

**DEPARTMENT OF ENERGY**

(Kagawaran ng Enerhiya)

**Procurement Management Division**

3F DOE Main Bldg., Energy Center, Rizal Drive Bonifacio

Global City, Taguig City, Philippines 1632

Telephone No.: (02) 3479-2900 local 383

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**BIDDING DOCUMENTS**

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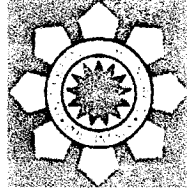
***PROCUREMENT OF ANNUAL PREVENTIVE  
MAINTENANCE SERVICES FOR DOE MAIN OFFICE  
AIRCONDITIONING SYSTEM***

*(Reposting of Revised Bid Documents and Terms of Reference)*

(Request for Services No. 2010-472-AC-GSD-AS-CX)

**6<sup>th</sup> Edition  
July 2020**

# ***Section I. Invitation to Bid***



**INVITATION TO BID FOR THE ANNUAL *Preventive  
Maintenance Services for DOE Main Office  
Airconditioning System***

1. The *Department of Energy*, through the *General Appropriations Act of 2021* intends to apply the sum of **Php1,400,000.00** that will be sourced from the **GAA for FY 2021**, being the Approved Budget for the Contract (ABC) to payments under the contract for **RFS No. 2010-472-AC-GSD-AS-CX**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The *DOE* now invites bids for the ***Annual Preventive Maintenance Services for DOE Main Office Airconditioning System***. Delivery of the Goods and Services is required ***upon receipt of Notice to Proceed***. Bidders should have completed, within ***two (2) years*** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act”.

**Under GPPB Resolution No. 09-2020, due to logistical constraint brought about by the public safety emergency, the bidder may submit alternate eligibility documents such as, Expired Business/Mayor's permit with proof and/or receipt of renewal, unnotarized Omnibus Sworn Statement and Bid Securing Declaration form, the said submission is conditioned that the winning bidder shall replace such submission with the proper required documents, otherwise , the corresponding payment will not be processed. The Performance Securing Declaration is acceptable subject to the conditions set forth under the above resolution.**

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

4. Interested bidders may obtain further information from *Department of Energy – Procurement Management Division* and inspect the Bidding Documents at the address given below during **office hours from Mondays to Fridays 8:00am to 3:00pm**.

**Procurement Management Division  
Department of Energy  
3F DOE Main Building, Energy Center,  
Rizal Drive, Bonifacio Global City  
Taguig City, Philippines 1632**

Considering the COVID -19 situation, the DOE only accepts **payment for the bid documents through bank payment (Landbank of the Philippines):**

Payment for	:	Bidding Documents for [Item to be Bidded]
Payee Account Name	:	DOE Trust Fund
Account Number	:	0052-1155-58
Swift Code	:	TLBPPHMM
Beneficiary Address	:	Department of Energy, Energy Center, BGC, Taguig City

Copy of the payment receipt must be emailed to:

**Jaymee Joy A. Deogracias:**  
[jaymeedeogracias@gmail.com](mailto:jaymeedeogracias@gmail.com) or [jaymee.deogracias@doe.gov.ph](mailto:jaymee.deogracias@doe.gov.ph)

For pre-bid conference purposes, it may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

**With the current COVID-19 community quarantine measures, bidders are encouraged to download a copy of the Bid Documents for pre-bid conference purposes instead of physically securing a hard copy at the DOE-BAC Secretariat office.**

5. A complete set of Bidding Documents may be acquired by interested Bidders on **24 February 2021** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to Section 5 of Appendix 8 of the 2016 IRR of RA 9184, in the amount of Php1,500.00
6. The Procuring Entity will hold a pre-bid conference for this Project on **04 March 2021 through video conferencing which will start at 2:00 PM at DOE BAC Main Office**. The bidders are required to submit the following information through [jaymeedeogracias@gmail.com](mailto:jaymeedeogracias@gmail.com) or [jaymee.deogracias@doe.gov.ph](mailto:jaymee.deogracias@doe.gov.ph):
  1. Complete name of the authorized company representative who will participate in the Pre-Bid Conference. Complete company Name, address and contact details;
  2. Active email addresses where the invitation/link will be sent; and
  3. Indicate the item/s the company would like to participate

Deadline of submission of information is on or before **02 March 2021**. Video conferencing will be through MS Teams. prospective bidders are advised to download MS Teams app prior to the date of the Pre-bid Conference.

7. Bids must be duly received by the BAC Secretariat at the address below on or before **2:00 PM of 18 March 2021 or submission could be made through courier service provided it will be stamped-received by the DOE Records Management Division or the BAC Secretariat on or before 2:00 PM of 18 March 2021. Online submission is not yet available.**
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB Clause 14**

**Procurement Management Division  
Department of Energy  
3F DOE Main Building, Energy Center,  
Rizal Drive, Bonifacio Global City  
Taguig City, Philippines 1632**

9. Bid opening shall be on **18 March 2021 at 2:30 PM, DOE – Audio Visual Room, DOE- Main Building**. Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.


**Department of Energy  
DOE Main Building, Energy Center,  
Rizal Drive, Bonifacio Global City  
Taguig City, Philippines 1632**

**Due to community quarantine measures, only one representative is allowed to attend the bid opening and will be required to follow the DOE Protocol for Visitors; compliance to social distancing, wearing of masks, body temperature screening, filling up of self-screening form which must be filled-up prior to the arrival at DOE (the form can be downloaded at the DOE website). Visitors who shows signs of COVID-19 related symptoms such as, cough, flu, fever, high body temperature, sneezing are advised not to proceed to DOE since they will not be allowed to enter the DOE compound. Virtual witnessing of the opening bids for Bidders is not yet available.**

10. To minimize errors in the preparation of bids, bidders are strongly enjoined to send the person or representative actually preparing their bids to attend/participate in the Pre-bid Conference. The bidders' representative shall carefully consider all the discussions during the Pre-bid Conference and be guided by them in the preparation of bids.
11. The **Department of Energy (DOE)** reserves the right to reject any and all bids. declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

**Jaymee Joy A. Deogracias**  
**Procurement Management Division**  
**3F DOE Main Bldg., Energy Center,**  
**Rizal Drive Bonifacio Global City,**  
**Taguig City, Philippines 1632**  
**Email address: [jdeogracias@doe.gov.ph](mailto:jdeogracias@doe.gov.ph)**  
**Telephone/Facsimile: (02) 3479-2900 local 383 (02) 8541-4105**  
**Website: [www.doe.gov.ph](http://www.doe.gov.ph)**

  
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**ASEC. ROBERT B. UY**  
Vice - Chairperson  
Bids and Awards Committee

## ***Section II. Instructions to Bidders***

**1. Scope of Bid**

The Procuring Entity, Department of Energy wishes to receive Bids for the *Procurement of Annual Preventive Maintenance Services for DOE Main Office Air-conditioning System . under Request for Services No. 2010-472-AC-GSD-AS-CX*

**2. Funding Information**

- 2.1. The GOP through the source of funding as indicated below for GAA CY2021 in the amount of Php1,400,000.00
- 2.2. The source of funding is: NGA, the General Appropriations Act or Special Appropriations.

**3. Bidding Requirements**

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

**4. Corrupt, Fraudulent, Collusive, and Coercive Practices**

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

**5. Eligible Bidders**

- 5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.
- 5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value



of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to at least fifty percent (50%) of the ABC.

- 5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

## 7. Subcontracts

- 7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that: **Subcontracting is not allowed.**

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing as indicated in paragraph 6 of the **IB**.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility and Technical Components

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within *two (2) years*] prior to the deadline for the submission and receipt of bids.
- 10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an

apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## **11. Documents comprising the Bid: Financial Component**

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## **12. Bid Prices**

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Procuring Entity's country:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications)**.

## **13. Bid and Payment Currencies**

- 13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based

on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in: Philippine Pesos

#### **14. Bid Security**

14.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2. The Bid and bid security shall be valid until **16 July 2021**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

#### **15. Sealing and Marking of Bids**

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

#### **16. Deadline for Submission of Bids**

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB**.

#### **17. Opening and Preliminary Examination of Bids**

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

#### **18. Domestic Preference**

- 18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

## **19. Detailed Evaluation and Comparison of Bids**

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. If the Project allows partial bids, bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by **ITB Clause 14** shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in **Section VII (Technical Specifications)**, although the ABCs of these lots or items are indicated in the **BDS** for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. The Project shall be awarded as One (1) Project having several items that shall be awarded as one contract.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## **20. Post-Qualification**

- 20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

## **21. Signing of the Contract**

- 21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

## ***Section III. Bid Data Sheet***

## Bid Data Sheet

ITB Clause	
5.3	For this purpose, contracts similar to the Project shall be: <ul style="list-style-type: none"> <li>a. Institutional/Office maintenance services for air-conditioning system</li> <li>b. completed within two (2) years prior to the deadline for the submission and receipt of bids.</li> </ul>
7.1	Subcontracting no allowed
12	The price of the Goods shall be quoted DDP – <b>Department of Energy, Makati City</b> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: <ul style="list-style-type: none"> <li>a. The amount of not less than <b>Php28,000.00</b> if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>b. The amount of not less than <b>Php70,000.00</b> if bid security is in Surety Bond.</li> </ul>
15.	Each Bidder shall submit one (1) original and four (4) copies of the first and second components of its bid.
20.2	No other licenses required

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## ***Section IV. General Conditions of Contract***

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.



## **5. Warranty**

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## **6. Liability of the Supplier**

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

## ***Section V. Special Conditions of Contract***

# Special Conditions of Contract

**GCC  
Clause**

**1 Intellectual Property Rights –**

The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.

The Procuring Entity's Representative at the Project Site is **Mr. Jericho O. Bragado**, Chief - GSD.

**2.2 The terms of payment shall be as follows:**

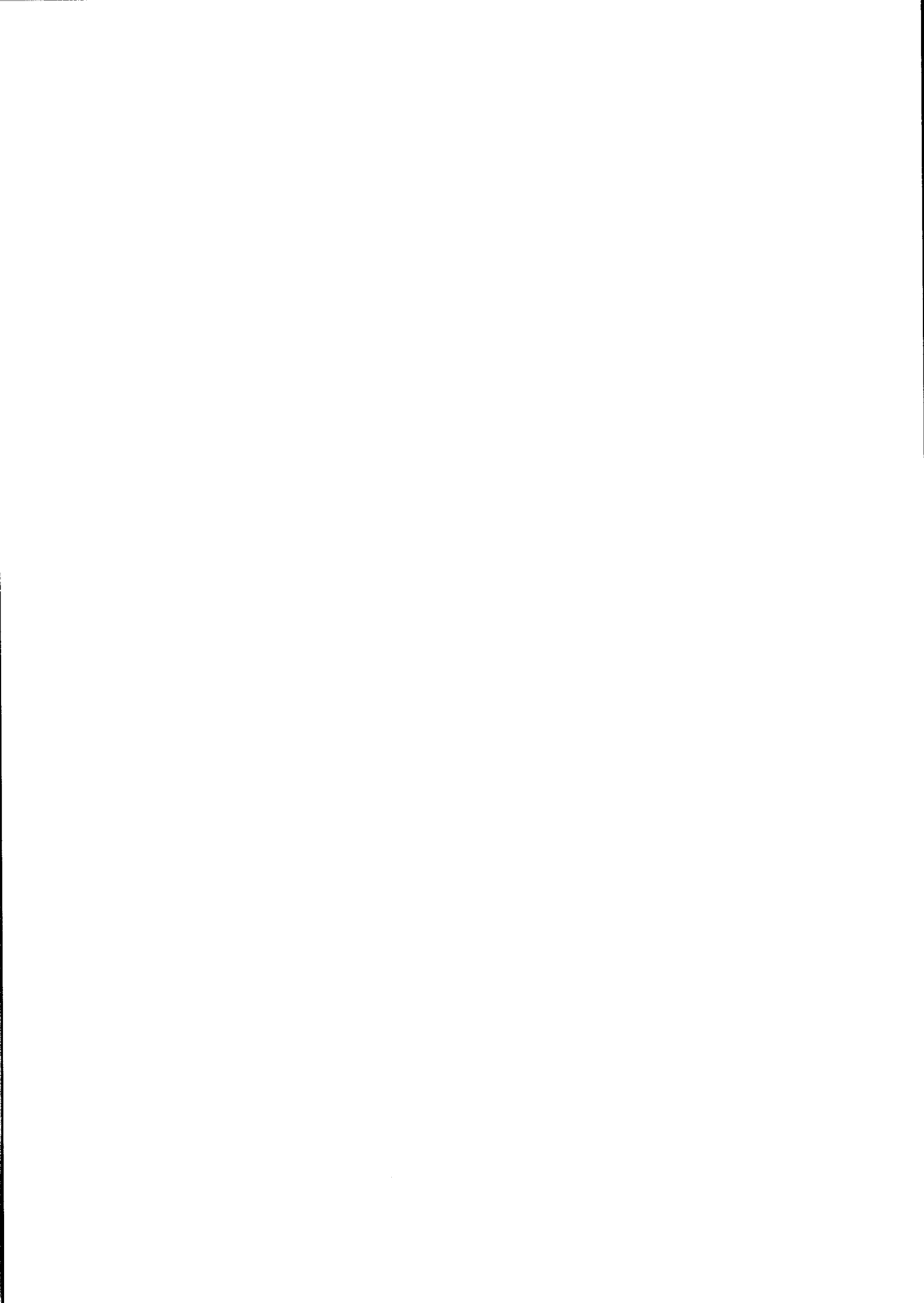
**Monthly Billing based on the actual services rendered as certified by the end-user, issuance of end-user's acceptance certificate and submission of complete documents. Payment is through List of Due and Demandable Accounts Payable - Advice to Debit Account (LDDAP-ADA) and subject to usual government auditing and accounting procedures**

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

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Item No.</b>	<b>Item</b>	<b>Units</b>	<b>Delivery Schedule</b>
1	Annual Preventive Maintenance Services for Airconditioning System.	<b>1 Lot</b>	Upon receipt of Notice to Proceed



# *Section VII. Technical Specifications/ Terms of Reference*

Item	Specification/Terms of Reference Description	Bidder's Compliance
	<p><b>PREVENTIVE MAINTENANCE SERVICES OF AIRCONDITIONING SYSTEM</b></p> <p><b>General Services Division (GSD)</b></p> <p><b>ABC = Php1,400,000.00</b></p> <p>for the purpose of bidding, the ABC is for a 12 Month Period</p> <p><b>BACKGROUND</b></p> <p>The <b>Department of Energy (DOE)</b> as <b>CLIENT</b> needs the services of a competent and reputable duly licensed <b>CONTRACTOR</b> with at least <b>PCAB License for General Building Category "D" or Small "B" for General Engineering for Building and Industrial Plant</b> with specialty on Electro-Mechanical works and/or air conditioning works/services to provide preventive maintenance services on various air-conditioning units of <b>CLIENT</b> including four (4) aircon technicians to be detailed throughout the Contract Period (CP) to operate all air-conditioning units of <b>CLIENT</b> during office hours and likewise conduct trouble shooting, repair and maintenance, prepares the necessary scope of works for AC units for repair and/or installation to include provision of tools and equipment, etc. and related works at its main office premises located at Energy Center, Bonifacio Global City (BGC), Taguig City, Metro Manila.</p> <p><b>GENERAL OBJECTIVE</b></p> <p>To ensure the daily smooth operation of air-conditioning system/units of <b>CLIENT</b> and to facilitate repair and maintenance whenever necessary or as scheduled as provided under the Contract at main office premises and at LFO whenever necessary throughout the Contract Period.</p> <p><b>MANPOWER</b></p> <p><b>CONTRACTOR</b> shall provide <b>CLIENT</b> with three (3) highly skilled, competent, qualified, and responsible aircon technicians to be stationed at <b>CLIENT's</b> main office premises in BGC, Taguig City, Metro Manila, observing the following work schedules:</p>	

	Monday to Friday	Saturday
Technician I	6:00 AM – 3:30 PM	7:30 AM – 5:00 PM
Technician II	8:00 AM – 5:30 PM	7:30 AM – 5:00 PM
Technician III	9:30 AM – 7:00 PM	7:30 AM – 5:00 PM

The above schedules do not include Sundays and holidays. CLIENT may request overtime works when it deems necessary, specifying the works and the working period to CONTRACTOR. The ACU technicians must have good experience in this kind of works, and thoroughly screened by CONTRACTOR.

To **submit** Medical Certificate, Police Clearance, NBI Clearance and Barangay Clearance as a pre-requisite to be accepted for assignment at CLIENT's premises. All the above clearances and certificates are issued from concerned authorized government entities within three (3) months' time prior to deployment to CLIENT's premises.

CLIENT shall screen CONTRACTOR's ACU technicians based on the following and may reject those deemed not fully qualified for the job and have questionable characters:

- a. At least High School Graduate preferably with Vocational Studies related to air-conditioning system and with DOLE/TESDA NCII Certificate for Aircon for the Head ACU Technician; and
- b. At least three (3) years works experience directly related to the operation, trouble-shooting, repair and maintenance, and related works on air-conditioning system.

#### SCOPE OF WORKS OF ACU TECHNICIANS

- a. Daily inspection of AC units and immediate reporting of those needing repairs including the preparation of the scope of works on needed repairs to be verified and concurred by GSD Engineers of CLIENT;
- b. Troubleshooting of units needing repair;
- c. Supervise repairs done on site by other **Contractors**, logging of daily activities and progress of repair works.
- d. Conduct monthly readings of AC units' temperatures, voltages, and currents and immediate submission of Spot Report/s to CLIENT's GSD whenever operational

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troubles are detected and/or there are necessary corrective measures to be done to ensure smooth operation of AC units. However, during critical time of operation subject readings must be done as necessary.

- e. Perform monthly regular checking and monitoring of refrigerants and oils of operational AC units and do recharging when necessary.
- f. Monthly regular inspection, checking, and implement necessary adjustment of AC units' electrical controls and related wirings.
- g. Monthly regular inspection of support brackets and structures of all ACUs and do repair works when necessary.
- h. Monthly regular checking of mechanical components and lubrications of moving parts:
  - i. Monthly/Quarterly cleaning of air filters, cooling coils and fins.
  - j. Provision of labor, tools, and supervision on in-house repairs;
  - k. Conduct and monitoring of all possible field of adjustments for the efficient operation of **CLIENT's** aircon system;
- l. Quarterly general cleaning of AC units and when the need arises. **CONTRACTOR** shall assign at **CLIENT's** premises throughout the Contract Period a **high-pressure water pump** to be used by its technicians for the thorough cleaning of **CLIENT's** AC units. In case the high-pressure water pump will bogged down, **CONTRACTOR** shall immediately repair or replace it. Otherwise, a penalty of P100 a day shall be imposed against **CONTRACTOR** starting on the 2<sup>nd</sup> day and will be increased to P500 a day on the 5<sup>th</sup> day the equipment was found not operating/defective/undelivered.
- m. Daily logging of performance/accomplishment indicating the services rendered for the day to be signed by the Head ACU Technician and concurred by **CLIENT's** concerned personnel from GSD Engineering and Maintenance Section (EMS).



- n. Responsible to perform periodic routine maintenance and repair of all air conditioning units and will report monthly, on each unit status and all work performed.
- o. Responsible for satisfactory operation of air conditioning units and will facilitate correct end user operation by providing written instruction of operation for each unit type.
- p. Reconditioning of decommissioned or pulled-out aircon. The procedures for reconditioning would include but not limited to the following:**
  - a. **Conduct various test to see if the aircon is functioning properly.**
  - b. **Perform troubleshooting for aircon that is malfunctioning.**
  - c. **Repair or replace defective parts.**
  - d. **Perform cleaning on both the fan coil and condenser.**
  - e. **Commission the aircon to ensure it is functioning properly.**

#### CONTRACTOR'S RESPONSIBILITIES

1. **CONTRACTOR** and/or any of its top management officials must have attended or undergone trainings on Occupational Safety and Health Standards (OSHS) including the middle management officer or the project manager directly handling the project for the DOE. These are on top of the OSHS/NCII requirements for the aircon technicians (at least for the Head ACU Technician) to be assigned at DOE:
2. Submit an Action Plan within the 1<sup>st</sup> week of engagement for discussion with the GSD Chief and concerned engineers to have a smooth operation and improvement of **CLIENT's** air-conditioning systems. Periodic discussion as necessary to identify barriers, problems, and related matters to ensure smooth operation of the ACU systems:
3. **CONTRACTOR** shall affix a waterproof sticker label on all air-conditioning units to indicate the schedule of quarterly general cleaning for the information of the End-user with a space at the right side to fill-up the actual date when such general cleaning was done. This will be maintained by **CONTRACTOR** throughout the Contract Period; and
4. Timely payments of salaries and premium remittances on

SSS, EC, Pag-ibig, Phil-Health and payments of benefits.

**5. Compliance to the health and safety protocols issued by the Client and other government agencies**

**TOOLS AND EQUIPMENT**

**CONTRACTOR** shall provide at its own expense the tools and equipment enumerated below and such other tools and/or equipment that shall be necessary in performing the aircon maintenance services:

*To be based at CLIENT's premises throughout the Contract Period*

- 1 Unit High Pressure Water Pump
- 1 Unit Heavy Duty Push Cart
- 3 Sets A/C Hand tools & Clamp Ammeter for the 3 ACU Technicians
- 1 Set Flaring Tools
- 1 Set Allen Hex/Key
- 1 Unit Electric Grinder
- 1 Unit Electric Power Tool Impact Drill
- 1 Unit Portable Welding Machine
- 1 Unit Mapp Gas Torch
- 1 Unit Manifold Gauge for R#22 Refrigerant
- 1 Unit Manifold Gauge for R#410A Refrigerant
- 1 Unit Nitrogen Tank (1,800 to 2,000 PSI)
- 1 Unit Vacuum Pump
- 1 Unit Oxy-acetylene cutting outfit
- 3 Sets Personal Protective Equipment (PPE) e.g., safety shoes, gloves, hard hats, goggles, etc. for the 3 ACU technicians as provided under Rule 1080 of Occupational Safety and Health Standards of DOLE

**TARDINESS AND ABSENCES**

A proportionate deduction of daily salary shall be effected from **CONTRACTOR'S** monthly billings for the tardiness and/or absences of its ACU technicians assigned at **CLIENT's** premises computed based on the submitted details of **CONTRACTOR's** bid as indicated in the Contract.

**CONTRACTOR's ACU technicians assigned at CLIENT's premises will not do/handle administrative works for their company, e.g., administrative documentation in support of their billings, use of CLIENT's utilities for said**

**administrative works like photocopying of documents, placement of calls, use of facsimile, etc.**

#### SECURITY PREMIUMS/BONDS

The Performance Security shall be posted in favor of **CLIENT** and shall be forfeited in favor of **CLIENT** in the event it is established that **CONTRACTOR** is in default in any of its obligations under the Contract.

The Performance Security is conditioned upon **CONTRACTOR's** full and faithful performance and observance with all the terms and conditions of the Contract, including the payment of all wages and statutory benefits of its technicians assigned to **CLIENT**. It shall remain effective during the term of the Contract and shall continue to be in force for a period of three (3) months after its expiration or until 31 March 2022 unless a claim has been filed by **CONTRACTOR's** technicians assigned to **CLIENT** against **CONTRACTOR**, in which case, it shall continue to be in full force and effect until such claims have been paid or settled. The submission of the Performance Security including other Bonds as enumerated below shall be a pre-requisite by **CLIENT** in the processing of the initial payment of **CONTRACTOR**.

**CONTRACTOR** shall also submit to **CLIENT** within ten (10) calendar days from signing of the Contract the following additional bonds and securities issued from GSIS and/or any reputable insurance companies duly accredited and registered under the Office of the Insurance Commissioner:

- a. Liability Insurance to cover bodily injuries at P100,000.00 per person per accident for a total of P500,000.00 for five (5) persons aggregate per accident and for property damage at P1,000,000.00 aggregate per accident for a grand total of P1,500,000.00 Comprehensive General Liability (CGL) insurance; and
- b. Labor Bond/Security in the amount equal to 100% of the Total Labor Cost based on the submitted bid cost for labor under this Contract to answer for the wages due for the security personnel detailed at **CLIENT's** premise should **CONTRACTOR** fail to pay the same, as provided under Article 108 of the Labor Code of the Philippines.

#### COMPONENTS OF CONTRACT COST

- a. Salary/Wage for highly skilled ACU technicians in Metro Manila
- b. 13<sup>th</sup> Month Pay
- c. Holidays
- d. 5 Days Incentive Leave
- e. Premiums for SSS, Philhealth, EC, PAG-IBIG **based on the current rate as issued by relevant government agencies.**
- f. Miscellaneous (Inclusive of Cost of Premiums for Bonds, e.g., Performance, Bid, Labor, Property Damage, Personnel Injury, Depreciation Cost of Equipment/Tools and Cost of uniforms.
- g. Overhead Expenses and Mark-up/Profit
- h. 12% VAT

#### *BILLING*

**CONTRACTOR** shall submit within the 1<sup>st</sup> week of the following month its bill on services rendered for the preceding month and accompanied by a Sworn Affidavit by **CONTRACTOR** to the effect that it has paid all the wages and benefits of the ACU technicians detailed to **CLIENT**, in accordance with existing laws, including the monthly and/or quarterly remittance of premiums for SSS, EC, Pag-ibig and Phil-health contributions. **CONTRACTOR** shall submit to **CLIENT** a copy of their monthly premium remittances to said offices reflecting the names of their ACU technicians assigned to **CLIENT** and its administrative staff. **CLIENT** shall not process any billing submitted without the foregoing documents. Any ACU technician provided by **CONTRACTOR** whose services are utilized for more than eight (8) hours a day and/or outside the regular time of works when requested by **CLIENT** shall be paid his daily regular rate plus overtime based on premium rates as provided under the Labor Code.

#### **NO CONTRACT COST ADJUSTMENT**

The Contract is for highly skilled ACU technicians and the salary is not based on daily minimum wage for Metro Manila. Thus, this has no bearing on any daily minimum wage increase within the Contract Period. **CONTRACTOR** shall defray/shoulder the difference of the salary of their ACU technicians assigned/detailed to **CLIENT** during the effectivity of the Contract whenever there is an increase in the daily minimum wage in Metro Manila.

## BEHAVIOUR OF WORKERS AT CLIENT PREMISES

All ACU technicians shall strictly comply with the provisions under Annex A.

## PERMITS AND LICENSES

**CONTRACTOR** warrants to obtain and maintain all necessary permits and licenses required by national and local government, or by civilian or military authorities, in order to continue operating legally.

## TAXES AND FEES

Taxes, duties, fees, charges and other legal exactions arising from the Contract shall be for the account of **CONTRACTOR**. **CLIENT** shall deduct and withhold the corresponding amounts from said taxes, fees, charges, duties, etc. if it deems necessary pursuant to the requirements of law.

## PENALTIES for ABSENCES without RELIEVER and Equipment/Materials

A penalty of P500.00 per day per ACU Technician shall be imposed against **CONTRACTOR** starting on the 2<sup>nd</sup> day of absence of concerned ACU technician/s without a competent reliever and/or qualified replacement on top of the deduction of the daily salary of the absentee ACU technician/s.

Likewise, a penalty of P100.00 per day per equipment/tools shall be imposed against **CONTRACTOR** starting on the 2<sup>nd</sup> day if said unit is found unaccounted or not properly operating. Any equipment/tool as indicated above that cannot be repaired within four (4) days' time shall be replaced with an identical unit or equivalent brand otherwise the penalty shall be raised to P500.00 per day starting on the 5<sup>th</sup> day after the unit was found missing/defective/undelivered. **CLIENT** shall deduct the penalty from **CONTRACTOR**'s monthly payment corresponding to the month in which the penalty was incurred

**CLIENT** reserves the right to rescind, terminate or abrogate the Contract with **CONTRACTOR** in any of, but not limited to, the following instances:

- a. Negligence on the part of **CONTRACTOR** resulting to material and financial losses to the government;
- b. Submission of falsified or forged license as well as other falsified documents and reports;
- c. Engagement by **CONTRACTOR** or any of its ACU technicians assigned to **CLIENT** in activities that are dangerous to public safety and welfare or inimical to the national security; e.g., holding of sit-down strikes or rallies at **CLIENT**'s premises and related activities;
- d. Report or display of discourtesy and rudeness by any of its ACU technicians; and
- e. Breach of obligation and the terms and conditions under the Contract.

#### CONTRACT PERIOD

The Contract for Aircon Preventive Maintenance Services is **until 31 December 2021**, unless sooner terminated by **CLIENT** by giving **CONTRACTOR** a thirty (30) day written Notice of Termination.

**The Contract may be extended for period allowed under the provision of RA9184, its Revised IRR and related issuances.**

#### OTHER REQUIREMENTS TO SUBMIT (Within Three (3) Days Upon Notice for Post Qualification Purposes by the Bids and Awards Committee – Technical Working Group (BAC-TWG))

- a. Proof of monthly remittances of premium contributions to SSS, EC, Phil-health, and Pag-ibig that were collected/deducted by **CONTRACTOR** from the monthly salaries of their technicians and administrative staffs covering six (6) months period prior to the date of Public Bidding. The actual payments of the monthly premiums had been done prior to the bidding date.
- b. DOLE/NLRC Certificate that the company has no unfavorable decision for violation of daily minimum wage law for the past six (6) months prior to the date of Public Bidding.
- c. For Electro-mechanical Services: a copy of current PCAB License at least Category "D" for General Building or

Small "B" for General Engineering for Building and Industrial Plant or Specialty on Electro-mechanical Services, and/or air conditioning works/services.

- d. Copy of **CONTRACTOR/Company Officer or Project Manager** (to handle the project at **CLIENT's** premises) re: **DOLE/TESDA Certificate on Occupational Safety and Health Standard (OSHS) and/or the Basic Occupational Standard and Health (BOSH)** seminars/training as required under Rule 1030 of the OSHS, as amended, issued by the Department of Labor and Employment (DOLE) within the last five (5) year period. Those who were issued beyond the five (5) year period must attend a refresher's seminar/course for the necessary update of knowledge on new policies and regulations and related matters and be issued an updated DOLE/TESDA Certificate. Copies of the **DOLE/TESDA Certificates on National Competitive NCII Training in Air-conditioning System** for **CONTRACTOR's** highly-skilled **Lead ACU Technician** to be detailed at **CLIENT's** premises.

## **MAINTENANCE SERVICES OF AIRCONDITIONING SYSTEM**

### **Annex A**

#### **RULES AND REGULATIONS PERTAINING TO CONTRACTOR'S HIGHLY SKILLED SPECIALTY TRADE WORKERS' OFFENSES**

The acts or omissions listed hereunder constitute negligence of duty or imprudence which shows lack of moral behavior or paucity of discipline. **CONTRACTOR** shall impose or apply the appropriate penalties or sanctions or corrective measures on its highly skilled specialty trade workers assigned at **CLIENT** who commit such misbehavior or misconduct.

1. **Conduct and Behavior**
  - a. Commission of an act which is or may constitute a crime;
  - b. Holding of unauthorized meeting at **CLIENT's** premises that would adversely affect **CLIENT's** operation/activities;
  - c. Commission of an illegal or immoral act within **CLIENT's** premises;
  - d. Carrying prohibited weapons or banned objects within **CLIENT's** premises;

- e. Fighting or attempting bodily harm on any person except in self-defense while within **CLIENT's** premises or while performing work for **CLIENT** whether within or outside its premises;
  - f. Malicious mischief or horseplay resulting in injury to persons or destruction of **CLIENT's** property for which it may be held liable;
  - g. Intimidations or coercion of fellow **CONTRACTOR's** workers, **CLIENT's** employees, customers, guests and/or any person, in any manner which adversely affects **CLIENT's** interests;
  - h. Concealing a disease which endangers fellow **CONTRACTOR's** workers or **CLIENT's** employees and guests;
  - i. Refusal to submit to or failure to meet security requirements of **CLIENT** or being in the opinion of **CLIENT**, a poor security risk;
  - j. Intentionally damaging **CLIENT's** property or any property for which **CONTRACTOR's** may be held liable; and
  - k. Failure to carry out instructions of superiors and/or **CLIENT's** GSD Chief or his authorized representative. Further, entertaining personal requests relating to specialty trade works not approved by the GSD Chief.
2. **Negligence of Duty**
- a. Negligence in assigned tasks/duties;
  - b. Habitual neglect of duty;
  - c. After having access to information, failure to report as soon as possible the loss, spillage, or damage of **CLIENT's** property that it may be held liable;
  - d. Sleeping or napping while on duty; and
  - e. Leaving work and/or workplace without proper relief or authorization.
3. **Insubordination**
- a. Disobedience to the lawful order of superiors in connection with his/her duties;
  - b. Refusal to answer questions in any investigation authorized or conducted by **CLIENT** unless such answers would violate Constitutional rights; and
  - c. Insult or willful disrespect by the highly skilled workers on the honor of any official or employee of **CLIENT** or persons transacting business with **CLIENT**.
4. **Dishonesty**
- a. Unauthorized use of **CLIENT's** resources;



- b. Stealing and attempting to steal from **CLIENT**, its employees, contractors and/or clientele;
- c. Offering or receiving money or other valuable consideration in exchange for a job, better working place, or any change in working conditions, and/or refusal to be rotated to other areas within **CLIENT's** premises;
- d. Substituting material and/or object with intent to gain;
- e. Obtaining or attempting to obtain **CLIENT's** funds, equipment, products, supplies and materials through fraudulent means from **CLIENT's** suppliers, warehouses, plants or stations, and other assigned work places; and
- f. Defrauding **CLIENT** in any manner.

5. **Alcoholic Beverages or Prohibited/Regulated Drugs**

- a. Unauthorized use or possession of prohibited/regulated drugs within **CLIENT's** premises;
- b. Drinking liquor within **CLIENT's** premises except during official occasions and locations authorized by **CLIENT**;
- c. Reporting for work under the influence of liquor and/or prohibited/regulated drugs; and
- d. Selling or inducing any person to take prohibited/regulated drugs within **CLIENT's** premises except when duly authorized for medical reasons.

6. **Safety**

- a. Failure to observe **CLIENT's** safety rules and regulations;
- b. Carelessness with regard to safety of fellow **CONTRACTOR's** workers or **CLIENT's** employees, guests and visitors;
- c. After having access to information, failure to report immediately, an accident or injury involving fellow **CONTRACTOR's** workers, **CLIENT's** employees or damage to **CLIENT's** property;
- d. Smoking in "No Smoking" areas within **CLIENT's** premises or property;
- e. Carrying matches or lighters, or other than safety matches or lighters with close covers, or having open lights or fires within prescribed limits where such practice is forbidden within **CLIENT's** premises or property;
- f. Removing safety devices from **CLIENT's** machinery, equipment or any other property without permission;

- g. Driving **CLIENT's** vehicle recklessly or at excessive speed, or at speed above the area speed limit or driving any other vehicle in the same manner within **CLIENT's** premises;
- h. Allowing unauthorized persons to operate **CLIENT's** vehicle or equipment when the same is assigned to him/her;
- i. Driving under the influence of liquor or prohibited/regulated drugs;
- j. Intentionally destroying or damaging **CLIENT's** property or other equipment;
- k. Failure to wear safety attire when prescribed within **CLIENT's** premises;
- l. Staying after work in **CLIENT's** premises unless otherwise authorized by the Chief of General Services Division (GSD); and
- m. Unauthorized entry in restricted areas/office/closed rooms within **CLIENT's** premises.

7. **Other Acts or Omissions**

- a. Leaving and/or vacating respective assigned post and/or area of responsibility when on-duty at **CLIENT's** premises unless properly relieved upon the order of the GSD Chief of **CLIENT**;
- b. Improper or non-wearing of **CONTRACTOR's** uniform when on-duty at **CLIENT's** premises and/or in **CLIENT's** other sites;
- c. Use of stairwell in going up and down **CLIENT's** building/s except when handling heavy items/documents/ equipment wherein the elevator can be used;
- d. Discourtesy to **CLIENT's** personnel, guests, visitors and other contractors' workers;
- e. Use of **CLIENT's** telephone direct line in placing outside call without proper written authorization from the GSD Chief of **CLIENT**; and
- f. Loafing to other areas where he/she is not assigned and/or unauthorized entry to offices or closed areas at **CLIENT's** premises.

\*\*\*\*\*

# ***Section VIII. Checklist of Technical and Financial Documents***

## **Checklist of Technical and Financial Documents**

### **I. TECHNICAL COMPONENT ENVELOPE**

#### ***Class “A” Documents***

##### *Legal Documents*

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- ☐ (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**
- ☐ (d) 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; **and**
- ☐ (g) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (h) 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; **and**
- ☐ (i) Conformity with the Technical Specifications, including the following, :
  - a. Brochures/prototype/actual samples of the products offered
  - b. Production/Delivery schedules
  - c. Manpower requirements/Organizational structure
  - d. After sales service/parts, if applicable
  - e. Certificate of warranty/ guarantee; **and**
- ☐ (j) 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.

Financial Documents

- ☐ (k) The Supplier's audited financial statements, showing, among others, the Supplier'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**
- ☐ (l) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

**Class "B" Documents**

- ☐ (m) If applicable, a duly signed joint venture agreement (JVA) 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.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (n) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (o) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

**25 FINANCIAL COMPONENT ENVELOPE**

- ☐ (a) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (b) Original of duly signed and accomplished Price Schedule(s) or the Bid Detail Form.

# Bidding Forms

## Mandatory Submission of Bidding Forms

### *Price Schedule for Goods Offered from Abroad*

*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

#### *For Goods Offered from Abroad*

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_

Project ID No. \_\_\_\_\_

Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)

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

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Bid Form for the Procurement of Goods**  
*[shall be submitted with the Bid]*

**BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_

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

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, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules.

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

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:

Name and address	Amount and Purpose of Agent Currency/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 pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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.

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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





**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.: *[Insert number]***

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

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]*

**STATEMENT OF ONGOING, COMPLETED AND/OR AWARDED CONTRACTS**

**The Bids and Awards Committee  
 Department of Energy  
 Energy Center, Rizal Drive, Bonifacio Global City  
 Taguig, Metro Manila**

**Ongoing, completed or awarded but not yet started projects for the period \_\_\_\_\_ (last two years), where applicable.**

Procuring Entity / Date of Contract	Kinds of Goods Sold and/or Services Offered	Amount of Contract and Value of Outstanding Contracts	Date of Delivery	End-user's Acceptance if Completed (date)	Specify whether a Prospective Bidder is a Manufacturer, Supplier, Distributor or Service Provider	Indicate whether "Similar" or "Not Similar"

**Submitted By:**

\_\_\_\_\_

**(Signature over Printed Name)**

**Note:**

1. May be reproduced, if necessary
2. Please attach end-user's certificate of acceptance

**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT**

**The Bids and Awards Committee  
 Department of Energy  
 Energy Center, Rizal Drive, Bonifacio Global City  
 Taguig, Metro Manila**

**Single Largest Completed Contract (SLCC) for the period \_\_\_\_\_  
 (last two years), where applicable.**

<b>Procuring Entity / Date of Contract</b>	<b>Kinds of Goods Sold and/or Services Offered</b>	<b>Amount of Contract and Value of Outstanding Contracts</b>	<b>Date of Delivery</b>	<b>End-user's Acceptance if Completed (date)</b>	<b>Specify whether a Prospective Bidder is a Manufacturer, Supplier, Distributor or Service Provider</b>	<b>Indicate whether "Similar " or "Not Similar"</b>

**Submitted By:**

\_\_\_\_\_  
**(Signature over Printed Name)**

**Note:**

- 1. May be reproduced, if necessary**
- 2. Please attach end-user's certificate of acceptance**

**Contract Agreement Form for the Procurement of Goods (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 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, particularly [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 in specified currency]* (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 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 integral part of this Agreement, *viz.* :
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. 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;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. 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 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.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

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

## 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]*



**Performance Securing Declaration (Revised)**

*[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]*

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

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]  
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**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]*