



BIDS AND AWARDS COMMITTEE

PROJECT: "One (1) Lot-Supply of Labor, Materials, Tools, Equipment and Supervision for the Vegetation and Termite Colony Control Maintenance at Airside"

ABC : PHP12,539,571.71

DATE OF SUBMISSION AND OPENING OF BIDS : April 4, 2017 @ 2:00 P.M.

BID BULLETIN NO. 1

1.) Two (2) Envelope System –

(First Envelope)

- a.) **One (1) Envelope- Encloses Eligibility and Technical Information/Documents 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)

1. Phil-GEPS Certificate of Registration
2. Registration from SEC, DTI or CDA including Articles of Incorporation and By-laws;
3. Mayor's Permit (principal place of business) for 2017 or 2016 with proof of its renewal or equivalent document for Exclusive Economic Zones or Areas;
4. Valid Tax Clearance per Executive Order 398, Series of 2005

(Technical Documents)

5. Statement/List of **all** ongoing government & private contracts including contracts awarded but not yet started (**Attach Contract or P.O.**)

*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.***

6. List of Single Largest Completed Contract (Government or Private) which are similar in nature as stated in the BDS (within 3 years) **attaching the Contract/PO with its corresponding attachments/annexes;**

Note: Interested bidders are not required to submit all their completed contracts. However, it is a requirement that a bidder must have one (1) single largest similar contract which is similar in nature (within 3 years) with an amount of at least equivalent to 50% of the ABC with supporting proof as stated in the form hereto attached.

7. Audited Financial Statements (2014 and 2015 or 2015 and 2016) stamped "received" by the BIR or its duly accredited and authorized institutions
8. NFCC or CLC (Note: Cash Deposit Certificate) (Class "B")
9. Joint Venture Agreement (JVA), if applicable.

TECHNICAL DOCUMENTS

10. Bid Security

Note: Bid Securing Declaration is acceptable

11. Schedule of Requirements with the word "comply"

12. Technical Specification with the word "comply" and proof of compliance.

13. Project Requirements

- a. Organizational Chart for the contract to be bid
- b. List of Key Personnel with Bio-data
- c. List of Contractors Equipment Units with proof

14. Certificate of Site Inspection issued by the end-user or his/her representative

15. Revised Omnibus Sworn Affidavit with notarized document attesting that a particular person is authorized to represent the bidder/entity

(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 Offer/Proposal in the prescribed form with
 - a. BOQ
 - b. UPA
2. Cash Flow by Quarter and Payment Schedule

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 –

- a. Cash/Cashier's/Manager's Check/Bank Draft/Guarantee or irrevocable letter of credit
- b. Surety Bond
- c. Any combination of the foregoing proportionate to the share of form with respect to total amount of security.

Note: Bid Securing Declaration is acceptable

4. Surety Bond 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.

5. The deadline for the submission and opening of bids will be on April 4, 2017 at 2:00 o'clock in the afternoon.

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

7. 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. Unsigned or Failure to comply any of these requirements, SHALL also be a ground for disqualification.

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

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

Issued on March 27, 2017.

Atty. GLENN B. NAPULI
BAC-Chairperson

cc: All Interested Bidders

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|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | A.8 NFCC (at least 100% of the ABC) or CLC equivalent to 10% of the ABC (Note: Cash Deposit Certificate Not Allowed) |
| | | | | | | | | | A.9. Joint Venture Agreement, if applicable |
| | | | | | | | | | A.10 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 security. Note: Bid Securing Declaration is acceptable |
| | | | | | | | | | A.11. Schedule of Requirements with the word "comply" |
| | | | | | | | | | A. 12. Technical Specification with the word "comply" and proof of compliance. |
| | | | | | | | | | A.13. Project Requirements: |
| | | | | | | | | | a. Organizational Chart for the contract to bid |
| | | | | | | | | | b. List of Key Personnel to be assigned to the contract to be bid include Curriculum Vitae (CVs) of the proposed Key Personnel |
| | | | | | | | | | 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. |
| | | | | | | | | | A.14 Certificate of Site Inspection issued by the End-User or his representative. |
| | | | | | | | | | A.15 Revised Omnibus Sworn Statement that a particular person is authorized to represent the bidder/entity. |

SECOND ENVELOPE:

B. FINANCIAL DOCUMENTS:

| | | | | | | | | | |
|--|--|--|--|--|--|--|--|--|--|
| | | | | | | | | | 1. Bid Proposal in Standard Form with attach: |
| | | | | | | | | | A. BOQ - Bill of Quantities |
| | | | | | | | | | B. UPA |
| | | | | | | | | | 2. Cash Flow by Quarter and Payment Schedule |

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

All documents must be sing/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/List of Government & Private Contracts completed which are similar in nature

Business Name : _____
 Business Address : _____

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

Note: This statement shall be supported with:
 1 Contract or PO

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

□

PAYMENT SCHEDULE

| BID PROPOSAL | PROJECT DURATION | MODE OF PAYMENT |
|--------------|------------------|---|
| <hr/> | One (1) Year | <hr/> OR IN ACCORDANCE WITH GOVERNMENT AUDITING RULES AND REGULATIONS |

(Authorized Signatory)