

# Bidding Forms

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**“ANNEX A”**

<b>BILL OF QUANTITIES</b>					
PROJECT TITLE: COMPLETION OF PATIENT’S FINANCE RECORDS BUILDING					
LOCATION: NCMH Compound, 9 de Pebrero, Mauway, Mandaluyong City					
ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	AMOUNT
<b>1</b>	<b>GENERAL REQUIREMENTS</b>				
	a. Mobilization	1.00	lot		
	b. 8' x 8' Tarpaulin	1.00	pc.		
	c. 4' x 8' Tarpaulin	2.00	pc.		
	d. 1/2" Plywood	4.00	pc.		
	e. Lumber, Assorted	100.00	bd.ft		
	f. Common Wire Nails, Assorted	2.00	kg.		
<b>2</b>	<b>CEILING &amp; DRYWALL SYSTEM WORKS</b>				
	a. Double Metal Furring. 19mm x 50mm x 0.6mm, 5m	35.00	pc.		
	b. Carrying Channel, 12mm x 38mm x 1mm, 5m	35.00	pc.		
	c. Wall Angle, 25mm x 25mm x 0.5mm, 3m	20.00	pc.		
	d. W-Clip	100.00	pc.		
	e. Hanger Rod	35.00	pc.		
	f. Blind Rivets	5.00	box		
	g. Drill Bit, Assorted	10.00	pc.		
	h. 4.5mm Fiber Cement Board	30.00	pc.		
<b>3</b>	<b>ELECTRICAL SYSTEM WORKS</b>				
	a. 2x18W Led Tube, Louverized, Complete with Accessories	18.00	set		
	b. 12W Led Downlight, Complete with Accessories	11.00	set		
	c. THHN Wire #14 (150 m roll) (green)	1.00	roll		
	d. THHN Wire #12 (150 m roll)	5.00	roll		
	e. THWN Wire # 4 AWG	300.00	lm		
	f. 2 - Gang Switch	4.00	pc.		
	g. Convenience Outlet ( Duplex Universal 3 pin)	7.00	pc.		
	h. Convenience Outlet (One Gang Universal 3 pin)	7.00	pc.		
	i. ACU Outlet	2.00	pc.		
	j. Junction Box	40.00	pc.		
	k. 1 " PVC Conduit Pipe with Coupling	2.00	pc.		
	l. 1 ½" IMC Service Entrance Head	1.00	pc.		
	m. 1/2" PVC Conduit Pipe	20.00	pc.		
	n. Electrical Tape	5.00	pc.		
	o. All Purpose Adhesive	3.00	bot.		
	p. LED Twin Head Emergency Light	1.00	pc.		

	q. 2 Wire Secondary Rack with Spool Insulator	4.00	pc.		
	r. Panel Board, 8 Branch Circuit (Bolt-in)	1.00	set		
<b>4</b>	<b>TILE WORKS</b>				
	a. 60cm x 60cm Non-skid Ceramic Floor Tiles	240.00	pc.		
	b. Sand	3.00	cu.m		
	c. Cement	20.00	bag		
	d. Tile Adhesive	15.00	bag		
	e. Tile Grout	25.00	bag		
	f. Diamond Cutting Disc	5.00	pc.		
<b>5</b>	<b>PAINING WORKS</b>				
	a. Flat Latex, White	5.00	tin		
	b. Semi-Gloss Latex, White	6.00	tin		
	c. Skim Coat	10.00	bag		
	d. Acry-Color, Assorted	10.00	can		
	e. 4" Paint Brush	10.00	pc.		
	f. 3" Paint Brush	10.00	pc.		
	g. 2" Paint Brush	10.00	pc.		
	h. 7" Roller Brush	8.00	pc.		
	i. 4" Roller Brush	8.00	pc.		
	j. Sand Paper, Assorted	5.00	doz.		
	k. Stopa Rug	3.00	kg.		
	l. Masking Tape	10.00	pc.		
	m. Paleta	10.00	pair		
	n Lacquer Thinner	3.00	gal.		
	n. Epoxy Primer Gray	5.00	gal.		
<b>6</b>	<b>PROVISIONAL WORKS</b>				
	a. Construction of Walkway (Access to Pavilion 2 Corridor) and Plant Boxes	1.00	lot		
	b. Other Provisional Items	1.00	lot		
<b>7</b>	<b>CLEARING/GRUBBING/HAULING</b>				
	a. Demobilization/Exportation of debris	1.00	lot		

Submitted by:

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

\_\_\_\_\_  
Name and Signature of Bidders Authorized Representative

\_\_\_\_\_  
Position

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

**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 the 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 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

- 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: \_\_\_\_\_

Name of the Procuring Entity \_\_\_\_\_  
 Project Reference Number \_\_\_\_\_  
 Name of the Project \_\_\_\_\_  
 Location of the Project \_\_\_\_\_

List of all Ongoing Government and Private Contracts including Contracts Awarded but not yet started

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

Name of Contract / Project Cost	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% Of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								

Note: This statement shall be supported with:  
 1. Notice of Award and / or Contract (Government and Private Contracts)  
 2. Sales Invoices (Private Contracts)

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

Name of the Procuring Entity \_\_\_\_\_

Project Reference Number  
Name of the Project  
Location of the Project

**Statement of Single Largest Completed Contract which is similar in nature for the past 3 years**

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

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Bidder's Role		a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

1. Notice of Award and/or Contract (Government and Private Contracts)
2. Sales Invoice (Private Contracts)

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

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

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



## *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]*



## ***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]*

DETAILED ESTIMATE

PROJECT TITLE: COMPLETION OF PATIENTS FINANCE RECORDS BUILDING  
 LOCATION: NCMH Compound, 9 de Pebrero, Mauway, Mandaluyong City

ITEM NO.	DESCRIPTION	QUANTITY	UNIT	UNIT COST	MATERIAL COST	LABOR COST	DIRECT COST	MARK-UP/INTEREST		TOTAL MARK-UP		VAT	TOTAL INDIRECT COST	TOTAL COST
								CCM	PROFIT	%	VALUE			
<b>1</b>	<b>GENERAL REQUIREMENTS</b>													
	a. Mobilization	1.00	lot	-	-	0.00	-					-	-	-
	b. 3' x 3' Tarpaulin	1.00	pc.	-	-	0.00	-					-	-	-
	c. 4' x 8' Tarpaulin	2.00	pc.	-	-	0.00	-					-	-	-
	d. 1/2" Plywood	4.00	pc.	-	-	0.00	-					-	-	-
	e. Lumber, Assorted	103.00	bd ft.	-	-	0.00	-					-	-	-
	f. Common Wire Nails, Assorted	2.00	kg.	-	-	0.00	-					-	-	-
													<b>SUB-TOTAL</b>	-
<b>2</b>	<b>CEILING &amp; DRYWALL SYSTEM WORKS</b>													
	a. Double Meta Furring, 19mm x 50mm x 0.3mm, 5m	35.00	pc.	-	-	0.00	-					-	-	-
	b. Carrying Channel, 12mm x 33mm x 1mm, 5m	35.00	pc.	-	-	0.00	-					-	-	-
	c. Wall Angle, 25mm x 25mm x 0.5mm, 3m	23.00	pc.	-	-	0.00	-					-	-	-
	d. W-Clip	103.00	pc.	-	-	0.00	-					-	-	-
	e. Hanger Rod	35.00	pc.	-	-	0.00	-					-	-	-
	f. Blind Rivets	5.00	box	-	-	0.00	-					-	-	-
	g. Drill Bit, Assorted	13.00	pc.	-	-	0.00	-					-	-	-
	h. 4.5mm Fiber Cement Board	32.00	pc.	-	-	0.00	-					-	-	-
													<b>SUB-TOTAL</b>	-
<b>3</b>	<b>ELECTRICAL SYSTEM WORKS</b>													
	a. 2x18W Led Tube, Louvered, Complete with Accessories	13.00	set	-	-	0.00	-					-	-	-
	b. 12W Led Downlight, Complete with Accessories	11.00	set	-	-	0.00	-					-	-	-
	c. THHN Wire #14 (150 m roll) (green)	1.00	roll	-	-	0.00	-					-	-	-
	d. THHN Wire #12 (150 m roll)	5.00	roll	-	-	0.00	-					-	-	-
	e. THWN Wire # 4 AWG	300.00	lm	-	-	0.00	-					-	-	-
	f. 2 - Gang Switch	4.00	pc.	-	-	0.00	-					-	-	-
	g. Convenience Outlet (Duplex Universal 3 pin)	7.00	pc.	-	-	0.00	-					-	-	-







a. Construction of Walkway (Access to Pavilion ? Corridor) and Plant Boxes	1.00	1.00	1.00	-	0.00	-	-	-	-	-	-
b. Other Provisional Items	1.00	1.00	1.00	-	0.00	-	-	-	-	-	-
<b>7 CLEARING/GRUBBING/AULING</b>											
a. Demobilization/Expectation of debris	1.00	1.00	1.00	-	0.00	-	-	-	-	-	-
<b>SUB-TOTAL</b>											-
<b>SUB-TOTAL</b>											551,976.34
<b>TOTAL PROJECT COST =</b>											

Submitted by:

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

\_\_\_\_\_  
Name and Signature of Bidders Authorized Representative

\_\_\_\_\_  
Position

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

**LETTER OF NOMINEE FOR (e.g., PROJECT MANAGER/ENGINEER, MATERIALS ENGINEER, ELECTRICAL ENGINEER, AND SAFETY OFFICER/ENGINEER)**

\_\_\_\_\_ (Date)

*Name of Procuring Entity*

National Center for Mental Health

\_\_\_\_\_ (Address)

Sir:

Supplementing our Confidential Application Statement for Eligibility for the Proposed Construction of (*name of project and location*), I/we have the honor to submit and certify herewith to be true and correct, the following pertinent information:

1. That I/we have engaged and contracted the services of Mr./Mrs. \_\_\_\_\_, hereinafter called the (Project Manager/Engineer, Materials Engineer, Electrical Engineer, And Safety Officer/Engineer), a registered \_\_\_\_\_ Engineer with Professional License Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ and who has paid his Professional Tax for the current year, dated \_\_\_\_\_ and who was performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data:
2. That said Engineer shall be appointed and designated by us as (Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer) to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor;
3. That said (Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer) shall employ the best care, skills and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions and other provisions embodied in the proposed Contract;
4. That said (Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer) shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as Project Manager all the time;
5. That, in order to guarantee that said (Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer) shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the NCMH Engineer at the end of every month. That I/we shall not start the work without the Project Manager at the jobsite;
6. That in the event that I/we elect or choose to replace the said (Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer) with another (Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer), the Head, Implementing Office of the NCMH will be notified by us accordingly in writing at least twenty-one (21) days before making replacement;

7. That the name of the proposed new (Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer), his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the NCMH for prior approval; and
8. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the NCMH.

Very truly yours,

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(Contractor)

CONCURRED IN:

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(Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer)

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(Address)