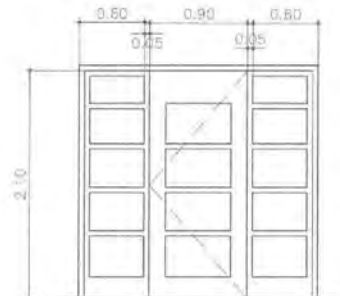


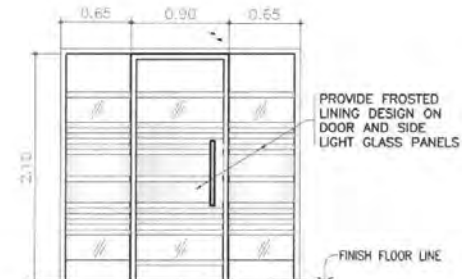


EXISTING
FRAMELESS DOUBLE
LEAF GLASS DOOR

D-1

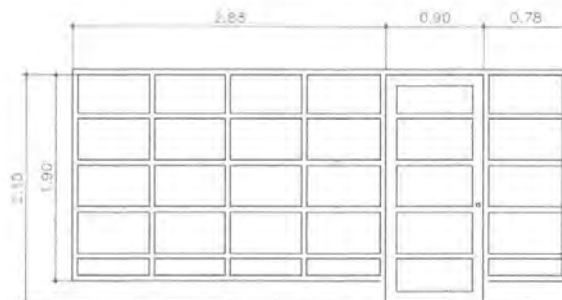


EXISTING
SOLID FRAME PANEL DOOR AND
FIXED SIDE PANELS WITH 1/2"
THK. GLASS WITH ETCHED MARK
DESIGN.



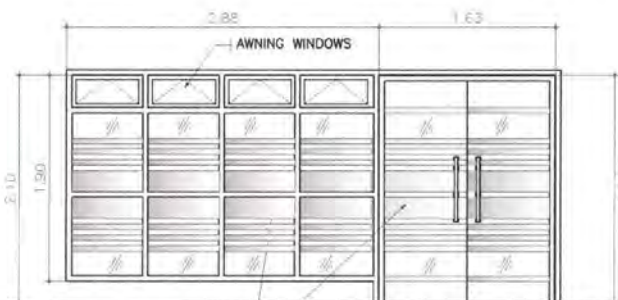
PROPOSED
FRAMELESS FULL GLASS DOUBLE
SWING DOOR WITH 12 MM THK.
TEMPERED CLEARGLASS WITH
FROSTED LINING AND WITH BUILT-IN
PATCH FITTINGS. USE 10 MM THK.
TEMPERED CLEAR GLASS ON SIDE
LIGHTS WALL PANELS. USE 2" x 4"
POWDER COATED ALUMINUM JAMB.
PULLBAR HANDLE SHALL BE 38 MM
Ø x 600 MM STAINLESS STEEL
BOTH FACES.

D-2

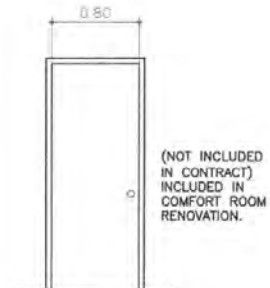


EXISTING
SOLID FRAME PANEL DOOR
AND FIXED SIDE PANELS
WITH 1/2" THK. GLASS WITH
ETCHED MARK DESIGN.

D-2a



PROPOSED
FRAMELESS FULL GLASS TWO-LEAF DOUBLE SWING
DOOR WITH 12 MM THK. TEMPERED CLEARGLASS
WITH FROSTED LINING AND WITH BUILT-IN PATCH
FITTINGS. USE 10 MM THK. TEMPERED CLEAR
GLASS ON SIDE LIGHT AND AWNING WINDOW
PANELS IN 2" x 4" POWDER COATED ALUMINUM
FRAMES. PULLBAR HANDLE SHALL BE 38 MM Ø x
600 MM STAINLESS STEEL BOTH FACES.



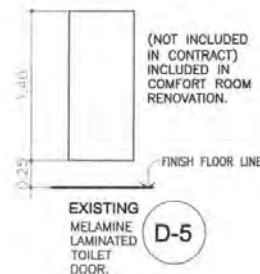
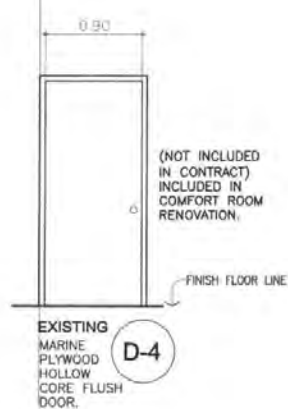
EXISTING
MARINE PLYWOOD
HOLLOW CORE
FLUSH DOOR.

D-3

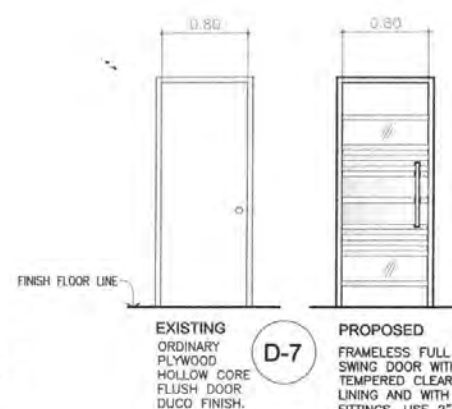
SCHEDULE OF DOORS AS INDICATED

SCALE 1:40 M

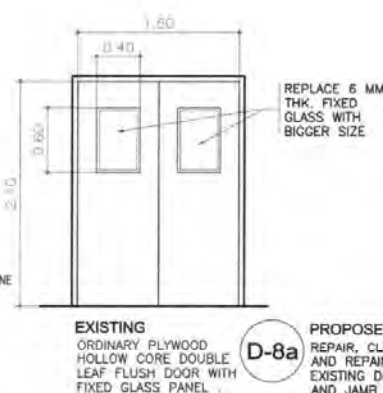
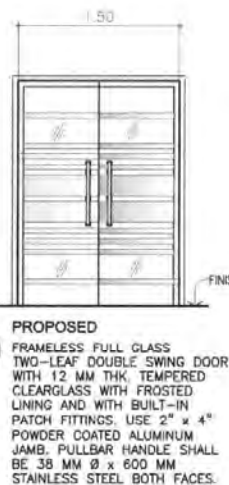
PROJECT ARCHITECT JOSE R. PENAFLO, UAP PRC No. 6396 VALIDITY 3-20-2024 PTR No. 000000 DATE: 01-03-2023 PLATE LOS BAÑOS, LAG. 137/40400	PROJECT TITLE / LOCATION PROPOSED REPAIR, SERVICING, REPAINTING & REPLACEMENT OF DOORS AND WINDOW AT THE ADMINISTRATION AND CCCL BUILDING UPOU CAMPUS, LOS BAÑOS, LAGUNA	OWNER UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY (UPOU)	ENDORSED BY DR. MARLOE B. SUNDAN PROJECT MANAGER, UPOU	RECOMMENDING APPROVAL DR. JEAN A. SALUDO VICE CHANCELLOR FOR F & A, UPOU	APPROVED DR. MELINDA D. BANDALARIA CHANCELLOR, UPOU	SHEET CONTENTS SCHEDULE OF DOORS D-1 TO D-3	SHEET NO. A-6
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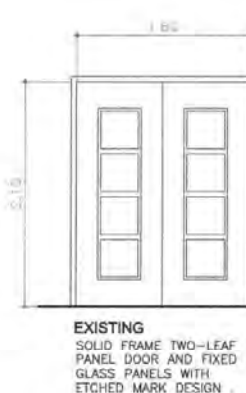
PROPOSED REPAIR, CLEAN AND REPAIR EXISTING DOOR AND JAMB DUCTO FINISH.



PROPOSED FRAMELESS FULL GLASS DOUBLE SWING DOOR WITH 12 MM THK. TEMPERED CLEARGLASS WITH FROSTED LINING AND WITH BUILT-IN PATCH FITTINGS. USE 2" x 4" POWDER COATED ALUMINUM JAMB. PULLBAR HANDLE SHALL BE 38 MM Ø x 600 MM STAINLESS STEEL BOTH FACES.



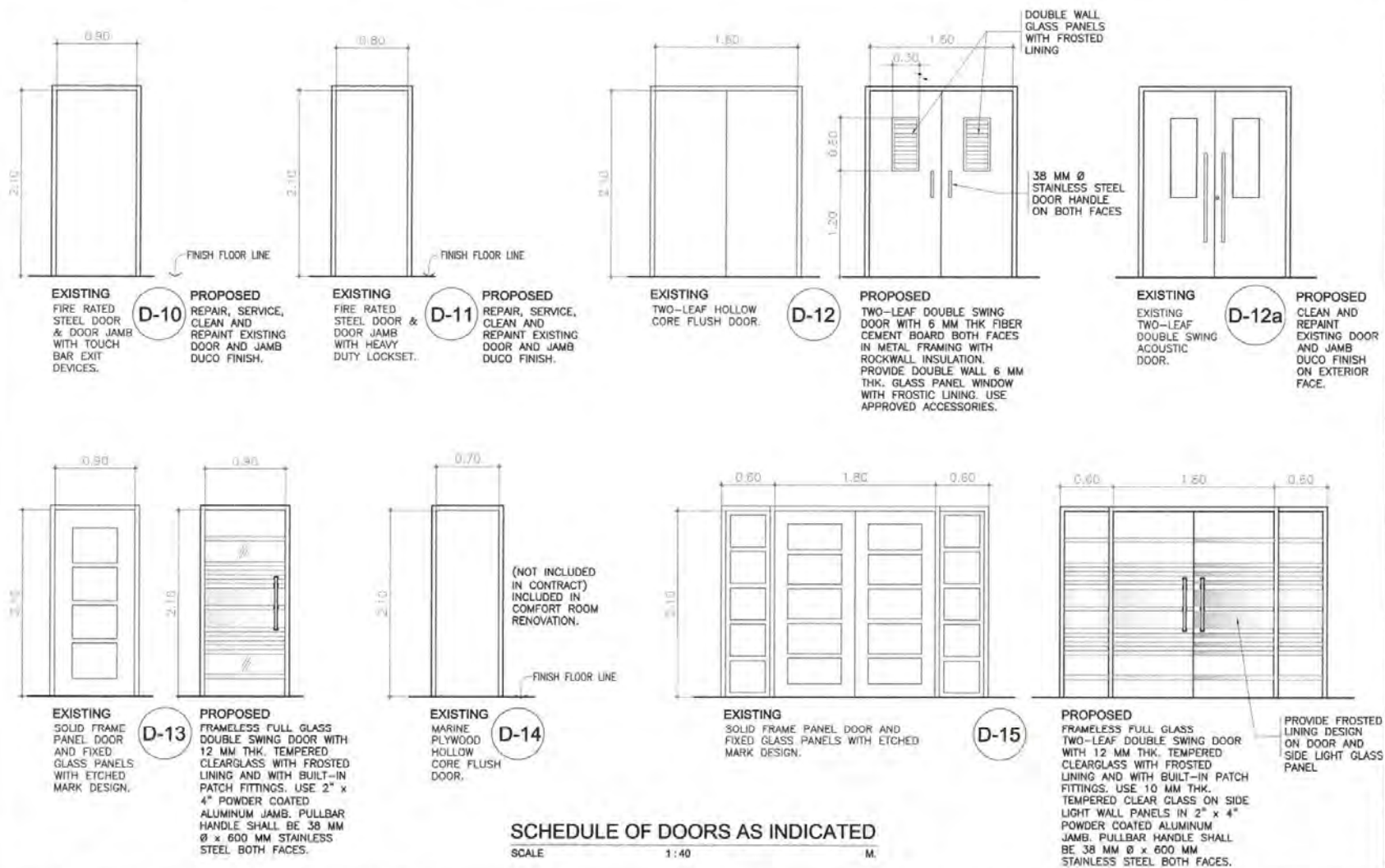
PROPOSED REPAIR, CLEAN AND REPAIR EXISTING DOOR AND JAMB DUCTO FINISH.



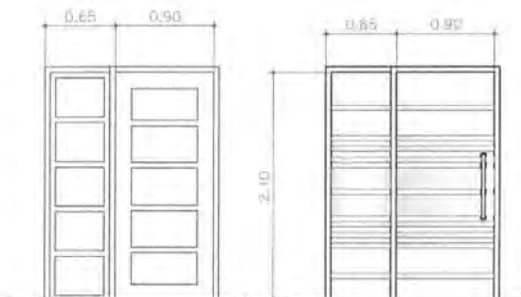
SCHEDULE OF DOORS AS INDICATED

SCALE 1:40 M.

PROJECT ARCHITECT	PROJECT TITLE / LOCATION	OWNER	ENDORSED BY	RECOMMENDING APPROVAL	APPROVED	SHEET CONTENTS	SHEET NO.
JOSE R. PENAFLO, UAP	PROPOSED REPAIR, SERVING, REPAINTING & REPLACEMENT OF DOORS AND WINDOW AT THE ADMINISTRATION AND CCOL BUILDING	UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY (UPOU)	DR. MARLOE B. SUNDAY PROJECT MANAGER, UPOU	DR. JEAN A. SALUBADEZ VICE CHANCELLOR FOR F & X UPOU	DR. MELINDA D. BANDALARIA CHANCELLOR, UPOU	SCHEDULE OF DOORS D-4 TO D-9	A-7
PRC No. 9356 DATE: 01-03-2023 PLACE: 13774608	UPOU CAMPUS, LOS BAÑOS, LAGUNA						



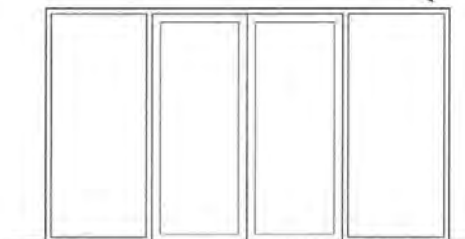
PROJECT ARCHITECT: JOSE B. PEÑAFLO, UAP		PROJECT TITLE / LOCATION: PROPOSED REPAIR, SERVICING, REPAINTING & REPLACEMENT OF DOORS AND WINDOW AT THE ADMINISTRATION AND CCCL BUILDING	OWNER: UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY (UPOU)	ENDORSED BY: DR. MARLOE B. SUNDAG PROJECT MANAGER, UPOU	RECOMMENDING APPROVAL: DR. JEAN A. SANJUADEZ VICE CHANCELLOR FOR Y & A, UPOU	APPROVED: DR. MELINDA D. BANDALARIA CHANCELLOR, UPOU	SHEET CONTENTS: SCHEDULE OF DOORS D-10 TO D-15	SHEET NO.: A-8
PRC No. 8008 PTR No. 1009/780 PLACE: LOS BAÑOS, LAGUNA	VALIDITY: DATE: 01-03-2023 PLACE: 137/48408	UPOU CAMPUS, LOS BAÑOS, LAGUNA						



EXISTING
SOLID FRAME PANEL
DOOR AND FIXED
GLASS PANELS WITH
ETCHED MARK
DESIGN.

D-16

PROPOSED
FRAMELESS FULL GLASS DOUBLE
SWING DOOR WITH 12 MM THK.
TEMPERED CLEARGLASS WITH
FROSTED LINING AND WITH
BUILT-IN PATCH FITTINGS. USE
10 MM THK. TEMPERED CLEAR
GLASS ON SIDE LIGHT WALL
PANEL IN 2" x 4" POWDER
COATED ALUMINUM JAMB.
PULLBAR HANDLE SHALL BE 38
MM Ø x 600 MM STAINLESS
STEEL BOTH FACES.



EXISTING
GLASS / ALUMINUM
SLIDING DOOR

D-17

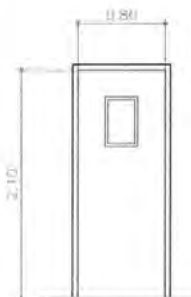
(NOT INCLUDED IN
CONTRACT) EXISTING
DOOR SHALL REMAIN
IN PLACE.



EXISTING
ORDINARY
PLYWOOD
HOLLOW CORE
FLUSH DOOR
WITH FIXED
GLASS PANEL.

D-18

PROPOSED
REPAIR, CLEAN
AND REPAINT
EXISTING DOOR
AND JAMB
DUCCO FINISH.



EXISTING
ORDINARY
PLYWOOD
HOLLOW CORE
FLUSH DOOR
WITH FIXED
GLASS PANEL.

D-19

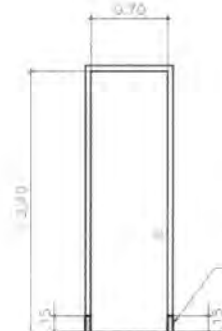
PROPOSED
REPAIR, CLEAN
AND REPAINT
EXISTING DOOR
AND JAMB
DUCCO FINISH.



EXISTING
MARINE PLYWOOD
HOLLOW CORE
FLUSH DOOR

CD-1

PROPOSED
6 MM THK TEMPERED CLEAR
GLASS DOUBLE SWING DOOR
WITH FROSTED LINING DESIGN IN
2" x 4" ANOLOK ALUMINUM
FRAMING, JAMB AND PUSH
PLATE. USE APPROVED
MECHANISM AND LOCK SYSTEM.



EXISTING
MARINE PLYWOOD
HOLLOW CORE
FLUSH DOOR

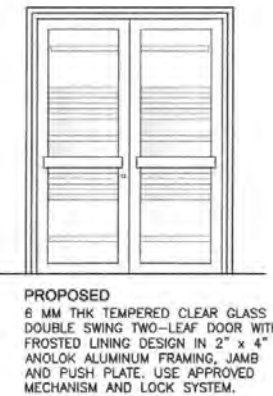
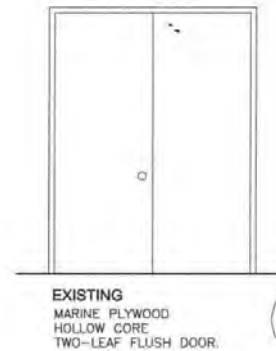
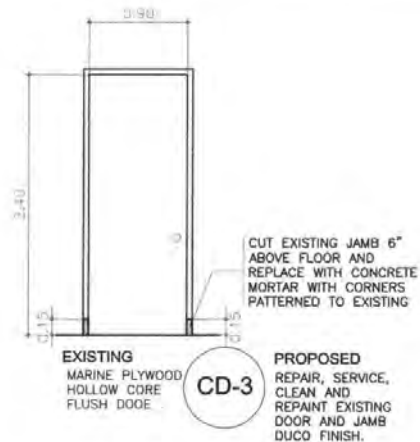
CD-2

PROPOSED
REPAIR, SERVICE,
CLEAN AND
REPAINT EXISTING
DOOR AND JAMB
DUCCO FINISH.

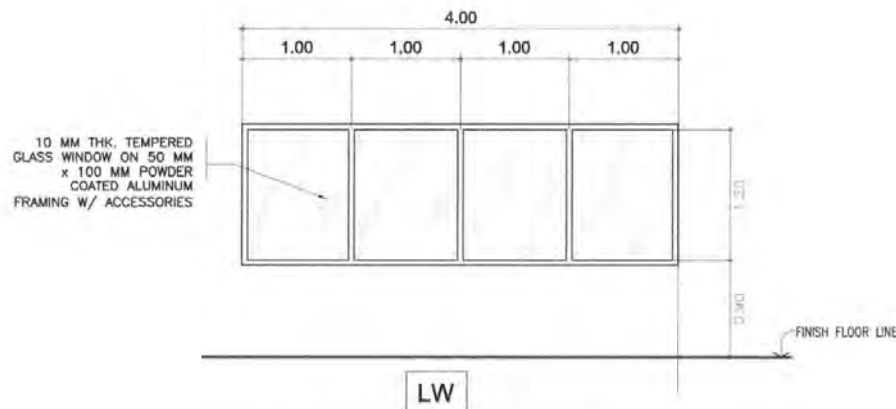
SCHEDULE OF DOORS AS INDICATED

SCALE 1:40 M.

PROJECT ARCHITECT: JOSE R. PENAFLO, UAP PRC No. 8358 VALIDITY 3-30-2024 PTR No. 0169780 DATE: 01-03-2023 PLACES LOS BAÑOS, LGU: 137746400 PLACES: 137746400	PROJECT TITLE / LOCATION: PROPOSED REPAIR, SERVICING, REPAINTING & REPLACEMENT OF DOORS AND WINDOW AT THE ADMINISTRATION AND CCCL BUILDING UPOU CAMPUS, LOS BAÑOS, LAGUNA	OWNER: UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY (UPOU)	ENDORSED BY: DR. MARLOE B. SUNDOC PROJECT MANAGER, UPOU	RECOMMENDING APPROVAL: DR. JEAN A. SALODADEZ VICE CHANCELLOR FOR F & A, UPOU	APPROVED: DR. MELINDA D. BANDALARIA CHANCELLOR, UPOU	SHEET CONTENTS: SCHEDULE OF DOORS D-16 TO CD-2	SHEET NO.: A-9
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SCHEDULE OF DOORS AS INDICATED
SCALE 1:40 M.



SCHEDULE OF WINDOW
SCALE 1:40 M.

PROJECT ARCHITECT: JOSE R. PENAFLO, UAP	PROJECT TITLE / LOCATION: PROPOSED REPAIR, SERVICING, REPAINTING & REPLACEMENT OF DOORS AND WINDOW AT THE ADMINISTRATION AND CCDL BUILDING	OWNER: UNIVERSITY OF THE PHILIPPINES OPEN UNIVERSITY (UPOU)	ENDORSED BY: DR. MARLOE B. SUNDONG PROJECT MANAGER, UPOU	RECOMMENDING APPROVAL: DR. JEAN A. SALDADAEZ VICE CHANCELLOR FOR PTA, UPOU	APPROVED: DR. MELINDA Dp. BANDALARIA CHANCELLOR, UPOU	SHEET CONTENTS: SCHEDULE OF DOORS CD-3 TO CD-4	SHEET NO.: A-10
PRC No. 8388 VALIDITY 173-20-2024							
PTR No. 0008790 DATE: 01-03-2023	PRC No.: VALIDITY:						
PLACE LOS BAÑOS, LAG. 137746406	PLACE: TH:						

Section VIII. Bill of Quantities

DETAILED CONSTRUCTION ESTIMATE WORKSHEET (DCEW)

Project :	REPAIR, SERVICING, REPAINTING AND REPLACEMENT OF DOORS AND WINDOW AT THE ADMINISTRATION AND CCDL BUILDING	Prepared / Estimated by:		Submitted by:	Date:
Location :	UPOU Campus, Maahas, Los Baños, Laguna	Certified Correct:		Name w/ Signature & Designation	
Subject :	BILL OF MATERIALS AND COST ESTIMATES (DETAILED CONSTRUCTION ESTIMATE WORKSHEET)			Address of Bidder:	
				Estimated Project Cost:	0.00
				Name & Signature of General Manager	
				No. of Days to Complete:	60 CALENDAR DAYS

ITEM NO.	ITEM OF WORK	UNIT	QTY.	DIRECT COST				SUB-TOTAL	UNIT COST (PHP)
				MATERIALS		LABOR			
				PER UNIT	MAT'L .COST	PER UNIT	LABOR COST		
I.	GENERAL REQUIREMENTS								
	A. Temporary storage, office etc.	lot	1.00		0.00		0.00	0.00	0.00
	B. Temporary Power and water supply	lot	1.00		0.00	-	0.00	0.00	0.00
	C. Temporary barricades and bracings	lot	1.00		0.00		0.00	0.00	0.00
	D. Health & safety expenses	lot	1.00		0.00	-	0.00	0.00	0.00
II.	DISMANTLING & DISPOSAL								
	A. Doors that are to be replaced								
	1. D-2	sets	3.00	-	-		0.00	0.00	0.00
	2. D-2a	sets	2.00	-	-		0.00	0.00	0.00
	3. D-7	set	8.00	-	-		0.00	0.00	0.00
	4. D-8	set	1.00	-	-		0.00	0.00	0.00
	5. D-9	sets	1.00	-	-		0.00	0.00	0.00
	6. D-12	sets	3.00	-	-		0.00	0.00	0.00
	7. D-13	sets	10.00	-	-		0.00	0.00	0.00
	8. D-15	set	1.00	-	-		0.00	0.00	0.00
	9. D-16	sets	2.00	-	-		0.00	0.00	0.00
	10. CD-1	sets	2.00	-	-		0.00	0.00	0.00
	11. CD-4	sets	2.00	-	-		0.00	0.00	0.00
	B. Existing window of the Library at the ground floor (LW)	set	1.00	-	-		0.00	0.00	0.00
	C. Existing partition at the third floor	lot	1.00	-	-		0.00	0.00	0.00
III.	REPAIR, SERVICING AND REPAINTING								
	A. Of selected doors								
	1. D-6	sets	6.00		0.00		0.00	0.00	0.00
	2. D-8a	set	1.00		0.00		0.00	0.00	0.00
	3. D-10	sets	6.00		0.00		0.00	0.00	0.00
	4. D-11	sets	7.00		0.00		0.00	0.00	0.00
	5. D-12a	set	1.00		0.00		0.00	0.00	0.00
	6. D-18	sets	7.00		0.00		0.00	0.00	0.00
	7. D-19	sets	5.00		0.00		0.00	0.00	0.00
	8. CD-2	sets	2.00		0.00		0.00	0.00	0.00
	9. CD-3	set	1.00		0.00		0.00	0.00	0.00
IV.	SUPPLY AND INSTALLATION								

ITEM NO.	ITEM OF WORK	UNIT	QTY.	DIRECT COST				SUB-TOTAL	UNIT COST		
				MATERIALS		LABOR				DIRECT COST	(PHP)
				PER UNIT	MAT'L COST	PER UNIT	LABOR COST				
	A. Of door replacements										
	1. D-2	sets	3.00		0.00		0.00	0.00	0.00		
	2. D-2a	sets	2.00		0.00		0.00	0.00	0.00		
	3. D-7	set	8.00		0.00		0.00	0.00	0.00		
	4. D-8	set	1.00		0.00		0.00	0.00	0.00		
	5. D-9	sets	1.00		0.00		0.00	0.00	0.00		
	6. D-12	sets	3.00		0.00		0.00	0.00	0.00		
	7. D-13	sets	10.00		0.00		0.00	0.00	0.00		
	8. D-15	set	1.00		0.00		0.00	0.00	0.00		
	9. D-16	sets	2.00		0.00		0.00	0.00	0.00		
	10. CD-1	sets	2.00		0.00		0.00	0.00	0.00		
	11. CD-4	sets	2.00		0.00		0.00	0.00	0.00		
	B. Of window at the library (LW)	set	1.00		0.00		0.00	0.00	0.00		
V.	RETOUCHING & RESTORATION OF AFFECTED AREAS	lot	1.00		0.00		0.00	0.00	0.00		
	INITIAL GRAND TOTAL				0.00		0.00	0.00			

SUMMARY OF BREAKDOWN OF TOTAL LUMP SUM BID PRICE

Project : Repair, Servicing, Repainting and Replacement of Doors and Window at the Administration and CCDL Building

A. ESTIMATED DIRECT COST					
A.1.	Materials and Equipment Cost (exclusive of VAT)	P	0.00		
A.2.	Labor Cost and Equipment Rental (exclusive of VAT)	P	0.00		
	SUB - TOTAL (EDC)	P		0.00	
A.3.	Mobilization and Demobilization (1 % of EDC)	P		0.00	
	TOTAL A	P			0.00
B. INDIRECT COST					
B.1.	Mark-up				
B.1.1.	Overhead expenses, unforeseen contingencies miscellaneous expenses [(A) * OCM%]	P			
B.1.2.	Contractor's profit [(A) * P%]	P			
	SUB-TOTAL (B.1.)	P		0.00	
B.2.	Taxes				
B.2.1.	12% VAT of [(A) + (B.1)]	P	0.00		
B.2.2.	Municipal Tax (per Municipal Tax of Los Baños)	P			
	SUB-TOTAL (B.2.)	P		0.00	
	TOTAL B	P			0.00
TOTAL APPROVED BUDGET FOR CONSTRUCTION		P			0.00
(Amount in words)					

Submitted by:

(Name of Bidder)

(Date)

Legend:

-should be filled-up

Section IX. Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class “A” Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- ☐ (b) 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 (UPOU BAC Form No. 1); **and**
- ☐ (c) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules. The SLCC should be at least 50% of the ABC. (UPOU BAC Form No. 2);
“The prospective bidder must have completed an SLCC that is similar to the contract to be bid, and whose value, adjusted to current prices using the PSA consumer price indices, must be at least fifty (50%) of the ABC to be bid: *Provided however*, That contractors under Small A and Small B categories without similar experience on the contract to be bid may be allowed to bid if the cost of such contract is not more than the Allowable Range of Contract Cost (ARCC) of their registration based on the guidelines as prescribed by the PCAB.”**and**
- ☐ (d) Special PCAB License in case of Joint Ventures;
and registration for the type and cost of the contract to be bid; **and**
- ☐ (e) 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 (UPOU BAC Form No. 3); **and**
- ☐ (f) Project Requirements, which shall include the following:
- ☐ a. Organizational chart for the contract to be bid;
- ☐ b. Key personnel Letter Certificate to UPOU to be assigned to the contract to be bid, with their complete qualification (Bio-Data) and experience data (COE):
- | <u>Key Personnel</u> | <u>General Experience</u> |
|-------------------------------|---------------------------|
| 1. Project Architect/Engineer | Min. 5 yrs |
- ☐ (g) Original duly signed Omnibus Sworn Statement (OSS) (UPOU BAC Form No. 4);
and if applicable, Original Notarized Secretary’s Certificate (UPOU BAC Form No. 5) in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney (UPOU BAC Form No. 6) 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

- ☐ (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) (UPOU BAC Form No. 7).

Class "B" Documents

- ☐ (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence (UPOU BAC Form No. 8).

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.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (j) Original of duly signed and accomplished Financial Bid Form (UPOU BAC Form No. 9); **and**

Other documentary requirements under RA No. 9184

- ☐ (k) Duly signed Detailed Construction Estimates Worksheet (DCEW); **and**
☐ (l) Duly signed Summary of Breakdown of Total Lump Sum Bid Prices; **and**
☐ (m) Cash Flow by Quarter and Payments Schedule.

Notes:

The prescribed documents in the checklist are mandatory to be submitted in the Bid.

STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

Business Name : _____

Business Address : _____

Name of Contract	Date of Contract	Duration of Contract	a. Owner's Name	Nature of Work	Contractor's Role		a. Total Contract Value at Award	% of Accomplishment		Value of Outstanding Works
			b. Address		Description	%	b. Total Contract Value at Completion	Planned	Actual	
			c. Telephone Nos.				c. Date of Completion			
<u>Government</u>										
<u>Private</u>										
										Total Cost

Note: This statement shall be supported with:

1. Project Owner's Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory.
2. Notice of Award and/or Notice to Proceed

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

STATEMENT OF BIDDER’S SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID

Business Name : _____
 Business Address : _____

Name of Contract	Date of Contract	Duration of Contract	a. Owner's Name	Nature of Work		Contractor's Role		a. Total Contract Value at Award	% of Accomplishment		Value of Outstanding Works
			b. Address			Description	%	b. Total Contract Value at Completion	Planned	Actual	
			c. Telephone Nos.					c. Date of Completion			
<u>Government</u>											
<u>Private</u>											
										Total Cost	
Note: This statement shall be supported with:											

Note: This statement shall be supported with:

1. Project Owner’s Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory.
2. Notice of Award and/or Notice to Proceed

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

Bid Securing Declaration Form

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION **Project Identification: IB No. 23-06-001**

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]

Omnibus Sworn Statement (Revised)

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]

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the law of the _____, DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on _____ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding for "**Proposed Repair, Servicing, Repainting and Replacement of Doors and Window at the Administration and CCDL Building**", Project Identification IB No. 23-06-001 by the **UP Open University** and that if awarded the project shall enter into a contract with the **UP Open University**; and in connection therewith hereby appoint _____, acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the _____ hereby authorizes its President to:

- (1) execute a waiver of jurisdiction whereby the _____ hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
- (2) execute a waiver that the _____ shall not seek and obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder, and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said _____ this _____.

(Corporate Secretary)

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____ affiant exhibited to me his/her Government Issued ID No. _____ issued on _____ at _____, Philippines.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

SPECIAL POWER OF ATTORNEY

I, _____, President of _____, a corporation incorporated under the laws of _____ with its registered office at _____, by virtue of Board Resolution No. _____ dated _____, has made, constituted and appointed _____ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent _____ in the bidding of _____ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this _____ day of _____, 20____ at _____.

Affiant

Signed in the Presence of:

ACKNOWLEDGMENT

REPUBLIC OF THE PHILIPPINES)
QUEZON CITY)SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this _____ day of _____, 20____, personally appeared:

<u>NAME</u>	<u>Government Issued ID NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of _____ () pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

NET FINANCIAL CONTRACTING CAPACITY

The computation of a prospective bidder's Net Financial Contracting Capacity (NFCC) must be at least equal to the ABC to be bid (See Section I. Invitation to Bid), calculated as follows:

	Year 20
Current Assets	
Minus: Current Liabilities	
Sub Total	
Multiplied by value of K	
Sub Total	
Minus: Value of outstanding services under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid	
NFCC	

NFCC = [(current asset minus current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid.

NFCC = PhP _____

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

Submitted by:

Name of Supplier / Distributor / Manufacturer

Signature of Authorized Representative

Date : _____

NOTE:

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into by and between _____, of legal age, _____ owner/proprietor of _____ (civil status) and a resident of _____.

- and -

_____, of legal age, _____, owner/proprietor of _____ (civil status) _____ a resident of _____.

THAT both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the UP Open University.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Project until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

ACKNOWLEDGMENT

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__ affiant exhibited to me his/her Government Issued ID No. _____ issued on _____ at _____, Philippines.

Notary Public
Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

FINANCIAL 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 the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines¹² 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].

1. 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: _____

CONSTRUCTOR’S ORGANIZATIONAL CHART FOR THE CONTRACT

Submit Copy of the Organizational Chart that the Constructor intends to use to execute the Contract if awarded to it. Indicate in the chart the names of the **All Key Personnel for the Project**.

Attach the required Proposed Organizational Chart for the Contract as stated above

Note: This organization chart should represent the “Constructor’s Organization” required for the Project, and not the organizational chart of the entire firm.

CONTRACTOR'S LETTER-CERTIFICATE TO PROCURING ENTITY

[Date of Issuance]

Dr. PRIMO G. GARCIA

Chair, Bids and Awards Committee (BAC)

UP Open University

UPOU Headquarters, Los Baños, Laguna

Dear Sir:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

1. That I/we have engaged the services of (Name of Employee/Key Personnel), to be the (Designation) of the (Name of Contract), who is a (Profession) with Professional License Certificate No. _____ issued on _____ and who has performed the duties in the construction of the Contracts enumerated in the duly filled Form _____.
2. The said Engineer/Employee/Key Personnel shall be designated by us as our (Designation) to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor.
3. That said Engineer/Employee/Key Personnel shall employ the best care, skill 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 Engineer/Employee/Key Personnel shall be personally present at the jobsite to supervise the phase of the construction work pertaining to this assignment as (Designation), all the time.
5. That, in order to guarantee that said Engineer/Employee/Key Personnel shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity Engineer/Authorized Representative at the end of every month.

That, in the event that I/we elect or choose to replace said (Designation) with another Engineer/Employee/Key Personnel, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new (Designation), his qualifications, experience, and list of projects undertaken and other relevant information.

6. 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 Procuring Entity.

Very truly yours,

(Name and Signature of Authorized Representative of Bidder)

CONCURRED IN:

(Name and Signature of Employee/Key Personnel)

(Address)

QUALIFICATION OF KEY PERSONNEL PROPOSED TO BE ASSIGNED TO THE CONTRACT

Bidder's Name: _____

Bidder's Address: _____

	Project Architect/Engineer												
Name													
Address													
Date of Birth													
Employed Since													
Experience													
(a) Total Experience (Years)	Required												
	Actual												
(b) Experience in Similar Project (Years)	Required												
	Actual												
Previous Employment													
Education													
PRC Registration & License/ Accreditation/ Certification (as required)													

Note: This form is applicable to all required List of Key Personnel for the Contract to Bid

Submitted by: _____

(Printed Name & Signature)

Designation: _____

Date: _____

BIO-DATA OF KEY PERSONNEL

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. **Fill out a form for each person.**

- Authorized Managing Officer / Representative

- Sustained Technical Employee

1. Name: _____

2. Date of Birth: _____

3. Nationality: _____

4. Education and Degrees: _____

5. Specialty: _____

6. Registration: _____

7. Length of Service with the Firm: _____ Year from _____ (months) _____ (year)
to _____ (months) _____ (year)

8. Years of Experience: _____

9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____

10. Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

1. Name: _____

2. Name and Address of Owner: _____

3. Name and Address of the Owner's Engineer: _____
(Consultant)

4. Indicate the Features of Project (particulars of the project components and any other particular interest connected with the project): _____

5. Contract Amount Expressed in Philippine Currency: _____

6. Position: _____

7. Structures for which the employee was responsible: _____

8. Assignment Period: from _____ (months) _____ (years)
: to _____ (months) _____ (years)

Name and Signature of Employee/Key Personnel

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(Bidder's Authorized Representative)

KEY PERSONNEL'S CERTIFICATE OF EMPLOYMENT

[Date of Issuance]

Dr. PRIMO G. GARCIA

Chair, Bids and Awards Committee (BAC)

UP Open University

UPOU Headquarters, Los Baños, Laguna

Dear Sir:

I am _____ (Name of Nominee) a licensed _____ (profession) with Professional License No. _____ issued on _____ (date of issuance) at _____ (place of issuance) _____.

I hereby certify that _____ (Name of Bidder) has engaged my services as _____ (Designation) for _____ (Name of the Contract), if awarded to it.

As _____ (Designation), I supervised the following completed projects similar to the Contract under bidding):

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

At present, I am supervising the following projects:

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

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the _____ (Name of the Procuring Entity) at least twenty one (21) days before the effective date of my separation.

As _____ (Designation), I know I will have to stay in the job site all the time to supervise and manage the Contract works to the best of my ability, and aware that I am authorized to handle only one (1) contract at a time.

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the

post of (Designation) therefor, if the contract is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as (Designation) in any future (Name of the Procuring Entity) bidding or employment with any Contractor doing business with the (Name of the Procuring Entity) .

(Signature)

DRY SEAL

Republic of the Philippines)
_____) S.S.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__ affiant exhibiting to me his Government Issued ID No. _____ issued on _____ at _____.

Notary Public
Until December 31, 20__

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of _____;

**LIST OF CONTRACTORS EQUIPMENT, OWNED OR LEASED AND/OR UNDER
PURCHASE AGREEMENTS**

Bidder's Name: _____

Bidder's Address: _____

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

List of minimum equipment required for the Project:

Submitted by : _____

(Printed Name & Signature)

Designation : _____

Date : _____

CASH FLOW BY QUARTER AND PAYMENT SCHEDULE

PARTICULAR	% WT.	1 ST QUARTER	2 ND QUARTER	3 RD QUARTER	4 TH QUARTER
ACCOMPLISHMENT					
CASH FLOW					
CUMULATIVE ACCOMPLISHMENT					
CUMULATIVE CASH FLOW					

SUBMITTED BY:

Name of Bidder

(Printed Name and Signature of Authorized Managing Officer)

Date

Date

AFFIDAVIT OF SITE INSPECTION

This is to certify that this Company, through its authorized representative, _____, has conducted the inspection of the site for the project “_____” located at UP Open University Headquarters, Los Baños, Laguna, on this _____ day of _____ 20__, in connection with our desire to participate in the bidding for the above project.

(Printed Name & Signature of Bidder)

Republic of the Philippines)
_____) S.S.

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20__, with affiant exhibiting me his Government Issued ID No. _____ issued on _____, 20__, at _____.

(Notary Public)

Until 31 December 20____
PTR No. _____
Issued at: _____
Issued on: _____
TIN No. _____

Doc. No. _____
Page No. _____
Book No. _____
Series of. _____

Sealing and Marking of Bids:

Submission of hard copies to the BAC Secretariat Address:

One Original Copy of the Technical Components and Financial Components

PROCEDURE:

1. The Technical Components (TC) of the Bid should be enclosed in envelope and must be labelled, sealed and signed as follows:

PROPOSED REPAIR, SERVICING, REPAINTING AND REPLACEMENT OF
DOORS AND WINDOW AT THE ADMINISTRATION AND CCDL BUILDING –
TECHNICAL COMPONENT

[NAME AND ADDRESS OF THE BIDDERS]
BIDS AND AWARDS COMMITTEE SECRETARIAT
UP OPEN UNIVERSITY
UPOU HEADQUARTERS, LOS BAÑOS, LAGUNA
REFERENCE NO. IB No. 23-06-001
“DO NOT OPEN BEFORE 26 June 2023, 1:30 PM”

2. The Financial Components (FC) of the Bid should be enclosed in another envelope and must be sealed and signed;

PROPOSED REPAIR, SERVICING, REPAINTING AND REPLACEMENT OF
DOORS AND WINDOW AT THE ADMINISTRATION AND CCDL BUILDING –
FINANCIAL COMPONENT

[NAME AND ADDRESS OF THE BIDDERS]
BIDS AND AWARDS COMMITTEE SECRETARIAT
UP OPEN UNIVERSITY
UPOU HEADQUARTERS, LOS BAÑOS, LAGUNA
REFERENCE NO. IB No. 23-06-001
“DO NOT OPEN BEFORE 26 June 2023, 1:30 PM”

3. The TC and FC envelopes should be enclosed in one mother envelope and must be labelled, sealed and signed as follows:

PROPOSED REPAIR, SERVICING, REPAINTING AND REPLACEMENT OF
DOORS AND WINDOW AT THE ADMINISTRATION AND CCDL BUILDING

[NAME AND ADDRESS OF THE BIDDERS]
BIDS AND AWARDS COMMITTEE SECRETARIAT
UP OPEN UNIVERSITY
UPOU HEADQUARTERS, LOS BAÑOS, LAGUNA
REFERENCE NO. IB No. 23-06-001
“DO NOT OPEN BEFORE 26 June 2023, 1:30 PM”

