

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

Name of the Procuring Entity: Philippine Coconut Authority – Albay Research Center
Project Reference Number: PB No. 2024-02
Name of the Project: Extension of the Existing Food Product Development Division (FPDD) Processing Facility

ITEM NO.	DESCRIPTION	QTY	UNIT	UNIT COST	TOTAL BID PRICE
PART I	OTHER GENERAL REQUIREMENTS				
I-A	Permits and Clearances	1.00	l.s.		
I-B	Project Billboard / Signboard	1.00	each		
I-C	Occupational Safety and Health Program	1.00	l.s.		
I-D	Mobilization/Demobilization	1.00	l.s.		
	SUBTOTAL OF PART I				
PART II	CIVIL, MECHANICAL, ELECTRICAL AND SANITARY/PLUMBING WORKS				
PART A	EARTHWORKS				
A-1	Removal of Structures and Obstruction	1.00	l.s.		
A-2	Structure Excavation (Common Soil)	86.17	m ³		
A-3	Embankment from Roadway/Structure Excavation	72.50	m ³		
A-4	Gravel Fill	10.83	m ³		
	SUBTOTAL OF PART A				
PART B	REINFORCED CONCRETE WORKS				
B-4	Structural Concrete (3000 psi, Class A, 28 days)	48.47	m ³		
B-5	Reinforcing Steel (Deformed, Grade 40)	5,381.93	kg		
B-6	Formworks and Falseworks	246.56	m ²		
	SUBTOTAL OF PART B				
PART C	FINISHING WORKS				
C-1	Sewer Line Works	1.00	l.s.		
C-2	Plumbing Fixtures	1.00	l.s.		
C-3	Cold Water Line	1.00	l.s.		
C-4	Rough Hardware	1.00	l.s.		
C-5	Finishing Hardware	1.00	l.s.		
C-6	Aluminum Framed Glass Door (Swing Type)	7.35	m ²		
C-7	Aluminum Glass Windows (Sliding Type)	10.02	m ²		
C-8	Aluminum Gladd Window (Awning)	5.85	m ²		
C-9	Doors (Wood Panel)	3.78	m ²		
C-10	Cement Plaster Finish	184.73	m ²		
C-11	Paintin Works (Masonry/Concrete)	256.68	m ²		
C-12	CHB Non Load Bearing (including Reforing Steel, 100 mm)	14.79	m ²		
C-13	CHB Non Load Bearing (including Reforing Steel, 150 mm)	49.89	m ²		
	SUBTOTAL OF PART C				
PART D	ELECTRICAL				
D-1	Conduit, Boxes, and Fittings (Conduit Works/Conduit Rough-in)	1.00	l.s.		
D-2	Wires and Wiring Devices	1.00	l.s.		
D-3	Panelboard with Main & Branch Breakers	1.00	l.s.		
D-4	Lighting Fixtures	1.00	l.s.		
	SUBTOTAL OF PART E				
	SUBTOTAL OF PART II				
	TOTAL MATERIAL COST (PART I and SUB-TOTALS OF PART II)				
	TOTAL LABOR COST (PART I and SUB-TOTALS OF PART II)				
	CONTRACTOR'S PROFIT MARGIN				
	OVERHEAD, CONTINGENCIES AND MAINTENANCE (OCM)				
	VAT				
	TOTAL BID AMOUNT IN FIGURES				
	AMOUNT IN WORDS				

for B-4

Name: _____
In the capacity of: _____
Signature: _____

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

Prof. B. C.


DETAILED BREAKDOWN OF COMPONENT FOR EACH ITEM									
ITEM NO.	DESCRIPTION	QTY	UNIT	Direct Cost			Contractor's Profit Margin	Overhead Cost	Total Cost
				Material	Labor	Equipment	Total		
PART I	OTHER GENERAL REQUIREMENTS								
I-A	Permits and Clearances	1	l.s.						
I-B	Project Billboard / Signboard	1	each						
I-C	Occupational Safety and Health Program	1	l.s.						
I-D	Mobilization/Demobilization	1	l.s.						
	SUBTOTAL OF PART I								
PART II	CIVIL, MECHANICAL, ELECTRICAL AND SANITARY/PLUMBING WORKS								
PART A	EARTHWORKS								
A-1	Removal of Structures and Obstruction	1	l.s.						
A-2	Structure Excavation (Common Soil)	86.17	m³						
A-3	Embankment from Roadway/Structure Excavation	72.5	m³						
A-4	Gravel Fill	10.83	m³						
	SUBTOTAL OF PART A								
PART B	REINFORCED CONCRETE WORKS								
B-4	Structural Concrete (3000 psi, Class A, 28 days)	48.47	m³						
B-5	Reinforcing Steel (Deformed, Grade 40)	5,381.93	kg						
B-6	Formworks and Falseworks	246.56	m²						
	SUBTOTAL OF PART B								
PART C	FINISHING WORKS								
C-1	Sewer Line Works	1	l.s.						
C-2	Plumbing Fixtures	1	l.s.						
C-3	Cold Water Line	1	l.s.						
C4	Rough Hardware	1	l.s.						
C-5	Finishing Hardware	1	l.s.						
C-6	Aluminum Framed Glass Door (Swing Type)	7.35	m²						

for for

Detailed Estimates				
Particulars	Qty	Unit	Unit Cost	Amount
PART I - OTHER GENERAL REQUIREMENTS				
I-A. Permits and Clearances	1	each		
Building Fees	1	each		
Electrical Fees	1	each		
Electrical Inspection Fees	1	each		
Excavation Permit	1	each		
Certificate of Use or Occupancy	1	each		
Fire Safety Evaluation Clearance Fees	1	each		
Zoning/Locational Clearance	1	each		
Certified true copy of Building Permit	1	each		
Certified true copy of Electrical Certification	1	each		
Certificate of Non-Coverage (CNC)	1	each		
Notary	1	each		
Professional Fees I	86.5	sq.m.		
Professional Fees II	1	each		
Line and Grade	1	each		
I.B. Project Billboard / Signboard				
Tarpaulin (4" x 8")	32	pc		
Assorted Coco Lumber	42	bd-ft		
Assorted CWN Nails	0.42	kg		
Marine Plywood	1	pc		
SUB-TOTAL OF PART I.B.				
I.C. Occupational Safety and Health Program				
(PPE and Safety Personnel, Rental Basis)				
Safety Helmet	429	man-days		
Safety Shoes	421	man-days		
Working Gloves	429	man-days		
Vest	429	man-days		
Rain Coats	105	man-days		
Dust Mask	59	man-days		
Eye Goggles	46	man-days		
Rubber Boots	121	man-days		
Body Harness and Lanyard	31	man-days		
(Signage and Barricades)				
PPE Signage (4' x 8')	1	set		
Safety First (SF-1) (4' x 4')	1	set		
Warning Signs (2' x 3')	6	set		
Caution Tape, 1000 ft	0.5	roll		
Safety Net (1/8" x 2.7m x 90m)	1	roll		
SUB-TOTAL OF PART I.C.				
I.D. Mobilization/Demobilization	1	L.S.		
SUB-TOTAL OF PART I				
PART II. CIVIL, MECHANICAL, ELECTRICAL AND SANITARY/PLUMBING WORKS				
Part A. Earthworks				
A.1. Removal of Structures and Obstruction	1	L.S.		
A.2. Structure Excavation (Common Soil)	1	L.S.		

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A.3. Embankment from Roadway/Structure Excavation	1	L.S.		
A.4. Gravel Fill	1	L.S.		
SUB-TOTAL OF PART A				
Part B. Reinforced Concrete Works				
B.4. Structural Concrete (3000 psi, Class A. 28 days)				
Gravel (G3/4)	1	cu.m.		
Sand	0.5	cu.m.		
Portland Cement	9.1	bag		
B.5. Reinforcing Steel (Deformed, Grade 40)				
Deformed Reinforcing Steel	1	kg		
#16 Galvanized Iron Wire	0.015	kg		
Consumables	1	lot		
B.6. Formworks and Falseworks				
Phenolic Board (0.019 x 1.2 x 2.4) -5 uses	0.347	pc		
Good Lumber	4.727	bd-ft		
Consumables	1	lot		
SUB-TOTAL OF PART B				
Part C. Finishing Works				
C.1. Sewer Line Works				
uPVC pipe, 50mm dia.x3m, S-1000	1	pc		
Wye Reducer, 100mm dia. -50mm dia.	1	pc		
Elbow, 50mm dia-90 deg bend	2	pc		
Solvent	1	pc		
Consumables	1	lot		
C.2. Plumbing Fixtures				
Lavatory, complete w/ fittings & accs.	1	set		
Consumables	1	lot		
C.3. Cold Water Line				
PPR Pipe, 3/4" dia. X 4m, PN 20	5	pc		
Coupling 3/4" dia	2	pc		
PPR Elbow 3/4" dia. -90 deg	2	pc		
Solvent	1	pc		
Consumables	1	lot		
C.4. Rough Hardware				
Hinges	18	set		
C.5. Finishing Hardware				
Lockset	4	set		
C.6. Aluminum Framed Glass Door (Swing Type)				
Aluminum Glass Door (Swing Type)	1	sq.m.		
Consumables	1	lot		
C.7. Aluminum Glass Windows (Sliding Type)				
Aluminum Glass Window (Sliding Type)	1	sq.m.		
Consumables	1	lot		
C.8. Aluminum Glass Window (Awning)				
Aluminum Awning Window	1	sq.m.		
Consumables	1	lot		
C.9. Doors (Wood Panel)				



Tanguile Paneled Door	1	sq.m.		
C.10. Cement Plaster Finish				
Portland Cement	0.33	bag		
Sand	0.027	cu.m.		
C.11. Painting Works (Masonry/Concrete)				
Concrete Neutralizer	0.0757	L		
Concrete Sealer/Primer	0.151	L		
Patching Compound	0.05	gal		
Semi-Gloss Latex (two coat only)	0.08	gal		
Consumables	1	lot		
C.12. CHB Non Load Bearing (including Reforing Steel, 100mm)				
100 mm thk CHB (Non Load Bearing)	13	pc		
Portland Cement	0.525	bag		
Sand	0.04	cu.m.		
Reinforcing Steel (Grade 40)	3.24	kg		
#16 Tie Wire	0.05	kg		
C.13. CHB Non Load Bearing (including Reforing Steel, 150mm)				
150 mm thk CHB (Non Load Bearing)	13	pc		
Portland Cement	1.5	bag		
Sand	0.04	cu.m.		
Reinforcing Steel (Grade 40)	3.24	kg		
#16 Tie Wire	0.05	kg		
SUB-TOTAL OF PART C				
PART D. ELECTRICAL				
D.1. Conduit, Boxes and Fittings (Conduit Works/Conduit Rough-in)				
35mmØ x 3m, PVC/uPVC Conduit Pipes Sched. 40	50	pc		
20mmØ x 3m PVC Conduit, Sch. 40	10	pc		
15mmØ x 3m PVC Conduit, Sch. 41	30	pc		
35mmØ Service Entrance Cap	1	pc		
Octagonal Junction Box Type, Gauge #16 (101mm x 101mm x 53mm) Deep	16	set		
Utility Box, Gauge #16 (50mm x 53mm) Deep Type	19	set		
Secondary Rack, Heavy Duty Two Pole Spool Insulator	1	set		
20mmØ x 2.40m Ground Rod, Copperweld w/ Heavy Duty Clamp	1	set		
D.2. Wires and Wiring Devices				
22.0 sqmm THWN (R,Y,Blk)	150	m		
8.0 sqmm THWN (G) for Wqmt. Grounding	50	m		
5.5 sqmm THWN (Blk, W)	200	m		
3.5 sqmm THWN (G) for Eqmt Grounding	100	m		
Three-Gang Switch (Wide Series)	4	set		
240V, 15A,(2P+E), Universal, One-Gang Convenience Outlet for (EI)	3	set		
230V,30A,(2P+E), Special Purpose, Duplex Convenience Outlet	4	set		
240V, 15A(2P+E), Universal Duplex Convenience Outlet	8	set		

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kW-HR Meter w/ Base, Direct Connected	1	set		
Miscellaneous	1	lot		
D.3. Panelboard with Main & Branch Breakers				
Panel Name: PB, Main: 60AT/100AF-MCB , 3P, 30Kaic 230V,with Grounding Busbar, Br: 6 - 30AT/50AF-MCB, 2P, 10Kaic, 1- 20AT/50AF, MCCB, 2P, 10Kaic, 1- 15AT/50AF, MCCB, 2P, 10Kaic, NEMA 1	set	1		
Nema 1, MTS 60A WALL MOUNTED, 3P, 3W+G, 230V, 60Hz With Grounding Busbar, 2 - MCCB rated 60AT/100AF, 20Kaic @220V240V, 1 - Mechanical Interlock, 2 - Pilot Light, 240VAC, Direct Type, NEMA 1	set	1		
Panel Name: S/E, MAIN: 60AT/100AF-MCB, 3P, 30 Kaic 230V, With Grounding Busbar, Nema 3r casing	set	1		
D.4. Lighting Fixtures				
2-18W, LOUVER HOUSING SURFACE MOUNT, 12"X48"	set	14		
1-12W, 4"D, 230V, 60Hz AC, CFL WITH CYLINDRICAL COVER, SURFACE MTD.	set	2		
2-18W, LED Emergency Light	set	4		
SUB-TOTAL OF PART D				
SUB-TOTAL OF PART II				
GRAND TOTAL (PART I + PART II)				

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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 and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

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

Technical Documents

- ☐ (f) 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, including the required attachments or supporting documents; **and**
- ☐ (g) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules, including the required attachments or supporting documents; **and**
- ☐ (h) 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**
- ☐ (i) 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. Forms must be completed without any alterations to their format and no substitute form will be accepted.; **and**
- ☐ (j) Project Requirements, which shall include the following and the required attachments or supporting documents:
 - ☐ a. Organizational chart for the contract to be bid;
 - ☐ b. List of contractor's key personnel (e.g., Project Manager, Project Engineer, Materials Engineer, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - ☐ 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. Conformity with the **Specifications**; **and**
- ☐ (k) 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. Forms must be completed without any alterations to their format and no substitute form will be accepted.



Financial Documents

- ☐ (l) 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**
- ☐ (m) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- ☐ (n) 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.

II. FINANCIAL COMPONENT ENVELOPE

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

Other documentary requirements under RA No. 9184

- ☐ (p) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (q) Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid; **and**
- ☐ (r) Cash Flow by Quarter.

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.



Section X

Bid Forms and Sample Forms for Eligibility, Technical and Financial Components

(Use only the forms provided. Forms must be completed without any alterations to their format and no substitute form will be accepted.)

per to be

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

BID FORM

Public Bidding No. 2024-02

To: **Cristeta A. Cueto, Ph.D.**
Department Manager II
Philippine Coconut Authority – Albay Research Center
Banao, Guinobatan, Albay, 4503

Thru: **Maria Czet A. Fulleros**
Chairperson, Bids and Awards Committee
Philippine Coconut Authority – Albay Research Center
Banao, Guinobatan, Albay, 4503

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: **Extension of the Existing Food Product Development Division (FPDD) Processing Facility;**
- 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 amount in figures and insert amount in words;
- d. The discounts offered and the methodology for their application are: insert amount in figures and insert amount in words;
- e. The total bid price includes the cost of all taxes, such as, but not limited to: (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,

¹ currently based on GPPB Resolution No. 09-2020



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 Project **“Extension of the Existing Food Product Development (FPDD) Processing Facility”**

- 1. 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: _____

A handwritten signature in blue ink, appearing to read 'J. F. B. C.', is located in the lower right quadrant of the page.

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

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

CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - c. Performance Security;
 - d. Notice of Award of Contract and the Bidder's conforme thereto; and
 - e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.



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

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]
for:

[Insert Procuring Entity]

[Insert Name and Signature]

[Insert Signatory's Legal Capacity]
for:

[Insert Name of Supplier]

Acknowledgment

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

A handwritten signature in blue ink, appearing to be 'J. F. B. S.', is located in the bottom right area of the page.

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

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



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.: PB No. 2024-02

To: **Cristeta A. Cueto, Ph.D.**
Department Manager II
Philippine Coconut Authority – Albay Research Center
Banao, Guinobatan, Albay, 4503

Thru: **Maria Czeta A. Fulleros**
Chairperson, Bids and Awards Committee
Philippine Coconut Authority – Albay Research Center
Banao, Guinobatan, Albay, 4503

I/We, the undersigned, declare that:

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

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



Name of the Procuring Entity:

Project Reference Number:

Name of the Project:

Philippine Coconut Authority – Albay Research Center

PB No. 2024-02

Extension of the Existing Food Product Development Division (FPDD) Processing Facility

KEY PERSONNEL

(FORMAT OF BIO-DATA)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

1. Name:

2. Nationality:

3. Education and Degrees:

4. Proposed Position:

5. Length of Service with the Firm:

6. Years of Related Experience for the proposed position:

7. List of Projects Handled:

____year(s) From [insert month and year] To [insert month and year]

(Use additional sheet/s if necessary)

Name of Project

Name of Owner :

Type of Project:

Position :

Period of Assignment:

In the event that *(Name of the Bidder)* is awarded the contract for *(Name of the Project)* I, firmly commit to assume the post of *Designation*).

Signature of Key Personnel

One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineer, Materials Engineer, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).

SUPPLIER’S LETTERHEAD
(PROFORMA LETTER FOR WITHDRAWAL OF DOCUMENTS)

Date

Maria Czet A. Fulleros
Chairperson, Bids and Awards Committee
Philippine Coconut Authority – Albay Research Center
Banao, Guinobatan, Albay, 4503

Dear Ma’am:

This has reference to Public Bidding No. 2024-02 for Project: “**Extension of the Existing Food Product Development Division (FPDD) Processing Facility**”. (Name of Company) respectfully requests for the following:

- () Withdraw of Bid Submissions
- () Refund of Bid Security *(Attached is a photocopy of the Procurement Service Official Receipt)*
- () Cancellation of Credit Line Certificate

It is understood that _____ waives its right to file any motion for reconsideration and/or protest in connection with the above-cited Public Bidding Project.

Thank you.

Very truly yours,

Authorized Signatory for the Company
(Signature over printed name)



STATEMENT OF AVAILABILITY OF KEY PERSONNEL AND EQUIPMENT

[Date of Issuance]

To: Cristeta A. Cueto, Ph.D.
Department Manager II
Philippine Coconut Authority – Albay Research Center
Banao, Guinobatan, Albay 4503

Thru: Ms. Maria Czet A. Fulleros
Chairperson, Bids and Awards Committee
PCA – Albay Research Center
Banao, Guinobatan, Albay, 4503

Dear _____:

In compliance with the requirements of the PCA - ARC Bids and Awards Committee for the bidding of the Project: **Extension of the Existing Food Product Development Division (FPDD) Processing Facility** under **Public Bidding No. 2024-02** (“the Project”), we certify that [Name of the Bidder] has in its employ key personnel, such as Project Manager, Project Engineer, Structural Engineer, Drainage Engineer, Highway Engineer, Geodetic Engineer, Materials Engineer II, Mechanical Engineer, Electrical Engineer, Quantity Engineer, Landscape Architect and Site Engineer, who will be engaged for the construction of the said Project. Further, we likewise certify the availability of equipment that [Name of the Bidder] owns, has under lease, and/or has under purchase agreement that may be used for the Project.

Very truly yours,

[Name of Authorized Representative]
[Position]
[Name of Bidder]



Contract Name: Extension of the Existing Food Product Development Division (FPDD) Processing Facility
Contract No.: Public Bidding No. 2024-02
Location of the Contract: Philippine Coconut Authority – Albay Research Center, Banao, Guinobatan, Albay, 4503

LIST OF EQUIPMENT, OWNED OR LEASED AND/OR UNDER PURCHASE AGREEMENT PLEDGED TO THE PROPOSED CONTRACT

Business Name: _____
Business Address: _____

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

¹ Attached are copies of sales invoice or Registration Certificate from LTO (OR/CR).
² Attached are the certifications from the lessors that the equipment units under B (Leased) shall be available for this contract.
³ Attached are the certifications from the vendors that the equipment units under C (Purchase Agreements) shall be available for this contract.

(Printed Name & Signature of Bidder's Authorized Representative)
Designation: _____
Date: _____

Signature

Statement of Bidder's Single Largest Completed Contract (SLCC) which is similar in nature to the contract to be bid.

Business Name: _____
Business Address: _____

Dear _____,

In compliance with the eligibility requirements for the bidding of the Project: **Extension of the Existing Food Product Development Division (FPDD) Processing Facility** under **Public Bidding No. 2024-02**, this is to certify that *[name and complete address of Bidder]* has the following completed government and private contracts:

Tab No.	Name of Contract	Date of Contract	Contract Duration	Owner's Name and Address	Nature of Work	Contractor's Role (whether sole contractor, subcontractor or partner in a JV)	Total Contract Value at Award (in PhP)	Date of Completion	Total Contract Value at Completion, if applicable (in PhP)	Percentages of Planned & Actual Accomplishments, if applicable	Value of Outstanding Works, if applicable (in PhP)

Note: This statement shall be supported with the following:

- 1. Notice of Award and/or Notice to Proceed issued by the Owner
- 2. Contractor's Performance Evaluation System Rating Sheet or Certificate of Acceptance by the Owner

Yours sincerely,

(Printed Name & Signature of Bidder's Authorized Representative)
Designation: _____
Date: _____



Statement of all On-going Government & Private Contracts including contracts awarded but not yet started, if any

Business Name: _____
Business Address: _____

Dear _____,

In compliance with the eligibility requirements for the bidding of the Project: **Extension of the Existing Food Product Development Division (FPDD) Processing Facility under Public Bidding No. 2024-02**, this is to certify that *[name and complete address of Bidder]* has the following completed government and private contracts:

Tab No.	Name of Contract	Date of Contract	Contract Duration	Owner's Name and Address	Nature of Work	Contractor's Role (whether sole contractor, subcontractor or partner in a JV)	Total Contract Value at Award (in Php)	[Estimated] Date of Completion	Total Contract Value at Completion, if applicable (in Php)	Percentages of Planned & Actual Accomplishments, if applicable	Value of Outstanding Works, if applicable (in Php)

Note: This statement shall be supported with Notice of Award and/or Notice to Proceed issued by the Owner

Yours sincerely,

(Printed Name & Signature of Bidder's Authorized Representative)
Designation: _____
Date: _____

