



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sampaloc, Metro Manila
Tel/Fax 310-0057



ARISTOCERSONT. GERMUNDO
Chairman

ARJAY R. ROSALES
Vice-Chairman

MARIA LIZETH HERNANDEZ
Member

HENRIETTA D. NARVAEZ
Member

MARIE JANE L. EDQUIO
Member

KAREN M. MAGSALIN
Provisional Member, Non-IT Projects

GREGORIO B. DELORO
Provisional Member, IT Projects

SECRETARIAT:

ROMEL B. RUIZ
Secretary

MARGIERO D. OULIN
Member

GLENN I. PAJARON
Member

CHRISTOPHER A. MAYO
Member

LIEZEL F. BURAGA
Member

Section VIII. Bidding Forms

OFFICIAL BID FORM FINANCIAL

Date: _____

Invitation to Bid No: _____

To: **PROFESSIONAL REGULATION COMMISSION**
P. Paredes St., Sampaloc, Metro Manila

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers ____ [Insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to supply/deliver for the project: **ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT CERTIFICATION UNDER ISO 9001:2015 QUALITY MANAGEMENT SYSTEM OF FOUR (4) REGIONAL OFFICES OF THE PROFESSIONAL REGULATION COMMISSION IN THE CITIES OF TUGUEGARAO, LUCENA, TACLOBAN, AND CAGAYAN DE ORO WITH AN APPROVED BUDGET FOR THE CONTRACT OF ONE MILLION EIGHT HUNDRED SEVENTY NINE THOUSAND AND TWO HUNDRED PESOS (P1,879,200.00).** in conformity with the said Bidding Documents for the sum of Total Bid Price:

TOTAL BID (inclusive of all taxes):

P. _____

(In Words)

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.



Bids and Awards Committee

Republic of the Philippines
Professional Regulation Commission
P. Paredes St., Sempaloc, Metro Manila
Tel./Fax: 370-0037



ARISTOCERSON T. GESMUNDO
Chairman

ARJAY R. ROMANES
Vice-Chairman

MARIA LIA M. HERNANDEZ
Member

HENRIETTA D. NARVAEZ
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Member

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Member

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Member

We agree to abide by this Bid for the Bid Validity Period specified in BDS provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
(If none, state "None")		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

Dated this _____ day of _____, 2017

Authorized Representative: _____
(Signature Over Printed Name)

In the capacity of: _____

Duly Authorized to Sign Bid for and on behalf of:

Name of the Company: _____

Address: _____

Tel./Fax No(s): _____

Omnibus Sworn Statement

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 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 of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

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 and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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;

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: I am 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;

[Handwritten signatures and initials]

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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

[Bidder's Representative/Authorized Signatory]

[JURAT]

Regulation

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

BID-SECURING DECLARATION

Invitation to Bid/Request for Expression of Interest No.1: *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We2, 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 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 Declarations, if I/we have committed any of the following actions:

(i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or

(ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.

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;

(c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid4, and I/we have furnished the performance security and signed the Contract.

1 Select one and delete the other.

2 Select one and delete the other. Adopt same instruction for similar terms throughout the document.

3 Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

4 Select one and delete the other.

GPPB Resolution No. 03-2012, dated 27 January 2012

BID SECURING DECLARATION

Engagement of a Certifying Body for a Third Party Audit Under ISO 9001:2015 Quality Management System of Four (4) Regional Offices of the Professional Regulation Commission in the Cities of Tuguegarao, Lucena, Tacloban, and Cagayan de Oro

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'S AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. ____ and his/her Community Tax Certificate No. ____ issued on ____ at ____.

Witness my hand and seal this ____ day of [month] [year]

NAME OF NOTARY PUBLIC

Serial No. of Commission ____

Notary Public for ____ until ____

Roll of Attorneys No. ____

PTR No. ___, [date issued], [place issued]

IBP No. ___, [date issued], [place issued]

Doc. No. ____

Page No. ____

Book No. ____

Series of ____

1 Select one and delete the other.

2 Select one and delete the other. Adopt same instruction for similar terms throughout the document.

3 Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

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Engagement of a Certifying Body for a Third Party Audit Under ISO 9001:2015 Quality Management System of Four (4) Regional Offices of the Professional Regulation Commission in the Cities of Tuguegarao, Lucena, Tacloban, and Cagayan de Oro

Handwritten signatures and initials in blue ink, including a large signature at the bottom right and several smaller initials above it.

Bank Guarantee Form for Advance Payment

To: *[name and address of PROCURING ENTITY]*
[name of Contract]

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause **Error! Reference source not found.** of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

[name of bank or financial institution]

[address]

[date]

[Handwritten signatures and initials]

BIDS AND AWARDS COMMITTEE

EVALUATION SHEET: ELIGIBILITY / TECHNICAL / FINANCIAL

ABC: P _____

DATE: _____

PROJECT: _____

REQUIREMENTS	BIDDER'S INITIALS	P or F	P or F
ELIGIBILITY DOCUMENTS			
1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with section 37.1.4 of the IRR.			
2. The statement of all 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; and			
3. The statement identifying the Bidder's single largest completed contract similar to the contract to be bid must be within the period from January 2015 up to the date of submission of bids. The two statements required shall indicate, for each contract, the following: i. name of the contract; ii. date of the contract; iii. contract duration; iv. owner's name and address; v. kinds of Goods; vi. For Statement of Ongoing Contracts- amount of contract and value of outstanding contracts; vii. For Statement of SLCC – amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement; viii. date of delivery; and ix. end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.			
4. The bidder must have completed, within the period specified in the invitation to bid & ITB Clause 12.1 a (ii), a single contract that is similar to this project, equivalent to at least 50% of the ABC, which is ₱939,600.00 only. For this purpose, similar contracts shall refer to contracts for the Engagement of a Certifying Body for a Third Party Audit Certification under ISO 9001:2015 Quality Management System in an agency of the national government.			
5. Computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows: NFCC = [(Current assets minus current liabilities) (15)] minus the 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. 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. For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statement prepared in accordance with international financial reporting standards. If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.			
6. CLASS "B" If applicable, the Joint Venture Agreement (JVA), in case the joint venture is already in existence, 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 event that the bid is successful. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.			

Handwritten signatures and initials: *g*, *4/11*, *P*, *F*, *Len*

BIDS AND AWARDS COMMITTEE

EVALUATION SHEET: ELIGIBILITY / TECHNICAL / FINANCIAL

ABC: P _____

DATE: _____

PROJECT: _____

REQUIREMENTS		BIDDER'S INITIALS	P or F	P or F						
TECHNICAL DOCUMENTS										
<p>7. Bid Security</p> <p>The Bidders shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated in the BDS, which shall be not less than the percentage of the ABC in accordance with the following schedule:</p> <table border="1"> <thead> <tr> <th>Form of Bid Security</th> <th>Amount of Bid Security (Not less than the required Percentage of the ABC)</th> </tr> </thead> <tbody> <tr> <td> <p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p> </td> <td rowspan="2">Two percent (2%)</td> </tr> <tr> <td> <p>(b) Bank draft guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by the LGU's, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p> </td> </tr> <tr> <td> <p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p> </td> <td>Five percent (5%)</td> </tr> </tbody> </table>		Form of Bid Security	Amount of Bid Security (Not less than the required Percentage of the ABC)	<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p>	Two percent (2%)	<p>(b) Bank draft guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p>For biddings conducted by the LGU's, bank draft/guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</p>	<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Five percent (5%)		
Form of Bid Security	Amount of Bid Security (Not less than the required Percentage of the ABC)									
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<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Five percent (5%)									
<p>8. Conformity with the technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents.</p> <p>*Technical Specification shall be supported by submitting samples or evidence of such compliance.</p>										
<p>9. Sworn Statement in accordance with Section 25.2 (a) (viii) of the IRR of RA 9184 and using the form prescribed in the Philippine Bidding Documents.</p>										
<p>10. For foreign bidders claiming eligibility by reason of their country's extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.</p>										
<p>11. Acknowledgment and compliance with Sections IV and V of the Bidding Documents: the General Conditions and Special Conditions of Contract.</p>										
<p>12. Duly accomplished Financial Bid in the Official Bid Form</p>										
<p>13. Bid Price</p>										

Legend:
P = Passed F = Failed N/A=Not Applicable

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BIDS AND AWARDS COMMITTEE

NAME OF PROJECT: ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT OF THE FOUR (4) REGIONAL OFFICES IN THE CITIES OF LUCENA, TUGUEGARAO, TACLOBAN, AND CAGAYAN
 DE ORO OF THE PROFESSIONAL REGULATION COMMISSION QUALITY MANAGEMENT SYSTEM FOR CERTIFICATION UNDER ISO 9001:2015 STANDARDS

- a) The statement shall include all information required in the PBDs prescribed by the GPPB.
- b) Statement must be supported by evidence.
- c) Use another sheet if necessary.

1. STATEMENT OF ALL ONGOING CONTRACTS (GOVERNMENT AND PRIVATE) INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY, WHETHER SIMILAR OR NOT SIMILAR IN NATURE AND COMPLEXITY TO THE CONTRACT TO BE BID FROM JANUARY 2016 UP TO THE DATE OF SUBMISSION AND OPENING OF BIDS

Name of the Contract	Date of the Contract	Kinds of Goods	Amount of Contract and value of outstanding contracts	Date of Delivery	End User's acceptance or official receipt(s) issued for the contract, if completed.
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Submitted by: _____ Date: _____
 Name of Company/Supplier/Distributor/Manufacturer _____ Name and Signature of Authorized Representative _____

BIDS AND AWARDS COMMITTEE

NAME OF PROJECT: ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT OF THE FOUR (4) REGIONAL OFFICES IN THE CITIES OF LUCENA, TUGUEGARAO, TACLOBAN, AND CAGAYAN DE ORO OF THE PROFESSIONAL REGULATION COMMISSION QUALITY MANAGEMENT SYSTEM FOR CERTIFICATION UNDER ISO 9001:2015 STANDARDS

- a) *The statement shall include all information required in the PBDs prescribed by the GPPB.*
- b) *Statement must be supported by evidence.*
- c) *Use another sheet if necessary.*

II. STATEMENT IDENTIFYING THE SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID FROM JANUARY 2016 UP TO THE DATE OF SUBMISSION AND OPENING OF BIDS, EXCEPT UNDER CONDITIONS PROVIDED FOR IN SECTION 23.5.1.3 OF THE IRR.

Name of the Contract	Date of the Contract	Kinds of Goods	Amount of Contract and value of outstanding contracts	Date of Delivery	End User's acceptance or official receipt(s) issued for the contract, if completed

Submitted by: _____

Name of Company/Supplier/Distributor/Manufacturer

Date: _____

Name and Signature of Authorized Representative

[Handwritten signatures and initials]

BIDS AND AWARDS COMMITTEE

NAME OF PROJECT: ENGAGEMENT OF A CERTIFYING BODY FOR A THIRD PARTY AUDIT OF THE FOUR (4) REGIONAL OFFICES IN THE CITIES OF LUCENA, TUGUEGARAO, TACLOBAN, AND CAGAYAN
DE ORO OF THE PROFESSIONAL REGULATION COMMISSION QUALITY MANAGEMENT SYSTEM FOR CERTIFICATION UNDER ISO 9001:2015 STANDARDS

- a) The statement shall include all information required in the PBDs prescribed by the GPPB.
- b) Statement must be supported by evidence.
- c) Use another sheet if necessary.

III. STATEMENT IDENTIFYING A SINGLE CONTRACT THAT IS SIMILAR TO THE PROJECT TO BE BID FROM JANUARY 2016 UP TO THE DATE OF SUBMISSION AND OPENING OF BIDS, EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE APPROVED BUDGET FOR THE CONTRACT
For this purpose, similar contracts shall refer to contracts for the Engagement as a Certifying Body.

Name of the Contract	Date of the Contract	Kinds of Goods	Amount of Contract and value of outstanding contracts	Date of Delivery	End User's acceptance or official receipt(s) issued for the contract, if completed
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Submitted by: _____

Date: _____

Name of Company/Supplier/Distributor/Manufacturer

Name and Signature of Authorized Representative

[Handwritten signatures and initials]