

# **PHILIPPINE BIDDING DOCUMENTS**

(As Harmonized with Development Partners)

## **FOR THE SUPPLY, DELIVERY AND INSTALLATION OF SOLAR-POWERED IRRIGATION SYSTEM FOR THE CLIMATE RESILIENT FARM PRODUCTIVITY SUPPORT PROJECT OF THE DEPARTMENT OF AGRARIAN REFORM**

**Government of the Republic of the Philippines**

**Procuring Entity:**

**DEPARTMENT OF AGRARIAN REFORM  
CENTRAL OFFICE (DARCO)**

**PUBLIC BIDDING NUMBER: PBD-18-06  
VOLUME II – LOT 5**

**Fifth Edition  
October 2016**

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## ***Section VI. Schedule of Requirements***

## *Section VI. Schedule of Requirements*

The contract completion period expressed as calendar days stipulates hereafter a delivery date, which is the date of delivery and installation to the project site.

### **LOT 5 (XII, ARMM)**

Item Description	Total Quantity	Designated Delivery and Installation Sites							
		Regional Distribution		Province	ARCs/ Non-ARCs	ARBOs/Recipients/ Municipality	Contact Persons/ Designation	Address/Contact No./ Nos.	Contract Completion Period
System with surface pump	6 units	XII	1 unit	Sarangani	KAPIT ARC	KABLACAN UPLAND FA/ Sitio Basak/ Kablacan/ Maasim	Felix C. Frias/ PARO II	Venus Bldg., National Highway, General Santos City, Sarangani (083) 552-8876	Ninety (90) Calendar Days upon receipt of Notice to Proceed (NTP)
			1 unit	North Cotabato	NON-ARC	KIARBO/ Kisupaan/ Pres. Roxas	Marion Y. Abella/ PARO II	Quezon Blvd., Kidapawan City (064) 521-1259	
			1 unit	Sultan Kudarat	TACURONG ARC	BARAS 4PMP/ Upper Katungal/ Tacurong City	Rodolfo T. Alburo/ PARO II	DARPO, Sultan Kudarat, Impao, Isulan, SK 9086 (064) 201-4137	
		ARMM	1 unit	Basilan	LARBECO	LAMITAN AGRARIAN REFORM BENEFICIARIES COOP./Limook/Lamitan	Suwaib Ismael/PARO II	Brgy. Tabuk, Isabela City, Basilan (0917) 717-1327	
			2 units	Sulu	MAWALIIL WASIL	PAGAGAWAN FARMERS COOPERATIVE/ Bonbon/ Mawalil Wasil	Rockefeller S. Undug/ PARO II	Godinez Complex Patikul, Sulu (0936) 527-0330	
		XII	1 unit	Sultan Kudarat	BRG. TUKA, BAGUMBAYAN (NON-ARC)	TUKA FARMERS ASSOCIATION/ Brgy/ Tuca/ Bagumbayan	Rodolfo T. Alburo/ PARO II	DARPO, Sultan Kudarat, Impao, Isulan, SK 9085 (064) 201-4136	
			1 unit	Sultan Kudarat	LAMBAYONG ARC	MAGANAO FARMER AND FISHERMAN	Rodolfo T. Alburo/ PARO II	DARPO, Sultan Kudarat, Impao, Isulan, SK 9086 (064) 201-4137	

System with submersible pump	11 units					ASSOCIATION/ Lambayong			
			1 unit	Sultan Kudarat	TACURONG ARC	UPPER KATUNGAL ARB ASSOCIATION/ Upper Katungal/ Tacurong City	Rodolfo T. Alburo/ PARO II	DARPO, Sultan Kudarat, Impao, Isulan, SK 9087 (064) 201-4138	
			1 unit	Sultan Kudarat	BRGY. MALISBONG, SAN ROQUE, WAL (NON-ARC)	KALARBEMPCO/ Palimbag	Rodolfo T. Alburo/ PARO II	DARPO, Sultan Kudarat, Impao, Isulan, SK 9087 (064) 201-4138	
		ARMM	5 units	Lanao del Sur	MALIMONO-DULAY	MALIMONO-DULAY ARBO/Malimono/ Marawi City	Mesug P. Unda/ PARO II	DARPO, Lanao del Sur, Camigue, Iligan City (0939) 939-0912	
			1 unit	Basilan	TARBAMC	TAIRAN AGRARIAN REFORM BENEFICIARIES MPC/ Tairan/ Lantawan	Suwaib Ismael/PARO II	Brgy. Tabuk, Isabela City, Basilan (0917) 717-1327	
			1 unit	Magindanao	PAGAGAWAN ARC	MATILAK PRODUCTION & MARKETING COOPERATIVE/ Pagagawan/ Datu Montawal	Tommy Biruar/ PARO II	31 Ilang-ilang St., Cotabato City (0929) 125-6074	

**I hereby commit to comply, deliver, and install all the above requirements in accordance with the above stated schedule.**

Name of Company: \_\_\_\_\_

Signature over Printed Name of Authorized Representative: \_\_\_\_\_

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

## ***Section VII. Technical Specifications***

# Technical Specifications

- Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii).

## **LOT 5 – 6 UNITS SYSTEM WITH SURFACE PUMP**

Description	Statement of Compliance
<p><b>SURFACE PUMP</b></p> <ol style="list-style-type: none"> <li>Vertical, centrifugal, multi-stage, inline (non-self-priming) pump</li> <li>Discharge capacity: at least 100m<sup>3</sup> per day at the following conditions: <ul style="list-style-type: none"> <li>total dynamic head - 10m (minimum)</li> <li>pump efficiency – 38% (minimum)</li> </ul> </li> <li>Motor specifications: <ul style="list-style-type: none"> <li>Must be supplied by either AC or DC voltage source - AC90-240V or DC30-300V</li> <li>Enclosure and insulation class should be compliant with IEC standards and should have corresponding IEC certifications</li> <li>Must have an inverter and Maximum Power Point Tracking (MPPT) which can either be attached to the motor or at the control unit built in the system above the ground source</li> </ul> </li> <li>Motor protection: <ul style="list-style-type: none"> <li>Must have protection for incidence of varying voltage level (over and under voltage situations)</li> <li>Must have thermal protection for incidence of overload and stalled conditions</li> </ul> </li> <li>Control unit and lever controller must have system monitoring for the following:</li> </ol>	

<ul style="list-style-type: none"> <li>• Water level at reservoir is full (level switch)</li> <li>• Pump is running</li> <li>• Input power and alarm indicators for incidence of “service needed”, “no contract to pump”, overvoltage, over-temperature and overload</li> </ul> <p>6. Total solar power modules</p> <ul style="list-style-type: none"> <li>• 1000 WP (minimum) total solar power modules (minimum) or its equivalent</li> <li>• Manufactured in ISO-9001-certified factories</li> <li>• Must be CE marked and should have corresponding CE Certification</li> <li>• Must have TUV Certification (IEC 61215)</li> </ul> <p>7. Cabling and accessories for installation of the solar pump system should include railings and mounting system</p> <p>8. Well development</p> <ul style="list-style-type: none"> <li>• The surface source should be developed as such that it should be technically appropriate to supply the required volume of water</li> <li>• The well should be constructed to comply with required structural stability</li> </ul> <p>9. Additional accessories</p> <ul style="list-style-type: none"> <li>• Polyethylene (PE) tank, dark color, 8m<sup>3</sup> @ 4 units x 2m<sup>3</sup>/unit, elevated with 2 meters steel platform structure</li> <li>• Perimeter fence (wire mesh) for the solar modules and controller section area (4m x 5m) or equivalent</li> <li>• Outlet assembly: 4 pcs. x 40mm diameter gate valve</li> <li>• 1 roll (60M) 50mm dia HDPE pipe SDR 11 (delivery pipe from pump to the water tank)</li> <li>• 2 rolls (120m) 40mm dia PE pipe (distribution pipe from tank to service area)</li> </ul> <p>10. Other Requirements:</p> <ul style="list-style-type: none"> <li>• The pump (with the motor as an integral part) and solar modules should be AMTEC tested and should therefore have corresponding AMTEC Test Results</li> </ul> <p>11. Delivery and installation – refer to Section VI, Schedule of Requirements, Volume II, Lot 5</p>	
<p><b>ADDITIONAL REQUIREMENTS which should be submitted as proofs of evidence on the statement of compliance on the technical specifications:</b></p> <p>1. Manufacturer’s certification that the bidder is the authorized distributor of the offered goods or local distributor’s certification that the bidder is an authorized dealer of the offered goods.</p>	



<ol style="list-style-type: none"> <li>2. Certification from the Manufacturer or Local Distributor that the brand being offered has been in the Philippine market for the last five (5) years.</li> <li>3. Certification that the bidder has four (4) years minimum experience in the solar pump irrigation business.</li> <li>4. Certification from the Distributor that parts and services for the goods offered are available for the next five (5) years within the region of delivery.</li> <li>5. Certification from the Manufacturer that spare parts will be available for the next five (5) years from end of production.</li> <li>6. List service centers that can provide service contract.</li> </ol>	
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#### **LOT 5 – 11 UNITS SYSTEM WITH SUBMERSIBLE PUMP**

<b>Description</b>	<b>Statement of Compliance</b>
<p><b>SUBMERSIBLE PUMP</b></p> <ol style="list-style-type: none"> <li>1. Submersible type</li> <li>2. Discharge capacity: at least 50m<sup>3</sup> per day at the following conditions: <ul style="list-style-type: none"> <li>• total dynamic head - 24m (minimum)</li> <li>• pump efficiency – 70% (minimum)</li> </ul> </li> <li>3. Motor specifications: <ul style="list-style-type: none"> <li>• Must be supplied by either AC or DC voltage source - AC90-240V or DC30-300V</li> <li>• Enclosure and insulation class should be compliant with IEC standards and should have corresponding IEC certifications</li> <li>• Must have an inverter, frequency converter and Maximum Power Point Tracking (MPPT) which can either be attached to the motor or at the control unit built in the system above the ground surface</li> </ul> </li> <li>4. Motor protection: <ul style="list-style-type: none"> <li>• Must have protection for incidence of varying voltage level (over and under voltage situations)</li> <li>• Must have thermal protection for incidence of overload and stalled c conditions</li> </ul> </li> <li>5. Control unit and lever controller must have system monitoring for the following: <ul style="list-style-type: none"> <li>• Water level at reservoir is full (level switch)</li> <li>• Pump is running</li> </ul> </li> </ol>	

<ul style="list-style-type: none"> <li>• Input power and alarm indicators for incidence of “service needed”, “no contract to pump”, overvoltage, over-temperature and overload</li> </ul> <p>6. Total solar power modules</p> <ul style="list-style-type: none"> <li>• 1000 WP (minimum) total solar power modules or its equivalent</li> <li>• Manufactured in ISO-9001-certified factories and should have corresponding ISO Certificate</li> <li>• Must be CE marked and should have corresponding CE Certification</li> <li>• Must have TUV Certification (IEC 61215)</li> </ul> <p>7. Cabling and accessories for installation of the solar pump system should include railings and mounting system</p> <p>8. Well development</p> <ul style="list-style-type: none"> <li>• The surface source should be developed as such that it should be technically appropriate to supply the required volume of water</li> <li>• The well should be constructed to comply with required structural stability</li> </ul> <p>9. Additional accessories</p> <ul style="list-style-type: none"> <li>• Polyethylene (PE) tank, dark color, 8m<sup>3</sup> @ 4 units x 2m<sup>3</sup>/unit, elevated with 2 meters steel platform structure</li> <li>• Perimeter fence (wire mesh) for the solar modules and controller section area (4m x 5m) or equivalent</li> <li>• Outlet assembly: 4 pcs. x 40mm diameter gate valve</li> <li>• 1 roll (60M) 50mm dia HDPE pipe SDR 11 (delivery pipes from pump to the water tank)</li> <li>• 2 rolls (120m) 40mm dia PE pipe (distribution pipe from to service area)</li> </ul> <p>10. Other Requirements:</p> <ul style="list-style-type: none"> <li>• The pump (with the motor as an integral part) and solar modules should be AMTEC tested and should therefore have corresponding AMTEC Test Results</li> </ul> <p>11. Delivery and installation – refer to Section VI, Schedule of Requirements, Volume II, Lot 5</p>	
<p><b>ADDITIONAL REQUIREMENTS which should be submitted as proofs of evidence on the statement of compliance on the technical specifications:</b></p> <p>1. Manufacturer’s certification that the bidder is the authorized distributor of the offered goods or local distributor’s certification that the bidder is an authorized dealer of the offered goods.</p>	

2. Certification from the Manufacturer or Local Distributor that the brand being offered has been in the Philippine market for the last five (5) years. 3. Certification that the bidder has four (4) years minimum experience in the solar pump irrigation business. 4. Certification from the Distributor that parts and services for the goods offered are available for the next five (5) years within the Philippines. 5. Certification from the Manufacturer that spare parts will be available for the next five (5) years from end of production. 6. List service centers that can provide service contract.	
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**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature over Printed Name of  
Authorized Representative

\_\_\_\_\_  
Date

## ***Section VIII. Bidding Forms***

## Section VIII. Bidding Forms

### Notes on the Bidding Forms

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with **ITB** Clause 15 with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Entity, pursuant to **ITB** Clause 18.1.

The **Contract Agreement Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** and **Bank Guarantee Form for Advance Payment** should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Entity and pursuant to **GCC** Clause 13 and its corresponding SCC provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB** Clause 4.2. Failure to do so and submit it with the bid shall result in the rejection of the bid and the Bidder's disqualification.

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## Bid Form

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Date: \_\_\_\_\_  
 Invitation to Bid No.: **PBD-18-06**

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

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 Section VI. 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 18.2 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>1</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
(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 Calculated Bid 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.

\_\_\_\_\_  
 Applicable only if the Funding Source is the ADB, JICA or WB.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

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

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

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

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

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



## PRICE SCHEDULE

Reference Number: **PBD-18-06**

Lot No. 1 – Solar-powered Irrigation System

Quantity	Description	Unit Price/ Component	Total Price
6 units	System with <b>surface pump</b> consisting of the following components:		₱
	1. Surface pump and motor	₱	
	2. Solar power modules		
	3. Control unit and level controller with system monitoring		
	4. Cabling and accessories for installation of solar pump system		
	5. Well development		
	6. Additional accessories		
	Unit Price / System		₱
11 units	System with <b>submersible pump</b> consisting of the following components:		₱
	1. Submersible pump and motor	₱	
	2. Solar power modules		
	3. Control unit and level controller with system monitoring		
	4. Cabling and accessories for installation of solar pump system		
	5. Well development		
	6. Additional accessories		
	Unit Price / System		₱
TOTAL BID AMOUNT IN WORDS:		Total ₱ _____	
_____			

## Contract Agreement Form

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THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between *[name of PROCURING ENTITY]* 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 Supplier’s Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.* bidder’s response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity’s bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract;
  - (f) the Performance Security; and
  - (g) the Entity’s Notice 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).

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 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. \_\_\_\_\_

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

**Omnibus Sworn Statement**  
**Reference Number: PBD-18-06**

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

**AFFIDAVIT**

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

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

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

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

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

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

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

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

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Bidder's Representative/Authorized Signatory

**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. \_\_\_\_\_

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

\* This form will not apply for WB funded projects.

## Bank Guarantee Form for Advance Payment

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To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the “Supplier”) shall deposit with the PROCURING ENTITY 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 PROCURING ENTITY 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 PROCURING ENTITY 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]*

---

*[address]*

---

*[date]*

**BID SECURING DECLARATION FORM**

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

X-----X

**BID SECURING DECLARATION**  
**Invitation to Bid: PBD-18-06**

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

I/We<sup>2</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

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<sup>2</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.



*[Insert NAME OF BIDDER'S AUTHORIZED  
REPRESENTATIVE]*

*[Insert Signatory's Legal Capacity]*  
Affiant

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

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

**NAME OF NOTARY PUBLIC**

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

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

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

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

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

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

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

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

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

**Annex “F”**

**Statement of Single Largest / Completed Contracts Similar to the Contract to be Bid**

This is to certify that \_\_\_\_\_ (Company) \_\_\_\_\_ has the following completed contract/s for the period CY2014-2018.

<b>Date of the Contract</b>	<b>Contracting Party</b>	<b>Name of Contract</b>	<b>Nature/Scope</b>	<b>Amount of Contract</b>	<b>Date Awarded</b>	<b>Date Completed</b>

\_\_\_\_\_  
**Name and Signature of  
Authorized Representative**

\_\_\_\_\_  
**Date**

Instructions:

- a) Cut-off date as of:
  - (i) Up to the day before the deadline of submission of bids.
2. b) In the column under “Dates”, indicate the dates of Delivery/End-user’s Acceptance and Official Receipt.
3. c) “Name of Contract”. Indicate here the Nature/Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of Generator Set”

## Annex “G”

### Statement of : (i) Ongoing Contracts; and (ii) Awarded But Not Yet Started Contracts

This is to certify that \_\_\_\_\_ (Company) \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts.

Date of the Contract	Contracting Party	Name of Contract	Nature and Scope	Amount of Contract	Date Awarded	Value of Outstanding Contracts

\_\_\_\_\_  
Name and Signature of  
Authorized Representative

\_\_\_\_\_  
Date

\*Instructions:

a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:

(i) **The day before the deadline of submission of bids.**

4. b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

5. c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.

(d) **“Name of Contract”.** Indicate here the Nature/Scope of the Contract for easier tracking of the entries/representations. *Example: “Supply and Delivery of Generator Set”*

Republic of the Philippines



Government Procurement Policy Board