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**BIDS AND AWARDS COMMITTEE**

PROJECT: **“REPAIR AND MAINTENANCE OF ASPHALT CONCRETE PAVEMENT WITHIN MCIAA COMPLEX BY SUPPORT SERVICE AGREEMENT (SSA) FOR ONE (1) YEAR”**

DATE OF SUBMISSION AND OPENING OF BIDS : November 20, 2018 @ 9:30 A.M.

ABC : Php9,893,807.97

**BID BULLETIN NO. 1**

1.) Two (2) Envelope System –

**(First Envelope)**

- a.) **One (1) Envelope- Encloses Eligibility/Technical Components containing one (1) original copy and four (4) photocopies ( properly labeled as Copy No. 1, Copy No. 2, Copy No. 3 and Copy No. 4) comprising the following documents:**

**ELIGIBILITY DOCUMENTS**

(Class “A”):

(Legal Documents)

- A.1 Phil-GEPS Platinum Certificate of Registration **or in absence of such certificate**, the following documents must still be submitted, to wit:
- a. Registration from SEC, DTI or CDA including Articles of Incorporation and By-laws (All members must submit in case of JV)
  - b. Mayor’s Permit (principal place of business) for 2018 or equivalent document for Exclusive Economic Zones or Areas;
  - c. Valid Tax Clearance per Executive Order 398, Series of 2005

*Note : Even if the bidder is a holder of Phil-GEPS Platinum Certificate of Registration but either of the aforementioned documents was already expired, the bidder is obliged to submit a valid and updated document.*

(Technical Documents)

- A.2. Statement/List of **all** ongoing government & private contracts including contracts awarded but not yet started (**Attach Contract or PO, NTP or NOA, Certificate from Owner on the Status/Accomplishment of the project**)

*Note: Interested bidders must submit all their on-going government & private contracts including awarded but not yet started with supporting proof as stated in the Form hereto attached. All the pages of the Contract/PO must be complete, however, no need to include attachments.*

- A.3. List of Single Largest Completed Contract (Government or Private) which are similar in nature as stated in the BDS **attaching the NTP and/or NOA or Contract or P.O., Certificate of Completion/Accomplishment/Final Acceptance issued by the Owner;**

Note: Bidder must have one (1) Contract of Infrastructure Project on any Asphaltting Work Project equivalent to 50% of the ABC.

- A.4. PCAB License of the Bidder as defined under Section 12.1 (a) (iii) of the BDS. (In case of JV, the special PCAB joint venture license with corresponding minimum PCAB categories, shall be submitted).
- A.5. Audited Financial Statements for the years 2015 and 2016 or 2016 and 2017 stamped "received" by the BIR or any accredited and authorized institutions (In case of JV, ALL members must submit the requirements) – **In case the bidder/s is not a Phil-GEPS Platinum registered**
- A.6. NFCC (at least 100% of the ABC)

NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid

Note: Cash Deposit Certificate and CLC not allowed

(Class "B")

- B. 1. Joint Venture Agreement (JVA), in accordance with RA 4566. (Note: All partners must submit the Legal Documents)
- B.2. Bid Security  

Note: Bid Securing Declaration is acceptable
- B.3. Project Requirements:
  - a. Organizational Chart for the contract to bid (refer to BDS)
  - b. List of Contractor's Personnel to be assigned to the contract to be bid (refer to BDS)
  - c. List of Contractor's Equipment Units which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project. (refer to BDS)
- B.4. Revised Omnibus Sworn Statement that a particular person is authorized to represent the bidder/entity.
- B. 5. Certification, under oath, certifying that bidder has no pending case against the government (per DOTr Memorandum dated Jne 26, 2018)

### **(Second Envelope)**

- b.) One (1) Envelope - Financial Information/Documents containing one (1) original copy and four (4) photocopies (also properly labeled as Copy No. 1, Copy No. 2, Copy No. 3 and Copy No. 4) comprising the following documents:**

#### Financial Documents

- 1. Bid Proposal in Standard Form with attach:
  - a. Bill of Quantities (BOQ)
- 2. Construction Schedule/S-Curve

**c.) The abovementioned envelopes (a & b) shall be enclosed or placed in one single envelope duly sealed.**

**Note: Submission of bidding documents in accordance with the following methods are also allowed:**

One Envelope for the Originals duly sealed, signed and marked – inside are two envelopes for the original copy of Eligibility/Technical Documents and original copy of the Financial Documents each properly sealed, signed and marked.

One Envelope for Copy 1 duly sealed, signed and marked– inside are two envelopes for Copy 1 of the Eligibility/Technical Documents and Copy 1 of the Financial Documents each properly sealed, signed and marked.

The same procedures with Copy 2, Copy 3 and Copy 4.

The aforementioned five (5) envelopes with the corresponding documents inside (Original, Copy 1, Copy 2, Copy 3 and Copy 4) each duly sealed, signed and marked shall be enclosed in one single envelope or carton also duly sealed, signed and marked.

2. Cashier's/Manager's check, Bank draft/guarantee, Irrevocable letter of Credit **should be from universal or commercial bank.** (Note: Rural or Savings Bank is not acceptable)

3). Bid Security

**Note: Bid Securing Declaration is acceptable**

Note: In case of a Surety Bond, it must be callable upon demand issued by a surety or insurance private company must have a corresponding certification issued by the Insurance Commission that such private company is authorized to issue such bond. For Surety Bond from GSIS, such certification is no longer necessary.

4. The deadline for the submission and opening of bids will be on **November 20, 2018 at 9:30 o'clock in the morning.**

5. All Bidders who bought the bidding documents and will not participate the bid opening must inform the BAC in writing.

6. All documents submitted must be duly bound or fastened, paginated and duly signed or initialed by the authorized signatory mentioned in the Secretary's Certificate or SPA or Joint Affidavit attached to the Omnibus Sworn Statement. The aforementioned documents must be submitted in five (5) copies, one (1) original and four (4) photocopies.

Unsealed or unmarked bid envelopes shall be rejected. However, bid envelopes that are not properly sealed and marked, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or for its premature opening.

7. In case of conflict, this Bid Bulletin shall be deemed an amendment to the items and/or statements under the Bidding Documents.

8. Attached is a copy of the Checklist and other Standard Forms for bidder's compliance.

Issued on November 12, 2018.

**Atty. GLENN B. NAPULI**  
BAC-Chairperson

cc: All Interested Bidders



**CHECKLIST FOR ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS**

PROJECT: **“REPAIR AND MAINTENANCE OF ASPHALT CONCRETE PAVEMENT WITHIN MCIAA COMPLEX BY SUPPORT SERVICE AGREEMENT (SSA) FOR ONE (1) YEAR”**

Date of the Submission and Opening of Bids: November 20, 2018 @ 9:30 A.M.  
ABC : Php9,893,807.97

Name of Bidder/s:

1	2	3	4	5	6	7	8	9

FIRST ENVELOPE:

A. ELIGIBILITY/TECHINCAL COMPONENTS

Class “A” Documents

										<b>LEGAL DOCUMENTS</b>
										A.1. Phil-GEPS Platinum Certificate of Registration and Membership (ALL members must submit in case of JV) or in the absence of such certificate the following documents must still be submitted:
										a. Registration from SEC, DTI or CDA, including By-laws and Articles of Incorporation (ALL members must submit in case of JV)
										b. Mayor’s Permit for the year 2018 (principal place of business) (ALL members must submit in case of JV)
										c. Valid Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR Central Office. (ALL members must submit in case of JV)
										<b>TECHNICAL DOCUMENTS</b>
										A.2 Statement of <b>ALL on-going</b> government and private construction contract including contracts awarded but not yet started (with proof)- <b>Contract or PO, NTP or NOA, Certificate from Owner on the Status/Accomplishment of the project</b>

										A.3 Statement of Single Largest Completed Contract similar to the contract to be bid as defined under 5.4 of the BDS (with proof) – <b>NTP and/or NOA or Contract or P.O., Certificate of Completion/Accomplishment/Final Acceptance issued by the Owner</b>
										A.4 PCAB License of the Bidder as defined under Section 12.1 (a) (iii) of the BDS.  (In case of JV, the special PCAB joint venture license with corresponding minimum PCAB categories, shall be submitted).
										A.5. Audited Financial Statements for the years 2015 and 2016 or 2016 and 2017 stamped “received” by the BIR or any accredited and authorized institutions (In case of JV, ALL members must submit the requirements.)- <b>In case the bidder/s is not a Phil-GEPS Platinum registered</b>
										A.6. NFCC (equivalent to 100% of the ABC) (Note: Cash Deposit Certificate and Credit Line Commitment Not Allowed)  CONSOLIDATED NFCC IN CASE OF JV IS ALSO ALLOWED.
Class “B” Document										
										B.1. Joint Venture Agreement (JVA), in accordance with RA 4566.
										B.2. Bid Security - Cash/Cashier or Manager’s Check/Bank Draft or Guarantee or Irrevocable Letter of Credit – 2% of the ABC Surety Bond – 5% of the ABC  If Surety Bond other than GSIS, Bidder must submit Certification from Insurance Commission that such company is authorized to issue such surety bond.  Note: Bid Securing Declaration is acceptable
										B.3. Project Requirements: a. Organizational Chart for the contract to bid

										b. List of Contractor's Personnel to be assigned to the contract to be bid (refer to BDS)
										c. List of Contractor's Major Equipment Units which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project. (refer to BDS)
										B.4 Revised Omnibus Sworn Statement that a particular person is authorized to represent the bidder/entity.
										B.5. Certification, under oath, certifying that bidder has no pending case against the government <b>(per DOTr Memorandum dated June 26, 2018)</b>

SECOND ENVELOPE:

B. FINANCIAL COMPONENTS:

										1. Bid Proposal in Standard Form with attach:
										A. BOQ - Bill of Quantities
										2. Construction Schedule/ S-Curve

REMARKS: \_\_\_\_\_

Name: \_\_\_\_\_

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

Note:

Two (2) Envelope System -

a.) FIRST ENVELOPE: One (1) Envelope (duly sealed) - Encloses Eligibility and Technical Information/Documents containing one (1) original copy (duly sealed) and four (4) photocopies (properly labeled as original, copy no. 1, copy no. 2, copy no. 3 and copy no. 4, each duly sealed).

b.) SECOND ENVELOPE: One (1) Envelope (duly sealed)- Financial Information/Documents containing one (1) original copy (duly) and four (4) photocopies (also properly labeled as original, copy no. 1, copy no. 2, copy 3 and copy 4, each duly sealed)

c.) The abovementioned envelopes (First and Second) shall be enclosed or placed in one big envelope (duly sealed).

All documents must be sign/initialed by the authorized signatory. Documents should be properly bound or fastened, arranged in the above order and **must be duly paginated.**

**Failure to sign/initial and to properly put a page number (in chronological order) on each of the required document shall be a ground for disqualification.**

Submission of documents through cartons or boxes is also acceptable.

d). All bidders are required to strictly follow the list of documents to be submitted as stated in the checklist.

**REVISED OMNIBUS SWORN STATEMENT**

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

**AFFIDAVIT**

I, \_\_\_\_\_, of legal age, \_\_\_\_\_, and residing at \_\_\_\_\_, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor of \_\_\_\_\_ with office address at \_\_\_\_\_;

*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. As the owner and sole proprietor of \_\_\_\_\_, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for \_\_\_\_\_ of the \_\_\_\_\_;

*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. \_\_\_\_\_ 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. \_\_\_\_\_/ is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. 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 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. \_\_\_\_\_ complies with existing labor laws and standards; and
8. \_\_\_\_\_ 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. **I am also aware of the existing procedures or policies being implemented by the MCIAA-BAC and hereby obey and/or waive my rights to question the same;**
10. **Further, I am fully aware that MCIAA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidders.**

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

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

*[JURAT]*



**Statement of Completed Government & Private Construction Contracts which are similar in nature**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract <del>Effectively</del> c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract or PO
- 2 NTO or NOA
- 3 Certificate of Completion/Accomplishment/ Final Acceptance issued by the owner

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)

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

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