

**Statement of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started**

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

Name of Contract/Location/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works (Php)
			Description	%		Planned	Actual	
<u>GOVERNMENT</u>								
<u>PRIVATE</u>								
							<b>Total Cost</b>	P

Note: This Statement shall be supported with:

1. Notice of Award and/ or Contract
2. Notice to Proceed issued by the owner

***Not to be submitted during the Opening of Bids but to be verified, ascertained and validated during post-qualification.***

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

**Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid**

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

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		

Note: This Statement shall be supported with:

1. Notice of Award (NOA) and/ or Notice to Proceed (NTP)
2. Certificate of Final Acceptance or CPES Final Rating (with at least satisfactory rating)

*In case of contracts with private sector, an equivalent document shall be submitted. (For this purpose, a duly signed Contract, **or** a Certificate of Final Acceptance, **or** a Certificate of Occupancy Permit duly issued by the Local Government Unit shall be deemed an equivalent document).*

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

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

## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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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]*

Project Identification Number : \_\_\_\_\_  
 Name of the Contract : \_\_\_\_\_  
 Location of the Contract : \_\_\_\_\_

**LIST OF KEY PERSONNEL TO BE ASSIGNED TO THE CONTRACT**

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

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

	Key Personnel (Based on BDS clause 10.4)	Key Personnel (Based on BDS clause 10.4)	Key Personnel (Based on BDS clause 10.4)	Key Personnel (Based on BDS clause 10.4)	Key Personnel (Based on BDS clause 10.4)	Key Personnel (Based on BDS clause 10.4)	Key Personnel (Based on BDS clause 10.4)
1. Name							
2. Address							
3. Date of Birth							
4. Employed Since							
5. Experience							
6. Previous Employment							
7. PRC License							

Note: Attach a certified true copy of their renewed/valid PRC license.

Submitted by : \_\_\_\_\_

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

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

Project Identification No.:

Contract Name:

Location of the Contract:

**LIST OF CONTRACTOR'S EQUIPMENT PLEDGE TO THE CONTRACT**

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

Description	No. of Unit/s	Model/ Year	Capacity / Performance	Plate No.	Motor No. / Body No.	Specific Location	Condition	Proof of Ownership / Lessor or Vendor
			Size					
<b>A. Owned</b>								
<b>B. Leased</b>								
<b>C. Under Purchased Agreement</b>								

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



h. Work Experience (Projects Handled):

i. Project Name & Location ii. Owner's Name & Address iii. My Position	i. Project Description ii. Total Project Cost	i. Part of Project I Handled ii. Cost of Part	i. Start Date ii. Completion Date
<u>Completed Projects:</u>			
<u>On-going Projects:</u>			

Very truly yours,

Name and Signature of Personnel

Noted by:

Name and Signature of Contractor's Authorized Representative

**[Jurat]**

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

## Omnibus Sworn Statement (Revised)

*[shall be submitted with the Bid]*

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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]*

Project Identification No. \_\_\_\_\_  
Philgeps Reference No. \_\_\_\_\_

**Eligibility Form**

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY  
(Please show computation)**

This is to certify that our Net Financial Contracting Capacity (NFCC) is Philippine Pesos \_\_\_\_\_ (P \_\_\_\_\_) which is at least equal to the total ceiling price of the services we are bidding. The amount is computed as follows:

$$\text{NFCC} = (\text{CA} - \text{CL}) (15) - \text{C}$$

Where:

CA = Current Assets

CL = Current Liabilities

C = value of all outstanding or uncompleted portions of contracts/projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

(Company **Authorized Representative**)

NAME :

DESIGNATION :

# Bid Form for the Procurement of Infrastructure Projects

*[shall be submitted with the Bid]*

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## 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, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract]*;
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;
- d. The discounts offered and the methodology for their application are: *[insert information]*;
- e. 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 and reflected in the detailed estimates,
- f. Our Bid shall be valid within a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines<sup>12</sup> for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

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<sup>12</sup>currently based on GPPB Resolution No. 09-2020

- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
  - k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for the [Name of Project] of the [Name of the Procuring Entity].
- l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, shall be a ground for the rejection of our bid.

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

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

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

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

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

*BILL OF QUANTITIES*  
*(Please see attached BOQ)*

## DETAILED UNIT PRICE ANALYSIS (DUPA)

Item No./Description :

Unit of Measurement :

Output per hour :

	Designation	No. of Person	No. of Hours	Hourly Rate	Amount
<b>A.</b>	Labor				
	Sub-Total for A				
	Name and Capacity	No. of Units	No. of Hours	Rental Rate	Amount
<b>B.</b>	Equipment				
	Sub-Total for B				
<b>C.</b>	Total (A + B)				
<b>D.</b>	Output per hour =				
<b>E.</b>	Direct Unit Cost (C ÷ D)				
	Name and Specification	Unit	Quantity	Unit Cost	Amount
<b>F.</b>	Materials				
	Sub-Total for F				
<b>G.</b>	Direct Unit Cost (E + F)				
<b>H.</b>	Overhead, Contingencies & Miscellaneous (OCM)			% of G	
<b>I.</b>	Contractor's Profit (CP)			% of G	
<b>J.</b>	Value Added Tax (VAT)			5% of (G + H + I)	
<b>K.</b>	Total Unit Cost			(G + H + I = J)	

**Note: Instruction on how to properly accomplish DUPA**

1. Please refer to D.O. #197 Series of 2016 for the % Mark-Up to be adopted.
2. DUPA must be accomplished by indicating the reasonable price or unit cost of each item of work in the Bill of Quantities (BOQ) showing the quantities of work items, breakdown of materials, equipment rental rates, labor rates, indirect costs and taxes, if applicable.
3. Items in the BOQ that are expressed in lot must be itemized in the DUPA based on the issued plans to the contractor.

# SUMMARY SHEET OF MATERIALS

Project Identification Number : \_\_\_\_\_  
Name of the Contract : \_\_\_\_\_  
Location of the Contract : \_\_\_\_\_

Item	Material Description	Unit	Unit Cost
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
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22			
23			
24			
25			
26			
27			
28			
29			
30			

Submitted by : \_\_\_\_\_ (signature/printed name)

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

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

# SUMMARY SHEET OF EQUIPMENT

**Project Identification Number** : \_\_\_\_\_  
**Name of the Contract** : \_\_\_\_\_  
**Location of the Contract** : \_\_\_\_\_

<b>Item</b>	<b>Name of Equipment</b>	<b>Unit</b>	<b>Rate</b>
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
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23			
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25			
26			
27			
28			
29			
30			

Submitted by : \_\_\_\_\_ *(signature/printed name)*

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

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

# SUMMARY SHEET OF LABOR

**Project Identification Number** : \_\_\_\_\_  
**Name of the Contract** : \_\_\_\_\_  
**Location of the Contract** : \_\_\_\_\_

Item	Labor	Unit	Rate
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
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28			
29			
30			

Submitted by : \_\_\_\_\_ *(signature/printed name)*

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

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

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

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

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### CONTRACT AGREEMENT

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

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

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

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

Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- c. Performance Security;
- d. Notice of Award of Contract and the Bidder's conforme thereto; and
- e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as**

**the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
  
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

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

*[Insert Name and Signature]*

*[Insert 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]*

## 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]*

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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]*

## TEMPLATE FOR CONSTRUCTION SCHEDULE (PERT/CPM, BAR CHART AND S-CURVE)

Contractor:	Project Location	Prepared by:	Checked by:	Recommending Approval:	Approved by:	Sheet Content:	Sheet no.
<b>Contractors Logo</b>	Project title  Location:	<hr style="width: 100%; border: 0.5px solid black;"/> Owner	<u><b>Ar. Reynaldo C. Ventura, Jr.</b></u> Director, PPDO	<u><b>VP Adam V. Ramilo</b></u> Vice President for Administration	<u><b>Dr. Manuel M. Muhi</b></u> President	--	