



Bidding Forms

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Bid Form

Date: _____

IB¹ 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.**

¹ If ADB, JICA and WB funded projects, use IFB.

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



Name: _____

In the capacity of: _____

Signed: _____

Duly authorized to sign the Bid for and on behalf of: _____

Date: _____



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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 Implementing Unit : INFRASTRUCTURE OFFICE



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]

Doc. No. ____
 Page No. ____
 Book No. ____
 Series of ____

* This form will not apply for WB funded projects.

Name of the Procuring Entity : KALINGA STATE UNIVERSITY
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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 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

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-48.
4. All these are required to be in the Technical Envelope of the Bidder.

Name of the Procuring Entity : KALINGA STATE UNIVERSITY
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**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:

| Proposed Position | Name | Years of Experience | |
|-------------------|------|---------------------|----------|
| | | 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,

Name and Signature of Bidder's Authorized Representative



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
8. 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)

CONCURRED IN:

(Name of Proposed Position),

(Address)

Name of the Procuring Entity : KALINGA STATE UNIVERSITY
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 Location of the Project : KSU MAIN CAMPUS, NATIONAL HIGHWAY, PUROK 6, BULANAO CENTRO, TABUK CITY, KALINGA
 End-User Unit : BULANAO CAMPUS ADMINISTRATOR
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Name of the Procuring Entity
Contract Reference Number
Name of the Contract
Location 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 : _____
8. Assignment Period : from _____ (months) _____ (years)
 : to _____ (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).

Name of the Procuring Entity : KALINGA STATE UNIVERSITY
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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 Sir / Madame:

I am (Name of Nominee) a Licensed _____ Engineer with Professional License No. _____ issued on (date of issuance) at (place of issuance).

I hereby certify that (Name of Bidder) has engaged my services as (Designation) for (Name of the Contract), if awarded to it.

As (Designation), I supervised the following completed projects similar to the contract under bidding):

| <u>NAME OF PROJECT</u> | <u>OWNER</u> | <u>COST</u> | <u>DATE COMPLETED</u> |
|------------------------|--------------|-------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

At present, I am supervising the following projects:

| <u>NAME OF PROJECT</u> | <u>OWNER</u> | <u>COST</u> | <u>DATE COMPLETED</u> |
|------------------------|--------------|-------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the (Name of the Procuring Entity) at least twenty one (21) days before the effective date of my separation.

As (Designation), I know I will have to stay in the job site all the time to supervise and manage the Contract works to the best of my ability, and aware that I am authorized to handle only one (1) contract at a time.

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the post of (Designation) therefor, if the contract is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as (Designation) in any future (Name of the Procuring Entity) bidding or employment with any Contractor doing business with the (Name of the Procuring Entity).

Name of the Procuring Entity : KALINGA STATE UNIVERSITY
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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



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

(Signature of Engineer)

DRY SEAL

Republic of the Philippines)
_____) S.S.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 2003 affiant exhibiting to me his Residence Certificate No. _____ issued on _____ at _____.

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).



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 : KALINGA STATE UNIVERSITY
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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 (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 statement of the availability of key personnel and equipment needed for the construction of the project being bid.



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

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

Standard Form Number: SF-INFR - 49
 Revised on: August 11, 2004

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

Business Name : _____
 Business Address : _____

| Description | Model/Year | Capacity / Performance / Size | Plate No. | Motor No. / Body No. | Location | Condition | Proof of Ownership / Lessor or Vendor |
|-------------------------------------|------------|-------------------------------|-----------|----------------------|----------|-----------|---------------------------------------|
| A. Owned | | | | | | | |
| i. | | | | | | | |
| ii. | | | | | | | |
| iii. | | | | | | | |
| iv. | | | | | | | |
| v. | | | | | | | |
| B. Leased | | | | | | | |
| i. | | | | | | | |
| ii. | | | | | | | |
| iv. | | | | | | | |
| v. | | | | | | | |
| C. Under Purchase Agreements | | | | | | | |
| i. | | | | | | | |
| ii. | | | | | | | |
| iii. | | | | | | | |
| iv. | | | | | | | |
| v. | | | | | | | |

List of minimum equipment required for the project:
 Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

One of the requirements from the bidder to be included in its Technical Envelope is the list of its equipment units pledged for the contract to be bid, which are owned (supported by proofs of ownership), leased, 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/vendor for the duration of the project.

