PICC
Philippine International Convention Center

BIDS AND AWARDS COMMITTEE

Invitation to Bid for the One (1) – Year Contract for the Semi-Annual Preventive Maintenance Service of PICC Packaged Air-conditioning Units at Main Complex

1. The *Philippine International Convention Center (PICC)*, through the *Approved Budget for CY 2021,* intends to apply the sum of **THREE MILLION NINE HUNRED TWENTY-EIGHT THOUSAND EIGHT HUNDRED EIGHTY-SIX PESOS (Php3,928,886.00) VAT Inclusive,** being the Approved Budget for the Contract (ABC) to payments under the contract for the **One (1) – Year Contract for the Semi-Annual Preventive Maintenance Service of PICC' Packaged Air-conditioning Units at Main Complex (PICC APP No. 2021 – 35).** Bids received in excess of ABC shall be automatically rejected at bid opening.

2. The *PICC* now invites bids for the abovementioned requirement. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, a contract similar to the abovementioned requirement. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

4. Prospective Bidders may obtain further information from the *PICC-BAC* and inspect the Bidding Documents at the address given below during office hours.

5. A complete set of Bidding Documents may be acquired by Prospective Bidders starting July 26, 2021 from the given address and website(s) below *and upon payment of a non-refundable fee in the amount of Four Thousand Pesos (Php4,000.00).* The PICC shall allow the bidder to present its proof of payment for the fees *by furnishing the PICC-BAC a copy of the Official Receipt.*

6. The *PICC-BAC* will hold a Pre-Bid Conference on August 4, *2021 at 11:00 a.m. Meeting Room 10 (MR-10), 3RD Floor Delegation Building, PICC* and/or through videoconferencing/webcasting *via Zoom,* which shall be open to prospective bidders.

7. Bids must be duly received by the BAC Secretariat through manual submission at the office address indicated below, on or before August 18, *2021 at 9:30 a.m.* Late bids shall not be accepted.

8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.

9. Bid opening shall be on August 18, *2021, at 10:00 a.m.* at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. The *PICC* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

    BIDS AND AWARDS COMMITTEE (BAC)
    PHILIPPINE INTERNATIONAL CONVENTION CENTER
    PICC Complex, Pasay City 1307
    87894759 and 87894760
    Telefax No. 87894761
    Email: procurement@picc.gov.ph

12. You may visit the following websites:

    For downloading of Bidding Documents: *www.picc.gov.ph*

[Date of Issue]

MELPIN A. GONZAGA
Chairman

PHILIPPINE INTERNATIONAL CONVENTION CENTER

PROJECT TITLE	:	**ONE (1) – YEAR CONTRACT FOR THE SEMI ANNUAL PREVENTIVE MAINTENANCE SERVICE OF PICC PACKAGED AIR CONDITIONING UNITS AT MAIN COMPLEX**
ABC	:	**₱3,928,886.00**
Reference/s	:	**PICC APP2021 - 35**

ITB-2021
July 5, 2021

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Glossary of Acronyms, Terms, and Abbreviations

ABC – Approved Budget for the Contract.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

CDA - Cooperative Development Authority.

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

CIF – Cost Insurance and Freight.

CIP – Carriage and Insurance Paid.

CPI – Consumer Price Index.

DDP – Refers to the quoted price of the Goods, which means "delivered duty paid."

DTI – Department of Trade and Industry.

EXW – Ex works.

FCA – "Free Carrier" shipping point.

FOB – "Free on Board" shipping point.

Foreign-funded Procurement or Foreign-Assisted Project– Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

Framework Agreement – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as "Call-Offs," are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

GPPB – Government Procurement Policy Board.

INCOTERMS – International Commercial Terms.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national

buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

UN – United Nations.

Section I. Invitation to Bid

Section II. Instructions to Bidders

1. Scope of Bid

The Procuring Entity, *Philippine International Convention Center* wishes to receive Bids for the *One (1)- Year Contract for the Semi-Annual Preventive Maintenance Service of PICC' Packaged Air-conditioning Units at Main Complex* with identification numbers *PICC APP2021-35.*

2. Funding Information

2.1. The GOP through the source of funding as indicated below for *2021* in the total amount of PhP3,928,886.00.

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or **IB** by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. Foreign ownership limited to those allowed under the rules may participate in this Project.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:

a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under **ITB** Clause 18.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

7.2. *[If Procuring Entity has determined that subcontracting is allowed during the bidding, state:]* The Bidder must submit together with its Bid the documentary requirements of the subcontractor(s) complying with the eligibility criteria stated in **ITB** Clause 5 in accordance with Section 23.4 of the 2016 revised IRR of RA No. 9184 pursuant to Section 23.1 thereof.

7.3. *[If subcontracting is allowed during the contract implementation stage, state:]* The Supplier may identify its subcontractor during the contract implementation stage. Subcontractors identified during the bidding may be changed during the implementation of this Contract. Subcontractors must submit the documentary requirements under Section 23.1 of the 2016 revised IRR of RA No. 9184 and comply with the eligibility criteria specified in **ITB** Clause 5 to the implementing or end-user unit.

7.4. Subcontracting of any portion of the Project does not relieve the Supplier of any liability or obligation under the Contract. The Supplier will be responsible for the acts, defaults, and negligence of any subcontractor, its agents, servants, or workmen as fully as if these were the Supplier's own acts, defaults, or negligence, or those of its agents, servants, or workmen.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address at and/or through videoconferencing/webcasting as indicated in paragraph 6 of the **IB.**

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the **IB**, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents).**

10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within the last three (3) years prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

11. Documents comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents).**

11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.

11.3. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Bid Prices

12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:

a. For Goods offered from within the Procuring Entity's country:

i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);

ii. The cost of all customs duties and sales and other taxes already paid or payable;

iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and

iv. The price of other (incidental) services, if any, listed in e.

b. For Goods offered from abroad:

i. Unless otherwise stated in the **BDS**, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the **BDS**. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.

ii. The price of other (incidental) services, if any, as listed in **Section VII (Technical Specifications).**

13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2. Payment of the contract price shall be made in:

a. Philippine Pesos.

14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration[1] or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

14.2 The Bid and bid security shall be valid one hundred twenty (120) calendar days from the date of opening of bids. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB.**

17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

[1] In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

18. Domestic Preference

18.1. The Procuring Entity will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.

19.2. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

20. Post-Qualification

20.2. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

21.1. The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

III. Bid Data Sheet

Bid Data Sheet

ITB Clause	
5	The following persons shall be eligible to participate in this bidding: a. Duly licensed Filipino citizens/sole proprietorships; b. Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; c. Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the of the outstanding capital stock belongs to citizens of the Philippines; d. Cooperatives duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines; e. Must be engaged in business for the installation, operation, repair, service and maintenance of packaged and/or centralized air conditioning units for at least three (3) years; f. As a requirement, the winning Contractor must have in its organization a personnel of at least a licensed/registered mechanical engineer to be assigned during implementation of the project; and g. Must have at least one (1) installation, operation, repair, service and maintenance project of packaged and/or centralized air conditioning units whose value is at least fifty percent (50%) of the ABC.
5.3	For this purpose, similar contract shall refer to installation, operation and repair of packaged and/or centralized air-conditioning units. The Bidder must have completed within the last three (3) years a single contract that is similar to this requirement, the amount of which shall be at least fifty percent (50%) of the ABC.
7.1	Sub-contracting is not allowed
12	Not applicable
14.1	The bid security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts: a. The amount of not less than ₱78,577.72, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or b. The amount of not less than ₱196,444.30 if bid security is in Surety Bond
15	Sealing and Marking of Bids Each Bidder shall submit the original and one (1) copy of the first and second components of its Bid.

16.1	The address for submission of bids is: PICC-Bids and Awards Committee (BAC) Secretariat Ground floor, Delegation Building PICC Complex, 1307 Pasay City The deadline for submission of bids is August 18, 2021 at 9:30 a.m.
17.1	The place of bid BAC CONFERENCE ROOM MR10, 3rd Floor, Delegation Building PICC Complex, 1307 Pasay City The date and time of bid opening is August 18, 2021 at 10:00 a.m. In case the Bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the Bids submitted and the opening of Bids shall be at 2:00 p.m. of the next working day.
19.3	Total ABC is **THREE MILLION NINE HUNDRED TWENTY-EIGHT THOUSAND EIGHT HUNDRED EIGHTY-SIX PESOS (PhP3,928,886.00), VAT Inclusive.**
20.2	Within a non-extendible period of five (5) calendar days from receipt by the bidder of the notice from the BAC that it submitted the LCB, the Bidder shall submit the following documentary requirements: a. Certified Photocopy of the CY 2020 Income and Business Tax Returns filed and paid through the BIR Electronic Filing and Payment System (eFPS); b. Sections III, V, and VI of the bid documents, signed on each and every page by the bidder's authorized representative; c. List of at least three (3) maintenance and/or repair projects for centralized and/or packaged air conditioning system for the past three (3) years; d. Resume of company's key officer and technical personnel detailing the skills and technical experience; e. (To be submitted during implementation). Certified photocopy of the valid registered/professional license of at least one mechanical engineer of the Contractor serving as service engineer, operation and maintenance engineer, service supervisor, or service manager. f. Certification from PICC' Mechanical Services Division that the participating bidder has conducted ocular inspection of the equipment that are included in the scope of work and the equipment' vicinity; and

	g. Certificate of Satisfactory Completion & Acceptance of previous PICC projects undertaken within the last five (5) years, if any.
21.2	No additional requirement

Section IV. General Conditions of Contract

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC).**

2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex "D" of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project *{[Include if Framework Agreement will be used:]* or Framework Agreement*}* specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC, Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

5.1 In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.

5.2 The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Special Conditions of Contract

GCC Clause	
1	The Procuring Entity is *The* **Philippine International Convention Center (PICC)**
2.2	Payment For the services to be undertaken by the Contractor in accordance with PICC specifications and conditions enumerated above, the latter shall pay the former the proposed and approved amount in a semi-annual period inclusive of 12% Expanded Value Added Tax (E-VAT). Payments to be made upon presentation of the billing and submission of the required reports to the Technical Services Department – Mechanical Services Division who, in turn, shall issue a Certification of Acceptance and Full Satisfaction on Services delivered by the Contractor, subject to the usual government auditing and accounting rules and regulations. However, the Contractor shall not be paid for any rendition of semi-annual services below satisfactory performance rating or for incomplete or partial accomplishment unless the cause of incomplete or partial accomplishment is due to action/inaction of PICC or its representatives. Unsatisfactory or poor performance shall be based on the conditions stipulated under "Termination of Contract (E)". The Contractor agrees that there shall be no price increase for the duration of the Contract.
3	Performance Security Within ten (10) calendar days from receipt of the Notice of Award, but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the following forms:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or Cashier's/Manager's Check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee issued by a Universal or Commercial Bank	Five percent (5%)
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

4	**Inspection and Tests** PICC may reject any works and materials that do not conform to the scope of works. The Contractor shall rectify such rejected work/s to meet the standard set in the scope of works Section VII – Technical Specifications at no cost to PICC.
6	The period for correction of defects in the warranty period is seven (7) calendar days upon receipt of notice from PICC project-in-charge.

Section VI. Schedule of Requirements

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	
I	One (1) – Year Contract for the Semi-Annual Preventive Maintenance Service of PICC' Packaged Air-conditioning Units at Main Complex	Contract shall be binding and effective for a period of twelve (12) months. The actual date shall be stated in the Notice to Proceed.

I hereby commit to comply and deliver all the above requirements in accordance with the above stated schedule.

_____
Name of Company / Bidder

_____
Signature over printed Name of Authorized Representative

_____
Position

_____
Date

Section VII. Technical Specifications

Technical Specifications

Item	Specification	Statement of Compliance
	ONE (1) YEAR CONTRACT FOR THE SEMI - ANNUAL PREVENTIVE MAINTENANCE SERVICE OF PICC PACKAGED AIR-CONDITIONING UNITS AT MAIN COMPLEX **I. SCOPE OF WORKS:** Supply of labor, materials, expertise and supervision, tools and instruments, repair equipment, and miscellaneous materials for the semi-annual preventive maintenance servicing of PICC-Main Complex's packaged and window type air conditioning units for a period of one year to include, but not limited to, the following: **SPECIFIC ACTIVITIES:** 1. Conduct semi-annual preventive maintenance servicing of five hundred forty-seven (547) VRV/VRF packaged air conditioning units including their controllers and piping accessories, seventy five (75) packaged air conditioning units including their controllers and piping accessories, five (5) window-type air conditioners and eleven (11) units DX-type, packaged air handling units as follows: Daikin Brands: 1.1. Five Hundred Thirty-Six (536) Fan Coil Units (FCUs) and One Hundred Fifty (150) Air Cooled Condensing Units (ACCUs) Daikin VRV Multi-split, Inverter-type Packaged Air-conditioning Units of various capacities. 1.2. Thirteen (13) sets (FCU/ACCU) Daikin ceiling-mounted, Split-type, Inverter-type Packaged Air-conditioning Units of various capacities. Non-Daikin Brands: 1.3. Eight (8) Fan Coil Units (FCUs) and Three (3) Air Cooled Condensing Units (ACCUs) Hitachi VRF Multi-split, Inverter-type Packaged Air-conditioning Units of various capacities. 1.4. Three (3) sets (FCU/ACCU) 5.0-ton, Samsung, Ceiling-mounted, VRF Multi-split, Inverter-type Packaged Air-conditioning Units. 1.5. Seven (7) sets (FCU/ACCU) LG, Ceiling-mounted, Split-type, Inverter-type Packaged Air-conditioning Units of various capacities.	

1.6. Ten (10) units 10-ton, Carrier Packaged Air-conditioning Units complete with sealed-type compressor-motor - 10Hp, 230V, 3Phase, 60Hz, control panel, safety devices and accessories.

1.7. Six (6) units 7.5-ton Alenaire packaged air conditioning units complete with 5HP/3HP compressor-motor, 230V, 3Ph/1Ph, 60Hz, control panel, control safety devices and accessories.

1.8. Thirty-Nine (39) units 5-ton/3-ton Carrier/Koppel/Panasonic floor-mounted/ceiling-mounted packaged air conditioning units complete with 5HP/3HP compressor-motor, 230V, 3Ph/1Ph, 60Hz, control panel, control safety devices and accessories.

1.9. Five (5) units 2/1.5HP Carrier/other brands window-type air conditioners, 230V, 1Ph, 60Hz

1.10. Three (3) units 50-TR, TECO, DX-Type, Packaged Air Handling Units (PAHUs).

1.11. Eight (8) units 10-TR/20-TR, DX-Type, Air Handling Units (AHUs) and Ten (10) units 10-TR, Samsung, Air Cooled Condensing Units (ACCUs).

2. Perform the following services for the above-mentioned equipment:

2.1. Regular Preventive maintenance services

The Contractor shall perform semi-annual preventive maintenance check up, servicing and cleaning of indoor and outdoor units including controllers of said equipment and will assign one (1) onsite technician from Monday to Saturday, 8:00am to 5:00pm during the duration of the contract:

2.1.1. Fan Coil/Evaporator Unit (FCU)

1. Conduct general check-up and inspection of evaporator coils, air filters, drive motors and its controllers, blower wheel and housing including bearings, motor and blower pulley alignment, base pan, paneling and accessories. Excessive vibration and corrosion must be corrected and treated.

2. Check and clean air filters including racks.

3. Check and clean blower housing and wheel

4. Check, clean and re-tighten circuit breakers, contactors and relays. Replace when necessary using PICC supplied materials.

5. Check and re-tighten set screws.

6. Check and re-lubricate motor and blower bearings. Replace when necessary using PICC supplied materials.

7. Check and clean base pan. De-clogged when necessary.

8. Check and re-align pulleys and/or V-belts. Replace when necessary using PICC supplied materials.

9. Check and clean paneling and re-tighten loose screws.

10. Check and clean fresh air intake duct and grilles, repair if necessary.

11. Check and clean indoor printed circuit board. Replace when necessary using PICC supplied materials.

12. Record action taken and observation for action of PICC.

2.1.2. Air-Cooled Condensing Unit (ACCU)

1. Conduct general check-up, servicing and inspection of compressor-motor, compressor oil heater, condenser coils and fins, refrigerant and electrical/electronic controllers, fan motor assembly including bearings and pulley if any, fan motor base/ supports, paneling, all refrigerant valves and fittings. Excessive vibration and corrosion must be corrected and treated.

2. Check and clean condenser coils.

3. Check, clean and re-tighten circuit breakers. Replace when necessary using PICC supplied materials.

4. Check and clean thermostat and other controllers. Replace when necessary using PICC supplied materials.

5. Check and re-tighten set screws.

6. Check and re-lubricate fan motor and blower bearings. Replace when necessary using PICC supplied materials.

7. Check status of compressor motor. Replace when necessary using PICC supplied materials. Recharge the system with appropriate type of refrigerant and reprocess the system again.

8. Check and re-align pulleys and/or V-belts. Replace when necessary using PICC supplied materials.

9. Check and de-clog drain pan and drain pipes.

10. Check evaporator fins and comb the same, if necessary.

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11. Check and clean fresh air intake duct and grilles, repair if necessary.

12. Check and clean outdoor printed circuit board. Replace when necessary using PICC supplied materials.

13. Record action taken and observation for action of PICC.

2.1.3. Window-type Air Conditioners

1 Conduct general check-up and inspection of evaporator coils, air filters, compressor, fan motor and its alignment, blower wheel and housing, base pan, paneling and accessories. Excessive vibration and corrosion must be corrected and treated.

2 Check and clean air filters, evaporator and condenser.

3 Check and clean blower housing and wheel

4 Check and re-tighten all set screws.

5 Check and re-lubricate fan motor. Replace when necessary using PICC supplied materials.

6 Check status of compressor motor. Replace when necessary using PICC supplied materials. Recharge the system with appropriate type of refrigerant and reprocess the system again.

7 Check and clean base pan.

8 Check and clean housing panel and re-tighten loose screws.

9 Record action taken and observation for action of PICC.

3. Submit semi-annual accomplishment reports and recommendations signed by the service manager and/or service supervisor, and service report for each unit signed by service technician. Submit said reports together with the semi-annual billing.

II. SPECIAL/OTHER CONDITIONS OF THE CONTRACT

1. The Contractor shall be responsible for the supply of labor, technical expertise, supervision, tools and instruments, repair equipment, and office supplies (service reports) and waste rugs for the semi-annual preventive maintenance of the air conditioning equipment as specified in the above scope of work.

2. The Contractor must comply with the Republic Act No. 8495, The Philippine Mechanical Engineering Act of 1998, in the management,

supervision, operation, servicing or maintenance of all the subject Packaged Airconditioning units of the PICC Main Complex. As a requirement, the winning Contractor must have in its organization or assign at least one (1) licensed/registered mechanical engineer during the implementation of the project.

3. The PICC shall supply the required materials, and spare parts for the proper operation and maintenance of the above-mentioned equipment/system in accordance with its policy and procedures.

4. The Contractor must respond within 24 hours upon receipt of call to trouble shoot and repair any minor trouble encountered by PICC' personnel. Minor repair will be free of charge such as replacement of owner-supplied thermistors, capacitor, contactor, PCB and fan motor.

5. The Contractor shall work together and harmoniously with the PICC personnel and other contractors in which works are affecting the air conditioning units being serviced.

6. The following services (labor only) shall be part of Contractor's responsibility:

    6.1 Charging additional refrigerant and compressor oil in case of undercharge conditions. PICC shall supply the refrigerant and compressor oil.

    6.2. Minor adjustment and calibration of electrical and electronic controls and other accessories.

    6.3. Installation of minor parts and accessories not requiring extensive dismantling and/or re-assembly.

    6.4. Minor leak testing (those not using nitrogen gas) for maintenance purposes only.

    6.5. Minor brazing, soldering, welding, painting and fabrication works.

    6.6. Replacement of bearings of blower and fans, and electric motor excluding compressor.

    6.7. Evaporator and condenser coil cleaning using contractor-supplied mild coil cleaner with appropriate corrosion inhibitor and/or mild detergent soap.

    NOTE: Alkaline coil cleaner with pH of more than 9.5 must not be used to avoid weakening the aluminum fins. The PICC may require Contractor to apply phosphoric acid-based coil cleaner once to each unit for one (1) year to prevent corrosion attack, or restore the corroded/weakened aluminum fins if any.

7. The following services shall not be part of Contractor's responsibility:

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7.1. Supply of materials (including oils, grease, paint, coolant and refrigerants) and spare parts.

7.2. Overhauling of motor-compressor, rewinding of fan motors, and conversion of bushing to bearings or vice versa.

7.3. Rewinding and reconditioning of motors, solenoids, transformers, holding coils, etc..

7.4. Replacement of compressor.

7.5. Replacement of air filters.

7.6. Major dismantling, installation, disassembly, assembly, alignment and re-installation of equipment (not applicable to window-type air-conditioners).

7.7. Leak testing requiring the use of nitrogen gas.

7.8. Vacuuming and dehydration of the refrigerant system

7.9. Rewiring of electrical and/or electronic controls and accessories of the chillers.

8. All preventive maintenance services and repair works shall be performed during regular working hours, 8:00a.m. to 5:00p.m., and from Mondays to Saturdays. However, the Contractor shall not be allowed to do the repair or maintenance works during working hours if the work area is being used by PICC/or clients except on emergency cases. During emergency service, the contractor shall be allowed to work even beyond regular working hours at his/her own expense.

9. All preventive maintenance works shall be finished within the first three (3) months of the semi-annual period.

10. The Contractor shall immediately survey and evaluate the cause and extent of damage of any equipment covered by the scope of work and shall inform/advise promptly the PICC verbally and in writing for the necessary repair works.

11. Any services that are not part of the scope of work shall go through the regular procurement or bidding process in accordance with the Government procurement law.

12. The Contractor's personnel to be assigned at PICC shall have no employee-employer relation with PICC. The PICC shall not in any way be responsible for claims for personal injury, wages and other employee benefits, and other claims for damages including death of its personnel and third parties brought in by the Contractor or by its employees for the performance of duties specified herein.

13. The Contractor shall ensure that its assigned personnel and/or representatives shall comply with, and submit themselves to, the rules and regulations of the

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PICC on security, sanitation, environmental compliance, safety and health/Covid-19 protocols and other regulations.

14. The Contractor must submit NBI/Police Clearance and RT-PCR test certification of negative result in Covid-19 infection of each assigned personnel to be assigned at the PICC.

15. The Contractor's personnel should wear its company uniform/ID and facemask and practice social distancing at all times in the PICC premises.

III. GENERAL PROVISION

1. No part of the services to be provided under this Scope of Work, and/or the contract may be sub-contracted.

2. The Contractor warrants that its personnel and/or representatives to be assigned shall comply with and submit themselves to the PICC' policies, procedures, rules and regulation concerning security, safety, health, environmental protection, energy conservation, coordination system, materials and parts issuance, etc..

3. In the event a breach of contract is committed by the CONTRACTOR, PICC shall have the option to terminate this Contract and claim damages against the CONTRACTOR for loss or injury incurred due to such breach and bar the former from dealing business with the latter for one (1) year.

IV. TERMINATION OF CONTRACT

In addition to the termination clause and prohibition under General Provisions, this Contract/Scope of Services shall be terminated by PICC if the Contractor or its personnel committed/caused the following unsatisfactory/poor performance:

1. One (1)-time mechanical explosion happened during servicing of equipment that resulted to damage of PICC equipment and/or properties.

2. One (1)-time electrical explosion/short circuit happened during servicing of equipment that resulted to business loss for PICC and damage to its equipment and/or properties.

3. One (1)-time proven sabotage of operation or intentional non-operation of any of the six hundred thirty eight (638) air conditioning units through manipulation of electrical connections and termination. Sabotage means shutdown/non-operation of any equipment caused by Contractor or its personnel.

4. One (1)-time incidence of loss of life or injury of any person within PICC premises occasioned by negligence or direct action of the contractor and/or its personnel.

5. One (1)-time stealing PICC properties or any properties of any entity/persons within PICC premises either caught in the act by any person

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or proven guilty by PICC security guard/police authorities/any competent court.

7. One (1)-time failure to render services on any of the six hundred thirty eight (638) air conditioning units under this scope of services.

8. One (1)-time cancellation of any event resulting from any problems of air conditioning system or trouble made by the Contractor or its personnel.

9. Two (2) times consecutive/accumulated unsatisfactory performance based on semi-annual period performance rating given by Mechanical Services Division.

Commission of any of the following shall also be considered "unsatisfactory performance":

1. Non-completion of semi-annual services outlined under Specific Activities and Work Conditions. No partial payment for partial or incomplete services unless the fault or cause of partial accomplishment of the Contractor is due to action/in-action of PICC or its representatives.

2. Two (2) or more times observed unsafe practices which may results to damage of any PICC equipment and/or properties, and/or loss of life of any persons within PICC premises.

3. Two (2) or more times failure to respond from an emergency trouble call of PICC personnel within 24-hour from receipt of phone call within the semi-annual period or six (6)-month period.

4. Two (2) written warnings within one-semi-annual period/six (6)-month period from the Office of Mechanical Services due to unsatisfactory workmanship.

5. Three (3) written warnings within one or two semi-annual period from the Office of Mechanical Services due to any action by the contractor or its personnel in violation of PICC security and safety rules.

Penalty:

a. The Contract/Scope of Services shall be terminated by PICC if the Contractor committed/rendered poor/unsatisfactory performance as outline above.

b. The Contractor shall not be paid for any rendition of semi-annual services below satisfactory performance rating. Non-completion of any services outlined in Specific

Activities is considered unsatisfactory performance and therefore, the subject period shall not be paid.

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c. The Contractor shall be given written warning for the first offense of unsatisfactory performance and shall be notified for every offense committed and penalty charges. d. The Contractor shall be post-disqualified in any biddings participated for one year after termination of contract. Any motion for reconsideration for the payment of semi-annual services due poor performance and unsatisfactory performance as stipulated above shall not be entertained by PICC to favor the Contractor. Further, the Contractor shall not be paid for any rendition of semi-annual services below satisfactory performance rating or for incomplete or partial accomplishment unless the cause of incomplete or partial accomplishment is due to action of PICC or its representatives. The contractor shall be given written warning for the first periodic/semi-annual offense of unsatisfactory performance and shall be penalized immediately by way of non-payment for semi-annual services rendered for the subject period. However, it shall be enough ground for PICC to terminate the contract without warning if the Contractor rendered any service or maintenance work that resulted to mechanical and/or electrical explosion resulting to loss of business for PICC, client's filing of case against PICC in any competent court, major damage (un-serviceable) of equipment, circuit breaker, magnetic starters/contactors and other properties.	
STATEMENT OF COMPLIANCE *Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered.*	

Note:

Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.

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Section VIII. Checklist of Technical and Financial Documents

BID FORM

Date: _____

Project Identification No.: _____

To: [name and address of Procuring Entity]

Having examined the Philippine Biding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to ***One (1) – Year Contract for the Semi-Annual Preventive Maintenance Service of PICC' Packaged Air-conditioning Units at Main Complex*** sum of:

TOTAL CONTRACT RATE: INCLUSIVE OF VALUE ADDED TAX (VAT)

_____ (P _____)

(Amount in Words) (Amount in figures)

or the total calculated bid price, as evaluate 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 (see attached),

If our Bid is accepted, we undertake:

a. to deliver the services in accordance with the 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.

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: _____

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Certified Photocopy of the Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages); if any of the documents mentioned in Annex "A" is not current, the new document should be submitted
Or in case of expired PhilGEPS Registration Certificate (Platinum Membership);

☐ (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,
and

☐ (c) Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;
and

☐ (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

Provided, that the current PhilGEPS Registration Certificate (Platinum Membership) shall be part of the post-qualification documents to be submitted by the Lowest Calculated Bidder

Technical Documents

☐ (e) 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; **and**

☐ (f) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**

☐ (g) 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; **and**

☐ (h) Fully accomplished Section VI (Schedule of Delivery Requirements) and Section VII (Technical Specifications), signed on each and every page; **and**

☐ (i) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney 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

☐ (j) The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the immediately preceding calendar year; **and**

☐ (k) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

☐ (l) If applicable, a duly signed 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 instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

☐ (m) Original of duly signed and accomplished Financial Bid Form.

ANNEX "A"

Standard For Number : SF-GOOD-13a

Revised on: July 28, 2004

LIST OF ALL ON-GOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED

Business Name: _____

Business Address: _____

Name of Project / Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government:								
Private:								

Submitted by: _____

(Printed Name & Signature)

Designation: _____

Date: _____

ANNEX "B"

SINGLE LARGEST COMPLETED CONTRACT

WHICH IS SIMILAR TO THE CONTRACT TO BE BID

Business Name:
Business Address:

Name of Contract	a. Owner' Name b. Address c. Telephone Nos.	Nature of Item/Service	a. Amount of Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed

Note: This statement shall be supported with:

1. Contract
2. Certificate of Final Acceptance issued by the owner or the Constructors Performance Evaluation System (CPES) Final rating showing at least a "Satisfactory" rating.

Note: The Single Largest Completed Contract shall be completed within the last three (3) years from the date of submission and receipt of bids, that is similar to the contract to be bid, the amount of which shall be at least fifty percent (50%) of the ABC.

Submitted by: _____
(Printed Name & Signature)

Designation: _____

Date: _____

Name of the Project: ***One (1) – Year Contract for the Semi-Annual Preventive Maintenance Service of PICC' Packaged Air-conditioning Units at Main Complex***

FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the attached Income Tax Return and Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20___
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	
7	Value of all outstanding or uncompleted portions of the project under ongoing contracts, including awarded contracts yet to be started coinciding with contract to be bid.	

B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

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

NFCC = P_____

The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR.

or

A committed Line of Credit, in an amount to at least ten percent (10%) of the ABC, issued by a Universal of Commercial Bank.

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.

BID SECURING DECLARATION FORM

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

x----------x

BID SECURING DECLARATION
Invitation to Bid: *[Insert Reference number]*

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

I/We[2], 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 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 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;

   (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.

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

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 _____

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]