

PROCUREMENT OF ANNUAL SUBSCRIPTION OF BCDA E-MAIL SYSTEM
BID BULLETIN NO. BAC-G-ES 2021- 001


This Bid Bulletin clarifies the queries that were raised during the Pre-Bid Conference, with online coverage, held on 30 July 2021 at 10:00 AM at the BCDA Corporate Center and queries sent through e-mail by prospective bidders, as well as, other matters relative to the **Procurement of Annual Subscription of BCDA E-mail System**.

I. General Queries

Queries	Clarification/s
1. Will bidders use one (1) bid form only if they decide to participate in both Lot 1 and Lot 2?	<p>Yes. If the bidders bid for two (2) lots, the bidders can submit one (1) BID FORM with the total calculated bid price for the 2 lots and attach the Price Schedule for Lot 1 and Lot 2.</p> <p>Take note that the bidders must submit a price schedule for each lot that is within its Approved Budget for Contract (ABC) and the total submitted financial proposal must be within the ABC.</p> <p>The financial proposal that exceeds the ABC for each lot shall be automatically rejected.</p>
2. How will the declaration of Enhanced Community Quarantine (ECQ) in Metro Manila on 06-20 August 2021 affect the bidding procedure for this project?	<p>To ensure the safety of the bidders and BAC-G and provide the bidders ample time to prepare their bidding documents, BAC-G decided to suspend the Submission of Bids and other subsequent bidding activities, <u>until further notice</u>. BAC-G shall announce the resumption of the bidding procedure via a Bid Bulletin.</p> <p>This is pursuant to Item 7 and 7.2 of the GPPB Resolution No. 09-2020, which allows the BAC “to suspend the conduct of procurement activities adversely affected or interrupted by</p>

	<p>the declaration of a State of Calamity, or implementation of community quarantine or similar restrictions at any time during the existence of such calamity, or quarantine or similar restrictions, and when it has assessed or determined that,</p> <p><i>7.2 The conduct of procurement activities cannot be undertaken without endangering the health and welfare of its personnel despite the work from home or other alternative work arrangements.”</i></p>
<p>Other Queries/Clarifications</p>	
<p>1. Can bidders purchase the bid documents, pay the bid and performance securities, etc. online?</p>	<p>Bidders may purchase the bidding documents, pay the bid security, and Performance Security online using a bank-to-bank fund transfer method. Interested bidders shall inform BAC-G via email that it chooses to transact the aforementioned online. BAC-G will coordinate with the bidder and provide the necessary steps and procedures to be followed in paying online. Once online payment is verified, BCDA shall issue an Official Receipt (OR) and email a scanned copy of the OR to the bidder, which it shall acknowledge upon receipt of the scanned OR. The Bidder can claim the original copy of the OR from the BCDA cashier during regular business hours afterwards.</p> <p>The bidder must include a copy of the (scanned) OR in the submission of its bid documents.</p>

<p>2. How safe are the bid documents from viruses once they are opened during the bid opening?</p>	<p>BCDA is following a strict health protocol and has put in place a disinfection procedure/area to disinfect all external documents. Thus, BCDA assures the bidders that the Bid Documents are safe during the Bid Opening.</p>
<p>3. How will BAC-G conduct the post-qualification during the ECQ/MECQ/ GCQ?</p>	<p>The BAC-G TWG and representatives shall conduct the post-qualification activities provided under the Revised IRR of RA 9184 and GPPB Resolutions with utmost care and mindful of all the precautionary measures and health safety protocols that the government enjoins to be observed. The TWG will conduct validation of documents in the bidder's place of business or conduct interviews with the key officers of the bidder via video conferencing. For this purpose, the bidder shall submit the email addresses of its concerned officers and managers to be interviewed prior to the post qualification.</p> <p>Also, the bidder must ensure that the original copies of the bid documents submitted to BCDA shall be disinfected prior to its inspection by the BAC-G. The bidder shall prepare and reserve a well- ventilated and spacious room, making social and physical distancing possible, where the inspection of the said original documents will be held.</p> <p>Finally, BAC-G TWG/representatives and bidder's representatives are enjoined to wear a facial mask, in good health condition, and maintain physical distance during the post qualification process.</p>

<p>4. Can the bidders be provided an easy access to the building premises of BCDA?</p>	<p>Kindly log in to StaySafe via the internet when you enter BTC premises. Likewise, BCDA recommends that bidders register to StaySafe prior to entering BCDA premises.</p>  <p>The advertisement features the BCDA logo at the top left. The main text reads: 'StaySafe PH is mandatory at all BCDA premises.' Below this, it says: 'Join us in preventing the spread of COVID-19! Download the contact tracing app StaySafe PH to your phone.' A further instruction states: 'All visitors of the BCDA offices are required to download StaySafe and accomplish the health declaration form through the application.' The hashtag #WeHealAsOne is present. At the bottom, there are icons for Google Play and the App Store. On the right side, there is an illustration of a hand holding a smartphone displaying the StaySafe app interface.</p>
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II. Other Clarifications

- a. The Approved Budget for the Contract (ABC) for this Project is **One Million Eight Hundred Fifty-five Thousand Pesos (Php1,855,000.00)** through 2021 BCDA’s Corporate Operating Budget (for Lot 1) and through 2021 General Appropriations Act (GAA) (for Lot 2), inclusive of government taxes, charges, and fees, as shown below.

Lot	Description	Qty	Total*
1	Coverage for BCDA domain bcda.gov.ph: Google Workspace Business Starter Edition Google Workspace Business Standard Edition	250 Lic 100 Lic	Php1,650,000.00
2	Coverage for SCRP subdomain scrp.bcda.gov.ph: Google Workspace Business Starter Edition	50 Lic	Php 205,000.00
	TOTAL		Php 1,855,000.00

Bids received in excess of the ABC for each lot shall be automatically rejected at the bid opening.

- b. Per Sec. VI - Schedule of Requirements, "delivery of the goods is required on the date of the expiration of the current subscription of the BCDA E-mail System or upon the issuance of the Notice to Proceed, whichever comes in earlier".
- c. A complete set of Bidding Documents may be acquired by interested Bidders at the BCDA Corporate Center located at 2nd Floor Bonifacio Technology Center, 31st St. cor. 2nd Avenue, Bonifacio Global City, Taguig City starting **23 July 2021** except Saturdays, Sundays and Holidays, **until the resumption of the bidding activities, to be announced via a bid bulletin**. However, only those who purchase the bidding documents upon the payment of a non-refundable fee amounting to Five Thousand Pesos (Php 5,000.00), pursuant to the latest Guidelines issued by the GPPB, can submit bid proposals and participate in the bidding.
- d. The bidders must be registered with PhilGEPS under Platinum Membership or submit Class "A" Documents, otherwise the bidders will be rated failed which shall result in declaring them as "ineligible".
- e. The bid documents can be accessed from the PhilGEPS and BCDA website.
- f. Submit the FORM - 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.
- g. The Statement of All Ongoing Contracts shall indicate, for each contract, the following:
 1. name of the contract;
 2. date of the contract;
 3. contract duration
 4. owner's name and address;
 5. kinds of Goods;
 6. amount of contract and value of outstanding contracts; and
 7. date of delivery.
- h. The requirement for the "Statement of all Ongoing Contracts" is merely a "statement/list" of all ongoing contracts. It refers to a list to be made by the bidder relative to all of its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.
- i. The Statement of One (1) COMPLETED government and/or private contract similar in nature supported with any of the following documents: (in accordance with Clause 5.4 of the BDS):

1. End User's Acceptance; **Or**
2. Sales Invoice; **Or**
3. Official Receipt of the last payment received.

One (1) completed contract of similar nature whose contract amount is at least 50% of the ABC, within the last three (3) years (July 2018 to July 2021) from the date of submission and receipt of bids, is acceptable.

- j. The bidders must follow and be guided by the checklist of requirements (**Annex A**) as discussed during the pre-bid conference. The bidders must also use the revised forms as prescribed in the 6th edition of the Philippine Bidding Documents such as 1) Ongoing and Completed Contracts, 2) Statement of Single Largest Completed Contract, 3) Bid Form, 4) Bid Securing Declaration, and 5) Omnibus Sworn Statement These are all attached herewith as **Annex B**.
- k. A bid bulletin will be posted in PhilGEPS and BCDA website on **06 August 2021**. However, only those who purchased the bidding documents are entitled to directly receive a copy of the Bid Bulletin by email.
- l. Only those bidders who purchased the bid documents are allowed to submit their bids.
- m. The computation of the Bid Security shall be based on the Approved Budget for the Contract (ABC).
- n. The bidders may submit a notarized Bid Securing Declaration in lieu of other forms of Bid Security, up to the post qualification. It is important to note, however, that although the Bid Securing Declaration does not require cash, its enforcement shall include automatic blacklisting and payment of certain fines in the event that the bidder violates any of the conditions set forth in the bidding documents.
- o. NFCC Computation shall be based on the audited Financial Statements for the year 2020, using the computation provided in the Instruction to Bidders, and should be at least equivalent to the ABC.
- p. The bidders are requested to use tabs in compiling their bid documents for quick and easy identification and verification.

II. Reminders

- a. To avoid disqualification, please comply with the eligibility requirements, technical proposal, and financial bid requirements, as indicated in the Bidding Documents and Bid Bulletin/s issued for this project. The causes for disqualification have been presented during the Pre-bid Conference for the

interested bidders to become aware of the guidelines for the **Procurement of Annual Subscription of BCDA E-mail System.**

- b. BCDA adheres to the “No-Contact Rule”. All clarifications shall be made in writing and addressed to the BAC-G Secretariat.
- c. Visiting or calling the members of the BAC-G, the TWG, the Secretariat or anyone working for BCDA is not allowed and will not be entertained.
- d. Dates, in the absence of any qualifications, are meant to be calendar days. Calendar days include Saturdays, Sundays and Holidays.
- e. Each and every page of the Bid Form must be appropriately signed by the bidder or the bidder’s authorized representative. The authorization should also be attached. Failure to do so shall be a ground for the rejection of the Bid.
- f. All licenses, permits and other required clearances should be valid at the time of the submission of bids, Post-Qualification Evaluation, and signing of the contract.
- g. The BAC-G expects the bidders to exercise due diligence in going through the bidding documents so that they can prepare their bids intelligently.
- h. The following documents are required to be NOTARIZED, which should be duly sworn to and include complete information on the PTR No., MCLE No., Authority or Commission Number, etc. of the Notary Public:
 1. Omnibus Sworn Statement (Revised) (**Annex B**)
 2. Bidder’s Representative Authorization (as provided in Paragraph 2 of the Omnibus Sworn Statement)
 3. Bid Securing Declaration (**Annex B**)
- i. Per the 6th Edition of the Philippine Bidding Documents, the bidders must submit the Bid Form for the Procurement of Goods (**Annex B**).
- j. BCDA reserves the right to waive minor defects in forms and requirements as long as they do not affect the genuineness and authenticity of the documents submitted.
- k. BCDA reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

Please be reminded that all queries after the release of this Bid Bulletin will not be entertained.

All provisions, conditions and statements in the bidding documents inconsistent with this Bid Bulletin are either modified or rendered ineffective, as the case may be.

Issued on 06 August 2021.

BIDS AND AWARDS COMMITTEE FOR GOODS

JOSHUA M. BINGCANG
Chairperson



ANNEX A

CHECKLIST OF REQUIREMENTS

Each and every page of the Bid Form, including the Schedule of prices, under Section VIII hereof, shall be signed (full signature) by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid. They must be PROPERLY TABBED, as follows:

ELIGIBILITY AND TECHNICAL COMPONENT (First Envelope)	
TAB A	<p>PhilGEPS Certificate of Registration under Platinum Membership (all pages); or</p> <p>Class “A” Eligibility Documents: or,</p> <ul style="list-style-type: none"> <input type="checkbox"/> Registration Certificate from Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives <input type="checkbox"/> Current & Valid Mayor’s/Business Permit, if expired a copy of the expired Mayor’s Permit and the Official Receipt as proof that the bidder has applied for renewal of the permit issued by the city or municipality where the principal place of business of the prospective bidder is located <input type="checkbox"/> Valid Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR <p><i>Note:</i></p> <p>In case the bidder opted to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184</p>

**TAB
B**

(SF-G&S-19A) Statement 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; and

(SF-G&S-19B) Statement of Single Largest Completed Contract (SLCC), The Bidder must have completed a single contract that is similar in nature to the contract to be bid equivalent to at least fifty percent (50%) of the ABC completed within 3 years (July 2018 to July 2021) prior to the deadline for the submission and receipt of bids

The two (2) statements required shall indicate for each contract the following:

- 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; and
- end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

Note:

The Statement of all ongoing contracts requirement is merely a "statement" of all ongoing contracts. It refers to a "statement" to be made by the bidder relative to all its ongoing government and private contracts, and not the actual submission of the physical NOA, NTP or Contracts.

The Statement of SLCC to be submitted by the bidder shall attach **ANY** of the following proof:

- ❖ end user's acceptance; or
- ❖ official receipt of the last payment received; or

	<p>❖ sales invoice</p>
TAB C	<p>Bid Security in ANY of the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank (2% of the ABC) or; <input type="checkbox"/> 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 (2% of the ABC) or; <input type="checkbox"/> Surety Bond with a Certificate from the Insurance Commission (5% of the ABC); or <input type="checkbox"/> Notarized Bid Securing Declaration <p>Note:</p> <p>The bid security shall be valid for one hundred twenty (120) calendar days from the date of bid opening.</p>
TAB D	<p>Conformity with Technical Specifications, Section VII</p>
TAB E	<p>Conformity with Schedule of Requirements, Section VI</p>
TAB F	<p>Notarized Omnibus Sworn Statement in accordance with Section 25.3 of the 2016 Revised IRR of RA 9184, and using the form prescribed in Section VIII. Bidding Forms</p> <p>Note: The Omnibus Sworn Statement shall be accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable</p>
TAB G	<p>Audited Financial Statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or it's duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of submission of bid.</p>

<p>TAB H</p>	<p>Computation of Net Financial Contracting Capacity (NFCC) in accordance with ITB Clause 5 (Section IX, Bidding Forms) OR Committed Line of Credit from a Universal or Commercial Bank at least equal to ten percent (10%) of the ABC to be bid.</p> <p>FORMULA:</p> <p>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.</p>
<p>TAB I</p>	<p>Joint Venture Agreement (JVA) in case the joint venture is already in existence, or</p> <p>Duly Notarized Statements from all the potential joint venture partners in accordance with Section 23.1(b) of the 2016 Revised IRR of RA 9184, if applicable.</p> <p>Each partner of the joint venture shall submit their respective PhilGEPS Certificates of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: Provided, That the partner responsible to submit the NFCC shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.</p>
<p>Other documentary requirements under RA No. 9184, as applicable:</p>	
<p>TAB J</p>	<p>(For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos) Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.</p>
<p>TAB K</p>	<p>Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity</p>

FINANCIAL COMPONENT (Second Envelope)	
TAB L	<p>Original of duly signed and accomplished Financial Bid Form; and, Original of duly signed and accomplished Price Schedule/s</p> <p><i>Note:</i></p> <ul style="list-style-type: none">❖ <i>Financial Proposal is INCLUSIVE of VAT and all applicable taxes and fees; and,</i>❖ <i>Bids received in excess of the ABC for each lot shall be automatically rejected on bid opening.</i>

ANNEX B

Sample Forms: Goods and Services for Ongoing and Completed Contracts
*Statement of All Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started*

SF-G&S-19A

**Statement of All Ongoing Government and Private Contracts
Including Contracts Awarded but not yet Started**

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
<u>Government Contracts:</u>							
1.							
2.							
<u>Private Contracts:</u>							
1.							
2.							
Total Amount:							

*Continue in a separate sheet if necessary..

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

- If there is no ongoing contract including those awarded but not yet started, state none or equivalent term.
- The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC).]

SF-G&S-19B

**Statement of Single Largest Completed Contract (SLCC)
Similar in Nature to the Contract to be Bid**

Business Name : _____
Business Address : _____

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Contract	Date of Delivery

Submitted by : _____
Signature over Printed Name of Authorized Representative

Date : _____

Note:

This statement shall be supported by **ANY** of the following:

- End User's Acceptance; or
- Official Receipt of the last payment received; or
- Sales Invoice

The statements required shall indicate for each contract the following:

- name of the contract;
- date of the contract;
- contract duration;
- owner's name and address;
- kinds of Goods;
- **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; and end user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.

Note:

- The **Statement of SLCC** to be submitted by the bidder shall attach **ANY** of the following proof:
 1. end user's acceptance; or
 2. official receipt of the last payment received; or
 3. sales invoice

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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]

Bid Securing Declaration Form
[shall be submitted with the Bid if bidder opts to provide this form of bid security]

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

BID SECURING DECLARATION

Project Identification No.: [Insert number]

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]

Bid Form for the Procurement of Goods

[shall be submitted with the Bid]

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, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. 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 or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

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 Amount and Purpose of

of agent Currency 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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, 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: _____