

**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)

(e.g., PROJECT MANAGER/ENGINEER, MATERIALS ENGINEER, ELECTRICAL ENGINEER, AND SAFETY OFFICER/ENGINEER) **CERTIFICATE OF EMPLOYMENT**

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

*Name of Procuring Entity*

National Center for Mental Health

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

Sir:

I am a licensed \_\_\_\_\_ Engineer with Professional License No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

I hereby certify that \_\_\_\_\_ contracted my services as Project Manager on the \_\_\_\_\_, if awarded to him.

The following projects had been supervised by me as (e.g., Project Manager/Engineer, Materials Engineer, Electrical Engineer, And Safety Officer/Engineer) (mention only projects of same nature as aforesaid Contract);

NAME OF PROJECT	OWNER	COST	DATE COMPLETED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

At present, I am supervising the following on-going projects:

NAME OF PROJECT	OWNER	COST	% ACCOMPLISHED
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the National Center for Mental Health at least twenty-one (21) days before the effective date of my separation.

I have read carefully and will abide by the conditions required of me in the Contractor's Confidential Application Statement for Pre-qualification of the above Contractor.

As (e.g., Project Manager/Engineer, Materials Engineer, Electrical Engineer, And Safety Officer/Engineer), I know I will have to stay in the Project all the time to supervise and manage the Project to the best of my ability, and am aware that I am authorized to handle only one (1) project at a time.

I did not allow the use of my name for the purpose only of enabling the above-mentioned Contractor to qualify for the Project without any firm intention on my part to assume the post as (e.g., Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer) if the Project is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as (e.g., Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer) in any future bidding or employment for any Contractor doing business with the National Center for Mental Health.

\_\_\_\_\_  
(Signature of (e.g., Project Manager/Engineer, Materials Engineer, Electrical Engineer, and Safety Officer/Engineer))

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

SUBSCRIBED AND SWORN TO BEFORE ME this \_\_\_\_\_ day of, affiant exhibiting to me his Residence Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
PTR No. \_\_\_\_\_  
Until \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

BIO-DATA

Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

*[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]*

\_\_\_\_\_

**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]*

\_\_\_\_\_

**Employment Record:**

*[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]*

\_\_\_\_\_

**Languages:**

*[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]*

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**Certification:**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

\_\_\_\_\_ Date: \_\_\_\_\_  
*[Signature of staff member and authorized representative of the firm] Day/Month/Year*

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

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

Standard Form Number: SF-INFR-49

Business Name: \_\_\_\_\_ Project No \_\_\_\_\_  
 Location of the Contract: \_\_\_\_\_ Name of Contract \_\_\_\_\_  
 Location of the Contract \_\_\_\_\_

**List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract**

Description	Model / Year	Capacity / Performance Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of ownership / Lessor or Vendor
<b>A. Owned</b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>B. Leased</b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>C. Under Purchase Agreements</b>							
i.							
ii.							
iii.							
iv.							
v.							

List of minimum equipment required for the project:

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

"ANNEX L"

<u>DETAILED UNIT PRICE ANALYSIS</u> <u>(DUPA)</u>					
Unit of Measurement: Assumed Quantity:					ITEM No./DESCRIPTION:
A.	DESIGNATION N	No. of Person	No. of Days	Daily Rate	Amount
	Labor a. Construction Foreman b. Skilled Worker c. Unskilled Worker				
Sub-Total for A					0.00
B.		No. of Units	No. of Hours	Hourly Rate	Amount
	Equipment  Minor Tools (% of Labor Cost)				
Sub-Total for B					0.00
C.	Total (A+B)				0.00
D.	Assumed Quantity				0.00
E.	Name and Specifications	Unit	Quantity	Unit Cost	Amount
	Materials				
Sub-Total for E					0.00
F.	Direct Total Cost (C+E)				0.00
G.	Direct Unit Cost (F/D)				0.00





**“ANNEX O”**

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

Name of Contract \_\_\_\_\_  
Location of the Contract \_\_\_\_\_

Standard Form Number: SF-INFR-51

**AFFIDAVIT OF SITE INSPECTION**

I, (Representative of the Bidder), of legal age, (civil status), Filipino and residing at (Address of the Representative), under oath, hereby depose and say:

1. That I am the (Position of the Authorized Representative) of the (Name of the Contract), with office at (Address of the Bidder);
2. That I have inspected the site for (Name of the Contract), located at (Location of the Contract);
3. That I am making this statement as part of the requirement for the Technical Proposal of (Name of the Bidder) for (Name of the Contract).

IN FAITH WHEREOF, I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_ 2023, at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Affiant

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_ day of \_\_\_\_\_ 2023, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines

\_\_\_\_\_  
(Notary Public)

Until \_\_\_\_\_

PTR No. \_\_\_\_\_

Date \_\_\_\_\_

Place \_\_\_\_\_

TIN \_\_\_\_\_

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

## ***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/manufacture/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]*

## 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 Signatory's Legal Capacity]  
 for:  
 [Insert Procuring Entity]

[Insert Name and Signature]  
 [Insert Signatory's Legal Capacity]  
 for:  
 [Insert Name and Signature]

**SIGNED IN THE PRESENCE OF:**

\_\_\_\_\_  
**RIC B. CABRADILLA, CPA**  
 Chief – Accounting Section

\_\_\_\_\_

\_\_\_\_\_  
**JERRY C. RODRIGUEZ, MGM-ESP**  
 Chief – Hospital Operations and Patient Support Service

**Acknowledgment**

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

**PHOTOCOPY OF  
UPDATED  
PROFESSIONAL  
TAX RECEIPT**

**PHOTOCOPY OF VALID  
PRC ID  
(FRONT)**

**PHOTOCOPY OF VALID  
PRC ID  
(BACK)**

**SIGNATURE  
(1)**

**SIGNATURE  
(2)**

**SIGNATURE  
(3)**

Photocopy of Professional Tax Receipt and PRR License. Affix with 3 original specimen signature in **BLUE** ink and stamp of Professional’s Seal (Dry Seal)

Republic of the Philippines



Government Procurement Policy Board