

06 November 2024

Loan/Grant No. : 4268-PHI: Supporting Innovation in the Philippine Technical and Vocational Education and Training System Project  
and Title

Contract No. and : **CW301/B: Design and Build of the TESDA Innovation Center with Rehabilitation Works for Region II (RTIC-Tuguegarao, Cagayan Valley)**  
Title

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### **BID BULLETIN NO. 1**

Pre-bid Minutes of Meeting

Date : 05 November 2024  
Time : 3:00 PM  
Venue : via Zoom

#### Highlights of the Meeting:

1 Welcome Remarks & Introduction

DDG Felizardo R. Colambo, the Bids and Awards Committee - B ("BAC-B") Chairperson chaired the Pre-bid meeting. Prospective bidders were welcomed, and their representatives were requested to introduce themselves.

2 Reading of the House Rules

The BAC Secretariat read the rules governing the conduct and decorum of participants during the presentation.

3 Presentation of Project Background / SIPTVETS

Before discussing the specifics of the project, an overview of the SIPTVETS civil works packages was presented to the prospective bidders to provide important context and encourage their participation for future opportunities.

4 Discussion of Project-Specific Information

The following information were discussed in detail to the prospective bidders:

- Overview of the project site
- Site information and challenges
- Vicinity map and site conditions
- Design and build Scope of works
- Rehabilitation / repair works
- Project duration and milestones

5 Discussion on Bidding Procedures and Guidelines

The following information were discussed in detail to the prospective bidders:

- Bidding timeline
- Composition of the bidding documents
- Select clauses in Section 1. Instructions to Bidders

- Select clauses in Section 2. Bid Data Sheet
- Each criterion for evaluation under Section 3, including its corresponding forms under Section 4
- Other requirements under Section 2, 4 and 6.
- Key requirements for technical proposal
- Schedules for Price Proposal under Section 4
- Bid Securing Declaration

**6 Recap of Important Dates and Joint Site Visit**

The BAC Secretariat provided a recap of key bidding milestones that had been presented earlier.

Prospective bidders were encouraged to attend the joint site visit on **November 15, 2024 (10AM) at RTIC – Tuguegarao.**

**7 Reminder on Purchase of the Bidding Document**

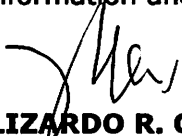
Prospective bidders were reminded to purchase a copy of the bidding document before the submission deadline.

**8 Question and Answers**

Prospective bidders raised questions / clarifications during the meeting and the following responses were given.

- a) It was confirmed that the submission of plans and designs is not required as part of the bidding requirements.
- b) At least one (1) member of the Joint Venture (JV) should meet the PCAB license requirement of "AA Medium B".
- c) The Audited Financial Statement (AFS) for the last three (3) years are the supporting attachments for Form FIN-1 Historical Financial Performance.
- d) The purchase price of Php50,000.00 for the bidding documents is for only one (1) civil works package.
- e) The Average Annual Construction Turnover does not apply to a consulting firm.
- f) Prospective bidders may visit the site on dates and at frequencies that are convenient to them, provided they give prior notice to the RTIC. The RTIC's email address is provided in Section 6, Employer's Requirements.
- g) Prospective bidders are required to present valid and existing ISO certifications.
- h) Prospective bidders may propose the same experts for multiple civil works packages, provided that replacements are made if the bidder is awarded more than one (1) civil works package.

For the information and guidance of all concerned.



**DDG FELIZARDO R. COLAMBO**  
 BAC-B Chairperson/  
 Deputy Director General for Special Concerns  
 TESDA



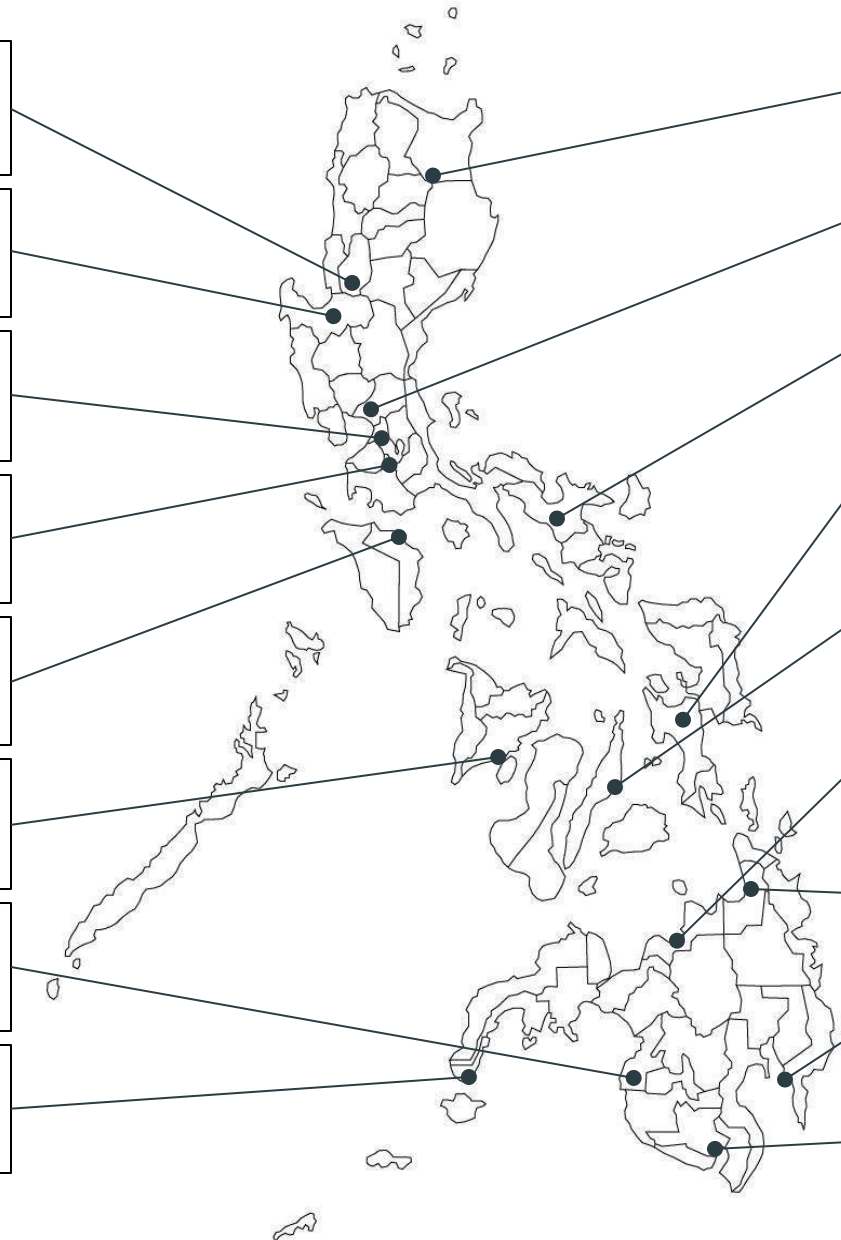
# **PROJECT PRESENTATION OVERVIEW**

# Project Background



# SIPTVETS Project – CIVIL WORKS PACKAGES

- Cordillera State Institute of Technical Education - Main (Loakan Campus)**  
Address: #80 Military Cut Off, 2600 Baguio City (BCSAT Site)  
Coordinates: 16°24'13.3"N 120°36'14.5"E (16.403686, 120.604027)
- Bangui Institute of Technology**  
Address: Manayon, Bangui, Ilocos Norte  
Coordinates: 16°02'24.0"N 120°16'10.6"E (16.039999, 120.269612)
- RTC - NCR**  
Address: To be determined  
Coordinates: 14°31'19.7"N 121°01'41.3"E (14.522149, 121.028124)
- Provincial Training Center- Rosario**  
Address: to be determined  
Coordinates: 13°45'41.1"N 121°03'50.7"E (13.761421, 121.064085)
- Simeon Suan Vocational and Technical College**  
Address: Pag asa, Oriental Mindoro  
Coordinates: 13°25'24.1"N 121°01'23.9"E (13.423354, 121.023291)
- RTC - Iloilo**  
Address: Zamora St., Iloilo City  
Coordinates: 10°41'36.7"N 122°34'38.5"E (10.693519, 122.577359)
- Regional Manpower Development Center**  
Address: Quezon Avenue, Sultan Kudarat  
Coordinates: 7°15'03.2"N 124°16'20.0"E (7.250893, 124.272223)
- RTC - Zamboanga City**  
Address: San Roque, Zamboanga City  
Coordinates: 6°55'54.0"N 122°03'04.2"E (6.931673, 122.051153)



- ONGOING PROCUREMENT / BIDDING**
- RTC- Tuguegarao**  
Address: Pengue, Tuguegarao City, Cagayan  
Coordinates: 17°40'22.6"N 121°45'18.4"E (117.67300, 121.75511)
- Gonzalo Puyat School of Arts and Trades**  
Address: San Sebastian, San Luis, Pampanga  
Coordinates: 14°50'04.8"N 120°51'57.3"E (14.834668, 120.865903)
- RTC - Pili**  
Address: San Jose, Pili, Camarines Sur  
Coordinates: 13°35'13.2"N 123°16'13.8"E (13.587008, 123.270495)
- RTC - Tacloban**  
Address: San Gerardo Subdivision, Brgy. Abucay, Tacloban City  
Coordinates: 11°14'31.8"N 124°58'47.6"E (11.242173, 124.979887)
- Provincial Training Center- Jagna**  
Address: Tubod Monte, Jagna, Bohol  
Coordinates: 10°19'33.8"N 123°54'23.5"E (10.326052, 123.906517)
- RTC-Tagoloan**  
Address: Tagoloan, Misamis Oriental  
Coordinates: 8°32'45.2"N 124°45'47.9"E (8.54588, 124.76329)
- Northern Mindanao School of Fisheries**  
Address: Butuan City, Agusan Del Norte  
Coordinates: 8°58'07.0"N 125°25'17.5"E (8.96865, 125.42151)
- Davao Oriental Polytechnic Institute**  
Address: Panuncialman St. Lupon, Davao Oriental  
Coordinates: 6°53'59.1"N 126°00'33.8"E (6.899755, 126.009382)
- General Santos National School of Arts and Trades**  
Address: Tionoson St., Lagao, General Santos City  
Coordinates: 6°07'54.7"N 125°10'57.1"E (6.131858, 125.182514)

# SCHEMATIC PERSPECTIVE

► REGION 8 -  
REGIONAL TRAINING  
CENTER-**TACLOBAN**

► 2122.60 sqm  
(approximate)



## REGION 8 - RTC TACLOBAN

Location from Airport	11.40 km
Flood Hazard	Low (up to 0.5m)
Survey (topographical, relocation, utilities)	No available data
Geotechnical report (soil test)	No available data
Existing Trees/ Vegetation	High
Terrain	Sloping
Site Challenges	<ul style="list-style-type: none"><li>• Existing drainage line running across the site</li><li>• Trees and uneven topography</li></ul>

# REGION 8 - RTC TACLOBAN



# SCHEMATIC PERSPECTIVE

- ▶ REGION 2 -  
REGIONAL TRAINING  
CENTER-  
**TUGUEGARAO**
- ▶ 2122.60 sqm  
(approximate)





## REGION 2 - RTC TUGUEGARAO

Location from Airport	4.40 km
Flood Hazard	Low to Medium (0.5m to 1.5m)
Survey (topographical, relocation, utilities)	No available data
Geotechnical report (soil test)	No available data
Existing Trees/ Vegetation	Low
Terrain	Relatively flat
Site Challenges	<ul style="list-style-type: none"><li>• Bounded by small roads leading to the existing buildings/structures</li><li>• Setbacks on all sides</li><li>• Existing road at the center of the site</li><li>• Location of existing flagpole; for relocation</li></ul>

# REGION 2 - RTC TUGUEGARAO



# SCHEMATIC PERSPECTIVE

► REGION 10 -  
REGIONAL TRAINING  
CENTER-**TAGOLOAN**

► 2673.85 sqm  
(approximate)



# REGION 10 - RTC TAGOLOAN

Location from Airport	52 km
Flood Hazard	High (up to 1.5m)
Survey (topographical, relocation, utilities)	No available data
Geotechnical report (soil test)	No available data
Existing Trees/ Vegetation	Medium density
Terrain	Relatively flat, 0.5-1.0 lower than the road
Site Challenges	<ul style="list-style-type: none"><li>• Near Main Electrical Line/ Post,</li><li>• Relatively Lower Than Road And</li><li>• Flood Prone – For Fill And Embankment</li></ul>

# REGION 10 - RTC TAGOLOAN



## **SCOPE OF WORKS**

# **Design & Build**

- **Site Survey & Investigations**
- **Detailed Design**
  - New Facility / innovation center
  - Rehabilitation of the existing facility
- **Construction Works**
  - New Facility / innovation center
  - Rehabilitation of the existing facility
- **Testing & Commissioning**
- **Handover**
- **Remedying of Defects (during Defects Liability Period)**

# DESIGN & BUILD OF INNOVATION CENTER

## 1. Demo Area / Fabrication Workshop Area



# DESIGN & BUILD OF INNOVATION CENTER

## 2. Co-working Space





# DESIGN & BUILD OF INNOVATION CENTER

## 3. Incubation Rooms



# DESIGN & BUILD OF INNOVATION CENTER

## 4. Lobby



## **REHABILITATION/RENOVATION OF EXISTING FACILITY**

- Section 6, Annex G is the Minimum Requirements for Rehabilitation / Renovation Works

## Project Duration

<b>PARTICULARS</b>	<b>SCHEDULE</b>
Surveys, Geotechnical Report, Site Inspections, Updated Schematic Design Phase	Ninety (90) Calendar Days upon the issuance of the Notice to Proceed (NTP)
Detailed Design Phase	Forty-five (45) Calendar Days
Application of Permits	Fifty (50) Calendar Days
Construction Phase (Innovation Center and Rehabilitation)	Three Hundred Thirty (330) Calendar Days
Post-Construction Phase	Thirty (30) Calendar Days
<b>CONTRACT DURATION</b>	<b>545 Calendar Days (18 Months)</b>

The As-Built Plans must be submitted to the TESDA's Project Management Unit Office – Engineering Unit Section within **Ten Calendar Days (10CD)** after the release of the Certificate of Final Completion.



# PROJECT PRESENTATION OVERVIEW

## Bidding Procedures and Guidelines



# Bidding Timeline

- ▶ **Issuance of IFB / Bid Documents:** 25 October 2024
- ▶ **Pre-bid Meeting:** today, 05 November 2024
- ▶ **Submission & Opening of Bids:** 28 November 2024, 12NN (PST) at TESDA Central Office
- ▶ **Deadline for Clarifications:** 7 calendar days from deadline for submission of bids (21 November 2024)
- ▶ **Bid Evaluation Period:** November - December 2024
- ▶ **Tentative Issuance of Notice of Award:** 2<sup>nd</sup> week of January 2025

# Bidding Documents

## B. Contents of Bidding Document

6. **Sections of Bidding Document**
- 6.1 The Bidding Document consists of Parts I, II, and III, which include all the sections indicated below, and should be read in conjunction with any addenda issued in accordance with ITB 8.
- PART I Bidding Procedures**
- Section 1 Instructions to Bidders (ITB)
  - Section 2 Bid Data Sheet (BDS)
  - Section 3 Evaluation and Qualification Criteria (EQC)
  - Section 4 Bidding Forms (BDF)
  - Section 5 Eligible Countries (ELC)
- PART II Requirements**
- Section 6 Employer's Requirements (ERQ)
- PART III Conditions of Contract and Contract Forms**
- Section 7 General Conditions of Contract (GCC)
  - Section 8 Particular Conditions of Contract (PCC)
  - Section 9 Contract Forms (COF)

**An invitation for Bids accompanies the package but does not form part of the bid documents.**

# CHECKLIST



Republic of the Philippines  
TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY  
ISO 9001: 2015 Certified



## CHECKLIST OF DOCUMENTARY REQUIREMENTS

Under Section 2. Bid Data Sheet, ITB. 19.4, Bidders must submit:

- One (1) Original sealed in an envelope clearly marked as "ORIGINAL"
- One (1) Copy sealed in a separate envelope clearly marked as "COPY"
- One (1) electronic copy saved in a USB, sealed in another envelope, clearly marked as "ELECTRONIC COPY"

Each of the above envelopes must contain the following documentary requirements. In the event of any discrepancy between the original and the copies, the original shall prevail (see *ITB 20.1*).

Please note that this checklist is only provided as a reference and is not part of the Bidding Documents.

The Bidder is required to inspect the entirety of the Bidding Documents, and all issued Addenda, to ensure the completeness and compliance of its Bid.

Sr. No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
1	Letter of Bid	Section 1. Instructions to Bidders (ITB), Clauses 12.1, 14.1, 14.3, 14.4, 20.2  Section 3. Evaluation and Qualification Criteria Clauses 2.1.2, 2.1.3, 2.1.5, 2.2.2,  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Please attach a <i>written confirmation of authorization</i> of the person signing the Letter of Bid. See Section 2. Data Sheet, ITB 20.2.  In case of a Joint Venture (JV), only <u>one</u> Letter of Bid must be submitted and the person signing the Letter of Bid, on behalf of the JV, must have the same authorization.
2	Bid Securing Declaration	Section 1. ITB Clauses 19.1, 19.2 & 19.4  Section 2. Bid Data Sheet (BDS), ITB 19.1, 19.2 & 19.4  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Signatory shall be the same as the person with written confirmation of authorization as described above.  In case of a Joint Venture (JV), only <u>one</u> Bid Securing Declaration must be submitted and the person signing on behalf of the JV must have the same authorization as required above.

Sr. No.	DOCUMENTARY REQUIREMENT	REFERENCE CLAUSES TO CHECK	REMARKS
Qualification Documents			
3	Form ELI-1: Bidder's Information Sheet	Section 1. ITB Clause 4.2  Section 3. Evaluation and Qualification Criteria Clauses 2.1.1, 2.1.4  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Please make sure that attachments to ELI-1 are also submitted.  Whether participating as a Single Entity or as JV, only <u>one</u> (1) Form ELI-1 has to be submitted.
5	Form ELI-2: Joint Venture Information Sheet	Section 1. ITB Clause 4.5  Section 3. Evaluation and Qualification Criteria Clauses 2.1.1, 2.1.4  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Please make sure that attachments to ELI-2 are also submitted.  In case of a Single Entity, please submit ELI-2 with marks "NOT APPLICABLE". In case of a JV, <u>each member</u> of the JV must accomplish and submit <u>with attachments</u> Form ELI-2.
4	Form CON-1: Historical Contract Nonperformance	Section 3. Evaluation and Qualification Criteria Clauses 2.2.1, 2.2.3  Section 4. Bidding Forms	Fill out completely. Tick the box as appropriate. Do not leave any blanks.  In case of a JV, <u>each member</u> of the JV must accomplish and submit Form CON-1.
6	Form CON-2: Historical Contract Nonperformance	Section 3. Evaluation and Qualification Criteria Clauses 2.2.1, 2.2.3  Section 4. Bidding Forms	Fill out completely. Tick the box as appropriate. Do not leave any blanks.  In case of a JV, <u>each member</u> of the JV and the <u>nominated specialist</u> must accomplish and submit Form CON-2.
7	Form FIN - 1: Historical Financial Performance	Section 3. Evaluation and Qualification Criteria Clause 2.3.1  Section 4. Bidding Forms	Fill out completely. Do not leave any blanks.  Please make sure that <u>attachments</u> to FIN-1 are also submitted.  In case of a JV, <u>each member</u> of the JV must accomplish and



# SECTION 1. Instructions to Bidders

## 4. Eligible Bidders

4.1 A Bidder may be a natural person, private entity, or government-owned enterprises subject to ITB 4.5-or any combination of them with a formal intent to enter into an agreement or under an existing agreement in the form of a Joint Venture. In the case of a Joint Venture:

- (a) all partners shall be jointly and severally liable; and
- (b) the Joint Venture shall nominate a Representative who shall have the authority to conduct all business for and on behalf of any and all the parties of the Joint Venture during the bidding process and, in the event the Joint Venture is awarded the Contract, during contract execution.

## 7. Clarification of Bidding Document, Site Visit, Pre-Bid Meeting

7.1 A prospective Bidder requiring any clarification on the Bidding Document shall contact the Employer in writing at the Employer's address indicated in the BDS or raise his inquiries during the pre-bid meeting if provided for in accordance with ITB 7.4. The Employer will respond in writing to any request for clarification, provided that such request is received prior to the deadline for submission of bids, within a period given in the BDS.

# SECTION 1. Instructions to Bidders

## 8. Amendment of Bidding Document

- 8.1 At any time prior to the deadline for submission of Bids, the Employer may amend the Bidding Document by issuing addenda.
- 8.2 Any addendum issued shall be part of the Bidding Document and shall be communicated in writing to all who have obtained the Bidding Document from the Employer in accordance with ITB 6.3.

## 12. Letter of Bid and Schedules

- 12.1 The Letter of Bid, Schedules, and all documents listed under Clause 11, shall be prepared using the relevant forms in Section 4 (Bidding Forms), if so provided. The forms must be completed without any alterations to the text, and no substitutes shall be accepted. All blank spaces shall be filled in with the information requested and as required in the BDS.

# SECTION 1. Instructions to Bidders

## 20. Format and Signing of Bid

20.2 The original and all copies of the Bid shall be typed or written in indelible ink and shall be signed by a person duly authorized to sign on behalf of the Bidder. This authorization shall consist of a written confirmation as specified in the BDS and shall be attached to the Bid. The name and position held by each person signing the authorization must be typed or printed below the signature. If a Bidder submits a deficient authorization, the Bid shall not be rejected in the first instance. The Employer shall request the Bidder to submit an acceptable authorization within the number of days as specified in the BDS. Failure to provide an acceptable authorization within the period stated in the Employer's request shall cause the rejection of the Bid. If either the Letter of Bid or the Bid-Securing Declaration (if applicable) is not signed, the Bid shall be rejected.

## 23. Late Bids

23.1 The Employer shall not consider any Bid that arrives after the deadline for submission of bids, in accordance with ITB 22. Any Bid received by the Employer after the deadline for submission of Bids shall be declared late, rejected, and returned unopened to the Bidder.

# SECTION 1. Instructions to Bidders

## **27. Clarification of Bids**

27.1 To assist in the examination, evaluation, and comparison of the bids, and qualification of the Bidders, the Employer may, at its discretion, ask any Bidder for a clarification of its Bid. Any clarification submitted by a Bidder that is not in response to a request by the Employer shall not be considered. The Employer's request for clarification and the response shall be in writing. No change in the prices or substance of the Bid shall be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by the Employer in the evaluation of the Bids, in accordance with ITB 31.

27.2 If a Bidder does not provide clarifications of its Bid by the date and time set in the Employer's request for clarification, its Bid may be rejected.

## **39. Employer's Right to Accept Any Bid, and to Reject Any or All Bids**

39.1 The Employer reserves the right to accept or reject any Bid, and to annul the bidding process and reject all Bids at any time prior to contract award, without thereby incurring any liability to Bidders. In case of annulment, all Bids submitted and specifically, bid securities, shall be promptly returned to the Bidders.

# SECTION 2. Bid Data Sheet

## B. Contents of Bidding Documents

<b>ITB 7.1</b>	<p>For <b><u>clarification purposes</u></b> only, the Employer's address is:</p> <p><b>Attention:</b> Ms. Arcadia Creselda P. Balinas, Chief Administrative Officer, Procurement Division, Administrative Service</p> <p><b>Street address:</b> East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio</p> <p><b>Floor/Room number:</b> TESDA Administration Building</p> <p><b>City:</b> Taguig City</p> <p><b>ZIP code:</b> 1630</p> <p><b>Country:</b> Philippines</p> <p><b>Telephone:</b> 0288938296</p> <p><b>Fax:</b> None</p> <p><b>E-mail:</b> <a href="mailto:bacsecretariat_siptvets@tesda.gov.ph">bacsecretariat_siptvets@tesda.gov.ph</a></p> <p>Requests for clarification should be received by the Employer no later than: <b>14 days prior to deadline for submission of bids.</b></p>
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November 21, 2024

## SECTION 2. Bid Data Sheet

<b>ITB 19.1</b>	The Bidder shall furnish a <b>Bid-Securing Declaration</b> .
<b>ITB 19.2</b>	The ineligibility period will be <b>two (2) years</b> .
<b>ITB 19.4</b>	Subject to the succeeding sentences, any bid <b>not accompanied by Bid-Securing Declaration shall be rejected by the Employer as nonresponsive</b> . If a Bidder submits a Bid-Securing Declaration that (i) deviates in form, content, and/or period of validity or (ii) does not provide sufficient identification of the Bidder (including, without limitation, failure to indicate the name of the Joint Venture or, where the Joint Venture has not yet been constituted, the names of all future Joint Venture Partners), the Employer shall request the Bidder to submit a compliant Bid-Securing Declaration <b>within 7 days</b> of receiving such a request. Failure to provide a compliant Bid-Securing Declaration within the prescribed period of receiving such a request shall cause the rejection of the Bid.

## SECTION 2. Bid Data Sheet

**ITB 20.1**

In addition to the original Bid, the number of copies is: **one (1) printed copy (“COPY”) and one (1) electronic copy saved in a universal serial bus (USB)**

**ITB 20.2**

**The written confirmation of authorization to sign on behalf of the Bidder shall consist of:** An organizational document, board resolution or its equivalent, or power of attorney specifying the representative’s authority to sign the Bid on behalf of, and to legally bind, the Bidder. If the Bidder is an intended or an existing Joint Venture, **the power of attorney should be signed by all partners** and specify the authority of the named representative of the Joint Venture to sign on behalf of, and legally bind, the intended or existing Joint Venture. If the Joint Venture has not yet been formed, also include evidence from all proposed Joint Venture partners of their **intent to enter into a Joint Venture in the event of a contract award** in accordance with ITB 11.2.

## SECTION 2. Bid Data Sheet

<b>ITB 22.1</b>	<p>For <b><u>bid submission purposes</u></b> only, the Employer's address is:</p> <p><b>Attention:</b> Ms. Arcadia Creselda P. Balinas, Chief Administrative Officer, Procurement Division, Administrative Service</p> <p><b>Street address:</b> East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio</p> <p><b>Floor/Room number:</b> TESDA Administration Building</p> <p><b>City:</b> Taguig City</p> <p><b>ZIP code:</b> 1630</p> <p><b>Country:</b> Philippines</p> <p><b>The deadline for bid submission is:</b></p> <p>Date: <b>28 November 2024</b></p> <p>Time: <b>12:00 NN</b> (Philippine Standard Time)</p>
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## SECTION 2. Bid Data Sheet

### **ITB 45.1**

The procedures for Bidding-Related Complaints are referenced in the Procurement Regulations for ADB Borrowers (Appendix 7). The Bidder should submit its complaint following these procedures, in writing, to:

For the attention: **DDG VIDAL D. VILLANUEVA III**

Title/position: **Chairperson, Bids and Awards Committee**

Employer: **Technical Education and Skills Development Authority**

E-mail address: [bacsecretariat\\_siptvets@tesda.gov.ph](mailto:bacsecretariat_siptvets@tesda.gov.ph)



# Qualification Documents



# SECTION 3 & SECTION 4

## BIDDER'S QUALIFICATION – ELIGIBILITY

### 2.1 Eligibility

Criteria  Requirement	Compliance Requirements				Documents
	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	

#### 2.1.1 Nationality

Nationality in accordance with ITB 4.2.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Forms ELI – 1; ELI – 2 with attachments
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#### 2.1.2 Conflict of Interest

No conflicts of interest in accordance with ITB 4.3.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Bid
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#### 2.1.3 ADB Eligibility

Not having been declared ineligible by ADB, as described in ITB 4.4.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Bid
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#### 2.1.4 Government-Owned Enterprise

Bidder required to meet conditions of ITB 4.5.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Forms ELI - 1, ELI - 2 with attachments
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#### 2.1.5 United Nations Eligibility

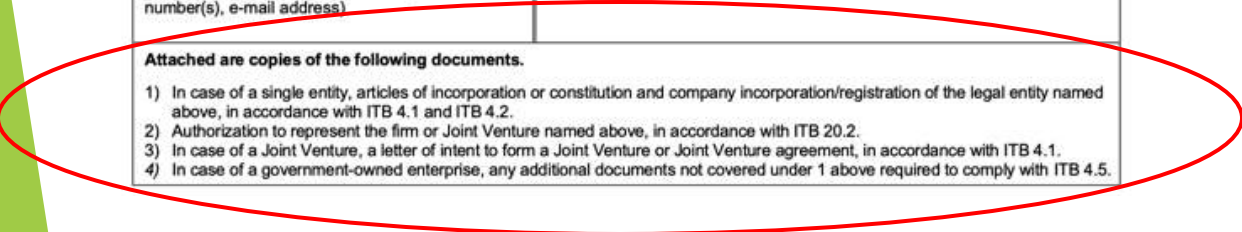
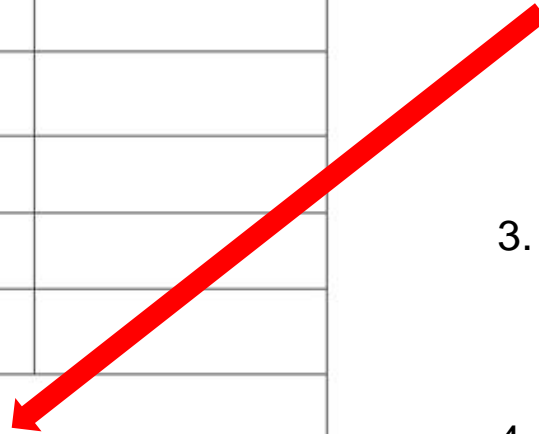
Not having been excluded by an act of compliance with a United Nations Security Council resolution in accordance with ITB 4.8.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Bid
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Submit **only ONE (1)** ELI-1

## ATTACHMENTS

1. In case of a single entity, articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.1 and ITB 4.2. → **SEC / DTI CERTIFICATES OF REGISTRATION**
2. Authorization to represent the firm or Joint Venture named above, in accordance with ITB 20.2. → **Secretary's Certificate / Board Resolution / Power of Attorney**
3. In case of a Joint Venture, a **letter of intent to form a Joint Venture or Joint Venture agreement**, in accordance with ITB 4.1.
4. In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply with ITB 4.5.

Bidder's Information		Information of the Bidder	If the Bidder is a subsidiary or branch, information of any parent company/companies
Names	Full legal name(s)		
	Full trading name(s) (if any)		
Addresses	Registered address(es)		
	Trading address(es)		
	Postal address(es) (if different from trading address)		
Type of organization			
Country of constitution/incorporation/registration			
Year of constitution/incorporation/registration			
Corporate or registration number			
In case of a Joint Venture, legal name of each partner			
Bidder's authorized representative (name, address, telephone number(s), fax number(s), e-mail address)			
Attached are copies of the following documents.			
1) In case of a single entity, articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.1 and ITB 4.2.			
2) Authorization to represent the firm or Joint Venture named above, in accordance with ITB 20.2.			
3) In case of a Joint Venture, a letter of intent to form a Joint Venture or Joint Venture agreement, in accordance with ITB 4.1.			
4) In case of a government-owned enterprise, any additional documents not covered under 1 above required to comply with ITB 4.5.			



**Form ELI - 2: Joint Venture Information Sheet**

Each partner of the Joint Venture and Specialist Subcontractor must fill out this form separately.

Joint Venture / Specialist Subcontractor Information		
Bidder's legal name		
		Information of Joint Venture Partner or Specialist Subcontractor
		If any Joint Venture Partner or Specialist Subcontractor is a subsidiary or branch, information of any parent company/companies
Names	Full legal name(s)	
	Full trading name(s) (if any)	
Addresses	Registered address(es)	
	Trading address (es)	
	Postal address (es) (if different from trading address)	
Type of organization		
Country of constitution/incorporation/registration		
Year of constitution/incorporation/registration		
Corporate or registration number		
<b>Joint Venture Partner's or Specialist Subcontractor's authorized representative information</b> (name, address, telephone number(s), fax number(s), e-mail address)		
<b>Attached are copies of the following documents.</b> 1) Articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.1 and ITB 4.2. 2) Authorization to represent the firm named above, in accordance with ITB 20.2. 3) In the case of a government-owned enterprise, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5.		

**Each member** of the JV must submit ELI-2

**ATTACHMENTS**

- Articles of incorporation or constitution and company incorporation/registration of the legal entity named above, in accordance with ITB 4.1 and ITB 4.2. → → **SEC / DTI CERTIFICATES OF REGISTRATION**
- Authorization to represent the firm named above, in accordance with ITB 20.2. → **Secretary's Certificate / Board Resolution / Power of Attorney – FOR EACH MEMBER OF THE JV**
- In the case of a government-owned enterprise, documents establishing legal and financial autonomy and compliance with commercial law, in accordance with ITB 4.5.

# Submit **only ONE (1)** Letter of Bid

## Letter of Bid

**Note:**

The Bidder must accomplish the Letter of Bid on its letterhead clearly showing the Bidder's complete name and address.

Date: .....

OCB No.: .....

Invitation for Bid No.: .....

To: [insert complete name of the Employer]

We, the undersigned, declare that:

- (a) We have examined and have no reservations to the Bidding Documents, including Addenda issued in accordance with Instructions to Bidders (ITB) Clause 8.
- (b) We acknowledge that we have read and understand ADB's Anticorruption Policy (1998) and Integrity Principles and Guidelines (2015), both as amended from time to time.
- (c) We offer to execute in conformity with the Bidding Documents the following Works: [insert narrative]
- (d) The total price of our Bid, excluding any discounts offered in item (d) below is:

[amount of foreign currency in words], [amount in figures], and [amount of local currency in words], [amount in figures]

The total bid price from the Summary of Bill of Quantities for admeasurement contracts or Activity Schedule for lump sum contracts should be entered by the Bidder inside this box. Absence of the total bid price in the Letter of Bid may result in the rejection of the bid.

- (e) The discounts offered and the methodology for their application are as follows: [insert discounts and methodology for their application if any]
- (f) Our bid shall be valid for a period of [insert bid validity period as specified in ITB 18.1 of the BDS] days starting from the date fixed for the bid submission deadline in accordance with ITB 22.1 and it shall

- (i) We, our directors, key officers, key personnel, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any part of the contract, do not have any conflict of interest in accordance with ITB 4.3.

If there is any conflict of interest, please state details:

(i) Parties involved in the conflict of interest: \_\_\_\_\_

(ii) Details about the conflict of interest: \_\_\_\_\_

**Write "None" "Not Applicable" "NA"**

## Submit **only ONE (1)** Letter of Bid

- (ii) Details about the conflict of interest: \_\_\_\_\_
- (j) We are not participating, as a Bidder, either individually or as partner in a Joint Venture, in more than one Bid in this bidding process in accordance with ITB 4.3(e), other than alternative offers submitted in accordance with ITB 13.
- (k) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any part of the contract, are not subject to, or not controlled by any entity or individual that is subject to, a temporary suspension or a debarment imposed by the Asian Development Bank or a debarment imposed by the Asian Development Bank in accordance with the Agreement for Mutual Enforcement of Debarment Decisions between the Asian Development Bank and other development banks.<sup>1</sup>
- (l) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any

If under ongoing investigation and/or sanction proceedings by the Asian Development Bank or any multilateral development bank, please state details:

- (i) Name of the multilateral development bank: \_\_\_\_\_ **Write "None" "Not Applicable" "NA"**
- (ii) Reason for the ongoing investigation/allegations: \_\_\_\_\_

- (m) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any

If so temporarily suspended, debarred, declared ineligible, or subject to any national and/or international sanctions by any country, any international organization, any multilateral development bank and other donor agency, please state details (as applicable to each Joint Venture partner, their respective direct or indirect shareholders, directors, key officers, key personnel, associate, parent company, affiliate, subsidiaries, Subcontractors, consultants, subconsultants, manufacturers, service providers and/or Suppliers):

- (i) Name of Institution: \_\_\_\_\_ **Write "None" "Not Applicable" "NA"**
- (ii) Period of the temporary suspension, debarment, ineligibility, or national or international sanction [start and end date]: \_\_\_\_\_ **Write "None" "Not Applicable" "NA"**
- (iii) Reason for the temporary suspension, debarment, ineligibility, or national or international sanction: \_\_\_\_\_ **Write "None" "Not Applicable" "NA"**

any Subcontractors, consultants, subconsultants, manufacturers, service providers, Suppliers, key officers, directors and key personnel have never been charged or convicted with any criminal offense (including felonies but excluding misdemeanors) or infractions and/or violations of ordinance; nor charged or found liable in any civil or administrative proceedings in the last 10 years;

# Submit **only ONE (1)** Letter of Bid

**OR**  
**Write "None"**  
**"Not Applicable"**  
**"NA" for (i) to (iv)**

If so charged, convicted/found liable, under ongoing investigation, or subject to orders, monitorship or enforcement actions, please state details:

- (i) Nature of the offense, violation, proceedings, investigation, and/or monitorship or enforcement actions: **"civil" "criminal" "administrative"**
- (ii) Court, area of jurisdiction and/or the enforcement agency: **Specify court and venue (i.e. RTC Manila; BIR RDO 44)**
- (iii) Resolution [i.e. *dismissed; settled; or convicted/duration of penalty*]: **Provide information**
- (iv) Other relevant details [*please specify*]: **Provide information**

officers, key personnel, associates, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers, can make and receive electronic fund transfer payments through the international banking system or otherwise discharge

If unable to make or receive funds through the international banking system or otherwise discharge the Employer's obligation upon initiation of wire transfer, please state the details:

- (i) Nature of the restriction: **Write "None" "Not Applicable" "NA"**
- (ii) Jurisdiction of the restriction: **Write "None" "Not Applicable" "NA"**
- (iii) Other relevant details: **Write "None" "Not Applicable" "NA"**

or services to, or receive any payments from the Employer's country and/or are not prohibited to receive payments for particular goods or services by the Employer's country by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

- (q) We understand that it is our obligation to notify the Employer of any changes in connection with the matters described in paragraphs (i), (k), (l), (m), (n), (o), (p) and (t) of this Letter of Bid.
- (r) [We are not a government-owned enterprise] / [We are a government-owned enterprise but meet the requirements of ITB 4.5].<sup>2</sup>
- (s) We have not been suspended nor declared ineligible by the Employer based on execution of a Bid-

(t) We have paid, or intend to pay, either directly or indirectly, the following commissions, gratuities, or fees with respect to the bidding process or execution of the Contract:<sup>3</sup>

Name of Recipient	Address	Reason	Amount
<b>Write "None" "Not Applicable" "NA"</b>			

between us, until a formal contract is prepared and executed.

- (v) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.



## Submit only ONE (1) Letter of Bid

- (w) At any time following submission of our Bid, we shall permit, and shall cause our Joint Venture partners, directors, key officers, key personnel, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers for any part of the contract to permit ADB or its representative to inspect our site, assets, accounts and records and other documents relating to the bid submission and to have them audited by auditors appointed by ADB. We understand that failure of this obligation may constitute obstructive practice that may result in debarment and/or contract termination.
- (x) Regardless of whether the contract will be awarded to us, we shall preserve all accounts, records and other documents related to bid submission for at least 3 years from the date of submission of the bid or the period prescribed in applicable law, whichever is longer.
- (y) If we are awarded the contract, we shall preserve all accounts, records and other documents related to the procurement and execution of the contract for at least 5 years after completing the works contemplated in the relevant contracts or the period prescribed in applicable law, whichever is longer.
- (z) If our Bid is accepted, we commit to mobilizing key equipment and personnel in accordance with the requirements set forth in Section 6 (Employer's Requirements) and our technical proposal, or as otherwise agreed with the Employer.
- (aa) We certify on behalf of the Bidder, that the information provided in the bid has been fully reviewed, given in good faith, and to the best of our knowledge is true and complete. We understand that it is our obligation to inform the Employer of any changes to the information as and when it becomes known to us. We understand that any misrepresentation that knowingly or recklessly misleads, or attempts to mislead may lead to the automatic rejection of the Bid or cancellation of the contract, if awarded, and may result in remedial actions, in accordance with ADB's Anticorruption Policy (1998, as amended to date) and Integrity Principles and Guidelines (2015, as amended from time to time).

Name ..... **This should be consistent with Form ELI-1 and the attached "authorization".** .....

In the capacity of .....

Signed .....

.....

Duly authorized to sign the Bid for and on behalf of .....

Date .....

.....

# SECTION 3 & SECTION 4

## **BIDDER'S QUALIFICATION –** **Historical Contract Nonperformance**

### 2.2.1 History of Nonperforming Contracts

<b>Criteria</b>	<b>Compliance Requirements</b>				<b>Documents</b>
<b>Requirement</b>	<b>Single Entity</b>	<b>Joint Venture</b>			<b>Submission Requirements</b>
		<b>All Partners Combined</b>	<b>Each Partner</b>	<b>One Partner</b>	
Nonperformance of a contract <sup>a</sup> did not occur as a result of contractor default since 1 January 2021	Must meet requirement	Must meet requirement	Must meet requirement <sup>b</sup>	Not Applicable	Form CON-1

**In case of a JV, Each member must submit CON-1**

**Form CON - 1: Historical Contract Nonperformance**

Each Bidder must fill out this form in accordance with Criteria 2.2.1 and 2.2.3 of Section 3 (Evaluation and Qualification Criteria) to describe any history of nonperforming contracts and pending litigation or arbitration formally commenced against it.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: Write JV Member Name

**Tick the box as applicable**

Table 1: History of Nonperforming Contracts			
Choose one of the following: <input checked="" type="checkbox"/> No nonperforming contracts. <input type="checkbox"/> Below is a description of nonperforming contracts involving the Bidder (or each Joint Venture partner if Bidder is a Joint Venture).			
Year	Description	Amount of Nonperformed Portion of Contract (PHP equivalent)	Total Contract Amount (PHP equivalent)
[insert year]	Contract Identification: [indicate complete contract name/ number, and any other identification] Name of Employer: [insert full name] Address of Employer: [insert street/city/country] Reason(s) for nonperformance: [indicate main reason(s)]	[insert amount]	[insert amount]

**Provide complete information**

# SECTION 3 & SECTION 4

## **BIDDER'S QUALIFICATION –** **Historical Contract Nonperformance**

### 2.2.2 Suspension Based on Execution of Bid-Securing Declaration

<b>Criteria</b>	<b>Compliance Requirements</b>			<b>Documents</b>	
<b>Requirement</b>	<b>Single Entity</b>	<b>Joint Venture</b>		<b>Submission Requirements</b>	
		<b>All Partners Combined</b>	<b>Each Partner</b>		<b>One Partner</b>
Not under suspension based on execution of a Bid-Securing Declaration pursuant to ITB 4.6.	Must meet requirement	Must meet requirement	Must meet requirement	Not applicable	Letter of Bid

# Submit **only ONE (1)** Letter of Bid

or undergoing investigation for such, or subject to any criminal, civil or administrative orders, monitorship or enforcement actions.

If so charged, convicted/found liable, under ongoing investigation, or subject to orders, monitorship or enforcement actions, please state details:

- (i) Nature of the offense, violation, proceedings, investigation, and/or monitorship or enforcement actions: \_\_\_\_\_
- (ii) Court, area of jurisdiction and/or the enforcement agency: \_\_\_\_\_
- (iii) Resolution [i.e. *dismissed; settled; or convicted/duration of penalty*]: \_\_\_\_\_
- (iv) Other relevant details [*please specify*]: \_\_\_\_\_

- (o) Our firm, Joint Venture partners, our respective direct and indirect shareholders, directors, key officers, key personnel, associates, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers, can make and receive electronic fund transfer payments through the international banking system or otherwise discharge the Employer's obligation upon initiation of wire transfer.

If unable to make or receive funds through the international banking system or otherwise discharge the Employer's obligation upon initiation of wire transfer, please state the details:

- (i) Nature of the restriction: \_\_\_\_\_
- (ii) Jurisdiction of the restriction: \_\_\_\_\_
- (iii) Other relevant details: \_\_\_\_\_

- (p) Our firm, Joint Venture partners, associates, parent company, affiliates or subsidiaries, including any Subcontractors, consultants, subconsultants, manufacturers, service providers or Suppliers, key officers, directors and key personnel are not from a country which is prohibited to export goods or services to, or receive any payments from the Employer's country and/or are not prohibited to receive payments for particular goods or services by the Employer's country by an act of compliance with a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

- (q) We understand that it is our obligation to notify the Employer of any changes in connection with the matters described in paragraphs (i), (k), (l), (m), (n), (o), (p) and (t) of this Letter of Bid.

- (r) [We are not a government-owned enterprise] / [We are a government-owned enterprise but meet the requirements of ITB 4.6]<sup>2</sup>

**(s) We have not been suspended nor declared ineligible by the Employer based on execution of a Bid-Securing Declaration in accordance with ITB 4.6.**

Name of Recipient	Address	Reason	Amount
.....	.....	.....	.....
.....	.....	.....	.....

- (u) We understand that this Bid, together with your written acceptance thereof included in your notification of award through the issuance of Letter of Acceptance, shall constitute a binding contract between us, until a formal contract is prepared and executed.

- (v) We understand that you are not bound to accept the lowest evaluated Bid or any other Bid that you may receive.

<sup>2</sup> Use one of the two options as appropriate.

<sup>3</sup> If none has been paid or is to be paid, indicate "None".

# SECTION 3 & SECTION 4

## **BIDDER'S QUALIFICATION –** **Historical Contract Nonperformance**

### 2.2.1 Pending Litigation and Arbitration

Pending litigation and arbitration criterion shall apply.

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture		Submission Requirements	
		All Partners Combined	Each Partner		One Partner
All pending litigation, arbitration, or other material events impacting the net worth and/or liquidity of the bidder, if any, shall be treated as resolved against the Bidder and so shall in total not represent more than . <b>50% percent of the Bidder's net worth</b> calculated as the difference between total assets and total liabilities.	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Form CON - 1

**In case of a JV, Each member** must submit CON-1

**Form CON - 1: Historical Contract Nonperformance**

Each Bidder must fill out this form in accordance with Criteria 2.2.1 and 2.2.3 of Section 3 (Evaluation and Qualification Criteria) to describe any history of nonperforming contracts and pending litigation or arbitration formally commenced against it.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: Write JV Member Name

**Tick the box as applicable**

Table 2: Pending Litigation and Arbitration			
<p><b>Choose one of the following:</b></p> <p><input checked="" type="checkbox"/> No pending litigation, arbitration or any other material events impacting the net worth and/or liquidity of the bidder.</p> <p><input type="checkbox"/> Below is a description of all pending litigation, arbitration involving the Bidder or any other material events impacting the net worth and/or liquidity of the bidder (or each Joint Venture partner if Bidder is a Joint Venture).</p>			
Year	Matter in Dispute	Value of Pending Claim in PHP Equivalent	Value of Pending Claim as a Percentage of Net Worth
[insert year]	<p>Contract Identification, as applicable: [indicate complete contract name/ number, and any other identification]</p> <p>Name of Employer, parties involved in the material events impacting the net worth and/or liquidity of the bidder: [insert full name]</p> <p>Address of Employer, parties involved in the material events impacting the net worth and/or liquidity of the bidder: [insert street/city/country]</p> <p>Matter of Dispute: [indicate full description of dispute]</p> <p>Party who initiated the dispute: [indicate "Employer" or "Contractor"]</p> <p>Status: [indicate status of dispute]</p>	[insert amount]	[insert amount]

**Provide complete information**

# SECTION 3 & SECTION 4

## BIDDER'S QUALIFICATION –

### Declaration: Environmental, Health and Safety Past Performance

Criteria	Compliance Requirements			Documents
Requirement	Single Entity	Joint Venture		Submission Requirements
		All Partners Combined	Each Partner	
<p>Declare any contracts that have been suspended or terminated and/or performance security called by an employer for reasons related to the non-compliance of any environmental compliance, and, health and safety contractual obligations in the past five years.</p>	<p>Must make the declaration. If the bidder proposes Specialist Sub-contractor/s to meet EQC 2.4.2, those Specialist Sub-contractor/s must also make the declaration</p>	<p>Not applicable</p>	<p>Each partner must make the declaration. If the bidder proposes Specialist Sub-contractor/s to meet EQC 2.4.2, those Specialist Sub-contractor/s must also make the declaration</p>	<p>Form CON-2</p>



# In case of a JV, Each member must submit CON-2

## Form CON – 2: EHS Performance Declaration

Each Bidder must fill out this form in accordance with Criterion 2.2.4 of Section 3 (Evaluation and Qualification Criteria).

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: Write JV Member Name

In case of a Specialist Subcontractors, each Specialist Subcontractor must fill out this form and provide the Specialist Subcontractor's name:

Specialist Subcontractor: \_\_\_\_\_

Tick the box as applicable

Environmental and Health and Safety Performance Declaration in accordance with Section 3 (Evaluation and Qualification Criteria)			
<input checked="" type="checkbox"/> <b>No suspension or termination of contract:</b> An employer has not suspended or terminated a contract and/or called the performance security for a contract for reasons related to Environmental or Health and Safety performance since the date specified in Section 3 (Evaluation and Qualification Criteria), Criterion 2.5.			
<input type="checkbox"/> <b>Declaration of suspension or termination of contract:</b> The following contract(s) has/have been suspended or terminated and/or Performance Security called by an employer(s) for reasons related to Environmental or Health and Safety performance since the date specified in Section 3 (Evaluation and Qualification Criteria), Criterion 2.5. Details are described below:			
<input type="checkbox"/> <b>Declaration of request for replacement of Key Environment, Health and Safety Personnel:</b> The following contract(s) has/have experienced a request by the Employer to replace Environmental, Health and Safety Personnel for reasons related to Environmental or Health and Safety performance since the date specified in Section 3 (Evaluation and Qualification Criteria), Criterion 2.5. Details are described below:			
<input type="checkbox"/> <b>Declaration of past fatality resulted from EHS issues on site:</b> The following contract(s) has/have experienced a fatality resulted from EHS issues on site since the date specified in Section 3 (Evaluation and Qualification Criteria), Criterion 2.5. Details are described below:			
Year	Suspended or terminated portion of contract	Contract Identification	Total Contract Amount (current value, currency, exchange rate and PHP equivalent)
<i>[insert year]</i>	<i>[insert amount and percentage]</i>	Contract Identification: <i>[indicate complete contract name/ number, and any other identification]</i> Name of Employer: <i>[insert full name]</i> Address of Employer: <i>[insert street/city/country]</i> Reason(s) for suspension or termination: <i>[indicate main reason(s) e.g. discharge over environmental limit, workers did not have required health and safety permits to undertake high risk work, work carried out was not adhered to approved construction methodology and quality control plan]</i>	<i>[insert amount]</i>

**Provide complete information**

# SECTION 3 & SECTION 4

## FINANCIAL SITUATION

### Historical Financial Performance

#### 2.3.1 Historical Financial Performance

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture		Submission Requirements	
		All Partners Combined	Each Partner		One Partner
Submission of audited financial statements or, if not required by the law of the Bidder's country, other financial statements acceptable to the Employer, for the last three (3) years to demonstrate the current soundness of the Bidder's financial position. As a minimum, the Bidder's net worth for the last year, calculated as the difference between total assets and total liabilities should be positive.	Must meet requirement	Not applicable	Must meet requirement	Not applicable	Form FIN - 1 with attachments

# In case of a JV, Each member must submit FIN-1

## Form FIN - 1: Historical Financial Performance

Each Bidder must fill out this form.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: \_\_\_\_\_

### Financial Data for Previous three (3) Years [IN PHILIPPINE PESO]

2021	2022	2023
------	------	------

### Information from Balance Sheet

Total Assets (TA)			
Total Liabilities (TL)			
Net Worth =TA – TL			
Current Assets (CA)			
Current Liabilities (CL)			
Working Capital = CA - CL			

**Provide complete information  
Should be consistent with  
submitted AFS**

Most Recent Working Capital		To be obtained for most recent year and carried forward to FIN - 3 Line 1; in case of Joint Ventures, to the corresponding Joint Venture Partner's FIN - 3.
-----------------------------	--	---

### Information from Income Statement

Total Revenues			
Profits Before Taxes			
Profits After Taxes			

- Attached are copies of financial statements (balance sheets including all related notes, and income statements) for the last \_\_\_\_\_ years, as indicated above, complying with the following conditions.
- 1) Unless otherwise required by Section 3 of the Bidding Document, all such documents reflect the standalone financial situation of the legal entity or entities comprising the Bidder and not the Bidder's parent companies, subsidiaries, or affiliates.
  - 2) Historical financial statements must be audited by a certified accountant.
  - 3) Historical financial statements must be complete, including all notes to the financial statements.
  - 4) Historical financial statements must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

## Attachments: AFS for 2021, 2022, 2023

1. AFS of the legal entity or entities comprising the Bidder and not the Bidder's parent companies, subsidiaries, or affiliates.
2. AFS must be audited by a certified accountant; or the stamp-received version by BIR.
3. AFS must be complete, including all notes to the financial statements.
4. AFS must correspond to accounting periods already completed and audited (no statements for partial periods shall be requested or accepted).

# SECTION 3 & SECTION 4

## FINANCIAL SITUATION

### Average Annual Construction Turnover

Criteria	Compliance Requirements			Documents	
Requirement	Single Entity	Joint Venture			Submission Requirements
		All Partners Combined	Each Partner	One Partner	
Minimum average annual construction turnover of <b>PHP213,000,000</b> , calculated as total certified payments received for contracts in progress or completed for years <b>2017, 2018, 2019, 2022 and 2023</b>	Must meet requirement	Must meet requirement	Must meet <b>25%</b> of the requirement	Must meet <b>40%</b> of the requirement	Form FIN - 2
			<b>PHP53.26M</b>	<b>PHP85.2M</b>	

**In case of a JV, Each member must submit FIN-2**

**Form FIN - 2: Average Annual Construction Turnover**

Each Bidder must fill out this form.

The information supplied should be the Annual Turnover of the Bidder or each partner of a Joint Venture for the total certified payments received from the clients for contracts in progress or completed, converted to US dollars at the rate of exchange at the end of the period reported.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: Write JV Member Name

Annual Turnover Data for the Last three (3) Years (Construction only)			
Year	Amount Currency	Exchange Rate	PHP Equivalent
2017			
2018			
2019			
2022			
2023			
Average Annual Construction Turnover			

**Provide complete information  
Should be consistent with submitted AFS  
Do not submit a NFCC computation.**

# SECTION 3 & SECTION 4

## FINANCIAL SITUATION

### Financial Resources

#### 2.3.3 Financial Resources

If the bid evaluation process and the decision for the award of the Contract takes more than 1 year from the date of bid submission, Bidders may be asked to resubmit their current contract commitments and latest information on financial resources supported by latest audited accounts or audited financial statements, or if not required by the law of the Bidder's country, other financial statements acceptable to the Employer, and the Bidders' financial capacity, will be reassessed on this basis.

Criteria Requirement	Compliance Requirements				Documents Submission Requirements
	Single Entity	Joint Venture			
		All Partners Combined	Each Partner	One Partner	
For Single Entities The Bidder must demonstrate that its financial resources defined in FIN - 3, less its financial obligations for its current contract commitments defined in FIN - 4, meet or exceed the total requirement for the Subject Contract of <b>PHP 36 million.</b>	Must meet requirement	Not applicable	Not applicable	Not applicable	Form FIN - 3 and Form FIN - 4
For Joint Ventures (1) One partner must demonstrate that its financial resources defined in FIN - 3, less its financial obligations for its own current contract commitments defined in FIN - 4, meet or exceed its required share of <b>40%</b> from the total requirement for the Subject Contract.	Not applicable	Not applicable	Not applicable	Must meet requirement	Form FIN - 3 and Form FIN - 4
AND (2) Each partner must demonstrate that its financial resources defined in FIN - 3, less its financial obligations for its own current contract commitments defined in FIN - 4, meet or exceed its required share of <b>25%</b> from the total requirement for the Subject Contract.	Not applicable	Not applicable	Must meet requirement	Not applicable	Form FIN - 3 and Form FIN - 4
AND (3) The Joint Venture must demonstrate that the combined financial resources of all partners defined in FIN - 3, less all the partners' total financial obligations for the current contract commitments defined in FIN - 4, meet or exceed the total requirement for the Subject Contract of <b>PHP 36 million.</b>	Not applicable	Must meet requirement	Not applicable	Not applicable	Form FIN - 3 and Form FIN - 4

**In case of a JV, Each member must submit FIN-3**

**Form FIN – 3: Availability of Financial Resources**

Bidder must demonstrate sufficient financial resources, usually comprising of Working Capital supplemented by credit line statements or overdraft facilities and others to meet the Bidder's financial requirements for

- (a) its current contract commitments, and
- (b) the subject contract.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: Write JV Member Name

Financial Resources		
No.	Source of financing	Amount (PHP)
1	Working Capital (to be taken from FIN - 1)	<b>Provide complete information. Submit a letter /proof from issuing bank. Write "None" "Not Applicable" "NA" as applicable</b>
2	Credit Line <sup>a</sup>	
3	Other Financial Resources	
	Total Available Financial Resources	

<sup>a</sup> To be substantiated by a letter from the bank issuing the line of credit.

**In case of a JV, Each member must submit FIN-4**

**Form FIN- 4: Financial Resources Requirement**

Bidders (or each Joint Venture partner) should provide information on their current commitments on all contracts that have been awarded, or for which a letter of intent or acceptance has been received, or for contracts approaching completion, but for which an unqualified, full completion certificate has yet to be issued.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: Write JV Member Name

Current Contract Commitments						
No.	Name of Contract	Employer's Contact (Address, Tel, Fax)	Contract Completion Date	Outstanding Contract Value (X) <sup>a</sup>	Remaining Contract Period in months (Y) <sup>b</sup>	Monthly Financial Resources Requirement (X / Y)
1	Provide complete information.					
2	Write "None" "Not Applicable" "NA" if bidder does not have ongoing project.					
3						
4						
Total Monthly Financial Requirements for Current Contract Commitments						PHP .....

<sup>a</sup> Remaining outstanding contract values to be calculated from 28 days prior to the bid submission deadline (PHP equivalent based on the foreign exchange rate as of the same date).

<sup>b</sup> Remaining contract period to be calculated from 28 days prior to bid submission deadline.



# Not required to be submitted.

## Form FIN - 5: Self-Assessment Tool for Bidder's Compliance to Financial Resources (Criterion 2.3.3 of Section 3)

This form requires the same information submitted in Forms FIN - 3 and FIN - 4. All conditions of "Available Financial Resources Net of CCC  $\geq$  Requirement for the Subject Contract" must be satisfied to qualify.

### Form FIN - 5A: For Single Entities

For Single Entities: (A)	Total Available Financial Resources from FIN - 3 (B)	Total Monthly Financial Requirement for Current Contract Commitments (CCC) from FIN - 4 (C)	Available Financial Resources Net of CCC $D = (B - C)$	Requirement for the Subject Contract (E)	Results: Yes or No [D must be greater than or equal to E] (F)
_____ (Name of Bidder)				.....	

### Form FIN - 5B: For Joint Ventures

For Joint Ventures: (A)	Total Available Financial Resources from FIN - 3 (B)	Total Monthly Financial Requirement for Current Contract Commitments (CCC) from FIN - 4 (C)	Available Financial Resources Net of CCC $D = (B - C)$	Requirement for the Subject Contract (E)	Results: Yes or No [D must be greater than or equal to E] (F)
<b>One Partner:</b>					
_____ (Name of Partner)				.....	
<b>Each Partner:</b>					
_____ (Name of Partner 1)				.....	
_____ (Name of Partner 2)				.....	
_____ (Name of Partner 3)				.....	
All partners combined	$\Sigma D =$ Sum of available financial resources net of current contract commitments for all partners		$\Sigma D =$ _____	.....	

**Note**

Form FIN - 5 is made available for use by the bidder as a self-assessment tool, and by the Employer as an evaluation work sheet, to determine compliance with the financial resources requirement as stated in 2.3.3. Failure to submit Form FIN - 5 by the Bidder shall not lead to bid rejection.

Form FIN – 5 is made available for use by the bidder as a self-assessment tool, and by the Employer as an evaluation work sheet, to determine compliance with the financial resources requirement as stated in 2.3.3.

Failure to submit Form FIN - 5 by the Bidder shall not lead to bid rejection.

# SECTION 3 & SECTION 4

## DESIGN & CONSTRUCTION EXPERIENCE

### Attachments:

1. Signed Contract Agreement

And

2. Taking-Over Certificate, Certificate of Completion of the Works (or equivalent) or Performance Certificate.

### 2.4.1 Contracts of Similar Size and Nature

Criteria Requirement	Compliance Requirements			Documents Submission Requirements	
	Single Entity	Joint Venture			
		All Partners Combined	Each Partner	One Partner	
<p>Participation as a contractor, Joint Venture partner, or Subcontractor, in at least <b>one (1) contract</b> that have been satisfactorily and substantially completed within the <b>last five (5) years</b> and that are similar to the proposed works, where the value of the Bidder's participation under each contract exceeds <b>PHP128 million</b>. The similarity of the Bidder's participation shall be based on the requirements in <b>Section 6 of this bidding document</b>.</p> <p>OR</p> <p>Participation as a contractor, Joint Venture partner, or Subcontractor, in <b>at least two contracts</b> that have been satisfactorily and substantially completed within the <b>last five (5) years</b> and that are similar to the proposed works, where the value of the Bidder's participation under each contract exceeds <b>PHP64 million</b>. The similarity of the Bidder's participation shall be based on the requirements in <b>Section 6 of this bidding document</b>.</p>	Must meet requirement	<p>Must meet requirement as follows:</p> <p>(i) Either one partner must meet requirement Or</p> <p>(ii) any two partners must each demonstrate one (1) satisfactorily and substantially completed contract of similar size and nature</p>	Not applicable <sup>c</sup>	Not applicable	<p>Form EXP – 1</p> <p><b>Attachments:</b></p> <ol style="list-style-type: none"> <li>1. Signed Contract Agreement, and</li> <li>2. Taking-Over Certificate, Certificate of Completion of the Works (or equivalent) or Performance Certificate.</li> </ol> <p><i>Note:</i> If the documents are not in English, an accurate certified translation of these documents in English shall be provided.</p>

# Fill up **One (1)** form per contract

## Form EXP – 1: Contracts of Similar Size and Nature

Fill up one (1) form per contract. Each contract shall be supported by documents such as Signed Contract Agreement or Certificate of Completion of the Works.

The exchange rate to be used to calculate the value of the contract for conversion to a specific currency shall be the selling rate of the Borrower's Central bank on the date of the contract.

Contract of Similar Size and Nature		
Contract No . . . . . of .....	Contract Identification	
Award Date	Completion Date	
Total Contract Amount	PHP	
If partner in a Joint Venture or Subcontractor, specify participation of total contract amount	Percent of Total	Amount
Employer's Name Address Telephone/Fax Number E-mail		
Description of the Similarity in Accordance with Criterion 2.4.1 of Section 3 (Evaluation and Qualification Criteria)		

**Provide complete information, specifically the Total Contract Amount in PHP**

# SECTION 3 & SECTION 4

## CONSTRUCTION EXPERIENCE IN KEY ACTIVITIES

### Attachments:

1. Signed Contract Agreement

### And

2. Taking-Over Certificate, Certificate of Completion of the Works (or equivalent) or Performance Certificate.

Table A

Criteria Requirement	Compliance Requirements		Documents
	Single Entity	Joint Venture	Submission Requirements
For the above or other contracts executed during the period stipulated in 2.4.1, a minimum construction experience in the following key activities:			
1 Design of a building or facility, at least two (2) storeys, with a minimum floor area of 2,000 sq.m.	Must meet requirement	Must meet requirement	Form EXP – 2 <b>Attachments:</b> 1. Signed Contract Agreement, <u>and</u> 2. Taking-Over Certificate, Certificate of Completion of the Works (or equivalent) or Performance Certificate.
2 Construction and commissioning of a building or facility with a minimum floor area of 2,000 sq.m.	Must meet requirement	Must meet requirement	Form EXP – 2 <b>Attachments:</b> 1. Signed Contract Agreement, <u>and</u> 2. Taking-Over Certificate, Certificate of Completion of the Works (or equivalent) or Performance Certificate.

# Fill up **One (1)** form per contract

## Form EXP - 2: Construction Experience in Key Activities

Fill up one (1) form per contract. Each contract shall be supported by documents such as Signed Contract Agreement or Certificate of Completion of the Works.

Each Bidder must fill out this form.

If complied by Specialist Subcontractor, each Specialist Subcontractor must fill out this form and provide the Specialist Subcontractor's name:

Specialist Subcontractor: \_\_\_\_\_

Contract with Similar Key Activities		
Contract No . . . . . of . . . . .	Contract Identification	
Award Date	Completion Date	
Total Contract Amount	PHP	
If partner in a Joint Venture or Subcontractor, specify participation of total contract amount	Percent of Total	Amount
Employer's Name Address Telephone Number Fax Number E-mail		
Description of the Key Activities in Accordance with Criterion 2.4.2 of Section 3 (Evaluation and Qualification Criteria)		

**Provide complete information.**

**Note:** If only one (1) project reference will be submitted to meet the “Design” experience and “Construction” experience requirement, clearly describe these scope of services / works separately in the form.

# SECTION 3 & SECTION 4

## Specific Experience in Managing Environmental, Health and Safety Aspects

Criteria	Compliance Requirements		Documents
Requirement	Single Entity or Its Specialist Subcontractors	Joint Venture or Its Specialist Subcontractors	Submission Requirements
<p>For the contracts in 2.4.1 and 2.4.2 above and/or any other contracts [substantially completed and under implementation] as prime contractor, Joint Venture partner, or Subcontractor between <b>1st January 2021</b> and Bid submission deadline, experience in managing EHS risks and impacts in the following aspects:</p> <p><b>1. Construction or renovation of an infrastructure project</b></p>	<p>Must meet requirements</p>	<p>One member must meet requirements</p> <p>Or</p> <p>All members must meet requirements</p>	<p>Form EXP – 3</p>

# Fill up **One (1) form** per contract

## Form EXP – 3: Specific Experience in Managing Environmental, Health and Safety Aspects

Fill out one form per contract.

Each Bidder must fill out this form.

In case of a Joint Venture, each Joint Venture Partner must fill out this form separately and provide the Joint Venture Partner's name:

Joint Venture Partner: Write JV Member Name

1. Key Requirement no 1 in accordance with Criterion 2.4.3 of Section 3: \_\_\_\_\_

<b>Contract Identification</b>				
<b>Award date</b>				
<b>Completion date</b>				
<b>Role in Contract</b>	<b>Prime Contractor</b> <input type="checkbox"/>	<b>Member in JV</b> <input type="checkbox"/>	<b>Management Contractor</b> <input type="checkbox"/>	<b>Subcontractor</b> <input checked="" type="checkbox"/>
<b>Total Contract Amount</b>			US\$	
<b>Details of relevant experience</b>				

Tick the box as applicable

**Provide complete information**

2. Key Requirement no 2 in accordance with Criterion 2.4.3 of Section 3: \_\_\_\_\_

3. Key Requirement no 3 in accordance with Criterion 2.4.3 of Section 3: \_\_\_\_\_

# SECTION 3 & SECTION 4

## Organizational Environmental, Health and Safety System

### 2.5.1 Environmental, Health and Safety Certification

Criteria	Compliance Requirements		Documents
Requirement	Single Entity or Its Specialist Subcontractors	Joint Venture or Its Specialist Subcontractors	Submission Requirements
Availability of a valid ISO certification or internationally recognized equivalent (equivalency to be demonstrated by the Bidder), and applicable to the worksite: <b>ISO 9001 or ISO 14001 or equivalent</b>	Must meet requirements	One member must meet requirements	Form EXP – 4

**Submit copy of valid ISO certificate**



# SECTION 3 & SECTION 4

## Environmental, Health and Safety Documentation

### 2.5.2 Environmental, Health and Safety Documentation

Criteria	Compliance Requirements		Documents
Requirement	Single Entity or Its Specialist Subcontractors	Joint Venture or Its Specialist Subcontractors	Submission Requirements
Availability of in-house policies and procedures for EHS management compliant with Philippine laws, rules and regulations and government agency issuances.  1. Health and Safety on worksites policy and related guidance; 2. Local recruitment and EHS trainings of local staff/subcontractors/local partners; and 3. Waste management practice.	Must meet requirements	One member must meet requirements	Form EXP – 5

No format

# SECTION 3 & SECTION 4

## Environmental, Health and Safety Dedicated Personnel

### 2.5.3 Environmental, Health and Safety Dedicated Personnel

Criteria	Compliance Requirements		Documents
Requirement	Single Entity or Its Specialist Subcontractors	Joint Venture or Its Specialist Subcontractors	Submission Requirements
Availability of in-house personnel dedicated to EHS issues:  1. Department of Labor and Employment (DOLE) Accredited Safety Officer  2. Environmental Specialist	Must meet requirements	One member must meet requirements	Form EXP – 6

# SECTION 3 & SECTION 4

## Valid PCAB License

### 2.6 Valid PCAB License

The bidder must at least be a **PCAB License Category "AA", Size Range "Medium B"** contractor.

**Attachment: Copy of PCAB issued license**

# Additional Requirements

## 1.7 Other Criteria

### 1.7.1 Site-Specific Environmental Management Plan (SSEMP) and Site Health and Safety Management Plan (SHSMP);

Any bid not accompanied by proposed outlines for SSEMP and SHSMP may be rejected by the Employer as nonresponsive. If a Bidder submits a SSEMP/SHSMP that is not commensurate with the risks and impacts of the proposed works and activities in the bidding document, the Employer shall issue a request for clarification to request for further information from the Bidder. The Bidder must submit the requested information within **five (5) working** days of receiving such a request. Failure to provide a satisfactory response to the request for further information within the prescribed period of receiving such a request may cause the rejection of the Bid.

Outline only

## Check

- ✓ SECTION 6. Employer's Requirements
- ✓ Annex F - Initial Environmental Examination

# Technical Proposal

## Key Personnel Requirements

### SECTION 6. Employer's Requirements

#### X. QUALIFICATION OF DESIGN AND BUILD CONTRACTOR AND OTHER REQUIREMENTS

1. The DESIGN AND BUILD CONTRACTOR must have an active accreditation and certification from the Philippine Contractors Accreditation Board (PCAB) as a qualified DESIGN AND BUILD CONTRACTOR with at least **PCAB License Category "AA", Size Range "Medium B"**; and
2. The bidder's must proposed key personnel with the following minimum qualifications:

Key Personnel	Years of General Experience Required	Qualifications/ Documents Required
One (1) Construction / Project Manager	Seven (7) years	<ul style="list-style-type: none"><li>- Licensed Engineer / Architect</li><li>- Curriculum Vitae</li><li>- Valid and Current Professional Identification Card issued by the Professional Regulation Commission (PRC)</li></ul>
One (1) Site / Project Engineer	Five (5) years	<ul style="list-style-type: none"><li>- Licensed Civil Engineer</li><li>- Curriculum Vitae, Valid, and Current Professional Identification Card issued by PRC.</li></ul>

**Form PER – 2: Resume of Proposed Personnel**

The Bidder shall provide all the information requested below. Use one form for each position.

**Personnel**

Form PER – 1: Proposed Personnel  
Bidder should provide the details of the proposed personnel and their Information Forms below for each candidate:

1.	Construction / Project Manager
	Name
2.	Site / Project Engineer
	Name
3.	Architectural Design Manager
	Name
4.	Architect (Architecture In-Charge of Construction)
	Name
5.	Structural Design Engineer
	Name
6.	Electrical Design Engineer
	Name
7.	Mechanical Engineer

<b>Position</b>		
<b>Personnel information</b>	Full Legal Name	Date of birth
	Known as	Place of Birth
	Nationality	Citizenship
	Type of Government ID	ID number
Attach a copy of ID to this form		
Professional qualifications		
<b>Present employment</b>	Name of employer	
	Address of employer	
	Telephone	Contact (manager / personnel officer)
	Fax	E-mail
	Job title	Years with present employer

- Ensure correctness and consistency of information provided
- Submit attachments (i.e. valid PRC ID) to comply with Section 6.

Summarize professional experience in reverse chronological order. Indicate particular technical and managerial experience relevant to the project.

From	To	Company, Project, Position and Relevant Technical and Management Experience

We should be able to determine the years of general experience in this table.

# Technical Proposal

## Equipment

### Form EQU: Equipment

The Bidder shall provide adequate information and details to demonstrate clearly that it has the capability to meet the equipment requirements indicated in Section 6 (Employer's Requirements), using the Form below.

Equipment Description	Proposed Quantity	Equipment Information	Source of Equipment	Current Status
1. Backhoe w/ Breaker	2	Name of Manufacturer: <i>[indicate full name]</i>  Model and power rating: <i>[insert information]</i>  Capacity: <i>[indicate capacity]</i>  Year of manufacture: <i>[insert information]</i>	Source: <i>[specify if owned, co-owned, leased, to-be-leased]</i>  Name of Owner / Lessor (if applicable): <i>[indicate full name]</i>  Address of Owner: <i>[indicate street/number/town or city/country]</i>  Contact Information: <i>[indicate street/number/town or city/country]</i>  Details of lease/ rent/ manufacturing agreement (if applicable): <i>[provide information]</i>	Current location: <i>[provide specific location]</i>  Details of current commitments (if any): <i>[provide information where deployed, until when, and date when equipment is available, write "immediately available" if equipment is readily available if awarded the contract]]</i>

**Provide complete information**

# Technical Proposal

## Site Organization

### Site Organization

The Bidder shall provide adequate information of its organization through a chart. The chart shall show the interrelationship of each team to one another. In case of a JV, the division of responsibilities among JV members must be clearly shown in the chart. The key personnel, their roles and names, must be reflected in the organizational charts.

Organization Chart – Design & Construction / Renovation Team

**Bidder's response:**

*[insert chart; do not leave blank]*

**Provide complete information.  
Do not leave blank.**



# Technical Proposal

## Method Statement

### Method Statement

The method statement shall describe the Bidder's approach in undertaking the design and construction/ and management of the Works with consideration on the schedule of completion of the project.

#### Method Statement 1 The Bidder's Approach for Site Investigations and Detailed Design Works

The Method Statement 1, as a minimum, shall include the following:

<p>1. Site Investigations, surveys and studies</p> <ul style="list-style-type: none"><li>• Bidder to list down all site investigations, surveys and studies to be conducted, which must be consistent with Section 6 of this Bidding Documents.</li><li>• Bidders to discuss timeline / schedule for each of the site investigations, surveys and studies.</li></ul>
<p><b>Bidder Response:</b> <i>[insert response, do not leave blank]</i></p>
<p>2. Detailed Design Methodology</p> <ul style="list-style-type: none"><li>• Bidder to discuss approach on carrying out its detailed design methodology.</li><li>• Bidders to discuss timeline / schedule which must be consistent with Section 6 of this Bidding Documents.</li></ul>
<p><b>Bidder Response:</b> <i>[insert response, do not leave blank]</i></p>
<p>3. Anticipated challenges in site investigations and detailed design works</p> <ul style="list-style-type: none"><li>• Bidder to discuss foreseen challenges, issues or risks related to the conduct of site investigations and detailed design works. If the Bidder do not foresee any issue, please write "none".</li><li>• Bidder to list down proposed prevention or mitigation plan to address the challenges and risks identified,</li></ul>
<p><b>Bidder Response:</b> <i>[insert response, do not leave blank]</i></p>

Provide complete information.  
Do not leave blank.

Make sure it aligns with and is complete per the scope required under Section 6.

## Method Statement 2 The Bidder's Approach and Method to Mitigate Noise and Vibration

The Method Statement 2, as a minimum, shall include the following:

### 4. Identification of Sources of Noises and Vibrations

- Bidder to list down all equipment or/and construction activities which will have an effect in the site area and nearby surroundings for:
  - Construction of new building
  - Renovation / rehabilitation of existing facility

**Bidder Response:** *[insert response, do not leave blank]*

### 5. Method of Measurement

- Bidder to discuss approach on how to measure noise and vibrations to comply with the OSHA standards.

**Bidder Response:** *[insert response, do not leave blank]*

### 6. Proposed Mitigations

- Bidder to discuss proposed mitigation plan to lessen the effect and impact of noise and vibration
- Bidder to discuss method of how to address adverse complaints arising from noise and vibration

**Bidder Response:** *[insert response, do not leave blank]*

**Provide complete information.  
Do not leave blank.**

**Make sure it aligns with and is complete per the scope required under Section 6.**

### Method Statement 3 The Bidder's Approach and Method in Temporary Traffic Management

The Method Statement 3, as a minimum, shall include the following:

#### 7. Traffic Management Plan

- Bidder to provide the proposed work zone layouts and strategy to control traffic during construction. / renovation.
- Bidder should also consider mitigating measures for potential traffic generation as provided in the IEE Report

**Bidder Response:** *[insert response, do not leave blank]*

### Method Statement 4 The Bidder's Approach and Method in Renovation / Rehabilitation of Existing Facility

The Method Statement 4, as a minimum, shall include the following:

#### 8. Renovation / rehabilitation Approach

- Bidder to provide proposed approach to renovation/rehabilitation of the existing facility (i.e. sequence of works)
- Bidder to discuss health, safety measures and environmental considerations to protect unaffected portions /part of the facility and the occupants of the existing building (i.e. protection from dust etc.)

**Bidder Response:** *[insert response, do not leave blank]*

**Provide complete information.  
Do not leave blank.**

**Make sure it aligns with and is complete per the scope required under Section 6.**

### Method Statement 5 The Bidder's Approach and Method in Construction of New Facility

The Method Statement 5, as a minimum, shall include the following:

9. Construction access
- Bidder to provide methodology on entry and exit of construction equipment and materials

**Bidder Response:** *[insert response, do not leave blank]*

10. Construction of new building / facility
- Bidder to provide proposed approach to construction of new building / facility (i.e. sequence of works)
  - Bidder to discuss health, safety measures and environmental considerations

**Bidder Response:** *[insert response, do not leave blank]*

**Provide complete information.  
Do not leave blank.**

**Make sure it aligns with and is complete per the scope required under Section 6.**

# Technical Proposal

## Mobilization Schedule

The Bidder shall submit a mobilization schedule which shall consists of, but not limited to the following:

### 1. Manpower schedule for 18 months

Sample format. Bidder may also use its preferred format.

Personnel List	Quantity to deployed on Site per Month																	
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
1. Project Manager	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
2. Architect																		
3																		
4																		
5																		
6. Foreman	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2
7. Unskilled Laborer	10	10	15															
...n																		
<b>Total</b>																		

## Mobilization Schedule

Please ensure this aligns with your proposed equipment

### 2. Equipment schedule for 18months

Sample format. Bidder may also use its preferred format.

Equipment List	Quantity to deployed on Site per Month																	
	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16	Month 17	Month 18
1. Backhoe w/ Breaker					2	2	2	2	2									
2. Dump Truck					1	1	1	1	1	1	1	1	1	1	1			
3																		
4																		
5																		
6																		
7																		
...n																		

### 3. Schedule for the construction / establishment of Temporary Facility including temporary utilities (water, electric, communication, internet etc.)

**Bidder Response:** [insert response, do not leave blank]

# Technical Proposal

## Construction Schedule

Bidder to submit a construction schedule in any format.

The construction schedule shall be divided into the following key milestones:

### Construction Schedule

- Site mobilization
- Permitting Works
- Design Period
- Construction Period (for new facility)
- Renovation Period (for existing facility)
- Final Turnover of the facilities / Demobilization

Please ensure that all key milestones are reflected in the Construction Schedule which should not exceed by **18 mos.** from Notice to Proceed.

# Technical Proposal

## Environmental, Health and Safety Code of Conduct for Contractor's Personnel Form

### Note to Bidder

The minimum content of the EHS Code of Conduct form as set out by the Employer shall not be substantially modified. However, the Bidder may add requirements as appropriate, including to take into account Contract-specific issues/risks.

The Bidder shall initial and submit the EHS Code of Conduct form as part of its bid.

### ENVIRONMENTAL, HEALTH AND SAFETY CODE OF CONDUCT FOR CONTRACTOR'S PERSONNEL

We are the Contractor, [enter name of Contractor]. We have signed a contract with [enter name of Employer] for [enter description of the Works]. These Works will be carried out at [enter the Site and other locations where the Works will be carried out]. Our contract requires us to implement measures to address environmental, health and safety risks related to the Works.

This EHS Code of Conduct is part of our measures to deal with environmental, health and safety risks related to the Works. It applies to all our staff, labourers and other employees at the Works Site or other places where the Works are being carried out. It also applies to the personnel of each subcontractor and any other personnel assisting us in the execution of the Works. All such persons are referred to as "Contractor's Personnel" and are subject to this EHS Code of Conduct.

### FOR CONTRACTOR'S PERSONNEL:

I have received a copy of this EHS Code of Conduct written in a language that I comprehend. I understand that if I have any questions about this EHS Code of Conduct, I can contact [enter name of Contractor's contact person(s) with relevant experience]] requesting an explanation.

Name of Contractor's Personnel: [insert name]

Signature: \_\_\_\_\_

Date: [day month year]: \_\_\_\_\_

Countersignature of authorized representative of the Contractor:

Signature: \_\_\_\_\_ **Make sure this is signed by the authorized representative.**

Date: [day month year]: \_\_\_\_\_



# Price Proposal



# SECTION 4

## Schedules

### Schedule of Payment Currencies

	A	B	C	D
Name of Payment Currency	Amount of Currency	Rate of Exchange to Local Currency	Local Currency Equivalent $C = A \times B$	Percentage of Net Bid Price (NBP) $\frac{100 \times C}{NBP}$
Local Currency		1.00		
Net Bid Price				100.00
Provisional Sums Expressed in Local Currency		1.00		
BID PRICE				

The currency of the bid is only Philippine Peso.

**-- Note --**

*Bid Price shall be quoted in Philippine Peso only.*

# SECTION 4

The format provided below is only an *example*, and the Contractor shall be responsible for formulating its own Schedule of Prices taking into account all the requirements under Section 6. Employer's Requirements. The **Bidder must sub-divide** its Schedule of Prices to (1) Professional Fees; (2) General Requirements; (3) Construction of the New Building/TTIs; and (4) Renovation/Rehabilitation of Existing Facility.

No.	Description	Unit	Qty.	Unit Price	Total
<b>1</b>	<b>Professional Fees</b>				
1.1	Detailed A&E Design / Professional Fee				
1.2	Site surveys, studies, investigations				
...n	<i>[Bidder is responsible to provide further details / breakdown per Design Strategy / Methodology proposed]</i>				
<b>2</b>	<b>General Requirements</b>				
2.1	Permits				
2.2	Bonds and Insurances				
2.3	Health and Safety				
...					
...n	<i>[Bidder is responsible to provide further details / breakdown per its preliminary conceptual design]</i>				
<b>3</b>	<b>Construction of the New Building/TTI</b>	m <sup>2</sup>	3,000		
...	<i>[Bidder is responsible to provide further details / breakdown per its preliminary conceptual design]</i>				
...					
...n					
<b>4</b>	<b>Renovation / rehabilitation of existing facility</b>				

**Work items against which no lump sum price is entered by the Bidder will not be paid by the Employer when executed and shall be deemed covered by other work items against which the lump sum prices were entered.**

The sum of prices entered against each work item will represent the total bid price.

# SECTION 8. Particular Conditions of Contract

**Make sure these are included in the Bid Price.**

<b>GCC 19.1</b>	<p>The minimum insurance amounts and deductibles shall be:</p> <ul style="list-style-type: none"><li>(a) for loss or damage to the Works, Plant and Materials: <b>100% of the Contract Price (no deductible)</b></li><li>(b) for loss or damage to Equipment: <b>PHP 2 million</b></li><li>(c) for loss or damage to property (except the Works, Plant, Materials, and Equipment) in connection with Contract: <b>PHP 5 million and for unlimited number of occurrences</b></li><li>(d) for personal injury or death:<ul style="list-style-type: none"><li>(i) of the Contractor's employees: <b>As per governing law of the Philippines but not less than PHP1.0 million and for unlimited number of occurrences</b></li><li>(ii) of other people: <b>As per governing law of the Philippines but not less than PHP1.0 million and for unlimited number of occurrences</b></li></ul></li></ul>
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# SECTION 8. Particular Conditions of Contract

**Make sure these are included in the Bid Price.**

<b>GCC 29.1</b>	Appointing Authority for the Adjudicator: <b>Construction Industry Arbitration Commission (CIA)</b>
<b>GCC 30.3</b>	The Adjudicator shall be paid by the hour at the rate of maximum of <b>PHP1,500.</b> The reimbursable expenses are <b>travel expenses and other miscellaneous fees to be supported by actual receipts / invoices.</b>



# Bid Securing Declaration

# SECTION 4

## Bid-Securing Declaration

Date: *[insert date (as day, month and year)]*

Bid No.: *[insert number of bidding process]*

Alternative No.: *[insert identification No if this is a bid for an alternative]*

TO: *[insert complete name of the Employer]*

We, the undersigned, declare that:

We understand that, according to your conditions, bids must be supported by a Bid-Securing Declaration.

We accept that we will automatically be suspended from being eligible for bidding in any contract with the Borrower for the period of time of *[insert the number of months or years indicated in ITB 19.2 of the BDS]* starting on the date that we receive a notification from the Employer, if we are in breach of our obligation(s) under the bid conditions, because we

- (a) have withdrawn our Bid during the period of bid validity specified in the Letter of Technical Bid and Letter of Price Bid; or
- (b) do not accept the correction of errors in accordance with the Instruction to Bidders (hereinafter "the ITB"); or

(c) having been notified of the acceptance of our Bid by the Employer during the period of bid validity; (i) fail

**Signed:** *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Bid-Securing Declaration]*

Name: *[insert complete name of person signing the Bid-Securing Declaration]*

**Duly authorized to sign the bid for and on behalf of** *[insert complete name of the bidder]*

Dated on \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Corporate Seal *[where appropriate]*

# SECTION 2

ITB 19.1	The Bidder shall furnish a <b>Bid-Securing Declaration</b> .
ITB 19.2	The ineligibility period will be <b>two (2) years</b> .
ITB 19.4	Subject to the succeeding sentences, any bid <b>not accompanied by Bid-Securing Declaration shall be rejected by the Employer as nonresponsive</b> . If a Bidder submits a Bid-Securing Declaration that (i) deviates in form, content, and/or period of validity or (ii) does not provide sufficient identification of the Bidder (including, without limitation, failure to indicate the name of the Joint Venture or, where the Joint Venture has not yet been constituted, the names of all future Joint Venture Partners), the Employer shall request the Bidder to submit a compliant Bid-Securing Declaration <b>within 7 days</b> of receiving such a request. Failure to provide a compliant Bid-Securing Declaration within the prescribed period of receiving such a request shall cause the rejection of the Bid.

**This should be consistent with Form ELI-1 and the attached "authorization".**



# Important Dates

# Bidding Timeline

- ▶ **Issuance of IFB / Bid Documents:** 25 October 2024
- ▶ **Pre-bid Meeting:** today, 05 November 2024
- ▶ **Submission & Opening of Bids:** 28 November 2024, 12NN (PST) at TESDA Central Office
- ▶ **Deadline for Clarifications:** 7 calendar days from deadline for submission of bids (21 November 2024)
- ▶ **Bid Evaluation Period:** November - December 2024
- ▶ **Tentative Issuance of Notice of Award:** 2<sup>nd</sup> week of January 2025



# Joint Site Visit

<b>Package</b>	<b>Date of Visit</b>	<b>Date of Confirmation to Participate</b>
Design and Build of the TESDA Innovation Center with Rehabilitation Works for Region VIII (RTIC-Tacloban Leyte)	<b>November 11, 2024</b> 10AM RTIC – Tacloban, Leyte	November 8, 2024
Design and Build of the TESDA Innovation Center (TTIs) with Rehabilitation Works for Region X, (RTIC-Tagoloan, Misamis Oriental, Mindanao)	<b>November 13, 2024</b> 10AM RTIC – Tagoloan, Misamis Oriental	November 8, 2024
Design and Build of the TESDA Innovation Center with Rehabilitation Works for Region II (RTIC-Tuguegarao, Cagayan Valley)	<b>November 15, 2024</b> 10AM (RTIC-Tuguegarao, Cagayan Valley)	November 11, 2024



# Purchase the Bidding Document

## To purchase the bidding documents in English, eligible Bidders should

- **write** to address below requesting the bidding documents for CW301/A: Design and Build of the TESDA Innovation Center with Rehabilitation Works for Region VIII (RTIC-Tacloban Leyte) / CW301/B: Design and Build of the TESDA Innovation Center with Rehabilitation Works for Region II (RTIC-Tuguegarao, Cagayan Valley) / CW301/C: Design and Build of the TESDA Innovation Center (TTIs) with Rehabilitation Works for Region X, (RTIC-Tagoloan, Misamis Oriental, Mindanao)
- pay a nonrefundable fee of **Fifty Thousand Pesos (P50,000.00)** by deadline for submission of bids.

### **MS. JELA MAE ARCANO**

Administrative Officer V, Procurement Division, Administrative Service

TESDA Administration Building

East Service Road, South Luzon Expressway (SLEX)

Fort Bonifacio, Taguig City 1630

Contact No: 0288938296

Email Address: [bacsecretariat\\_siptvets@tesda.gov.ph](mailto:bacsecretariat_siptvets@tesda.gov.ph)



# QUESTION AND ANSWER



# REMINDER

# SECTION 2. Bid Data Sheet

## B. Contents of Bidding Documents

<b>ITB 7.1</b>	<p>For <b><u>clarification purposes</u></b> only, the Employer's address is:</p> <p><b>Attention:</b> Ms. Arcadia Creselda P. Balinas, Chief Administrative Officer, Procurement Division, Administrative Service</p> <p><b>Street address:</b> East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio</p> <p><b>Floor/Room number:</b> TESDA Administration Building</p> <p><b>City:</b> Taguig City</p> <p><b>ZIP code:</b> 1630</p> <p><b>Country:</b> Philippines</p> <p><b>Telephone:</b> 0288938296</p> <p><b>Fax:</b> None</p> <p><b>E-mail:</b> <a href="mailto:bacsecretariat_siptvets@tesda.gov.ph">bacsecretariat_siptvets@tesda.gov.ph</a></p> <p>Requests for clarification should be received by the Employer no later than: <b>14 days prior to deadline for submission of bids.</b></p>
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November 21, 2024