End-User Unit Implementing Unit

KALINGA STATE UNIVERSITY
TFB\_CIVILWORKS\_2019-02-016
NEGOTIATED PROCUREMENT FOR COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
BULANAO CAMPUS ADMINISTRATOR
INFRASTRUCTURE OFFICE





# **Bidding Forms**

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Name of the Procuring Entity KALINGA STATE UNIVERSITY Project Reference Number

IB CIVILWORKS 2018-12-67 COMPLETION OF GRADUATE STUDIES AND LAW BUILDING Name of the Project

Location of the Project KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA

End-User Unit **BULANAO CAMPUS ADMINISTRATOR** 

Implementing Unit INFRASTRUCTURE OFFICE



### **Bid Form**

Date: IB <sup>1</sup> Nº:

To: [name and address of PROCURING ENTITY] Address: [insert address]

We, the undersigned, declare that:

- (a) We have examined and have no reservation to the Bidding Documents, including Addenda, for the Contract *[insert name of contract]*;
- (b) We offer to execute the Works for this Contract in accordance with the Bid and Bid Data Sheet, General and Special Conditions of Contract accompanying this Bid;
  - The total price of our Bid, excluding any discounts offered below is: [insert information];
  - The discounts offered and the methodology for their application are: [insert information];
- (c) Our Bid shall be valid for a period of [insert number] days from the date fixed for the Bid submission deadline in accordance with the Bidding Documents, and it shall remain binding upon us and may be accepted at any time before the expiration of that period;
- (d) 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;
- (e) Our firm, including any subcontractors or suppliers for any part of the Contract, have nationalities from the following eligible countries: [insert information];
- (f) 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;
- (g) Our firm, its affiliates or subsidiaries, including any subcontractors or suppliers for any part of the Contract, has not been declared ineligible by the Funding Source;
- (h) 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
- (i) We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.
- (j) 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].
- (k) 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.

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<sup>&</sup>lt;sup>1</sup> If ADB, JICA and WB funded projects, use IFB.

Name of the Procuring Entity Project Reference Number Name of the Project Location of the Project End-User Unit Implementing Unit

KALINGA STATE UNIVERSITY
IB\_CIVILWORKS\_2018-12-67
COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
BULANAO CAMPUS ADMINISTRATOR
INFRASTRUCTURE OFFICE



Name:
In the capacity of:
Signed:
Duly authorized to sign the Bid for and on behalf of:
Date:

<< bid-doc >>> Page 3 of 21 Name of the Procuring Entity : Project Reference Number : Name of the Project :

KALINGA STATE UNIVERSITY IB\_CIVILWORKS\_2018-12-67

Name of the Project : COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA

End-User Unit : BULANAO CAMPUS ADMINISTRATOR

Implementing Unit : INFRASTRUCTURE OFFICE



#### **Omnibus Sworn Statement**

REPUBLIC OF THE PHILIPPINES	)
CITY/MUNICIPALITY OF	) S.S

#### **AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

#### 1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor 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] [insert "as shown in the attached duly notarized Special Power of Attorney" for the authorized representative];

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], accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, 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;
- 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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Name of the Procuring Entity : KALINGA STATE UNIVERSITY Project Reference Number

IB CIVILWORKS 2018-12-67 COMPLETION OF GRADUATE STUDIES AND LAW BUILDING Name of the Project

KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA Location of the Project

End-User Unit **BULANAO CAMPUS ADMINISTRATOR** 

INFRASTRUCTURE OFFICE Implementing Unit



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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract:
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
- 9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_\_, Philippines. Bidder's Representative/Authorized Signatory **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]

\* This form will not apply for WB funded projects.

Doc. No. \_\_\_\_ Page No. \_\_\_\_ Book No. Series of

<<< bid-doc >>> Page 5 of 21 Name of the Procuring Entity Project Reference Number Name of the Project Location of the Project KALINGA STATE UNIVERSITY IB\_CIVILWORKS\_2018-12-67

COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
BULANAO CAMPUS ADMINISTRATOR End-User Unit

Implementing Unit INFRASTRUCTURE OFFICE



# List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started

Standard Form Number: SF-INFR - 15 Revised on: July 29, 2004  List of all Ongoing Government & Private Construction Contracts including contracts awarded but not yet started  Business Name			
•	ction Contracts including contr	acts awarded but	not yet started
Business Address :			
ocation Owner Name Contractor's Role		% of Accomplishment	
Project Cost a. Address Nature of Work Description % b. Telephone Nos.	% p.	Planned Actual	Value of Outstanding Works
Government			
Private			
Note: This statement shall be assured with		Total	
Note: This statement shart be supported with:		10tal Cost	
Suhmitted hv			
Daw.  One of the technical documents required to be in the Fliaibility. Emelone of a massnertive hidder is a list of all its on asing completed and awarded but not vet started contrasts	a list of all its on aging counlated and	manded but not wet etc	riad contracts
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Name of the Procuring Entity Project Reference Number Name of the Project Location of the Project KALINGA STATE UNIVERSITY IB\_CIVILWORKS\_2018-12-67

COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
BULANAO CAMPUS ADMINISTRATOR
INFRASTRUCTURE OFFICE

End-User Unit

Implementing Unit



# **Statement of all Completed Government & Private Construction Contracts** which are similar in nature

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Name of the Procuring Entity
Project Reference Number

: KALINGA STATE UNIVERSITY
IB\_CIVILWORKS\_2018-12-67

Name of the Project : COMPLETION OF GRADUATE STUDIES AND LAW BUILDING

Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA

End-User Unit : BULANAO CAMPUS ADMINISTRATOR

Implementing Unit : INFRASTRUCTURE OFFICE



## **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

, Structural Engineer, ing Personnel.	Materials and	Quality	Control	Engineer,	Foreman	and other	Key
Attach the required	Proposed Org	anization	ıal Chart	for the Cor	ntract as st	ated above	

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

Name of the Procuring Entity
Project Reference Number

HALINGA STATE UNIVERSITY
B\_CIVILWORKS\_2018-12-67

Name of the Project : COMPLETION OF GRADUATE STUDIES AND LAW BUILDING

Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA

End-User Unit : BULANAO CAMPUS ADMINISTRATOR

Implementing Unit : INFRASTRUCTURE OFFICE



# LIST OF CONTRACTOR'S KEY PERSONNEL TO BE ASSIGNED TO THE CONTRACT, 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:

Dranged Desition	Name	Years of Experience		
Proposed Position	ivaille	General	Relevant	

- 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,

<<< bid-doc >>>
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Name of the Procuring Entity Project Reference Number

KALINGA STATE UNIVERSITY IB CIVILWORKS 2018-12-67

Name of the Project COMPLETION OF GRADUATE STUDIES AND LAW BUILDING Location of the Project

KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA

End-User Unit **BULANAO CAMPUS ADMINISTRATOR** 

Implementing Unit INFRASTRUCTURE OFFICE



# LETTER OF NOMINEE FOR (PROPOSED POSITION) Date Dr. Eduardo T. Bagtang **University president** Kalinga State University Tabuk City, Kalinga Sir: Supplementing our Organizational Chart for the Proposed Construction of (name of project and location), I/we have the honor to submit and certify herewith to be true and correct, the following pertinent information: 1. That I/we have engaged and contracted the services of Mr. \_ hereinafter called the (Name of Proposed Position), a registered with Professional License Certificate No. \_\_\_\_\_ issued on \_\_ \_ and who has paid his Professional Tax for the current year, dated \_ and who was performed the same duties in the construction of the projects enumerated in his/her Certificate of Employment and Bio-Data; 2. That said (Name of Proposed Position), shall be appointed and designated by us as to personally perform the same duties in the above-mentioned Project, if and when the same is awarded in our favor; 3. That said (Name of Proposed Position), shall employ the best care, skills 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 (Name of Proposed Position), shall be personally present at the jobsite to supervise the phase of construction work pertaining to his assignment as (Name of Proposed Position), all the time; 5. That, in order to guarantee that said (Name of Proposed Position), shall manage and supervise properly and be personally present in the Project, he is hereby required to secure a certification of appearance from the KSU-Infrastructure Unit at the end of every month. That I/we shall not start the work without the Project Manager at the jobsite; 6. That in the event that I/we elect or choose to replace the said Project Manager with another (Name of Proposed Position), the Head, Implementing Office of the KSU will be notified by us accordingly in writing at least twenty one (21) days before making replacement; 7. That the name of the proposed new (Name of Proposed Position), his qualifications, his experience, list of projects undertaken and other relevant information, shall be submitted to the KSU for prior approval; and 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 KSU. Very truly yours, (Contractor)

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**CONCURRED IN:** 

(Address)

(Name of Proposed Position),

KALINGA STATE UNIVERSITY
IB\_CIVILWORKS\_2018-12-67
COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
BULANAO CAMPUS ADMINISTRATOR
INFRASTRUCTURE OFFICE

End-User Unit Implementing Unit



# Qualification of Key Personnel Proposed to be Assigned to the Contract

Business Address   11, 2004   12, 2004   13, 2004   13, 2004   13, 2004   14, 2004   14, 2004   15, 2004   14, 2004   15, 2004   1	posed to be <u>Assigned</u> to the Contract	
dress : : Haring and Health Personal Dersonal De		
dress :  Project Manager / Materials/Quality Control Engineer  ed since  Employment  In Dersonal  Construction Safety and Health  Personnel  Attached individual resume and PRC License of the (professional) personal  (Printed Name & Signature)		
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Birth ad since nce Employment nn cense equirements	Construction Safety and Health Personnel	Other positions deemed required by the Applicant for this project
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One of the requirements from the bidder to be included in its Technical Ewelope is a list of contractor's key personnel (viz., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assisted to the contract to be hid with their complete analytication and experience data finefulfing the less narconnels signed written commitment to work for the project once awarded the contract	or's key personnel (viz., Project Manager, Project E	ngineers, Materials Engineers, and Foremen), to

<< bid-doc >>> Page 11 of 21 Name of the Procuring Entity : KALINGA STATE UNIVERSITY
Project Reference Number : IB\_CIVILWORKS\_2018-12-67

Name of the Project : COMPLETION OF GRADUATE STUDIES AND LAW BUILDING

Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA

End-User Unit : BULANAO CAMPUS ADMINISTRATOR

Implementing Unit : INFRASTRUCTURE OFFICE



# **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	:			
Date of Birth	:			
Nationality	:			
Education and Degrees	:			
Specialty	:			
Registration	:			
Length of Service with the Firm	:	Year from To	(months) (months)	(year
Years of Experience				
Years of Experience  If Item 7 is less than ten (10) year period (attached additional sheet/s	: rs, give name	and length of service wi		
If Item 7 is less than ten (10) year	: rs, give name	and length of service wi	th previous employers	
If Item 7 is less than ten (10) year period (attached additional sheet/s)	: rs, give name ), if necessary	and length of service wi	ith previous employers	s for a ten

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).

Name of the Procuring Entity

End-User Unit

KALINGA STATE UNIVERSITY
IB\_CIVILWORKS\_2018-12-67
COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
BULANAO CAMPUS ADMINISTRATOR

Implementing Unit INFRASTRUCTURE OFFICE



Nam	that Reference Number te of the Contract ution of the Contract		
1.	Name	:	·
2.	Name and Address of Owner	:	
3.	Name and Address of the Owner's Engineer (Consultant)	:	
4.	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	:	
7.	Structures for which the employee was responsible	:	<del></del>
8.	Assignment Period	:	from(months) (years) to(months) (years)
	ne and Signature of Employee		
	s hereby certified that the above our company.	personne	nel can be assigned to this project, if the contract is awarded
	(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).

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KALINGA STATE UNIVERSITY IB\_CIVILWORKS\_2018-12-67 Name of the Procuring Entity Project Reference Number Name of the Project

COMPLETION OF GRADUATE STUDIES AND LAW BUILDING

Location of the Project KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA

End-User Unit **BULANAO CAMPUS ADMINISTRATOR** 

Implementing Unit INFRASTRUCTURE OFFICE



## **Key Personnel's Certificate of Employment**

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

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

Dear S	ir / Madame:			
(date o	I am(Name of Nominee) f issuance) at(place of iss		_ Engineer with Profess	sional License No issued on _
to it.	I hereby certify that(Na.	<i>me of Bidder)</i> has enga	ged my services as (Des	ignation) for (Name of the Contract), if awarded
	As <u>(Designation)</u> , I	supervised the followin	g completed projects sin	nilar to the contract under bidding):
	NAME OF PROJECT	<u>OWNER</u>	<u>COST</u>	DATE COMPLETED
	At present, I am supervis	sing the following pro	ojects:	
	NAME OF PROJECT	<u>OWNER</u>	COST	DATE COMPLETED
(Na				ve-mentioned Contractor, I shall notify the effective date of my separation.
works	As <u>(Designation)</u> , I I to the best of my ability, ar			e time to supervise and manage the Contract y one (1) contract at a time.
	act without any firm commi	itment on my part to	assume the post of _	ove-mentioned Contractor to qualify for the (Designation) therefor, if the contract is
in any	future(Name of the Pro	curing Entity) bide		or my disqualification as <u>(Designation)</u> vith any Contractor doing business with the
(Na	me of the Procuring Entity)	<u>•</u> _		

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Name of the Procuring Entity Project Reference Number Name of the Project Location of the Project KALINGA STATE UNIVERSITY IB\_CIVILWORKS\_2018-12-67

COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
BULANAO CAMPUS ADMINISTRATOR

End-User Unit

Implementing Unit INFRASTRUCTURE OFFICE

Name of the Procuring Entity



Contract Reference Number Name of the Contract Location of the Contract	
	(Signature of Engineer)
	, c ,
DRY SEAL	
Republic of the Philippines ) ) S.S.	
SUBSCRIBED AND SWORN TO before me this at at	2003 affiant exhibiting to me his Residence
	Notary Public Until December 31, 20
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).

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KALINGA STATE UNIVERSITY
IB\_CIVILWORKS\_2018-12-67
COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
BULANAO CAMPUS ADMINISTRATOR
INFRASTRUCTURE OFFICE

End-User Unit Implementing Unit



# **Manpower Utilization Schedule**

Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract												
Standard Form Number: SF-INFR - 42 Revised on: August 11, 2004												
			MAN	POWER U	MANPOWER UTILIZATION SCHEDULE	ON SCHEI	ULE					
Cotorom						M	Month					
Calegory	1	2	3	4	5	9	7	8	6	10	11	12
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:							
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	g of skilled an	d unskilled w	orkers, includi	ing Project M	anager, Proje	ot Engineers, 1	Materials Engi	neers, or For	emen) is requi	ired to be in t	ıe Technical

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KALINGA STATE UNIVERSITY
IB\_CIVILWORKS\_2018-12-67
COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
BULANAO CAMPUS ADMINISTRATOR

End-User Unit

Implementing Unit INFRASTRUCTURE OFFICE



## **Construction schedule and S-Curve**

Standard Form Number: SF-INFR-41

Revised on: August 11, 2004

Contract

#### PERT / CPM

#### **Construction Schedule and S-Curve**

	Location :																													_																					
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Name of the Bidder

Name of the Procuring Entity
Project Reference Number

HALINGA STATE UNIVERSITY
B\_CIVILWORKS\_2018-12-67

Name of the Project : COMPLETION OF GRADUATE STUDIES AND LAW BUILDING

Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA

End-User Unit : BULANAO CAMPUS ADMINISTRATOR

Implementing Unit : INFRASTRUCTURE OFFICE



### **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.

 Name of the Procuring Entity
Project Reference Number

HALINGA STATE UNIVERSITY
B\_CIVILWORKS\_2018-12-67

Name of the Project : COMPLETION OF GRADUATE STUDIES AND LAW BUILDING

Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA

End-User Unit : BULANAO CAMPUS ADMINISTRATOR

Implementing Unit : INFRASTRUCTURE OFFICE



### 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 <u>(Name of the Procuring Entity)</u> BAC for the bidding of the <u>(Name of the Contract)</u>, we certify that <u>(Name of the Bidder)</u> 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 statement of the availability of key personnel and equipment needed for the construction of the project being bid.

KALINGA STATE UNIVERSITY IB\_CIVILWORKS\_2018-12-67

COMPLETION OF GRADUATE STUDIES AND LAW BUILDING
KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA

BULANAO CAMPUS ADMINISTRATOR INFRASTRUCTURE OFFICE End-User Unit

Implementing Unit



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

Parciard or August 11, 2004   List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract   Business Name   Business Name   Proceeding   Procedure   Plate No.   Plate No.   Location   Proof of Ownership / Leased   Plate No.   Location   Leased   Leased	Name of the Procuring Entity Contract Reference Number Name of the Contract Location of the Contract							
List of Equipment, Owned or Leased and/or under Purchase Agreements, Pledged to the Proposed Contract   State	Standard Form Number: SF-INFR - 49 Revised on: August 11, 2004							
Business Address         Capacity / Capacity / Capacity / Description         Capacity / Description         Condition         Condition         Condition           A. Owned         A. Owned         Performance / Size         Plate No.         Motor No. / Docation         Condition           I. I. S. V.         N.         N. <td< th=""><th></th><th>quipment, Own</th><th>ed or Leased and/</th><th>or under Pu</th><th>rchase Agreeme</th><th>nts, Pledged to the Propose</th><th>ed Contract</th><th></th></td<>		quipment, Own	ed or Leased and/	or under Pu	rchase Agreeme	nts, Pledged to the Propose	ed Contract	
Description   Model/Year   Capacity   Plate No.   Motor No.   Location   Condition								
Description   Description   Model/Year   Capacity   Plate No.   Body No.   Location   Condition	Business Address							
Assed	Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lessor or Vendor
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nation :	Submitted by							
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	Date							***************************************
	duration of the project.				1			•

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End-User Unit Implementing Unit

KALINGA STATE UNIVERSITY
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KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
BULANAO CAMPUS ADMINISTRATOR
INFRASTRUCTURE OFFICE



# **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					
Cotegony / Equipment						Mc	Month					
Category / Equipment	1	2	3	4	5	9	7	8	6	10	11	12
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 project.	to be included	in its Technic	al Envelope is	its equipmen	t utilization sc	hedule, referri	ing to the weel	its equipment utilization schedule, referring to the weekly or monthly scheduling of the minimum equipment required for the	scheduling of t	the minimum e	quipment requ	ired for the

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