



University of the Philippines **OPEN UNIVERSITY**

BIDS AND AWARDS COMMITTEE

28 April 2025

SUPPLEMENTAL BID BULLETIN NO. 25-002

This Supplemental Bid Bulletin No. 25-002 is to amend or modify items in the Bid Documents and in response to the queries raised during the pre-bid conference conducted 24 April 2025 for “Supply of Labor and Materials for the Repair of Potholes and Damaged Asphalt Parking Area, Asphalt Laying (FDLRC), and Completion of the Paver Walkway” to wit:

Items/Query	Answers
1. There will be changes in the bid opening schedule.	The Opening of Bids for the Technical and Financial Documents has been moved from 06 May 2025, 2:00 PM to 08 May 2025, 2:00 PM. - The deadline for the submission of bids will remain as is.
2. Corrections on the Bidding Forms, specifically on the name of the BAC Chair, for the following: a. Contractor’s Letter-Certificate to Procuring Entity b. Key Personnel’s Certificate of Employment	The corrected Bidding Forms will be provided to the bidders.

For the guidance and information of all concerned bidders.

 **FINAFLOR F. TAYLAN, PhD**
Chair, BAC

Received by the Bidder:

_____ Date: _____

Signature over printed name

Los Baños, Laguna 4031 Philippines

Tel Nos. +63(49) 536-6001 to 06 local 210 Telefax +63(49) 536-5991 Email: bac@upou.edu.ph

CONTRACTOR'S LETTER-CERTIFICATE TO PROCURING ENTITY

[Date of Issuance]

Dr. FINAFLOR F. TAYLAN

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)

KEY PERSONNEL'S CERTIFICATE OF EMPLOYMENT

[Date of Issuance]

Dr. FINAFLOR F. TAYLAN

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 _____;