



## Annex D: Sample Bidding Forms

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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



## 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;



*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 \_\_\_\_



## Integrity Pledge for KSU Service Provider

### **INTEGRITY PLEDGE**

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

### **FOR KSU SERVICE PROVIDER**

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

I recognize that the national executive government, in particular 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 professional, business owner and development partner, I am fully aware of my responsibility to our stakeholders and to 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 will not engage in collusion and rigging that make a mockery of 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 in 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 and I will ensure 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 in fair and transparent manner.

\_\_\_\_\_  
Name and Signature of Authorized Managing Owner

\_\_\_\_\_  
Name of Company

\_\_\_\_\_  
Date Signed

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







## 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.





## 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:

<u>Name and Address of Employer</u>	<u>Length of Service</u>
_____	_____ 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.: (074) 627-5321

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).*



## 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).



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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 \_\_\_\_\_ 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 \_\_\_\_\_;







## 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.*



## 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: \_\_\_\_\_  
 Designation: \_\_\_\_\_  
 Date: \_\_\_\_\_  
(Printed Name & Signature)

*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.*







## Sample of Certification from Insurance Commission

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

### CERTIFICATION

This is to Certify that \_\_\_\_\_ is an authorized insurance company and licensed to transact general 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*