proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of *[insert amount of guarantee]* as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between you and the Supplier shall in any way

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<sup>5</sup> An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract.

release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date of your issuance of the Notice of Final Acceptance.

SIGNATURE AND SEAL OF THE GUARANTOR \_\_\_\_\_

NAME OF BANK \_\_\_\_\_

ADDRESS \_\_\_\_\_

\_\_\_\_\_

DATE \_\_\_\_\_

## Bank Guarantee Form for Advance Payment

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To: *[name and address of MARINA]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 9 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the MARINA a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the MARINA on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the MARINA and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

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*[name of bank or financial institution]*

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*[address]*

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*[date]*

## Affidavit of Disclosure of No Relationship

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*[See Clause 4.2 of the Instructions to Bidders.]*

I, *[name of the affiant]*, *[state nationality]*, of legal age, *[state status]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the authorized representative of *[insert name of Bidder]* with office address at *[insert address]* an established and reputable Supplier of *[insert name and/or description of the GOODS]* for the bidding of *[insert name of the Project]* by the *[insert name of MARINA]* (hereinafter referred to as the "MARINA");
2. None of the *[officers / directors / controlling stockholders / members / owners]* of the *[name of the Bidder]* are related by consanguinity or affinity up to the third civil degree to the Head of the MARINA or any of the MARINA's officers or employees having direct access to information that may substantially affect the result of the bidding, such as, but not limited to, the members of the Bids and Awards Committee (BAC), the members of the Technical Working Group (TWG), the BAC Secretariat, the members of the Project Management Office (PMO), and the designers of the project.
3. I am making this statement in compliance with Section 47 of the Implementing Rules and Regulations Part A of Republic Act 9184, and in accordance with the requirements of the *MARINA*
4. I understand and accept that any false statement in this respect will render *[name of the Bidder]*, and its authorized officers liable for prosecution to the full extent of the law.

IN WITNESS WHEREOF, I have hereunto set my hand this  
\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_, in the City of  
\_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN to before me this  
\_\_\_\_\_ day of \_\_\_\_\_, Philippines.

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

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_

## Omnibus Sworn Statement

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

### A F F I D A V I T

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)* with office address at *(address 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 title of attached document showing proof of authorization (e.g. duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture))*;

3. *(Name of Bidder)* is not "blacklisted" or barred from the 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 other:**

*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 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 Officer 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 Officer or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. (*Name of Bidder*) is aware of and has undertaken the following responsibilities as a Bidder:

- a) Careful 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*).

8. (*Name of Bidder*) hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the IABAC and PS notices may be transmitted.

Telefax Number/s	1. _____
	2. _____
E-mail Address/es	1. _____
	2. _____



It is understood that notice/s transmitted in the abovestated telephone/fax numbers and/or e-mail address/es are deemed received as of its transmittal and the reckoning period for the reglementary periods stated in the bidding documents and the Revised implementing Rules and Regulations of Republic Act No. 9184 shall commence from receipt hereof.

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

\_\_\_\_\_  
Bidder's representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me in the City/Municipality of \_\_\_\_\_ (indicate also the Province in the case of the Municipality \_\_\_\_\_ day of \_\_\_\_\_ (month & year) by \_\_\_\_\_ (name of affiant), who has satisfactorily proven to me his identity through his \_\_\_\_\_ (ID name and number) valid until \_\_\_\_\_ (expiry date), that he is the same person who personally signed before me the foregoing Affiant and acknowledged that he executed the same.

\_\_\_\_\_  
(Notary Public)

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
TIN \_\_\_\_\_  
IBP \_\_\_\_\_

Doc. No. : \_\_\_\_\_  
Page no. : \_\_\_\_\_  
Book No. : \_\_\_\_\_  
Series of 20 \_\_\_\_

## Waiver to file a Motion for Reconsideration

# WAIVER

I,           (Name of the Representative of the Bidder)          , of legal age, with office address at           (Address of the Representative)          , after having sworn in accordance with the law, hereby depose and say:

1. That I am the           (Position of the Representative)           of           (Name of the Bidder)           with business address at           (Address of the Bidder)          ;
2. That I am the duly authorized representative of the           (Name of the Bidder)           ;
3. That           (Name of the Bidder)           is a bidder for the construction of           (Name of the Project)           ;
4. The           (Name of the Bidder)          , having been declared ineligible by the           (Name of the procuring Entity)           BAC accepts said declaration by the           (Name of the procuring Entity)           BAC and will not file a motion for reconsideration;

AFFIANT FURTHER SAYETH NAUGHT.

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

\_\_\_\_\_  
Affiant

Standard Form Number: SF-GOOD-25  
Revised on: May 24, 2004

## **MOTION FOR RECONSIDERATION**

Date of Issuance

THE CHAIRMAN  
Bids and Awards Committee

**Name of the Procuring Entity**

**Address of the Procuring Entity**

**Facsimile Number**

Dear Sir / Madame:

In relation to the results of the Eligibility Check conducted for the bidding of the (Name of Project) held on (date and time of the Eligibility Check) at (venue of the Eligibility Check), we would like to request for reconsideration the decision of "Ineligibility" of our firm on the following grounds:

We are hoping for your consideration.

Very truly yours,

**Name of the Representative of the Bidder**

**Position of the Representative**

**Name of the Bidder**

Received by the BAC:

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

Standard Form Number: SF-GOOD-35  
Revised on: May 24, 2004

**AUTHORITY OF SIGNATORY**

**SPECIAL POWER OF ATTORNEY**

I, \_\_\_\_\_, President of \_\_\_\_\_, a corporation incorporated under the laws of \_\_\_\_\_ with its registered office at \_\_\_\_\_, by virtue of Board Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, has made, constituted and appointed \_\_\_\_\_ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent \_\_\_\_\_ in the bidding of \_\_\_\_\_ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

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

Signed in the Presence of:

\_\_\_\_\_

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES )  
QUEZON CITY )SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public  
Until 31 December 20\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

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

Standard Form Number: SF-GOOD-36  
Revised on: May 24, 2004

## AUTHORITY OF SIGNATORY

### SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the law of the \_\_\_\_\_, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that \_\_\_\_\_ be, as it hereby is, authorized to participate in the bidding of \_\_\_\_\_ (Project ID-No.) \_\_\_\_\_ by the (Name of the Procuring Entity); and that if awarded the project shall enter into a contract with the (Name of the Procuring Entity); and in connection therewith hereby appoint \_\_\_\_\_, acting as duly authorized and designated representatives of \_\_\_\_\_, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully and effectively as the \_\_\_\_\_ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the \_\_\_\_\_ hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the \_\_\_\_\_ hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;

- (2) execute a waiver that the \_\_\_\_\_ shall not seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said \_\_\_\_\_ this \_\_\_\_\_.

\_\_\_\_\_  
(Corporate Secretary)

#### ACKNOWLEDGMENT

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

Notary Public  
Until 31 December 20\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

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

Standard Form Number: SF-GOOD-37

Revised on: May 24, 2004

**CERTIFICATION AS TO COMPLIANCE OF EXISTING LABOR LAWS AND STANDARDS**

**(NAME OF PROJECT)**

**(LOCATION)**

Date of Opening of Bids : \_\_\_\_\_

I, (Name of the Representative of the Bidder) of legal age, with residence and address at \_\_\_\_\_, after having been duly sworn to in accordance with law, hereby depose and say:

1. That I am the (position of the representative of the Bidder) of (Name of the Bidder);
2. That our firm/company shall abide with the existing labor laws and standards, rules and regulations of the Department of Labor and Employment (DOLE) in connection with the implementation of the project.
3. That if our Firm/Company violates any rule and regulations as prescribed for by DOLE, I/We will accept sanctions that may be imposed on our firm.

IN FAITH WHEREOF, I hereunto affixed my signature this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

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

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_ in \_\_\_\_\_, Philippines. Affiant exhibiting to me his \_\_\_\_\_ issued on \_\_\_\_\_.

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

Standard Form Number: SF-GOOD-38  
Revised on: May 24, 2004



### **Certification on Bidder's Responsibilities**

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

### **SWORN STATEMENT**

I, \_\_\_\_(Representative of the Bidder)\_\_\_\_, of legal age, \_\_\_\_(civil status)\_\_\_\_, residing at \_\_\_\_(Address)\_\_\_\_, under oath, hereby depose and say:

1. I am the \_\_\_\_(Position)\_\_\_\_ of the \_\_\_\_(Name of the Bidder)\_\_\_\_ and am duly authorized to make this statement in behalf of \_\_\_\_(Name of the Bidder)\_\_\_\_;
2. With regard to the bidding of \_\_\_\_(Name of the Project)\_\_\_\_ of the \_\_\_\_(Name of the Procuring Entity)\_\_\_\_, \_\_\_\_(Name of the Bidder)\_\_\_\_ is attesting that it is responsible for:
  - a) having taken steps to carefully examine all of the Bidding Documents;
  - b) having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
  - c) having made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) having complied with its responsibility as provided for under Section 22.5.1;
3. That I am making this statement as part of the bidding requirement for \_\_\_\_(Name of the Project)\_\_\_\_.

IN FAITH WHEREOF, I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_(Name of Representative of the Bidder)\_\_\_\_

AFFIANT

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_, day of \_\_\_\_\_ 2003, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

---

(Notary Public)

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

Date \_\_\_\_\_  
Place \_\_\_\_\_  
TIN \_\_\_\_\_

\_\_\_\_\_

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

Standard Form Number: SF-GOOD-14

Revised on: May 24, 2004

**FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK**

A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

K = 10 for a contract duration of one year or less, 15 for more than one year up to two years and 20 for more than two years

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: \_\_\_\_\_ Amount:  
\_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped “RECEIVED” by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_  
Name of Supplier / Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

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

**NOTE:**

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

Standard Form Number: SF-GOOD-29  
Revised on: May 24, 2004

## Request for Clarification

### ***Date of Issuance***

THE CHAIRMAN  
Bids and Awards Committee

### ***Name of Procuring Entity***

*Address of Procuring Entity*

*Facsimile No.:*

*Contact Person:*

Dear Sir / Madame:

In relation to the Section \_\_\_\_\_ of Page \_\_\_\_\_ of the Bidding Documents for *(Name of the Project)*, to wit:

*" (quote unclear provision) "*

We would appreciate it if you could provide further explanation or clarification on the above.

Thank you very much.

Very truly yours,

**Name of the Representative of the Bidder**

**Name of the Bidder**

Received by the BAC:

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

Standard Form Number: SF-GOOD-11  
Revised on: January 03, 2006

***Certification of Non-inclusion in the Blacklist***

*(Date of Issuance)*

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

Attention : The Chairman  
Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the *(Procuring Entity)* BAC and pursuant to the Implementing Rules and Regulations of Republic Act 9184, the undersigned hereby declares that *(Name of the Bidder)* intending to bid for this project is not included in the blacklist of contractors for government or any of its agencies, offices, corporations, or local government units; neither is it included in the Consolidated Blacklisting Report issued by the Government Procurement Policy Board.

Very truly yours,

*Name of the Representative of the Bidder*  
*Position*  
*Name of the Bidder*

Standard Form Number: SF-GOOD-19

Revised on: May 24, 2004

**CERTIFICATE OF AUTHENTICITY**

**CERTIFICATION**

I,           (Representative of the Bidder)          , of legal age,           (civil status)          , Filipino and residing at           (Address of the Representative)          , under oath, hereby depose and say:

1. That I am the           (Position in the Bidder)           of the           (Name of the Bidder)          , with office at           (Address of the Bidder)          ;
2. That each of the documents submitted is an authentic and original copy or a true and faithful reproduction of the original, complete and that all statements and information provided therein are true and correct;
3. That I am making this statement as part of the eligibility requirement of           (Name of the Bidder)           for           (Name of the Project)          .

IN FAITH WHEREOF, I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
AFFIANT

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_, day of \_\_\_\_\_ 2003, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Notary Public)

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
TIN \_\_\_\_\_

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

## **COMPANY OR AGENCY RECRUITMENT AND HIRING PLAN**

1. Organizational Structure
2. Duties and responsibilities
3. Company policy on hiring
4. Procedures for Recruitment and Hiring
  - a. Publication
  - b. Company test and assessment (include interview)
  - c. Evaluation and criteria in accepting new employees
5. Minimum Requirement for Security Personnel
  - a. Medical
  - b. Education
  - c. Experience
  - d. Training Requirement
  - e. License
6. Training Procedures (In-house)
  - a. Company briefing prior deployment
  - b. Familiarization procedures including tour on the clients' facilities
  - c. Identification of training needs



## **COMPANY OR AGENCY HOUSEKEEPING PLAN**

### **1. DAILY ROUTINE OPERATIONS:**

- a. Sweeping, mopping and spot scrubbing of all offices and common areas (i.e., hallway, corridors, and stairways);
- b. Cleaning, sanitizing and disinfecting of toilets and washrooms, which includes the use of special sanitizing and disinfecting agents in wash basins, urinals and toilet bowls;
- c. Dusting and cleaning of horizontal and vertical structure surfaces in offices/units and common areas;
- d. Dusting and cleaning of all glass panes, windows, doors and window ledges, air vents and partitions, furniture and fixtures which require specialized maintenance;
- e. Dusting and cleaning of window sills and vacuum cleaning of carpets and draperies;
- f. Cleaning of receptacles in offices/units and common areas;
- g. Proper disposal of garbage and washing of garbage chutes;
- h. Spraying of air fresheners and disinfectants in all offices;
- i. Maintain and provide indoor plants for hallways.

### **2. WEEKLY PERIODIC OPERATIONS (EVERY WEEKENDS):**

- a. Polishing of floors;
- b. Dusting of lighting fixtures, hanging lamps and electric fans, etc.;
- c. Washing and cleaning of inside and outside glass windows, glass partitions and doors;
- d. Thorough washing/cleaning/sanitizing and disinfecting of all washrooms and toilet fixtures;

**3. MONTHLY PERIODIC OPERATIONS:**

- a. Thorough general cleaning by way of scrubbing, spot-checking of damaged tiles, removal of stains and others;
- b. Thorough cleaning and washing of inside walls and ceilings;
- c. Shampooing and vacuuming of carpeted areas;
- d. Vacuuming of chairs and sofa sets;
- e. Thorough inspection and removal of stain marks on carpeted areas;
- f. Washing and cleaning of light diffusers, venetian blinds, screens, outside walls, ceilings, etc.;

**4. ADDITIONAL SERVICES TO BE PROVIDED FREE OF CHARGE:**

- a. Reporting of all breakages, electrical malfunctions and others that require immediate attention;
- b. Provide one (1) roving Coordinator who will coordinate with the supervisor from time to time in monitoring the performance of the personnel deployed;
- c. Errand services as required by MARINA;
- d. Reporting minor repair and close coordination;
- e. To provide other equipment that will be necessary during general cleaning;

