

**Bids and Awards Committee**

Republic of the Philippines

Professional Regulation Commission

P. Paredes St., Sampaloc, Metro Manila

Facsimile: 310-0037 / email:prcbac2013@gmail.com

**NAME OF PROJECT:** PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE MARCH 29, 2020 AND SEPTEMBER 27, 2020 LICENSURE EXAMINATIONS FOR PROFESSIONAL TEACHERS AND FOR THE NOVEMBER 28, 29, & 30, 2020 LICENSURE EXAMINATION FOR CRIMINOLOGISTS - (INSERT LOT NUMBER & TITLE)

- a) *The statement shall include all information required in the PBDs prescribed by the GPPB.*
- b) *Statement must be supported by evidence.*
- c) *Use another sheet if necessary.*

I. **STATEMENT OF ALL ONGOING CONTRACT/S (GOVERNMENT AND PRIVATE) INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY, WHETHER SIMILAR OR NOT SIMILAR IN NATURE AND COMPLEXITY TO THE CONTRACT TO BE BID FROM JANUARY 2018 UP TO THE DATE OF THE SUBMISSION AND OPENING OF BIDS.**

Name of the Contract	
Date of the Contract	
Contract Duration;	
Owner's name and address	
Kinds of Goods	
For Statement of Ongoing Contracts- amount of contract and value of outstanding contracts	
Date of Delivery	

Submitted by:

Name of Company/Supplier/Distributor/Manufacturer  
Name and Signature of Authorized Representative

Date:

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- a) *The statement shall include all information required in the FBDs prescribed by the GPPB.*
- b) *Statement must be supported by evidence.*
- c) *Use another sheet if necessary.*

**ii. STATEMENT IDENTIFYING THE SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID FROM JANUARY 2015 PRIOR TO THE DATE OF SUBMISSION AND OPENING OF BIDS.**

Name of the Contract	
Date of the Contract	
Contract Duration	
Owner's name and address	
Kinds of Goods	
For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement	
Date of Delivery	
End user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements	

Submitted by

Name of Company/Supplier/Distributor/Manufacturer  
Name and Signature of Authorized Representative

Date:

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- a) *The statement shall include all information required in the PBDs prescribed by the GPPB.*
- b) *Statement must be supported by evidence.*
- c) *Use another sheet if necessary.*

**III. STATEMENT IDENTIFYING A SINGLE CONTRACT THAT IS SIMILAR TO THIS PROJECT, EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE APPROVED BUDGET FOR THE CONTRACT**  
*For this purpose, similar contracts shall refer to contracts for Printing of Test Booklets and Shredding of Test Booklets used in Metro Manila, with Quarantine Facilities in Metro Manila.*

Name of the Contract	
Date of the Contract	
Contract Duration	
Owner's name and address	
Kinds of Goods	
For Statement of Ongoing Contracts- amount of contract and value of outstanding contracts	
Date of Delivery	
End user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements	

Submitted by:

Name of Company/Supplier/Distributor/Manufacturer  
Name and Signature of Authorized Representative

Date:

# BIDS AND AWARDS COMMITTEE - CENTRAL OFFICE

## EVALUATION SHEET: ELIGIBILITY/TECHNICAL/ FINANCIAL

ABC: Php

DATE:

**PROJECT:**

**PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE MARCH 24, 2019 AND SEPTEMBER 29, 2019 LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS AND FOR THE NOVEMBER 29, 30 & DECEMBER 1, 2019 LICENSURE EXAMINATION FOR CRIMINOLOGISTS - (INSERT LOT NUMBER & TITLE)**

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### ELIGIBILITY DOCUMENTS

1. PhilGEPS Certificate of Registration – Platinum Membership
  
2. The statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid **from January 2018 up to the date of the submission and opening of bids**;  
 The Statement shall include, for each contract, the following:
  - i. name of the contract;
  - ii. date of the contract;
  - iii. kinds of Goods;
  - iv. amount of contract and value of outstanding contracts;
  - v. date of delivery; and
  - vi. such other requirements in the GPPB form.
  
3. The statement identifying the Bidder's single largest completed contract similar to the contract to be bid within the period from **January 2015 up to the date of submission and opening of bids**.
  
4. The bidder must have completed, within the period from **January 2015 up to the date of submission and opening of bids**, a single contract that is similar to this project, equivalent to at least 50% of the ABC, which is **P \_\_\_\_\_** only.  
*For this purpose, similar contracts shall refer to contracts for Printing of Test Booklets & Shredding of Test Booklets used in Metro Manila with Quarantine Facilities in Metro Manila.*
  
5. For compliance with the financial eligibility requirement, the bidders must submit a computation of its Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:  

$$NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (15)]\ minus\ the\ value\ of\ all\ outstanding\ or\ uncompleted\ portions\ of\ the\ projects\ under\ ongoing\ contracts,\ including\ awarded\ contracts\ yet\ to\ be\ started\ coinciding\ with\ the\ contract\ to\ be\ bid.$$

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR- for purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their Audited Financial Statement prepared in accordance with international financial reporting standards.
  
6. CLASS "B"  
 If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provision of the JVA in the instance that the bid is successful.

### TECHNICAL DOCUMENTS

7. Bid Securing Declaration
  
8. Acknowledgment and compliance with Section IV, General Conditions of Contract, and Section V, Special Conditions of Contract, of the Bidding Documents.  
 \*Section IV, General Conditions of Contract, and Section V, Special Conditions of Contract, must form part of the submission of documents.

# BIDS AND AWARDS COMMITTEE - CENTRAL OFFICE

## EVALUATION SHEET: ELIGIBILITY / TECHNICAL / FINANCIAL

ABC: Php

DATE:

**PROJECT:**

PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE MARCH 24, 2019 AND SEPTEMBER 29, 2019 LICENSURE EXAMINATION FOR PROFESSIONAL TEACHERS AND FOR THE NOVEMBER 29, 30 & DECEMBER 1, 2019 LICENSURE EXAMINATION FOR CRIMINOLOGISTS - (INSERT LOT NUMBER & TITLE)

<p>9. Conformity with the technical specifications, as enumerated and specified in Sections VI and VII of the Bidding Documents.</p> <p><i>*Section VI, Schedule of Requirements, and Section VI, Technical specifications, must form part of the submission of documents.</i></p> <p><i>*Technical Specification shall be supported by submitting samples or evidence of such compliance, as applicable.</i></p>			
10. Sworn Statement in accordance with Section 25.2 (a) (viii) of the IRR of RA 9184 and using the form prescribed in the Philippine Bidding Documents.			
11. Secretary's Certificate			
12. Duly accomplished Financial Bid in the Official Bid Form			
13. Bid Price			

**Legend:**  
 P = Passed F = Failed N/A = Not Applicable

### Bids and Awards Committee

\_\_\_\_\_  
**ARISTOGERSON T. GESMUNDO**  
 Chairman

\_\_\_\_\_  
**OMAIMAH E. GANDAMRA**  
 Vice-Chairperson

\_\_\_\_\_  
**MARIA PINKY M. DE PANO**  
 Member

\_\_\_\_\_  
**CRESALINE S. BAGSIT**  
 Member

\_\_\_\_\_  
**KHEMLE JANE T. VISCA-MARTINO**  
 Member

\_\_\_\_\_  
**CRISANTO L. DECENA**  
 Provisional Member, Non-IT Projects

\_\_\_\_\_  
**RICHARD M. ARANIEGO**  
 Provisional Member, IT Projects

### ALTERNATE MEMBERS

\_\_\_\_\_  
**ARJAY R. ROSALES**  
 Vice-Chairman

\_\_\_\_\_  
**HENRIETTA P. NARVAEZ**  
 Member

\_\_\_\_\_  
**WILMA T. UNANA**  
 Member

\_\_\_\_\_  
**MARIA LIZA M. HERNANDEZ**  
 Member

**BIDDERS & OBSERVERS:**

\_\_\_\_\_  
 Signature Over Printed Name

\_\_\_\_\_  
 Signature Over Printed Name

\_\_\_\_\_  
 Signature Over Printed Name

\_\_\_\_\_  
 Signature Over Printed Name

\_\_\_\_\_  
 Signature Over Printed Name

\_\_\_\_\_  
 Signature Over Printed Name



## Omnibus Sworn Statement

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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 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 of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

*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 and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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:* I am 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]*

*[JURAT]*

**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.



## BID SECURING DECLARATION FORM

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_ ) S.S.

X-----X

### BID SECURING DECLARATION Invitation to Bid: *[Insert Reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We<sup>1</sup>, 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 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 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;
  - (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.

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1. Select one and delete the other. Adopt same instruction for similar terms throughout the document.

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'S AUTHORIZED REPRESENTATIVE]  
[Insert Signatory's Legal Capacity]  
Affiant

**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. \_\_\_\_\_  
PIR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

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

1. Select one and delete the other. Adopt same instruction for similar terms throughout the document.

**BID SECURING DECLARATION**

BIDDING DOCUMENT

PRINTING AND SHREDDING OF TEST BOOKLETS FOR THE MARCH 29, 2020 AND SEPTEMBER 27, 2020 LICENSURE EXAMINATIONS FOR PROFESSIONAL TEACHERS AND FOR THE NOVEMBER 28, 29, & 30, 2020 LICENSURE EXAMINATION FOR CRIMINOLOGISTS

## Bank Guarantee Form for Advance Payment

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To: *[name and address of PROCURING ENTITY]*  
*[name of Contract]*

Gentlemen and/or Ladies:

In accordance with the payment provision included in the Special Conditions of Contract, which amends Clause 10 of the General Conditions of Contract to provide for advance payment, *[name and address of Supplier]* (hereinafter called the "Supplier") shall deposit with the PROCURING ENTITY a bank guarantee to guarantee its proper and faithful performance under the said Clause of the Contract in an amount of *[amount of guarantee in figures and words]*.

We, the *[bank or financial institution]*, as instructed by the Supplier, agree unconditionally and irrevocably to guarantee as primary obligator and not as surety merely, the payment to the PROCURING ENTITY on its first demand without whatsoever right of objection on our part and without its first claim to the Supplier, in the amount not exceeding *[amount of guarantee in figures and words]*.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed thereunder or of any of the Contract documents which may be made between the PROCURING ENTITY and the Supplier, shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition, or modification.

This guarantee shall remain valid and in full effect from the date of the advance payment received by the Supplier under the Contract until *[date]*.

Yours truly,

Signature and seal of the Guarantors

\_\_\_\_\_  
*[name of bank or financial institution]*

\_\_\_\_\_  
*[address]*

\_\_\_\_\_  
*[date]*

BANK DRAFT GUARANTEE FORM FOR ADVANCE PAYMENT

BIDDING DOCUMENT

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