

## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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

### BID SECURING DECLARATION Project Identification No.: *[Insert number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

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

*[Insert signatory's legal capacity]*  
Affiant

### **[Jurat]**

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

Bid Form for the Procurement of Goods  
(shall be submitted with the Bid)

## BID FORM

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

Project Identification No. \_\_\_\_\_

To (name and address of procurement Entity)

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers (Insert numbers), the receipt of which is hereby duly acknowledge, we the undersigned, offer to (supply/delivery/perform) (description of the Goods) in conformity with the said PBDs for the sum of (total Bid amount in words and figures) or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the price schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to (specify the applicable taxes, e.g. (I) value added tax (VAT), (II) income tax, (III) local taxes, and (IV) other fiscal levies and duties), which are itemized herein or in the price schedules.

If our Bid is accepted, we undertake:

- To deliver the goods in accordance with the delivery schedule specified in the schedule of Requirements of the Philippine Bidding Documents (PBDs).
- To provide a performance security in the form, amounts and within the times prescribed in the PBDs.
- To abide by the Bid validity period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

d.

(Insert this paragraph if Foreign-Assisted Project with the Development Partner: Commission or gratuities, if any paid or to be paid by us to agents relating to this bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
Agent currency commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
(If none, state "None")

Until a formal contract is prepared and executed, this Bid, together with your written acceptance thereof and your notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of (name of the bidder) as evidenced by the attached (state the written authority)

We acknowledge that failure to sign each and every page of this Bid form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name \_\_\_\_\_  
Legal capacity \_\_\_\_\_  
Signature \_\_\_\_\_  
Duly authorized to sign the Bid for and behalf of \_\_\_\_\_  
Date \_\_\_\_\_



**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

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

**AFFIDAVIT**

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

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

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

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

*[Insert signatory's legal capacity]*  
Affiant

**[Jurat]**

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



**AFFIDAVIT**

I, \_\_\_\_\_, of legal age, single/married, filipino, and residing at \_\_\_\_\_  
\_\_\_\_\_, after having been duly sworn in accordance with law,  
do hereby depose and state that:

- 1 I am the duly authorized and designated representative of \_\_\_\_\_  
with office address at \_\_\_\_\_.
- 2 I am granted full power and authority to do, execute and perform any and all acts  
necessary and/or to represent the \_\_\_\_\_ in the bidding as  
as shown in the attached **Special Power of Attorney**:
- 3 \_\_\_\_\_ is not "blacklisted" or barred from bidding by the Government  
of the Philippines or any of its agencies, offices, corporations, or Local Government  
units foreign government/foreign or international financing institutions whose black-  
listing rules have been recognized by the Government Procurement Policy Board:
- 4 Each of the documents submitted in satisfaction of the bidding requirements is an  
authentic copy of the original, complete, and all statements and information provided  
therein are true and correct;
- 5 \_\_\_\_\_ is authorizing the Head of the Procuring Entity or its duly  
authorized representative(s) to verify all documents submitted:
- 6 The proprietor and I am not related to the Head of the Procuring Entity, member of  
the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC  
Secretariat, the head of the Project Management Office of the end-user unit, and  
the project consultants by consanguinity or affinity up to the third civil degree;
- 7 \_\_\_\_\_ complies with existing labor laws and standards; and;
- 8 \_\_\_\_\_ is aware of and has undertaken the following responsibilities  
as a Bidder:
  - a. Carefully examine all the Bidding Documents;
  - b. Acknowledge all conditions, local or otherwise, affecting the implementation of the  
Contract;
  - c. Made an estimate of the facilities available and needed for the contract to be bid,  
if any; and
  - d. Inquire or secure Supplemental/Bid Bulletin(s) issued for the \_\_\_\_\_
- 9 \_\_\_\_\_ did not give or pay directly or indirectly, any commission,  
amount, fee, or any form of consideration, pecuniary or otherwise, to any person or  
official, personnel or representative of the government in relation to any procurement  
project or activity.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_,  
2017 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidders Representative/Authorized Signatory

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, in Iloilo  
City, Philippines. Affiant exhibiting to me his/her Community Tax Certificate No. \_\_\_\_\_  
Issued on \_\_\_\_\_ at Iloilo City, Philippines.

Doc. No. \_\_\_\_\_  
Book No.: \_\_\_\_\_  
Page No. \_\_\_\_\_  
Series of 2017:

# SECRETARY'S CERTIFICATE

## AUTHORITY OF SIGNATORY

(For Corporation)

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of  
(name of representative)  
\_\_\_\_\_ a corporation duly organized and existing under and by virtue  
(name of the company)  
of the law of the \_\_\_\_\_, DO HEREBY,  
that:

I am familiar with the facts herein certified and duly authorized to certify the same:

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ at which meeting a quorum was present and acting throughout, the following resolutions were approved and the same have not been annulled, revoked and ammended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that \_\_\_\_\_ be, as it hereby authorized  
(Name of the Company)  
participate in the bidding of the project:

by the Iloilo Science and Technology University; and that if awarded the Contract shall enter into a contract with Iloilo Science and Technology University, and in connection therewith hereby appoints \_\_\_\_\_ acting as duly authorized and designated  
(name of the authorized representative)  
representative of \_\_\_\_\_ a  
(Name of the company)  
granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully and effectively as the  
(Name of the company)  
\_\_\_\_\_ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue thereof;

RESOLVED FURTHER THAT, the \_\_\_\_\_ hereby authorizes its President to:

(1) execute a waiver of jurisdiction whereby the \_\_\_\_\_  
(Name of the Bidder/Company)

hereby submits itself to the jurisdiction of the Philippine Government and hereby waives its right to question the jurisdiction of the Philippine Courts;

(2) execute a waiver that the \_\_\_\_\_ shall not seek and  
Name of the Bidder/Company)

obtain writ of injunctions or prohibition or restraining order against the AFP or any other agency in connection with this Contract to prevent and restrain the bidding procedures related thereto, the negotiating of and award of a contract to a successful bidder; and the carrying out of the awarded contract.

WITNESS the signature of the undersigned as such officer of the said \_\_\_\_\_  
this day of \_\_\_\_\_, 2017.

\_\_\_\_\_  
CORPORATE SECRETARY

## ACKNOWLEDGEMENT

SUBSRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 2017  
affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_  
at \_\_\_\_\_, Philippines.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public:

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



ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

Burgos Street, La Paz, Iloilo City  
BIDS AND AWARDS COMMITTEE

AUTHORITY OF SIGNATORY

SPECIAL POWER OF ATTORNEY

I, \_\_\_\_\_, President of \_\_\_\_\_ a  
corporation incorporated under the laws of \_\_\_\_\_ with its  
registered Office \_\_\_\_\_, by virtue of Board  
Resolution No. \_\_\_\_\_ dated \_\_\_\_\_ has made, constituted and  
appointed \_\_\_\_\_ true and lawful attorney, for its and its  
name, place and stead, to do, execute and perform any and all acts necessary and / or  
represent \_\_\_\_\_ in the bidding of \_\_\_\_\_  
\_\_\_\_\_ as fully and effectively as corporation might do if personally present with full  
power of substitution and revocation and hereby confirming all that said representative shall  
lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of  
\_\_\_\_\_, 200\_\_ at \_\_\_\_\_.

Signed in the Presence of:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)  
QUEZON CITY ) SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this \_\_\_\_\_ day of  
\_\_\_\_\_, 200\_\_\_\_, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and know to be the same person who executed the foregoing instrument consisting  
of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgements is written and  
acknowledged before me that the same is his free and voluntary act and deed and that of the  
Ccorporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public:  
Until 31 December 20\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at \_\_\_\_\_  
Issued On \_\_\_\_\_  
TIN \_\_\_\_\_

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

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY  
BIDS AND AWARD COMMITTEE  
Burgos Street, La Paz, Iloilo City

Statement of Availability of Personnel

\_\_\_\_\_  
(Date)

**Dr. Gabriel M. Salistre, Jr., DIT**

University President  
Iloilo Science and Technology University  
Burgos Street, La Paz, Iloilo City

ATTENTION: **The Chairman**  
Bids and Award Committee

Dear Sir:

In compliance with the requirements of the Iloilo Science and Technology University, Bids and Awards Committee for the bidding of the \_\_\_\_\_  
\_\_\_\_\_ we certify that the following are key staff of \_\_\_\_\_.

Name and Title	Degree	Years with Firm	Age
1			
2			
3			
4			
5			
6			

Very truly yours,

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

\_\_\_\_\_  
Position

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



**ILOILO SCIENCE AND TECHNOLOGY UNIVERISTY**  
Burgos Street, La Paz, Iloilo City  
**BIDS AND AWARDS COMMITTEE**

**JOINT VENTURE AGREEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_  
of legal age, \_\_\_\_\_, owner/proprietor of \_\_\_\_\_ and a  
(Civil Status)  
resident of \_\_\_\_\_.

- and -

\_\_\_\_\_, of legal age, \_\_\_\_\_, owner/proprietor of  
(Status)  
\_\_\_\_\_ a resident of \_\_\_\_\_.

THAT both parties agree to join together their manpower, equipment, and what is need to  
facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under  
stated project to be conducted by the **Iloilo Science and Technology University**.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_  
shall be the Official Represenatative of the Joint Venture, and is granted full power and authority  
to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the  
bidding as fully and effectively and the Joint Venture may do and if personally present with full power  
of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until  
terminated by both parties.

Done this \_\_\_\_\_ day of \_\_\_\_\_, in the year of our Lord.

If the bidder is a joint venture, one of the requirements for Eligibility is the submission of a valid joit venture  
agreement.

**ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY**  
Burgos Street, La Paz, Iloilo City  
**BIDS AND AWARDS COMMITTEE**

**NET FINANCIAL CONTRACTING CAPACITY (NFCC)**

A. Summary of the Applicant Supplier's/Distributors/Manufacturer's assets and Liabilities on the basis of of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets, particularly the list of construction equipment.

		Year 200
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1 - 3 )	
6	Net Working Capital (2 - 4)	

B. The computation of NFCC must be at least equal to the ABC to be bid, calculated as follows:

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

NFCC = P \_\_\_\_\_

Where:

$K = 15$  for a contract duration of one year or less, 15 for more than one year up to two years and 20 for more than two years.

C. The values of the bidder's current assets and current liabilities shall be based on the data submitted to the BIR, through its Electronic Filing and Payment System (EFPS).

D. Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_  
Name of Supplier/ Distributor / Manufacturer

\_\_\_\_\_  
Signature of Authorized Representative

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

NOTE:

1. If partnership or joint venture, each Partner or Member of firm of Joint Venture shall submit the above-requirements.



**ILOILO SCIENCE AND TECHNOLOGY UNIVERISTY**

Burgos Street, La Paz, Iloilo City  
**BIDS AND AWARDS COMMITTEE**

**List of all Ongoing Government and Private Contracts, including contracts awarded but not yet started**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

1	Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date awarded b. Date started c. Date of completion	% of Accomplishment	
				Description	%		Planned	Actual
	<u>Government</u>							
3								
4								
5								
6								
7								
	<u>Private</u>							
8								
9								
10								
							Total Cost	

Note: This statement shall be supported with:

1. Notice of Award and / or contract
2. Notice to proceed issued by the Owner
3. Certificate of Accomplishments signed by the owner or authorized representative

Submitted by: \_\_\_\_\_

(Printed Name & Signature)

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

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

**ILOILO SCIENCE AND TECHNOLOGY UNIVERISTY**  
Burgos Street, La Paz, Iloilo City  
**BIDS AND AWARDS COMMITTEE**

**Statement of Single Largest Completed Contract to the Contract to b Bid ( SLCC)**

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date awarded b. Amount Completion c. Actual Contract Duration	a. Date Awarded b. Contract Effectivity c. Date Complete
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

1. Contract
2. Certificate of Completion
3. Certificate of Acceptance

Submitted by: \_\_\_\_\_

(Printed Name & Signature)

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

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