

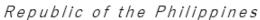
BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga
Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Annex "D": Sample Bidding Forms

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Bid Form for the Procurement of Infrastructure Projects [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, declare that:

- a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: [insert name of contract];
- b. We offer to execute the Works for this Contract in accordance with the PBDs;
- c. The total price of our Bid in words and figures, excluding any discounts offered below is: [insert information];
- d. The discounts offered and the methodology for their application are: [insert information];
- e. 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 and reflected in the detailed estimates.
- f. Our Bid shall be valid within the period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;
- g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of [insert percentage amount] percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines¹ for this purpose;
- h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;
- i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and
- j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

¹ currently based on GPPB Resolution No. 09-2020

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- k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 the [Name of Project] of the [Name of the Procuring Entity].
- We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, 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:	

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Price Lists	
(Name of Company)	

PRICE LISTS

DESCRIPTION	UNIT	UNIT PRICES
A. MATERIALS		
Ex. Portland Cement	bag	200.00
Sand	cu.m	500.00
Gravel	cu.m	700.00
Boulder; etc.	cu.m	500.00
B. LABOR		
Ex. Carpenter	day	300.00
Mason	day	350.00
Steelman	day	350.00
Welder; etc.	day	350.00
C. EQUIPMENT		
Ex. Bulldozer Komatsu	hour	3620.00
Welding Machine	day	600.00
Water Truck	day	12,000.00
Generator Set; etc.	hour	500.00
D. FUEL/OIL		
Ex. Gasoline; etc.	liters	50.00

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BIDS AND AWARDS COMMITTEE

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;

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[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:
 - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - 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]

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Integrity Pledge for KSU Service Provider

INTEGRITY PLEDGE

(Adopted from DPWH DO No. 86, Series of 2013)

FOR KSU SERVICE PROVIDER

I believe that corruption detracts from the contribution of goods, civil works, and services to national development.

I recognize that the national executive government, particularly the Kalinga State University leadership, is taking initiatives to reduce corruption and promote integrity.

I realize that such initiatives cannot be successful without my full cooperation.

As a professional, business owner, and development partner, I am fully aware of my responsibility to our stakeholders and society to conduct my business with the highest degree of professionalism and ethical standards.

In view of the following, I pledge the following:

- ✓ I will promote healthy competition and not engage in collusion and rigging that mock the bidding process.
- ✓ I will provide value-for-money services by including in our bid offers only the costs that go directly to the project and reasonable profit, and by executing projects in accordance with engineering standards and/or delivery schedule.
- ✓ I will not engage in bribery in cash or any other form, and I will not offer or yield to any demand or request for payoff money.
- ✓ I will maintain only one book of accounts, ensuring that my financial reports are accurate and transparent.
- ✓ I will install internal controls and systems for good governance and accountability.
- ✓ I will ensure that my employees embrace my commitment to integrity by developing or enhancing our internal Code of Conduct.
- ✓ I will contribute to participate in dialogues with KSU and fellow bidders to address any concerns fairly and transparently.

Name	and	Signature	of	Authorized	Managing
Owner					
Name	of Co	mpany			
Date Si	gned				

(Please attach a photocopy of the valid and signed ID of AMO)

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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]

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Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)	
CITY OF) S.S

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents] To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

- I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
- 2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
- 3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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]



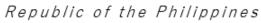
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Statement of the prospective Bidder of all its Ongoing Government and Private Contracts

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract							
Standard Form Number: SF-INFR - 15 Revised on: July 29, 2004	15						
	List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started	nent & Private Co	instruction Contracts	s including contracts	awarded but no	t yet started	
Business Name :							
Business Address :							
Name of Contract/Location	Owner Name		Contractor's Role	Date Awarded	% of Accomplishment		
Project Cost	a. Address b. Telephone Nos.	Nature of Work	Description %	b. Date of Completion	Planned Actual	Value of Outstanding Works	
Government							
Private							
Note: This statement shall be supported with:	pported with:			1	Total Cost		
1 Notice of Award and/or Contract	tract						
2 Notice to Proceed issued by the owner	the owner						
3 Certificate of Accomplishme	Certificate of Accomplishments signed by the owner or Project Engineer	Engineer	***************************************				
Submitted by :							
Designation :	(Printed Name & Signature)	Signature)					
One of the technical documents	One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all its on-going, completed, and awarded but not yet started contracts.	elope of a prospective bi	idder is a list of all its on-g	going, completed, and awa	rded but not yet starte	d contracts.	



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Statement identifying the Bidder's Single Largest Completed Contract

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract							
Standard Form Number: SF-INFR - 16 Revised on: July 29, 2004							
Sti	taten	nent of all Completed G	overnment & Priva	ite Construction	Statement of all Completed Government & Private Construction Contracts which are similar in nature	in nature	
Trees Messes							
BUSINESS INAILIE							
Business Address :							
Name of Contract	ക്ക്ഗ്	Owner Name Address Telephone Nos.	Nature of Work	Contractor's Role Description	ole a. Amount at Award b. Amount at Completion c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed	
Government		•				4	
	L						
Private							
	4						
Note: This statement shall be supported with:	vith:			Part of the second seco			
	peeco				•		
2 Signed Contract and/or Certificate of Completion; and	Comp	oletion; and					
3 Certificate of Final Acceptance or CPES Rating.	PES Ra	ating.					
Submitted by							
		(Printed Name & Signature)					
Designation .		***************************************	***************************************				
One of the technical documents required to be in the Eligibility Envelope of a prospective bidder is a list of all con show that the value of the prospective bidder's largest single completed contract, adjusted to current prices using th similar to the contract to be bid, must be at least fifty percent (50%) of the approved budget for the contract to be bid	to be Ider's at least	in the Eligibility Envelope of largest single completed cont, t fifty percent (50%) of the app	a prospective bidder is a ract, adjusted to current p proved budget for the con	t list of all contracts prices using the Nai tract to be bid.	which are similar in nature and contional Statistics Office (NSO) consum	One of the technical documents required to be in the Eligibility Ewelope of a prospective bidder is a list of all contracts which are similar in nature and complexity to the contract to be bid. This statement will show that the value of the prospective bidder's largest single completed contract, adjusted to current prices using the National Statistics Office (NSO) consumer price indices available at the G-EPS website, and similar to the contract to be bid, must be at least fifty percent (50%) of the approved budget for the contract to be bid.	ent will te, and

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Contractor's Organizational Chart for the Contract

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract

Standard Form Number: SF-INFR - 44 Revised on: August 11, 2004

CONTRACTOR'S ORGANIZATIONAL CHART FOR THE CONTRACT

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him Indicate in the chart the names of the Project Manager, Project Engineer, Bridge Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.
Attach the required Proposed Organizational Chart for the Contract as stated above

- This organization chart should represent the "Contractor's Organization" required for the Project, and not 1. the organizational chart of the entire firm.
- 2. The Bidders shall comply with and submit sample form SF-INFR-46 for each of such key personnel.
- Each such nominated engineer/key personnel shall comply with and submit sample forms SF-INFR-47 and 3. SF-INFR-48.
- All these are required to be in the Technical Envelope of the Bidder.

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List of Contractor's Key Personnel to be Assigned to the Project, with their Qualification Data

Date of Issuance

Dr. Eduardo T. Bagtang University President Kalinga State University Tabuk City, Kalinga

Dear Sir:

Supplementing our Organizational Chart for the above stated Contract, we submit, and certify as true and correct, the following information:

1. We have engaged the services of the following key personnel to perform the duties of the positions indicated in the above stated Contract if it is awarded to us (sample form below):

Proposed Position	Name	Years of	Experience
Froposed Fosition	Name	General	Relevant
Project Manager			
Project Engineer/Architect			
Construction Foreman			
Mechanical Engineer			
Skilled Laborers (13 painters and 2			
welders)			
First Aider			
Construction Safety and Health			
Officer			

- 2. We submit the enclosed Curriculum Vitae and Affidavits of Commitment to Work on the Contract of these key personnel.
- 3. We ensure that the abovementioned personnel shall employ their best care, skill, and ability in performing the duties of their perspective positions in accordance with the provisions of the Contract, including the Conditions of Contract, Specifications, and Drawings, and that they shall be personally present in the jobsite during the period of their assignment in the Contract.
- 4. In the event that we choose to replace any of the abovementioned key personnel, we shall submit to you in writing at least fourteen (14) days before making the replacement, for your approval, the name and biodata of the proposed replacement whose qualifications shall be equal to or better than that of the person to be replace.
- 5. We understand that any violation of the above stated conditions shall be a sufficient ground for us to be disqualified from this Contract and future biddings of the KSU.

Very truly yours,

Name and Signature of Bidder's Authorized Representative

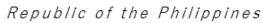
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Lett	er of Nominee for Proposed Position
Date	_
Date	
Dr. Eduardo T. Bagtan University President Kalinga State Universit Tabuk City, Kalinga	
Sir:	
	anizational Chart for the Proposed Construction of (name of project and honor to submit and certify herewith to be true and correct, the following
hereinafter c Professional Professional	ave engaged and contracted the services of Mr, alled the (Name of Proposed Position), a registered with License Certificate No issued on and who has paid his Tax for the current year, dated and who was performed the same construction of the projects enumerated in his/her Certificate of Employment;
	lame of Proposed Position), shall be appointed and designated by us as to personally perform the same duties in the above-mentioned Project, if a same is awarded in our favor;
performing hi	ame of Proposed Position), shall employ the best care, skills and ability in s duties in accordance with the Contract Agreement, Conditions of Contract, ications, Special Provisions and other provisions embodied in the proposed
supervise the	lame of Proposed Position), shall be personally present at the jobsite to e phase of construction work pertaining to his assignment as (Name of sition), all the time;
supervise pro a certification	er to guarantee that said (Name of Proposed Position), shall manage and operly and be personally present in the Project, he is hereby required to secure of appearance from the KSU-Infrastructure Unit at the end of every month. Ill not start the work without the Project Manager at the jobsite;
(Name of Pro	rent that I/we elect or choose to replace the said Project Manager with another posed Position), the Head, Implementing Office of the KSU will be notified by y in writing at least twenty one (21) days before making replacement;
experience, l	ne of the proposed new (Name of Proposed Position), his qualifications, his ist of projects undertaken and other relevant information, shall be submitted or prior approval; and
	ful violation on my/our part of the herein conditions may prejudice my/our reliable contractor in future bidding of the KSU.
Very truly yours,	
(Contractor)	
CONCURRED IN:	
(Name of Proposed Pos	ition),
(Address)	



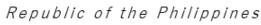
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Qualification of Key Personnel Proposed to be Assigned to the Contract

Name of the Procurng Exhity Contract Reference Number Name of the Contract Cocation of the Contract					
Standard Form Number: SF-INFR - 48 Revised on: August 11, 2004		Qualification of Key Personnel Proposed to be <u>Assigned</u> to the Contract	nnel Proposed to be ,	Assigned to the Contract	
Business Name					
Business Address					
	Project Manager / Engineer	Materials/Quality Control Engineer	Foreman	Construction Safety and Health Personnel	Other positions deemed required by the Applicant for this project
1 Name)				
2 Address					
3 Date of Birth					
4 Employed since					
5 Experience					
6 Previous Employment	t				
7 Education					
8 PRC License					
Minimum Requirements	: Project Manager / Engineer			0	
	: Foreman				
	: Construction Safety and Health	ılth			
	Personnel	000000000000000000000000000000000000000			
Note	: Attached individual resume	: Attached individual resume and PRC License of the (professional) personnel.	onal) personnel.		
Submitted by					
	(Printed Name & Signature)	ature)			
Designation Date					
me of the requirements fro ssigned to the contract to b	om the bidder to be included in e bid, with their complete qualifu	its Technical Envelope is a list c cation and experience data (inclu	of contractor's key person ding the key personnel's sig	nel (viz., Project Manager, Pre ned written commitment to wor	One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be sustanced to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).



BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Key Personnel's Biodata

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract

Standard Form Number: SF-INFR - 47 Revised on: August 11, 2004

KEY PERSONNEL

(FORMAT OF BIO-DATA)

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

	Sustained Technical Employee							
	Name	<u>.</u>						
	Date of Birth	:						
	Nationality	:						
	Education and Degrees	:						
,	Specialty	:						
	Registration		:					
	Length of Service with the Firm	:		Year from		(n	nonths)	(year)
				To)	(n	nontns)	 (year)
	Years of Experience		:	To)	(m	nontns)	(year)
,	Years of Experience If Item 7 is less than ten (10) years year period (attached additional s		: ame and	To	rvice v	vith prev	·	. ,

involvement of personnel in projects using the format below).

One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).



KALINGA STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract Name 2. Name and Address of Owner Name and Address of the Owner's Engineer (Consultant) Indicate the Features of Project (particulars of the project components and any other particular interest connected with the project) 5. Contract Amount Expressed in Philippine Currency 6. Position Structures for which the employee was responsible Assignment Period (months) from (vears) (months) (years) Name and Signature of Employee It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company. (Place and Date) (The Authorized Representative)

One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).

KALINGA STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Key Personnel's Certificate of Employment

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract

Dear Sir / Madame:

Standard Form Number: SF-INFR - 46 Revised on: August 11, 2004

KEY PERSONNEL'S CERTIFICATE OF EMPLOYMENT

Issuance Date

Name of the Head of the Procuring Entity
Position of the Head of the Procuring Entity
Name of the Procuring Entity
Address of the Procuring Entity

issued o	I am <u>(Name of Nomine</u> on <u>(date of issuance)</u> a		_ Engineer with P	Professional License No
awarded		ame of Bidder) has engage	ed my services as	(Designation) for (Name of the Contract) if
	As <u>(Designation)</u> ,	I supervised the following c	ompleted projects	similar to the contract under bidding):
	NAME OF PROJECT	<u>OWNER</u>	COST	DATE COMPLETED
	At present, I am superv	ising the following projec	ets:	
	NAME OF PROJECT	<u>OWNER</u>	COST	DATE COMPLETED
				
the(ove-mentioned Contractor, I shall notify ore the effective date of my separation.
Contrac				the time to supervise and manage the handle only one (1) contract at a time.
the con as(Contract without any firn stract is awarded to him stract is awarded to him stract in any fixed by the stract in t	m commitment on my passince I understand that to	ort to assume the odo so will be a s Procuring Entity	above-mentioned Contractor to qualify e post of <u>(Designation)</u> therefor, if sufficient ground for my disqualification bidding or employment with any



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BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract

Location of the Contract			
		_	
			(Signature of Engineer)
DRY SEAL			
Republic of the Philippines)	S.S.		
SUBSCRIBED AND SV Residence Certificate No	WORN TO before me this issued on	day of at	affiant exhibiting to me his
			Notary Public Intil December 31, 20
Dan Na			
Doc. No; Page No; Book No;			
Series of;			

One of the requirements from the bidder to be included in its Technical Envelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data (including the key personnel's signed written commitment to work for the project once awarded the contract).



BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Manpower Utilization Schedule

Name of the Procuring Britity Contract Reference Number Name of the Contract Location of the Contract		***************************************										
Standard Form Number: SF-INFR - 42 Revised on: August 11, 2004												
			MAN	MANPOWER UTILIZATION SCHEDULE	TILIZATI	ON SCHEL)ULE					
Cotoscoto						Mc	Month					
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Contractor's Name:	Name of the	Name of the Procuring Entity:	ity:			Contract Name:	ne:					
Submitted by:												
Name of the Representative of the Bidder Position Name of the Bidder					Date:							
The manpower schedule (weekly or monthly scheduling of skilled and unskilled workers, including Project Manager, Project Engineers, Materials Engineers, or Foremen) is required to be in the Technical Envelope of the Bidder.	hly scheduling	of skilled an	d unskilled w	orkers, includi	ng Project M	nnager, Projec	t Engineers, .	Materials Eng.	ineers, or For	emen) is requi	red to be in th	ie Technica



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BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Construction Schedule and S-Curve

Standard Form Number: SF-INFR-41 Revised on: August 11, 2004

Contract Location

CONSTRUCTION SCHEDULE AND S-CRUVE

Item #	Description	ľ	Мo	nth I	1	N	/lor	nth2	2	ľ	Мо	nth	13		Mo	nt	h4		N	1or	nth!	5	ı	Moi	nth	6		Мо 7	nth	1	N	Лоі	nth	8	N	Лor	nth	9		Мс 0	nth	11		Мс 1	ontl	h1		M 2		th1	I
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Submitted by: Name of the Representative of the Bidder Date: _ **Position** Name of the Bidder

KALINGA STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

National Highway, <u>Purok</u> 6, <u>Bulanao</u>, <u>Tabuk</u> City, <u>Kalinga</u>

Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Construction Methods in Narrative Form

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract

Standard Form Number: SF-INFR - 43

Revised on: August 11, 2004

OUTLINE NARRATIVE DESCRIPTION OF CONSTRUCTION METHODS

1.0 INTRODUCTION

Refer to Bidding, etc.

2.0 BRIEF DESCRIPTION OF CONTRACT WORKS

State general features of contract works. Use tables as necessary.

3.0 CONSTRUCTION METHODS AND PROCEDURES

3.1 Methodology or General Approach

State general approach in construction in terms of use of equipment-intensive or labor-based methods, any special techniques, methods or procedures to ensure completion on time and quality of construction financing the project, etc.

3.2 Program of Work

CPM, Progress Bar Schedule and Development Schedules submitted.

3.3 Financial Program

Cash flow schedules, provision for working capital, schedule of receipts, etc.

The narrative description of construction procedures/methods is required to be in the Technical Envelope of the bidder. The above is the recommended outline in the bidder's presentation of the documents.



BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Contractor's Letter-Certificate to Kalinga State University

Standard Form Number: **SF-INFR-45**Revised on: August 11, 2004

CONTRACTOR'S LETTER-CERTIFICATE TO KALINGA STATE UNIVERSITY

Date of Issuance

Dr. Eduardo T. Bagtang University president Kalinga State University Tabuk City, Kalinga

Dear Sir:

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith,	and
to certify as true and correct, the following pertinent information:	

- 1. That I/we have engaged the services of ____(Name of Employee)____, to be the ____(Designation)___ of the ____(Name of Contract)___, who is a ____(Profession)___ with Professional License Certificate No. ______ issued on ______ and who has performed the duties in the construction of the Contracts enumerated in the duly filled Form ____.
- 2. The said Engineer shall be designated by us as our <u>(Designation)</u> to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor.
- 3. That said Engineer shall employ the best care, skill, and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.
- 4. That said Engineer shall be personally present at the jobsite to supervise the construction work phase about this assignment as (<u>Designation</u>), all the time.
- 5. That, in order to guarantee that said Engineer shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity Engineer at the end of every month.

That, in the event that I/we elect or choose to replace said <u>(Designation)</u> with another Engineer, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new <u>(Designation)</u>, his qualifications, experience, list of projects undertaken, and other relevant information.

6. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Procuring Entity.

Very truly yours,	
(Authorized Representative of Bid	der)
CONCURRED IN:	
(Name of Engineer)	
(Address)	

KALINGA STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Statement of Availability of Key Personnel and Equipment

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract

Standard Form Number: SF-INFR - 18 Revised on: July 29, 2004

STATEMENT OF AVAILABILITY OF KEY PERSONNEL AND EQUIPMENT

(Date of Issuance)

Name of the Head of the Procuring Entity
Position of the Head of the Procuring Entity
(Name of Procuring Entity)
(Address of Procuring Entity)

Attention: The Chairman

Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the ____(Name of the Procuring Entity) ___ BAC for the bidding of the ___(Name of the Contract) __, we certify that ___(Name of the Bidder) ___ has in its employ key personnel, such as project managers, project engineers, materials engineers, and foremen, who may be engaged for the construction of the said contract.

Further, we likewise certify the availability of equipment that ___(Name of the Bidder)__ owns, has under lease, and/or has under purchase agreements that may be used for the construction contracts.

Very truly yours,

(Name of Representative) (Position) (Name of Bidder)

One of the requirements from a bidder for Eligibility Check is the statement of the availability of key personnel and equipment needed for the construction of the project being bid.

KALINGA STATE UNIVERSITY

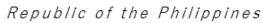
BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract

vised our August 11, 2004 List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract Sinces Name Sinces Name Description Description Owned Owned Leased Comparity Leased Under Purchase Agreements St of uninium equipment required for the project marked by Comparity Description Owned Ophy No. Description Owned Andrew Description Owned Andrew Andrew Andrew Andrew Body No. Body No. Body No. Condition Cond	under Form Number: 5F-DFR. 49 List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract siness Name states Name Description Des	uside Form Number 55 - DAR - 49 vised on August 11, 2004 List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract sitiess Name Description Model/Year Compared Description Model/Year Compared Leased	Name of the Contract Location of the Contract							
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One of the requirements from the bidder to be included in its Technical Ervelope is the list of its equipment units pledged for the contract to be bid, which are owned (supported by proof)s of ownership and/or under purchase agreements (with corresponding engine numbers, chassis numbers and/or serial numbers), supported by certification of availability of equipment from the equipment lessor/vend		indiant of the profession	duration of the project.	0 0 1			77		,	,



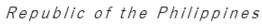
BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga

Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Construction Equipment utilization schedule

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract												
Standard Form Number: SF-INFR-50 Revised on: August 11, 2004												
			EQUI	PMENT U	EQUIPMENT UTILIZATION SCHEDULE	ON SCHEI	DULE					
Cotocom / Equipment						Mc	Month					
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Contractor's Name:	Name of the	Name of the Procuring Entity:	ity:			Contract Name:	me:					
Submitted by:												
Name of the Representative of the Bidder Position Name of the Bidder					Date:							
One of the requirements from the bidder to be included in its Technical Envelope is its equipment utilization schedule, referring to the weekly or monthly scheduling of the minimum equipment required for the project.	to be included	in its Technic	al Envelope is	its equipmen	t utilization sc	hedule, referri	ing to the weel	dy or monthly	scheduling of	the minimum e	equipment req	uired for the



BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Affidavit of Site Inspection

Standard Form Number: SF-INFR-51

Revised on: August 11, 2004

AFFIDAVIT OF SITE INSPECTION

	<u>(Representative of the Bidder)</u> , of legal age, <u>(civil status)</u> , Filipino and residing at <u>ddress of the Representative)</u> under oath, hereby depose and say:
1.	That I am the <u>(Position in the Bidder)</u> of the <u>(Name of the Bidder)</u> , with office at <u>(Address of the Bidder)</u> ;
2.	That I have inspected the site for(Name of the Contract), located at(location of the Contract);
3.	That I am making this statement as part of the requirement for the Technical Proposal of the(Name of the Bidder) for(Name of the Contract)
IN FA Philip	TH WHEREOF, I hereby affix my signature this day of, 20 at, ines.
	AFFIANT
me ł	CRIBED AND SWORN TO before me this, day of20, affiant exhibiting to is/her Community Tax Certificate No issued on at, Philippines.
	(Notary Public)
	Until PTR No Date Place TIN
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Series	

KALINGA STATE UNIVERSITY

BIDS AND AWARDS COMMITTEE

National Highway, Purok 6, Bulanao, Tabuk City, Kalinga Website: https://ksu.edu.ph Email: procurementservice_bac@ksu.edu.ph Tel. No.: 0917-6240170

Sample of Certification from Insurance Commission

Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Avenue
Manila

CERTIFICATION

This is to Certify that	is an authorized insurance
company and licensed to transact general	I insurance business in the Philippines for such lines FIRE,
MARINE, CASUALTY and SURETY un	nder Certificate of Authority Number effective
, unless sooner revok	ed or suspended for cause.
It is certified, moreover, that _	is likewise
authorized under	to underwrite and issue Performance Bonds, Surety
	emand in favor of various agencies and instrumentalities of
the government pursuant to Revised Imp	plementing Rules and Regulations of R.A. 9184 and that
the company certifies to us that	as was issued to
in	favor of the KALINGA STATE UNIVERSITY in the amount
of	
	will submit a Bid for the
	, and photocopy of said bond is extant in the
records of the Regulation Division of this (Commission.
This Certification is issued upon th	e request of
	, pursuant to Section 39.2(c) of the Revised
Implementing Rules and Regulations of R	.A. 9184.
Issued this day of	
City of Manila, Philippines	

For the Insurance Commission