



Republic of the Philippines  
**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](mailto: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]*

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**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 guidelines<sup>1</sup> 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.

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<sup>1</sup> 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].
- l. 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**

Name of the Project: \_\_\_\_\_

Location of the Project: \_\_\_\_\_

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

*NOTE: Follow the above format in preparing the price lists to have a uniform format during submission of bids.*

\_\_\_\_\_  
 Chairman/President

\_\_\_\_\_  
 Name of Bidder



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**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;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*



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## Integrity Pledge for KSU Service Provider

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### **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.

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Name and Signature of Authorized Managing Owner

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Name of Company

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Date Signed

**(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]*

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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:

1. 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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## Contractor's Organizational Chart for the Contract

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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.*



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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	
		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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## Letter of Nominee for Proposed Position

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\_\_\_\_\_

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)



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

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

Name of the Procuring Entity : \_\_\_\_\_  
 Contract Reference Number : \_\_\_\_\_  
 Name of the Contract : \_\_\_\_\_  
 Location of the Contract : \_\_\_\_\_

Standard Form Number: SF-INFR - 48  
 Revised on: August 11, 2004

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							
7	Education							
8	PRC License							

  

Minimum Requirements	: Project Manager / Engineer
	: Materials Engineer
	: Foreman
	: Construction Safety and Health Personnel
Note	: Attached individual resume and PRC License of the (professional) personnel.

  

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

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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## 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.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : \_\_\_\_\_
2. Date of Birth : \_\_\_\_\_
3. Nationality : \_\_\_\_\_
4. Education and Degrees : \_\_\_\_\_
5. Specialty : \_\_\_\_\_
6. Registration : \_\_\_\_\_
7. Length of Service with the Firm : \_\_\_\_\_ Year from \_\_\_\_\_ (months) \_\_\_\_\_ (year)  
 To \_\_\_\_\_ (months) \_\_\_\_\_ (year)
8. Years of Experience : \_\_\_\_\_
9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

Name and Address of Employer

Length of Service

_____	_____ year(s) from	_____ to	_____
_____	_____ year(s) from	_____ to	_____
_____	_____ year(s) from	_____ to	_____

10. Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show 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).*





Republic of the Philippines  
**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](mailto: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

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).*



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## Key Personnel's Certificate of Employment

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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).



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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 \_\_\_\_\_ 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).*







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## Construction Methods in Narrative Form

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*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.*



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## Contractor's Letter-Certificate to Kalinga State University

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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 (Designation) 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 (Designation), 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 (Designation) 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 (Designation), 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 Bidder)

CONCURRED IN:

\_\_\_\_\_  
(Name of Engineer)

\_\_\_\_\_  
(Address)



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## Statement of Availability of Key Personnel and Equipment

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*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.*





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**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
<b>A. Owned</b>							
i.							
ii.							
iii.							
iv.							
v.							
<b>B. Leased</b>							
i.							
ii.							
iv.							
v.							
<b>C. Under Purchase Agreements</b>							
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.*



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**Construction Equipment utilization schedule**

<b>EQUIPMENT UTILIZATION SCHEDULE</b>											
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											
Category / Equipment	Month										
	1	2	3	4	5	6	7	8	9	10	11
Contractor's Name:	Name of the Procuring Entity:					Contract Name:					
Submitted by:	Date: _____										
Name of the Representative of the Bidder	Position										
Name of the Bidder	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.										



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**Affidavit of Site Inspection**

Standard Form Number: **SF-INFR-51**

Revised on: August 11, 2004

**AFFIDAVIT OF SITE INSPECTION**

I, (Representative of the Bidder), of legal age, (civil status), Filipino and residing at (Address of the Representative), under oath, hereby depose and say:

1. That I am the (Position in the Bidder) of the (Name of the Bidder), with office at (Address of the Bidder);
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 FAITH WHEREOF, I hereby affix my signature this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
AFFIANT

SUBSCRIBED AND SWORN TO before me this \_\_\_\_\_, day of \_\_\_\_\_ 20\_\_, affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
(Notary Public)

Until \_\_\_\_\_  
PTR No. \_\_\_\_\_  
Date \_\_\_\_\_  
Place \_\_\_\_\_  
TIN \_\_\_\_\_

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



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## Sample of Certification from Insurance Commission

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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 insurance business in the Philippines for such lines **FIRE, MARINE, CASUALTY and SURETY** under Certificate of Authority Number \_\_\_\_\_ effective \_\_\_\_\_, unless sooner revoked or suspended for cause.

It is certified, moreover, that \_\_\_\_\_ is likewise authorized under \_\_\_\_\_ to underwrite and issue Performance Bonds, Surety Bonds, and Bidders Bonds **callable on demand** in favor of various agencies and instrumentalities of the government pursuant to **Revised Implementing 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 the 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*