



Republic of the Philippines
 NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE
POLICE REGIONAL OFFICE 8
BIDS AND AWARDS COMMITTEE
 Camp Kangleon, Palo, Leyte



**REQUIRED BIDDING DOCUMENTS FOR THE CONSTRUCTION
 OF REGIONAL CIVIL SECURITY UNIT BUILDING PROJECT**

1ST ENVELOPE (LEGAL AND TECHNICAL PROPOSAL) ----- A

LEGAL DOCUMENTS (Eligibility Requirements) ----- 1A

CLASS "A" DOCUMENTS:

I - LEGAL DOCUMENTS:

Special Power of Attorney of the representative of the prospective bidder **(Original)** ----- 1

Registration Certificate from SEC (Corporation), DTI (Sole Proprietorship) or CDA (Cooperative), whichever may be appropriate under existing laws of the Philippines **(Certified True Copy)** ----- 2

Valid and Current Mayor's Permit issued by the city/municipality where the principal place of business is located **(Certified True Copy)** ----- 3

Tax Clearance ----- 4

II - TECHNICAL DOCUMENTS:

Statement of the prospective bidder of **all its ongoing** government and private contracts, including contracts awarded but not yet started projects, if any. **(Notarized and original).** ----- 1

Statement of the prospective bidder of **Single Largest Completed Contract** similar in nature or has the same major categories of work to the Contract to be Bid (at least 50% of the ABC) **(Notarized and original).** ----- 2

Valid PCAB License and Registration for the type and cost of the Contract to be Bid **(Certified True Copy).** ----- 3

III - CONTRACTOR'S FINANCIAL DOCUMENTS:

Audited Financial Statement (stamped "received" by the BIR) at least 2 years attached with Certification that the Bidder is enrolled with eFPS payment system **(Certified True Copy)** ----- 1

Prospective Bidder's Computation for its NFCC prepared and signed by owner **(original).** ----- 2

TECHNICAL PROPOSALS -----2A

I - Bid Security shall include the following choices: (Bid Securing Declaration **or** other forms of bid security like Cash or Cashier's/Managers' Check, Bank Draft/Guarantee or Irrevocable Letter of Credit- 2%; Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such insurance – 5%. Surety Bonds shall be valid for a period not to exceed **one hundred twenty (120)** calendar days from the date of the Opening of Bids or Any combination of the foregoing - proportionate to the share of form with respect to the total amount of security) **(Original)**. ----- 1

II - PROJECT REQUIREMENTS:

Organizational Chart for the contract to bid ----- 1

List of Personnel (Project Manager, Project Engineer, Materials Engineer and Foreman), to be assigned to the contract to be bid, with their complete qualification and experience data. **(Notarized and original)** ----- 2

List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by Certificate of Availability of Equipment from the equipment lessor/ vendor for the duration of the project **(Notarized and original)** ----- 3

Notarized Affidavit of Site Inspection and Certificate of Site Inspection issued by the Chief, RHSG8 that the owner or his duly representative has conducted site inspection. **(Original)** ----- 4

Omnibus Sworn Statement – ----- 5
(Notarized and Original)

- a. The signatory is the sole proprietor or the duly authorized and designated representative of the Prospective Bidder;
- b. The prospective bidder that as the owner and sole proprietor of the company, he has full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding or as the duly authorized representative of the prospective bidder, has granted full authority to do, execute and perform any and all acts necessary to represent it in the bidding;
- c. That the prospective bidder is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations or LGUs, foreign government foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- d. 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;
- e. It is authorizing the Head of the Procuring Entity (HOPE), or its duly authorized representative (s) to verify all the documents submitted;
- f. The Prospective Bidder is not related to the Head of Procuring Entity, members of the Bids and Awards Committee, the Technical Working Group and the BAC Secretariat, the Head of the Project Management Unit or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
- g. It complies with existing labor laws and standards;
- h. It is aware of and has undertaken the following responsibilities as a bidder: (1) carefully examine all of the Bidding Documents; (2) Acknowledged all conditions, local or otherwise, affecting the implementation of the contract; (3) Made an

- estimate of the facilities available and needed for the contract to be bid, if any; and
 (4) inquire or secure Supplemental/Bid Bulletin (s) issued for the project. and
 i. It 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.

2ND ENVELOPE (FINANCIAL PROPOSALS) ----- **B**

Summary or Statement of Bid Price/Offer in the attached prescribed bid form **(Notarized and original)** ----- **1**

Detailed Cost Estimates with attached Cash Flow and Payment Schedule including a summary sheet indicating the unit prices of construction materials, labor rates and equipment rentals used in coming up with the bid offer. **(original)** ----- **2**

WITHIN THREE (3) CALENDAR DAYS FROM RECEIPT BY THE BIDDER OF THE NOTICE FROM THE BAC THAT THE BIDDER HAS THE LOWEST CALCULATED BID, HE SHALL SUBMIT THE FOLLOWING DOCUMENTARY REQUIREMENTS TO THE BAC:

1. Latest Income & Business Tax Return;
2. Certificate of PhilGeps Registration.

WITHIN TEN (10) CALENDAR DAYS FROM RECEIPT BY THE WINNING BIDDER OF THE NOTICE OF AWARD, HE SHALL SUBMIT THE FOLLOWING DOCUMENTARY REQUIREMENTS WHICH SHALL FORM PART OF THE CONTRACT:

- Performance Security
- Construction Schedule and S-Curve
- Manpower Schedule
- Construction Methods
- Equipment Utilization Schedule
- Construction Safety and Health Program approved by Department of Labor and Employment (DOLE)
- PERT- CPM

SIGNING OF CONTRACT AGREEMENT

For Bidder's References includes:

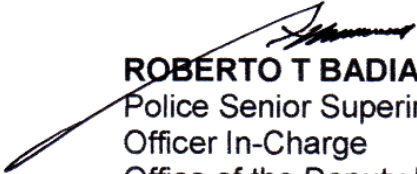
I - FORMS:

1. Special Power of Attorney of Prospective Bidder's Representative.
2. Statement of all Ongoing Government and Private Contracts Including contracts awarded but not yet started.
3. Statement of Single Largest Completed Government or Private Construction Contract similar in nature or has the same major categories of work to the Contract to be Bid.
4. Bid Securing Declaration
5. Statement of Availability of Key Personnel with their complete qualification and experience data.
6. List of Equipment which are Owned, Leased and /or under Purchase Agreements, supported by Certificate of Availability of Equipment from the equipment lessor/ vendor for the duration of the project.
7. Affidavit of Site Inspection
8. Omnibus Sworn Statement (One Affidavit).
9. Summary or Statement of Bid Price/Offer in the Prescribed Form
10. Bill of Materials Form

11. Detailed Estimates Form
12. Cash Flow by Quarter and Payment Schedule
13. Construction Schedule and S-Curve
14. Manpower Schedule
15. Equipment Utilization Schedule

II - BIDDING DOCUMENTS:

1. Instruction to Bidders
2. Bid Data Sheet (BDS)
3. Special Conditions of Contract (SCC)
4. Scope of Works
5. Blueprint Copies of Plans.



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Officer In-Charge
Office of the Deputy Regional Director for Admin
Chairman, PRO8 BAC