



Republic of the Philippines
DEPARTMENT OF EDUCATION
Cordillera Administrative Region
SCHOOLS DIVISION OF BAGUIO CITY
Upper Session Road Ext., Baguio City
Tel. No.: 446-1488 Fax: (074) 442-7819



Additional Instructions

The following are the additional instructions to bidders:

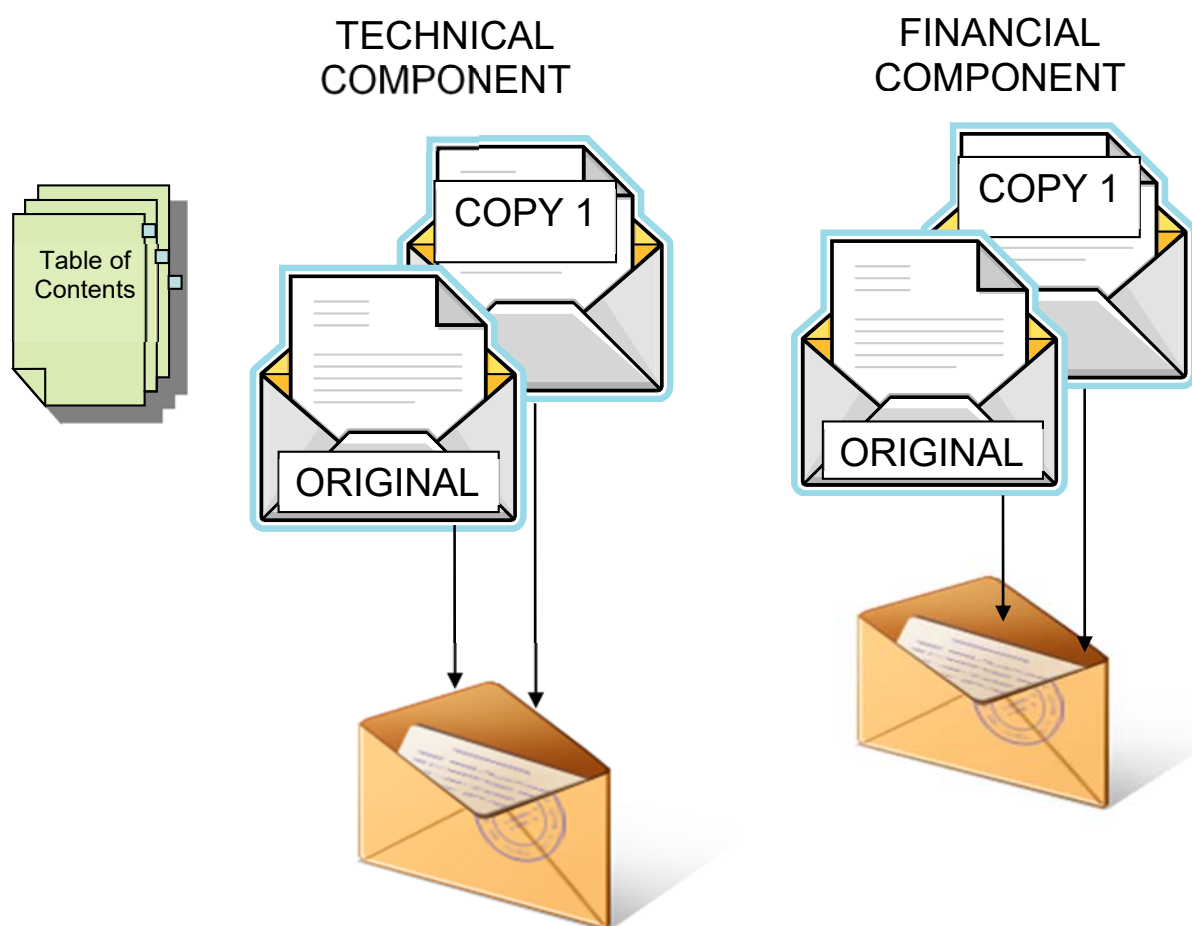
1. Follow the Sealing and Marking of Bids (Two-Envelope System) (ANNEX A).
2. Bid Folders should be tabbed in accordance with the listing of bidding requirements.
3. All bidders are required to request to join bidding from PhilGEPS for the project.
4. All representatives of interested bidders (sole proprietorship, partnership, or corporation) should submit an authorization from proprietor, general manager or the board of directors.
5. Bidders are advised to get the updated checklist of documents to be submitted during the opening of bids. Copy of which is hereto attached. (ANNEX B)
6. Certificate of site inspection shall be signed by Engr. Jennifer Polido.
7. For the bid security, cash is discouraged. Bidders may also opt to submit Bid Security Declaration (BSD) aside from those enumerated in item 18.1 of the BDS.
8. As to the synchronization of time of deadline for the submission of bids, bidders are instructed to follow the time at the Division Office Biometric Machine.
9. Those who bought bid documents are required to notify the BAC if they decide not to participate in the opening of bids.
10. Bidders who do not meet the requirements specified in the Bid Documents and this Supplemental Bid Bulletin will automatically be disqualified.
11. Failure on the part of the bidders to comply with the foregoing instructions or additional requirements shall be a ground for the bidder to be disqualified to join the bidding process.

For Guidance and information of all concerned.

ARTHUR TIONGAN
BAC – Chairman

Envelope Sealing Illustration

(Two-Envelope System)



ANNEX B



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Contractor/Prospective Bidder: _____

Checklist of the Eligibility-Technical and the Financial Component Documents for Bidders

I. Technical Component Envelope

Eligibility Requirements

Class “A” Documents

- 1 PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 23.1 of the IRR, provided, that the winning bidder shall register with the PhilGEPS in accordance with Section 37.1.4 of the IRR;
- 2 Duly signed Statement of all ongoing government and private contracts including contracts awarded but not yet started [refer to Section III, BDS 12.1 (a)(iii) in case of ongoing contract]; submit also the following in this envelope:
 - a. copies of the corresponding notices of award and/or notices to proceed;
- 3 Duly signed Statement Identifying Bidder’s Single Largest Completed Contract
 - a. Must indicate a single contract, similar to the contract to be bid, in an amount equivalent to at least fifty percent (50%) of the ABC to be bid pursuant to Section III, BDS Clause 5.4;
 - b. Submit also the following inside this envelope:
 - b.1. copy of the corresponding notice of award or notice to proceed; and
 - b.2. copy of owner’s certificate of final acceptance or certificate of completion and, whenever applicable, the Constructor’s Performance Evaluation Summary (CPES) final rating, which must be satisfactory;
- 4 Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the Contract for this Project;
For joint ventures, a valid PCAB license and registration specifically issued for the joint venture in accordance with Section 38 of R.A. 4566;
- 5 Duly signed Computation of Net Financial Contracting Capacity (NFCC) which shall be at least equal to the ABC to be bid pursuant to ITB 5.5;
- 6 Affidavit of site inspection;
- 7 Certificate of Non-Slippage of completed and on-going projects for the last two (2) years.

Class “B” Documents

- 8 If applicable, valid and duly signed Joint Venture Agreement (JVA) in case the Joint Venture is already in existence, or a duly notarized statements from all the potential joint venture members stating that they will enter into and abide by the provisions of

the JVA in the instance that the bid is successful pursuant to ITB Clause 12.1(a)(vii); members of the JVA or the intended JVA shall also submit the documents mentioned in ITB 24.6;

Technical Documents

- 9 Original Bid Security or original Bid Securing Declaration in accordance with ITB Clause 18 and BDS 18.1.
- 10 Project requirements, which shall include the following:
 - a. Organization Chart for the contract to be bid;
 - b. List of contractor's personnel to be assigned to the contract to be bid, **with their complete qualification and experience data**, viz: Project Manager, Project Engineer, Materials Engineer, and Foremen; [Refer to List and Qualification of Key Personnel...form and the Bio Data form in Section IX]
 - c. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project;
- 11 Original and duly signed Omnibus Sworn Statement (OSS) in accordance with Section IX, Bidding Forms, in case of corporation, partnerships, joint venture, or cooperative, submit also the following:
 - a. Notarized Secretary's Certificate (refer to paragraph no. 2 of the OSS)

NUMBER OF COPIES OF ELIGIBILITY – TECHNICAL COMPONENT IN SEPARATE ENVELOPES:

- One (1) Original and
- One (1) additional copy

Checklist of the Eligibility-Technical and the Financial Component Documents for Bidders

II. Financial Component Envelope

- 1 Original duly signed and priced Financial Bid Form
- 2 Original duly signed and priced Program of Works
- 3 Original duly signed and priced Bill of Quantities
- 4 Soft copy in compact disc (CD) or flash drive of the duly priced Bill of Quantities and Program of Works using Microsoft Excel.

NUMBER OF COPIES OF FINANCIAL COMPONENT IN SEPARATE ENVELOPES:

- One (1) Original and
- One (1) additional copy

The Bidder is responsible to double check the full description of above requirements in the bidding documents issued by the Procuring Entity.

The Bidders are required to provide a Table of Contents and corresponding tab/label for each submitted technical and financial components to help ensure completeness of submission by the bidders and facilitate examination by the BAC.

III. To facilitate the post-qualification, the bidder at its option may submit in advance, i.e.,

on the deadline for submission and receipt of bids, the documents below as required in Section II, ITB Clause 28.2, in a separate envelope as follows:

- 1 Latest income and business tax returns in the following form:
 - a. Printed copies of the electronically filed latest Income Tax and Business Tax Returns with a copy of their respective Payment Confirmation forms for the immediate preceding calendar/tax year from the authorized agent bank;
- 2 Valid Certificate of PhilGEPS Registration

However, non-submission of these documents in advance will not disqualify the bidder during the opening and examination of bids.

The envelope shall be marked:

- ITB 28.2. Documents
- Name of Project : _____
- Bid Opening Date: _____
- Name of Bidder : _____