

# BIDS AND AWARDS COMMITTEE

NAME OF PROJECT: PROVISION OF JANITORIAL SERVICES (2017)

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

I. STATEMENT OF ALL ONGOING CONTRACT/S (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

Name of the Contract	
Date of the Contract	
Contract Duration;	
Owner's name and address	
Kinds of Goods	
For Statement of Ongoing Contracts-amount of contract and value of outstanding contracts	
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	
Date of Delivery	
End user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.	

Submitted by:

Name of Company/Supplier/Distributor/Manufacturer  
Name and Signature of Authorized Representative

Date:

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- 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.

Name of the Contract	
Date of the Contract	
Contract Duration	
Owner's name and address	
Kinds of Goods	
For Statement of Ongoing Contracts-amount of contract and value of outstanding contracts	
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	
Date of Delivery	
End user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements	

Submitted by

Name of Company/Supplier/Distributor/Manufacturer  
 Name and Signature of Authorized Representative

Date:

*[Handwritten signatures and initials]*

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- a) The statement shall include all information required in the PBDs prescribed by the GPPB.  
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III. STATEMENT IDENTIFYING A SINGLE CONTRACT THAT IS SIMILAR TO THE PROJECT TO BE BID, EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE APPROVED BUDGET FOR THE CONTRACT  
 For this purpose, similar contracts shall refer to contracts for Janitorial Services.

Name of the Contract	
Date of the Contract	
Contract Duration	
Owner's name and address	
Kinds of Goods	
For Statement of Ongoing Contracts-amount of contract and value of outstanding contracts	
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	
Date of Delivery	
End user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements	

Submitted by:

Name of Company/Supplier/Distributor/Manufacturer  
 Name and Signature of Authorized Representative

Date:

Signature  
 Date



# BIDS AND AWARDS COMMITTEE

## EVALUATION SHEET: ELIGIBILITY / TECHNICAL / FINANCIAL

ABC: P \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT: \_\_\_\_\_

REQUIREMENTS BIDDER'S INITIALS	P or F	P or F
<b>ELIGIBILITY DOCUMENTS</b>		
1. PhilGEPS Certificate of Registration and Membership in accordance with Section 6.5.2 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 within the period of January 2016 up to the date of submission and opening of bids * Both 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 _____,00 only. For this purpose, similar contracts shall refer to contracts for the Provision of Janitorial Services.		
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.		

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## EVALUATION SHEET: ELIGIBILITY / TECHNICAL / FINANCIAL

ABC: P

DATE:

PROJECT:

REQUIREMENTS	BIDDER'S INITIALS	P or F	P or F							
<b>TECHNICAL DOCUMENTS</b>										
<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%)
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<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>										
<p>Legend: P = Passed F = Failed N/A = Not Applicable</p>										

*[Handwritten signatures and initials]*