



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. All bidders are required to request to join bidding from PhilGEPS for the project.
3. All representatives of interested bidders (sole proprietorship, partnership, or corporation) should submit an authorization from proprietor, general manager or the board of directors.
4. 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)
5. Certificate of site inspection shall be signed by:

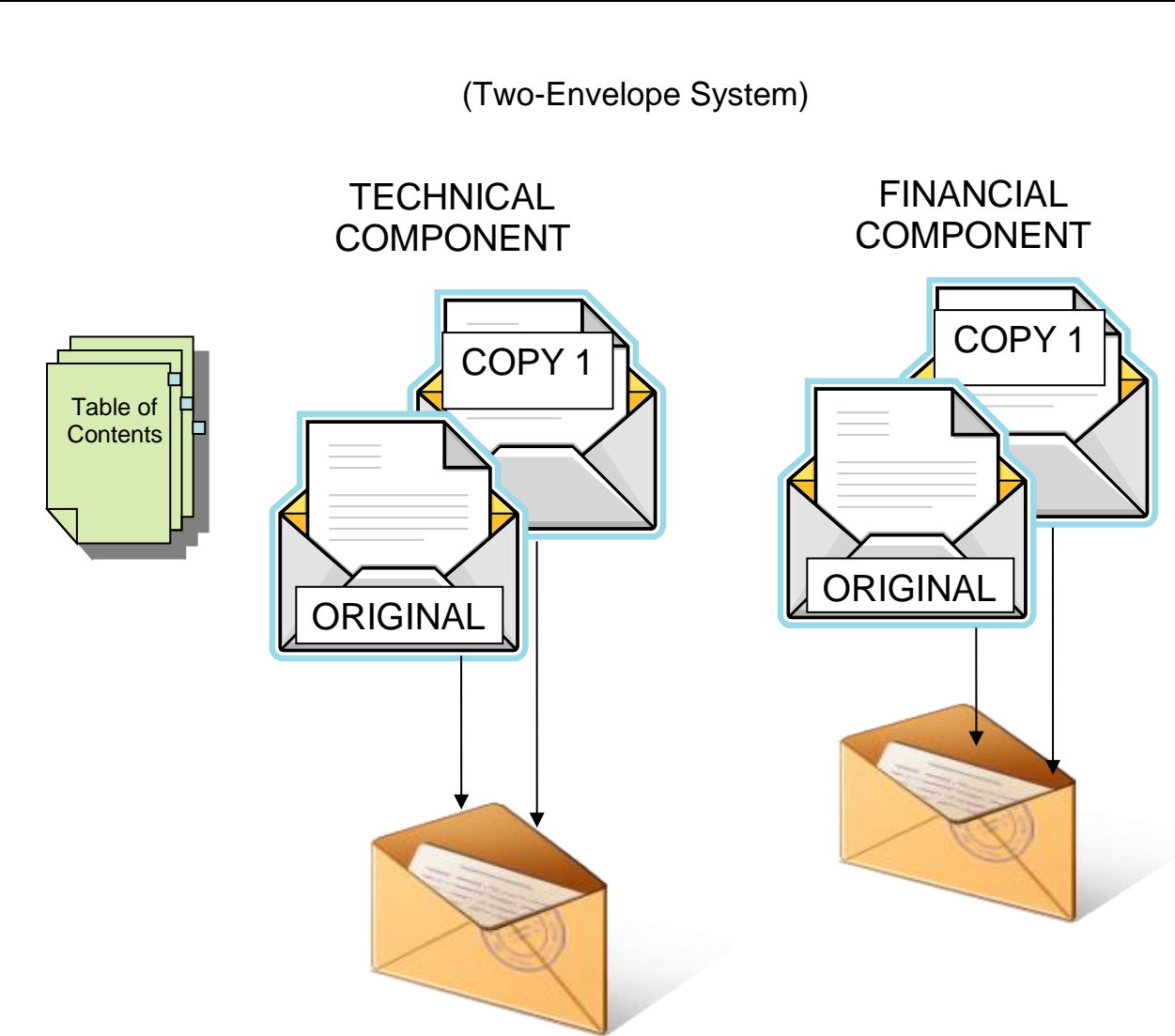
Project	School Head
Electrification of Un-Energized Schools and Modernization of Electrical System of On-Grid Schools (Batch 1 and 2) at:	
MIL-AN NATIONAL HIGH SCHOOL	
	WHITNEY A. DAWAYEN, PI

6. 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.
7. 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.
8. Those who bought bid documents are required to notify the BAC if they decide not to participate in the opening of bids.
9. Bidders who do not meet the requirements specified in the Bid Documents and this Additional Instructions will automatically be disqualified.
10. 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.

SORAYA T. FACULO, Ph.D.
BAC – Chairman

Envelope Sealing Illustration



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

- ☐ 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;
- ☐ Duly signed Statement of all ongoing government and private contracts including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid;
- ☐ Duly signed Statement Identifying Bidder’s Single Largest Completed Contract similar to the contract to be bid, in accordance with ITB Clause 5.4
 1. 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;
 2. The statement of the Bidder’s SLCC shall be supported by the Notice of Award and/or Notice to Proceed, Project Owner’s Certificate of Final Acceptance issued by the Owner other than the Contractor or the Constructors Performance Evaluation System (CPES) Final Rating, which must be at least satisfactory. In case of contracts with the private sector, an equivalent document shall be submitted;

The two statements required shall indicate for each contract the following:

- Name of the contract;
- Date of the contract;
- Contract duration;
- Owner’s name and address;
- Nature of work;
- Contractor’s role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
- Total contract value at award;
- Date of completion or estimated completion time;
- Total contract value at completion, if applicable;
- Percentages of planned and actual accomplishments, if applicable; and
- Value of outstanding works, if applicable.

- ☐ Valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the Contract for this Project (Small B, Electrical Works);
- ☐ 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;

- ☐ Affidavit of site inspection;
- ☐ Certificate of site inspection;
- ☐ Certificate of Non-Slippage of completed and on-going projects for the last two (2) years signed by the School Head / Head of Agency of the issuing school/agency.

Class “B” Documents

- ☐ Valid and duly signed joint venture agreement pursuant to ITB 5.1, in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. If JVA is not applicable, submit a document stating that Joint Venture Agreement is “NOT APPLICABLE.”

Technical Documents

- ☐ Original Bid Security or original Bid Securing Declaration in accordance with ITB Clause 18 and BDS 18.1.
- ☐ Project requirements, which shall include the following:
 - a. Organization Chart for the contract to be bid;
 - b. List of contractor’s personnel (Project Manager, Project Engineers, Health and Safety Personnel, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data. These personnel must meet the required minimum years of experience set in the **BDS**; and
 - c. List of contractor’s major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership, certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be, which must meet the minimum requirements for the contract set in the **BDS**.
- ☐ 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)

II. Financial Component Envelope

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

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.

The envelope shall be marked:

- Name of Project : _____
- Bid Opening Date: _____
- Name of Bidder : _____

