PHILIPPINE ECONOMIC ZONE AUTHORITY
Cavite Economic Zone
Rosario Cavite

ASPHALT OVERLAY ALONG WEST AVENUE AT THE CAVITE ECONOMIC ZONE
(CEZITB 2025-03-002)

PHILIPPINE BIDDING DOCUMENTS

Government of the Republic of the Philippines

Sixth Edition
July 2020

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Infrastructure Projects (hereinafter referred to also as the "Works") through Competitive Bidding have been prepared by the Government of the Philippines for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the government, including government-owned and/or -controlled corporations, government financial institutions, state universities and colleges, local government units, and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

The PBDs are intended as a model for admeasurements (unit prices or unit rates in a bill of quantities) types of contract, which are the most common in Works contracting.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract; (ii) the eligibility requirements of Bidders; (iii) the expected contract duration; and (iv)the obligations, duties, and/or functions of the winning Bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Works to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

a. All the documents listed in the Table of Contents are normally required for the procurement of Infrastructure Projects. However, they should be adapted as necessary to the circumstances of the particular Project.

b. Specific details, such as the "*name of the Procuring Entity*" and "*address for bid submission*," should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.

c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, BDS, General Conditions of Contract, Special Conditions of Contract, Specifications, Drawings, and Bill of Quantities are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

d. The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.

f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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Glossary of Terms, Abbreviations, and Acronyms

ABC – Approved Budget for the Contract.

ARCC – Allowable Range of Contract Cost.

BAC – Bids and Awards Committee.

Bid – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as *Proposal* and *Tender*. (2016 revised IRR, Section 5[c])

Bidder – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 revised IRR, Section 5[d])

Bidding Documents – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 revised IRR, Section 5[e])

BIR – Bureau of Internal Revenue.

BSP – Bangko Sentral ng Pilipinas.

CDA – Cooperative Development Authority.

Consulting Services – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 revised IRR, Section 5[i])

Contract – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contractor – is a natural or juridical entity whose proposal was accepted by the Procuring Entity and to whom the Contract to execute the Work was awarded. Contractor as used in these Bidding Documents may likewise refer to a supplier, distributor, manufacturer, or consultant.

CPI – Consumer Price Index.

DOLE – Department of Labor and Employment.

DTI – Department of Trade and Industry.

Foreign-funded Procurement or Foreign-Assisted Project – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 revised IRR, Section 5[b]).

GFI – Government Financial Institution.

GOCC – Government-owned and/or –controlled corporation.

Goods – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term "related" or "analogous services" shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 revised IRR, Section 5[r])

GOP – Government of the Philippines.

Infrastructure Projects – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as *civil works or works*. (2016 revised IRR, Section 5[u])

LGUs – Local Government Units.

NFCC – Net Financial Contracting Capacity.

NGA – National Government Agency.

PCAB – Philippine Contractors Accreditation Board.

PhilGEPS - Philippine Government Electronic Procurement System.

Procurement Project – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

PSA – Philippine Statistics Authority.

SEC – Securities and Exchange Commission.

SLCC – Single Largest Completed Contract.

UN – United Nations.

Section I. Invitation to Bid

Republic of the Philippines
PHILIPPINE ECONOMIC ZONE AUTHORITY

Invitation to Bid for ASPHALT OVERLAY ALONG WEST AVENUE AT THE CAVITE ECONOMIC ZONE (CEZITB 2025-03-002)

1. The **PHILIPPINE ECONOMIC ZONE AUTHORITY-CAVITE ECONOMIC ZONE (PEZA-CEZ)**, through the **Corporate Operating Budget for CY 2025** intends to apply the sum of **Nine Million Four Hundred Two Thousand Five Hundred Thirty-Three and 34/100 (₱ 9,402,533.34)** being the Approved Budget for the Contract (ABC) to payments under the contract for **ASPHALT OVERLAY ALONG WEST AVENUE AT THE CAVITE ECONOMIC ZONE (CEZITB 2025-03-002)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.

2. The **PEZA-CEZ** now invites bids for the above Procurement Project. Completion of the Works is required **Forty-Five (45) Calendar Days which shall commence three (3) days from the date of receipt of Notice to Proceed (NTP)**. Bidders should have completed, **within the last five (5) years** from the date of submission and receipt of bids, a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).

3. Bidding will be conducted through open competitive bidding procedures using non-discretionary "*pass/fail*" criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

4. Interested bidders may obtain further information from **CEZ-BAC Secretariat** and inspect the Bidding Documents at the address given below from **Monday to Friday from 8:00 a.m. to 5:00 p.m**.

5. A complete set of Bidding Documents may be acquired by interested bidders on **11 March 2025** from given address and website/s below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Ten Thousand Pesos Only (₱ 10,000.00)**. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in electronic means.

   It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the PEZA, provided that bidders shall pay the fee for the Bidding Documents not later than the submission and opening of bids.

   Interested bidders shall send an email at **cezbac@peza.gov.ph** for the issuance of an order of payment. All PEZA transactions and fees can only be paid through **https://epay.peza.gov.ph**.

6. The PEZA-CEZ will hold a **Pre-Bid Conference** on **19 March 2025, 1:30 pm** at **2F New Administration Building, Cavite Economic Zone, Rosario, Cavite, and/or**

through videoconferencing / webcasting via Microsoft Teams, which shall be open to all prospective bidders. For bidders who wish not to be physically present during the pre-bid conference, the BAC Secretariat shall email invite/meeting ID and password to those who signify their intent via email below.

7. Bids must be duly received by the BAC Secretariat through (i) **manual submission** at the office address as indicated below, on or before **1:30 pm, 2 April 2025**. Late bids shall not be accepted.

8. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.

9. **Bid opening** shall be on **2 April 2025, 2:00 pm** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.

10. In any case the above date is declared a special non-working holiday, it will automatically be reset on the next working day.

11. The **PEZA-CEZ** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised Implementing Rules and Regulations (IRR) of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

12. For further information, please refer to:

    Secretariat, CEZ-Bids and Awards Committee
    Phil. Economic Zone Authority-Cavite Economic Zone
    1/F New Administration Bldg., CEZ, Rosario, Cavite
    Tel. Nos. (046) 4376146 / 4376070
    Tel./Fax No. (046) 437-6090
    Email: **cezbac@peza.gov.ph**

13. You may visit the following websites:

    For downloading of Bidding Documents:

    a. PEZA Website (**https://www.peza.gov.ph/bid-opportunities**); or
    b. Philgeps Website

7 March 2025

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Ms. JESSICA M. ITAAS
Chairperson, CEZ-BAC

Section II. Instructions to Bidders

Notes on the Instructions to Bidders

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

1. Scope of Bid

The Procuring Entity, **PHILIPPINE ECONOMIC ZONE AUTHORITY-CAVITE ECONOMIC ZONE (PEZA-CEZ)** invites Bids for the **ASPHALT OVERLAY ALONG WEST AVENUE AT THE CAVITE ECONOMIC ZONE**, with Project Identification Number **CEZITB 2025-03-002**.

The Procurement Project (referred to herein as "Project") is for the construction of Works, as described in Section VI (Specifications).

2. Funding Information

2.1. The GOP through the source of funding as indicated below for **Corporate Operating Budget for CY 2025** in the amount of **Nine Million Four Hundred Two Thousand Five Hundred Thirty-Three and 34/100 (₱ 9,402,533.34).**

2.2. The source of funding is:

a. Corporate Operating Budget for CY 2025.

3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manual and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or invitation to bid by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have inspected the site, determined the general characteristics of the contracted Works and the conditions for this Project, such as the location and the nature of the work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

4. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

The Procuring Entity, as well as the Bidders and Contractors, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. The Bidder must have an experience of having completed a Single Largest Completed Contract (SLCC) that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC adjusted, if necessary, by the Bidder to current prices using the PSA's CPI, except under conditions provided for in Section 23.4.2.4 of the 2016 revised IRR of RA No. 9184.

A contract is considered to be "similar" to the contract to be bid if it has the major categories of work stated in the **BDS**.

5.3. For Foreign-funded Procurement, the Procuring Entity and the foreign government/foreign or international financing institution may agree on another track record requirement, as specified in the Bidding Document prepared for this purpose.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.2 of the 2016 IRR of RA No. 9184.

6. Origin of Associated Goods

There is no restriction on the origin of Goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN.

7. Subcontracts

7.1. The Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than fifty percent (50%) of the Project.

The Procuring Entity has prescribed that:

a. Subcontracting is not allowed.

8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address **2F New Administration Building, Cavite Economic Zone, Rosario, Cavite** and/or through videoconferencing/ webcasting as indicated in paragraph 6 of the **IB.**

9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the

IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

10. Documents Comprising the Bid: Eligibility and Technical Components

10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

10.2. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. For Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

10.3. A valid special PCAB License in case of Joint Ventures, and registration for the type and cost of the contract for this Project. Any additional type of Contractor license or permit shall be indicated in the **BDS**.

10.4. A List of Contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen) assigned to the contract to be bid, with their complete qualification and experience data shall be provided. These key personnel must meet the required minimum years of experience set in the **BDS**.

10.5. A 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, must meet the minimum requirements for the contract set in the **BDS**.

11. Documents Comprising the Bid: Financial Component

11.1. The second bid envelope shall contain the financial documents for the Bid as specified in **Section IX. Checklist of Technical and Financial Documents**.

11.2. Any bid exceeding the ABC indicated in paragraph 1 of the **IB** shall not be accepted.

11.3. For Foreign-funded procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

12. Alternative Bids

Bidders shall submit offers that comply with the requirements of the Bidding Documents, including the basic technical design as indicated in the drawings and specifications. Unless there is a value engineering clause in the **BDS**, alternative Bids shall not be accepted.

13. Bid Prices

All bid prices for the given scope of work in the Project as awarded shall be considered as fixed prices, and therefore not subject to price escalation during contract implementation, except under extraordinary circumstances as determined by the NEDA and approved by the GPPB pursuant to the revised Guidelines for Contract Price Escalation guidelines.

14. Bid and Payment Currencies

14.1. Bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

14.2. *Payment of the contract price shall be made in:*

a. Philippine Pesos.

15. Bid Security

15.1. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the schedule in the **BDS**.

15.2. The Bid and bid security shall be valid until *[indicate date]*. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

16. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission to the given website or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

17. Deadline for Submission of Bids

The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in paragraph 7 of the **IB.**

18. Opening and Preliminary Examination of Bids

18.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

18.2. The preliminary examination of Bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

19. Detailed Evaluation and Comparison of Bids

19.1. The Procuring Entity's BAC shall immediately conduct a detailed evaluation of all Bids rated "*passed*" using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of 2016 revised IRR of RA No. 9184.

19.2. If the Project allows partial bids, all Bids and combinations of Bids as indicated in the **BDS** shall be received by the same deadline and opened and evaluated simultaneously so as to determine the Bid or combination of Bids offering the lowest calculated cost to the Procuring Entity. Bid Security as required by **ITB** Clause 15 shall be submitted for each contract (lot) separately.

19.3. In all cases, the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184 must be sufficient for the total of the ABCs for all the lots participated in by the prospective Bidder.

20. Post Qualification

Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS), and other appropriate licenses and permits required by law and stated in the **BDS**.

21. Signing of the Contract

The documents required in Section 37.2 of the 2016 revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the **BDS**.

Section III. Bid Data Sheet

Bid Data Sheet

<table>
<tr><th>ITB Clause</th><th></th></tr>
<tr><td>5.2</td><td>For this purpose, contracts similar to the Project refer to contracts which have the same major categories of work, which shall be:

a) Road Rehabilitation: Asphalt Works
b) Completed within the last five (5) years prior to the deadline for the submission and receipt of bids</td></tr>
<tr><td>7.1</td><td>Subcontracting is not allowed.</td></tr>
<tr><td>10.3</td><td>valid PCAB License

a. Size Range: <u>Small B</u>
b. License Category: <u>C & D</u>
c. Allowable Range of Contract Cost: <u>up to 30M</u></td></tr>
<tr><td>10.4</td><td>The key personnel must meet the required minimum years of experience set below:

<table>
<tr><th>Key Personnel</th><th>General Experience (Years)</th><th>Relevant Experience (Years)</th></tr>
<tr><td>Project Manager</td><td>5</td><td>3</td></tr>
<tr><td>Project Engineer</td><td>5</td><td>3</td></tr>
<tr><td>Materials Engineer</td><td>3</td><td>2</td></tr>
<tr><td>Construction Foreperson (Foreman)</td><td>5</td><td>3</td></tr>
<tr><td>Safety Officer</td><td>3</td><td>3</td></tr>
</table>
</td></tr>
<tr><td>10.5</td><td>The minimum major equipment requirements are the following:

<table>
<tr><th>Equipment</th><th>Number of Units</th><th>Minimum Capacity</th></tr>
<tr><td>Asphalt Distributor</td><td>1</td><td>10 ft. wide (5 ton)</td></tr>
<tr><td>Asphalt Paver</td><td>1</td><td>10 ft. width</td></tr>
<tr><td>Road Roller Tandem</td><td>1</td><td>10 MT</td></tr>
<tr><td>Pneumatic Tire Roller</td><td>1</td><td>9.4 MT</td></tr>
<tr><td>Water Truck</td><td>1</td><td>1600 Lits.</td></tr>
<tr><td>Asphalt Rotto-Milling Machine</td><td>1</td><td>Engine: 1800 RPM, 75in Cutting Width</td></tr>
</table>
</td></tr>
<tr><td>12</td><td>Value Engineering not allowed.</td></tr>
<tr><td>15.1</td><td>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:
a. The amount of not less than ₱ 188,050.67 [two percent (2%) of ABC], if bid security is in cash, cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit;</td></tr>
</table>

	b. The amount of not less than **₱ 470,126.67** *[five percent (5%) of ABC]* if bid security is in Surety Bond.
19.2	Partial bid is not allowed. The infrastructure project is packaged in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20	The S/LCB shall submit ***two (2) sets of true copies of the original certified as such by the bidder or his duly authorized signatory*** within a ***non-extendible period of five (5) calendar days*** from receipt of the notification **arranged, numbered and tabbed as enumerated below**: 1. Certified true copy of Income Tax Return stamped received by BIR or its duly accredited and authorized institution for the immediately preceding year and six (6) consecutive months immediately prior to the submission of the Bid Proposal filed thru Electronic Filing and Payment System (e-FPS) of the BIR and duly validated confirmation as evidence to the tax payments made; 2. Certified true Copy of latest Business Tax Returns regarding VAT or Percentage Tax duly filed thru Electronic Filing and Payment System (e-FPS) of the BIR and duly validated confirmation as evidence to the tax payments made (Filing Reference Number) covering six (6) consecutive months immediately prior to the submission of the Bid Proposal. The Business Tax Return shall either be quarterly, monthly or a combination of both provided that the above requirement is complied.; 3. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; 4. Mayor's or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas; 5. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR). *6.* Articles of Incorporation and General Information Sheet (GIS), in case the Bidder has submitted a SEC registration, if applicable; *The latest income and business tax returns are those within the last six months preceding the date of bid submission.* *Failure of the Bidder declared as LCB to duly submit the requirements stated above or a finding against the veracity thereof shall be ground for forfeiture of the bid security and disqualify the Bidder for award.*

21	Additional contract documents relevant to the Project that may be required by existing laws and/or the Procuring Entity, such as: **1.** Construction schedule and S-curve, manpower schedule, construction methods, equipment utilization schedule, construction safety and health program approved by the DOLE, and other acceptable tools of project scheduling. ***(to be submitted by winning bidder only)*** **2.** Certificate of Site Inspection issued by the CEZ-Engineering & Maintenance Division. ***(shall be submitted with the Bid)*** **3.** At least two (2) Certificate of Satisfactory Performance for completed projects issued by different contracting clients indicating that is has not incurred delay or negative slippage in the performance of its contract supported by accomplishment report and Gantt chart. ***(shall be submitted with the Bid)***

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Contractor, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

2. Sectional Completion of Works

If sectional completion is specified in the **Special Conditions of Contract (SCC)**, references in the Conditions of Contract to the Works, the Completion Date, and the Intended Completion Date shall apply to any Section of the Works (other than references to the Completion Date and Intended Completion Date for the whole of the Works).

3. Possession of Site

3.1 The Procuring Entity shall give possession of all or parts of the Site to the Contractor based on the schedule of delivery indicated in the **SCC,** which corresponds to the execution of the Works. If the Contractor suffers delay or incurs cost from failure on the part of the Procuring Entity to give possession in accordance with the terms of this clause, the Procuring Entity's Representative shall give the Contractor a Contract Time Extension and certify such sum as fair to cover the cost incurred, which sum shall be paid by Procuring Entity.

3.2 If possession of a portion is not given by the above date, the Procuring Entity will be deemed to have delayed the start of the relevant activities. The resulting adjustments in contract time to address such delay may be addressed through contract extension provided under Annex "E" of the 2016 revised IRR of RA No. 9184.

4. The Contractor's Obligations

The Contractor shall employ the key personnel named in the Schedule of Key Personnel indicating their designation, in accordance with **ITB** Clause 10.3 and specified in the **BDS**, to carry out the supervision of the Works.

The Procuring Entity will approve any proposed replacement of key personnel only if their relevant qualifications and abilities are equal to or better than those of the personnel listed in the Schedule.

5. Performance Security

5.1. Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR.

5.2. The Contractor, by entering into the Contract with the Procuring Entity, acknowledges the right of the Procuring Entity to institute action pursuant to RA No. 3688 against any subcontractor be they an individual, firm, partnership, corporation, or association supplying the Contractor with labor, materials and/or equipment for the performance of this Contract.

6. Site Investigation Reports

The Contractor, in preparing the Bid, shall rely on any Site Investigation Reports referred to in the **SCC** supplemented by any information obtained by the Contractor.

7. Warranty

7.1. In case the Contractor fails to undertake the repair works under Section 62.2.2 of the 2016 revised IRR, the Procuring Entity shall forfeit its performance security, subject its property(ies) to attachment or garnishment proceedings, and perpetually disqualify it from participating in any public bidding. All payables of the GOP in his favor shall be offset to recover the costs.

7.2. The warranty against Structural Defects/Failures, except that occasioned-on force majeure, shall cover the period from the date of issuance of the Certificate of Final Acceptance by the Procuring Entity. Specific duration of the warranty is found in the **SCC**.

8. Liability of the Contractor

Subject to additional provisions, if any, set forth in the **SCC**, the Contractor's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Contractor is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

9. Termination for Other Causes

Contract termination shall be initiated in case it is determined *prima facie* by the Procuring Entity that the Contractor has engaged, before, or during the implementation of the contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to corrupt, fraudulent, collusive, coercive, and obstructive practices as stated in **ITB** Clause 4.

10. Dayworks

Subject to the guidelines on Variation Order in Annex "E" of the 2016 revised IRR of RA No. 9184, and if applicable as indicated in the **SCC**, the Dayworks rates in the Contractor's Bid shall be used for small additional amounts of work only when the Procuring Entity's Representative has given written instructions in advance for additional work to be paid for in that way.

11. Program of Work

11.1. The Contractor shall submit to the Procuring Entity's Representative for approval the said Program of Work showing the general methods, arrangements, order, and timing for all the activities in the Works. The submissions of the Program of Work are indicated in the **SCC.**

11.2. The Contractor shall submit to the Procuring Entity's Representative for approval an updated Program of Work at intervals no longer than the period stated in the **SCC.** If the Contractor does not submit an updated Program of Work within this period, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from the next payment certificate and continue to withhold this amount until the next payment after the date on which the overdue Program of Work has been submitted.

12. Instructions, Inspections and Audits

The Contractor shall permit the GOP or the Procuring Entity to inspect the Contractor's accounts and records relating to the performance of the Contractor and to have them audited by auditors of the GOP or the Procuring Entity, as may be required.

13. Advance Payment

The Procuring Entity shall, upon a written request of the Contractor which shall be submitted as a Contract document, make an advance payment to the Contractor in an amount not exceeding fifteen percent (15%) of the total contract price, to be made in lump sum, or at the most two installments according to a schedule specified in the **SCC**, subject to the requirements in Annex "E" of the 2016 revised IRR of RA No. 9184.

14. Progress Payments

The Contractor may submit a request for payment for Work accomplished. Such requests for payment shall be verified and certified by the Procuring Entity's Representative/Project Engineer. Except as otherwise stipulated in the **SCC**, materials and equipment delivered on the site but not completely put in place shall not be included for payment.

15. Operating and Maintenance Manuals

15.1. If required, the Contractor will provide "as built" Drawings and/or operating and maintenance manuals as specified in the **SCC.**

15.2. If the Contractor does not provide the Drawings and/or manuals by the dates stated above, or they do not receive the Procuring Entity's Representative's approval, the Procuring Entity's Representative may withhold the amount stated in the **SCC** from payments due to the Contractor.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Works procured. In preparing this Section, the following aspects should be checked:

a. Information that complements provisions of the GCC must be incorporated.

b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
2	The Intended Completion Date is **Forty-Five (45) Calendar Days which shall commence three (3) days from the date of receipt of Notice to Proceed (NTP)**.
4.1	Upon receipt of the Notice to Proceed, the Contractors Representative shall immediately coordinate with the Engineering and Maintenance Division for instruction/briefing prior to implementation.
6	The site investigation reports are: ***Conduct of Site Inspection is strictly required.***
7.2	**The warranty against Structural Defects/Failures:** Semi-Permanent Structures: **Five (5) years** .
10	Dayworks are applicable at the rate shown in the Contractor's original Bid.
11.1	The Contractor shall submit the Program of Work to the Procuring Entity's Representative within ten (10*)* days of delivery of the Notice of Award.
11.2	The amount to be withheld for late submission of an updated Program of Work is _____ of the contract amount.
13	The amount of the advance payment is ***shall not exceed 15% o****f the total contract price and schedule of payment.*
14	*[If allowed by the Procuring Entity, state:]* Materials and equipment delivered on the site but not completely put in place shall be included for payment.
15.1	The date by which operating and maintenance manuals are required is *[date]*. The date by which "as built" drawings are required is 30 days upon reaching 95% completion of project.
15.2	The amount to be withheld for failing to produce "as built" drawings and/or operating and maintenance manuals by the date required is _____.

Section VI. Specifications

Notes on Specifications

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying or conditioning their Bids. In the context of international competitive bidding, the specifications must be drafted to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of economy, efficiency, and fairness in procurement be realized, responsiveness of Bids be ensured, and the subsequent task of bid evaluation facilitated. The specifications should require that all goods and materials to be incorporated in the Works be new, unused, of the most recent or current models, and incorporate all recent improvements in design and materials unless provided otherwise in the Contract.

Samples of specifications from previous similar projects are useful in this respect. The use of metric units is mandatory. Most specifications are normally written specially by the Procuring Entity or its representative to suit the Works at hand. There is no standard set of Specifications for universal application in all sectors in all regions, but there are established principles and practices, which are reflected in these PBDs.

There are considerable advantages in standardizing General Specifications for repetitive Works in recognized public sectors, such as highways, ports, railways, urban housing, irrigation, and water supply, in the same country or region where similar conditions prevail. The General Specifications should cover all classes of workmanship, materials, and equipment commonly involved in construction, although not necessarily to be used in a particular Works Contract. Deletions or addenda should then adapt the General Specifications to the particular Works.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for goods, materials, and workmanship, recognized international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that goods, materials, and workmanship that meet other authoritative standards, and which ensure substantially equal or higher quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the SCC.

Sample Clause: Equivalency of Standards and Codes

Wherever reference is made in the Contract to specific standards and codes to be met by the goods and materials to be furnished, and work performed or tested, the provisions of the latest current edition or revision of the relevant standards and codes in effect shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national, or relate to a particular country or region, other authoritative standards that ensure a substantially equal or higher quality than the standards and codes specified will be accepted

subject to the Procuring Entity's Representative's prior review and written consent. Differences between the standards specified and the proposed alternative standards shall be fully described in writing by the Contractor and submitted to the Procuring Entity's Representative at least twenty-eight (28) days prior to the date when the Contractor desires the Procuring Entity's Representative's consent. In the event the Procuring Entity's Representative determines that such proposed deviations do not ensure substantially equal or higher quality, the Contractor shall comply with the standards specified in the documents.

These notes are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final Bidding Documents.

SPECIFICATIONS / SCOPE OF WORKS
(shall be submitted with the Bid)

PROJECT : ASPHALT OVERLAY ALONG WEST AVENUE
LOCATION: CEZ, ROSARIO, CAVITE

A. GENERAL REQUIREMENTS

1. Scope
Furnish all materials, labor, equipment, testing and all other facilities for the satisfactory performance of all work necessary for the completion of the project. This project includes scraping of old asphalt and asphalt overlay along West Avenue. (See attached approved plans for details).

West Avenue (Asphalt Overlay), **A=6,292.0m2**
(L=484m, W=13.0m)

2. Mobilization / Demobilization
Mobilization shall include transportation to the site of contractor's plant, materials, equipment, employees and furnishings and temporary facilities. Demobilization shall include dismantlement and removal from the site of contractor's plant, materials and equipment and all temporary facilities. Demobilization includes clean-up of the site after completion of the contract work.

3. Temporary Facilities
The Contractor shall provide a temporary shelter but shall not be permitted to erect temporary buildings or structures inside the zone.

4. Project Billboard
- The contractor shall also install one (1) billboard as per COA circular no. 2013-004.

5. Warning Signages
The Contractor shall furnish and install and maintain at all times during the duration of the contract the necessary warning signs (0.80mx1.0m tarpaulin on wooden frame with reflectorized sticker border), caution tape, barricades (bamboo pole with concrete base with 3 layers reflectorized sticker) for guidance of traffic thru the work zone.

6. Construction Safety and Health
- The contractor shall submit appropriate Construction Safety and Health Program (CSHP) in accordance with DOLE D.O. no. 13, series of 1998. The proposed CSHP shall be approved by DOLE-BWC and shall submit a copy to the Authority.
- The contractor shall provide appropriate personal protective equipment shall not less than quantity indicated in POW (Program of Works). For General Construction Work, the required PPE for all workers shall be safety helmet, safety gloves and safety shoes.

- Also, provide safety and warning signages around the construction site.

7. Documentation Requirements

- The contractor shall submit a complete as-built plan within 30 days upon reaching 95% completion of project
- The As-built plan shall be updated set of drawings (A1 and A3), precisely reflecting all elements of the structures and facilities as constructed. These drawings shall be prepared by the contractor and submitted to PEZA
- All notes, dimensions, material specifications, construction methods, and other relevant construction details shall align with the actual completed works

B. ASPHALT ROTTO-MILLING (SCRAPING)

- Use a milling machine to grind up the top layer of asphalt, adjusting to the depth required and depending on the asphalt condition and how damaged the asphalt is.
- Put asphalt millings into a dump truck.
- Clean up the milled surface by sweeping up or washing away dust and loose millings.
- Lay new asphalt material as shown or as indicated in the approved drawings.

C. ASPHALT OVERLAY

1. Preparation of Base Course

Before placing the bituminous coat, underlying course shall be cleaned of loose stones, dirt and other deleterious materials using power blower. When the underlying course is wet due to rain or other causes, that bituminous coat shall not be placed until it is dry and the Engineer has the approved the work execution.

2. Spreading and Compaction

- The hot asphalt cement mixture shall be spread by means of a paving machine. Bituminous paver shall be self-contained, power-propelled unit with an activated screed or strike-off assembly, heated if necessary, and shall be capable of spreading and finishing courses of bituminous plant mix material which meet the specified thickness, smoothness and grade.
- The asphalt finisher shall operate in such manner to spread the hot asphalt cement mixture to the full width along the forms set properly meeting the designated lines and uniform layer.
- If manual spreading is unavoidable, the mixture shall be spread carefully and thoroughly so that no segregation of the asphalt cement mixture occurs.
- The temperature of the hot cement mixture spread and shall not be lower than 120 degrees celsius as standard range, with tamden roller or triple axis roller to finish to a flat and smooth surface, eliminating the roller marks left from secondary rolling or small corrugations on the surface.
- In the area not accessible to the roller, the hot asphalt cement mixture shall be thoroughly compacted with plate compactor or any other suitable tools approved by the Engineer.

- The spreading operation shall immediately suspended when it starts raining during the operation.

D. DURATION OF PROJECT

- The completion of the project shall be a period of Forty-Five (45) calendar days which shall commence three (3) days from the date of receipt of Notice to Proceed (NTP)

I hereby certify to comply and deliver all the above requirements:

Signature over Printed Name of Representative	:	_____
Company/Bidder	:	_____
Address	:	_____
Tel No./E-mail Address	:	_____
Date	:	_____

TERMS OF REFERENCE
(shall be submitted with the Bid)

BACKGROUND:

The PEZA CEZ is to engage a qualified contractor for the **ASPHALT OVERLAY ALONG WEST AVENUE AT THE CAVITE ECONOMIC ZONE (CEZITB 2025-03-002)**.

1. CONTRACT DESCRIPTION

Project Name	**ASPHALT OVERLAY ALONG WEST AVENUE AT THE CAVITE ECONOMIC ZONE (CEZITB 2025-03-002)**
Approved Budget for the Contract (ABC)	**₱14,098,833.86**
Location	**Cavite Economic Zone**
Project In-charge	**Engr. RENZEL G. ABELLANOSA** Engineering and Maintenance Division (EMD)

2. OBJECTIVE OF THE TERMS OF REFERENCE (TOR)

2.1. To provide a piece of background information regarding the preparation and submission of bid proposal to the PEZA-CEZ;
2.2. To provide a piece of background information regarding the proposed Project which should be handled at the lowest possible cost, acceptable quality and performance, and in the shortest possible time the bidder has to offer;
2.3. To outline and summarize the "Scope of Work" of the Contractor that has to be performed under the terms of its Contract with the PEZA-CEZ
2.4. To provide penalties in case of breach of the Contractor's obligations

3. ROLE OF THE CONTRACTOR

3.1. The Contractor shall supply labor, tools, materials, and equipment necessary for the project. In this regard, the Contractor or the key personnel to be assigned must have professional experience compatible with the undertaking as stipulated in ITB Clause 10.4 of the Bid Data Sheet.
3.2. The Contractor at all times should refer to the Engineering and Maintenance Division thru **Engr. RENZEL G. ABELLANOSA** regarding corrections, plans and specifications, and quality control requirements of the Project;
3.3. The Contractor shall assign to its designated project engineer to prepare daily construction logbook and pouring permits, which has to be approved by the EMD before pouring.
3.4. The Contractor shall also implement the construction activities to complete the Project following the approved construction drawings and specifications and the scope of work as specified in the Contract;

3.5. Construction Phase should be completed within 45 calendar days which shall commence three (3) days from the date of receipt of Notice to Proceed.

4. GENERAL CONDITIONS

4.1. Designate one (1) Project Engineer who shall work full time during the Contract's construction period/duration. He shall be in charge of the construction work and is expected to perform the following:

a. Document, schedule, oversee and monitor the day-to-day construction works.
b. Coordinate, address, and resolve all concern/s of nearby buildings and structures relative to the construction and related services required.
c. Keep close coordination with the EMD during project implementation and submit a progress report as required.

4.2. Construction foreman, skilled workers and enough construction personnel should be deployed in the construction site during the implementation of the project.

5. PROJECT IMPLEMENTATION/CONSTRUCTION PHASE

5.1. ENGINEERING SUPPORT SERVICES.

The Contractor shall carry out and complete all items of work following the approved plans and specifications. The work shall be in accordance with approved samples. Materials and articles installed or used without such approval shall be at the risk of subsequent rejection.

The contractor shall request a site inspection and approval from the PEZA Project Engineer or authorized representative before any concrete pouring activity shall be made.

5.2. WORKER'S BARRACKS

The contractor shall provide offsite accommodation/barracks for workers at his own expense.

5.3. PROGRESS REPORTS.

The Contractor shall prepare weekly and monthly accomplishment reports supported with progress photographs and S-Curves to monitor actual progress to be submitted to the EMD which shall be used as basis for progress billing.

5.4. WATER AND ELECTRICITY.

The Contractor shall install a temporary power and water connection in the construction sites and shall shoulder and pay the actual amount of water and electricity bills based on their usage at the prevailing rate. During concrete pouring, the contractor shall provide own water supply.

5.5. SANITARY, SAFETY AND HEALTH

- The Contractor shall provide portable toilet and other approved equivalent for proper hygiene and sanitation.
- Complete basic Personal Protective Equipment should be provided by the contractor to all its personnel in the construction site.

- Health and safety protocols should be implemented to minimize the risk of spreading Covid 19 and other transmissible diseases.

5.6. TURN-OVER OF PROJECT.
The Contractor shall adequately address and comply with the final punchlist issued by the EMD before the Turn-over and Acceptance of the completed Project.

6. PROVISIONS FOR STORAGE & MATERIAL HANDLING

6.1. Area for temporary facilities, storage, and temporary staging area for construction materials will be designated by the procuring entity. It shall be kept neat and clean at all times. Any damage to that or the surrounding area arising from any accident shall be repaired and/or restored to its original condition. Likewise, extra care shall be taken in the storage of hazardous chemicals and/or equipment to avoid accidents, explosions and/or fires.

6.2. Provisions for securing and safekeeping of stored materials, tools, and equipment during the construction project shall be for the Contractor's account

6.3. When called for by PEZA, the Contractor shall furnish, for approval, full information and satisfactory evidence as to the kind and quality of materials or articles to be incorporated in the work. The Contractor shall furnish, for PEZA's approval, all samples when so directed.

7. CLEARING OF SITE

The Contractor shall clean the whole area by removing debris, discards, concrete laitance and shall leave the entire premises free from rubbish caused by their work to the satisfaction of the CEZ EMD at no extra cost.

Regular disposal of construction debris, dismantled unusable materials is required to prevent accumulation.

8. WARRANTIES OF THE CONTRACTOR

8.1. The Contractor warrants that it shall conform strictly to the terms and conditions of these Terms of Reference.

8.2. The Contractor warrants represent and undertake the service's reliability and that their workforce complements are hardworking, qualified/reliable, and dedicated to doing the service required to the satisfaction of the procuring entity. It shall employ well-behaved and honest employees.

8.3. The Contractor's personnel shall take all necessary precautions for the safety of all persons and properties at or near their area of work and shall comply with all the standard and established safety regulations, rules and practices.

8.4. The Contractor shall be liable for any loss, damage, or injury due directly through its personnel's fault or negligence. It shall assume responsibility thereof, and the Contractor shall be liable from any liability arising from that place.

9. TERMS OF PAYMENT

9.1. The Contractor, upon a written request, may be granted an advance payment in an amount not exceeding fifteen percent (15%) of the total contract price. The advance payment shall be made only upon the submission to and acceptance by the procuring entity of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand, issued by a surety or insurance company duly licensed by the Insurance Commission and confirmed by the procuring entity.

9.2. The Contractor shall collect payment on progress billings based on the percentage of work accomplished, within a reasonable time from submission of all the required documents i.e. statement work accomplished (SWA) or progress billing, subject to the applicable tax rules and ten percent (10%) retention fund.

9.3. The retention fund shall be released only upon issuing Certification of Final Acceptance issued by the Head of the Procuring Entity and submission by Contractor of Post-Construction Documentation.

9.4. Payments shall be made within a reasonable time from the submission of the required documents based on existing applicable laws.

9.5. The percentage of completion of work shall be subject to review and evaluation by the CEZ EMD.

10. PRE-TERMINATION OF CONTRACT

10.1. The Contract for the **ASPHALT OVERLAY ALONG WEST AVENUE AT THE CAVITE ECONOMIC ZONE** may be pre-terminated by the PEZA CEZ upon notice of any violation of the Contract's terms. In the case of pre-termination, the Contractor shall be notified of such termination.

10.2. In the pre-termination case, the Contractor shall be liable to additional liquidated damages which shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay as provided in Sec 68 of the RIRR of RA9184 and forfeiture of the Performance Security.

10.3. The PEZA-CEZ shall have the right to blacklist the Contractor in case of pre-termination.

Signature over Printed Name of Representative : _____

Company/Bidder : _____

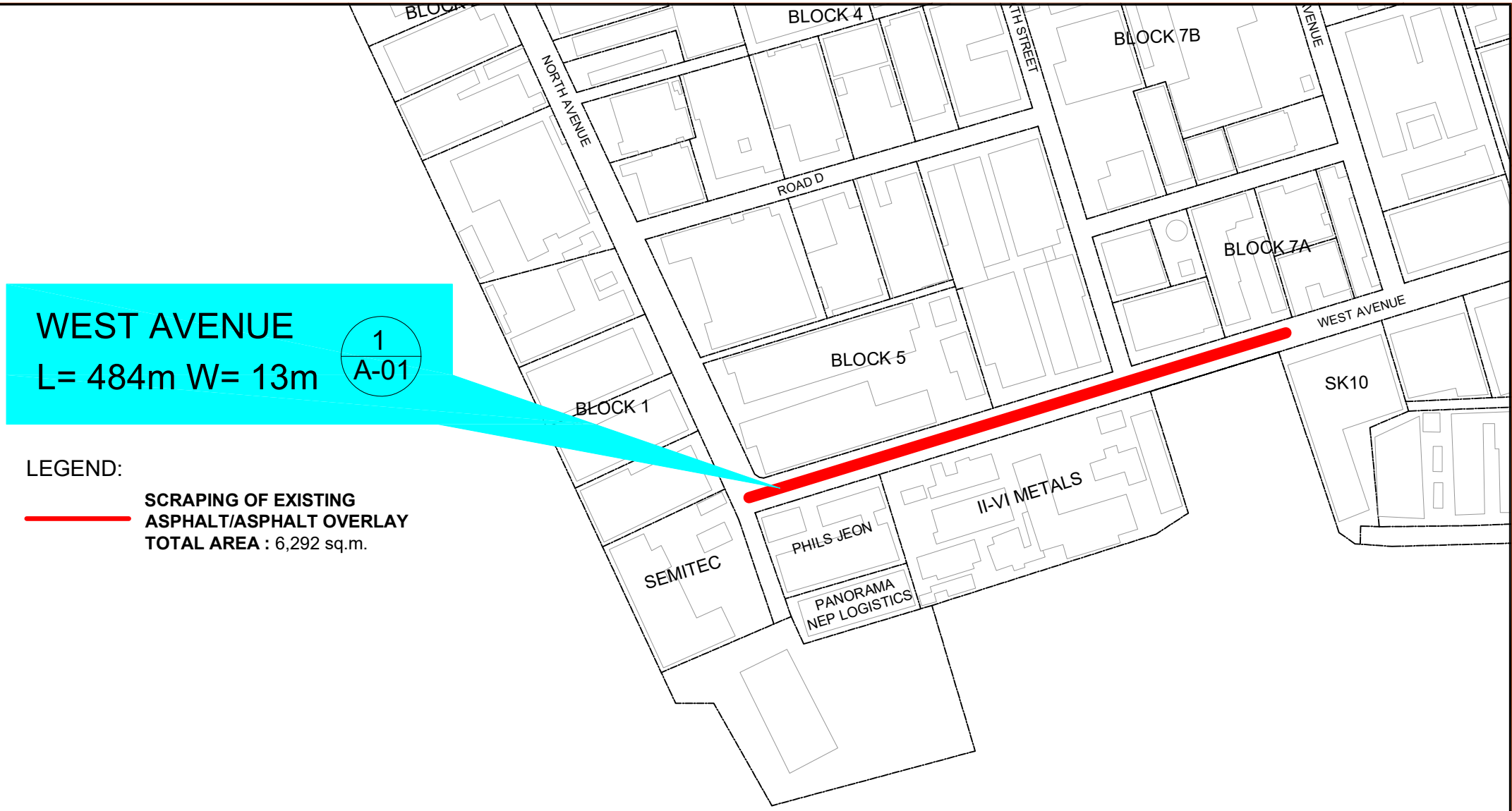
Address : _____

Tel No./E-mail Address : _____

Date : _____

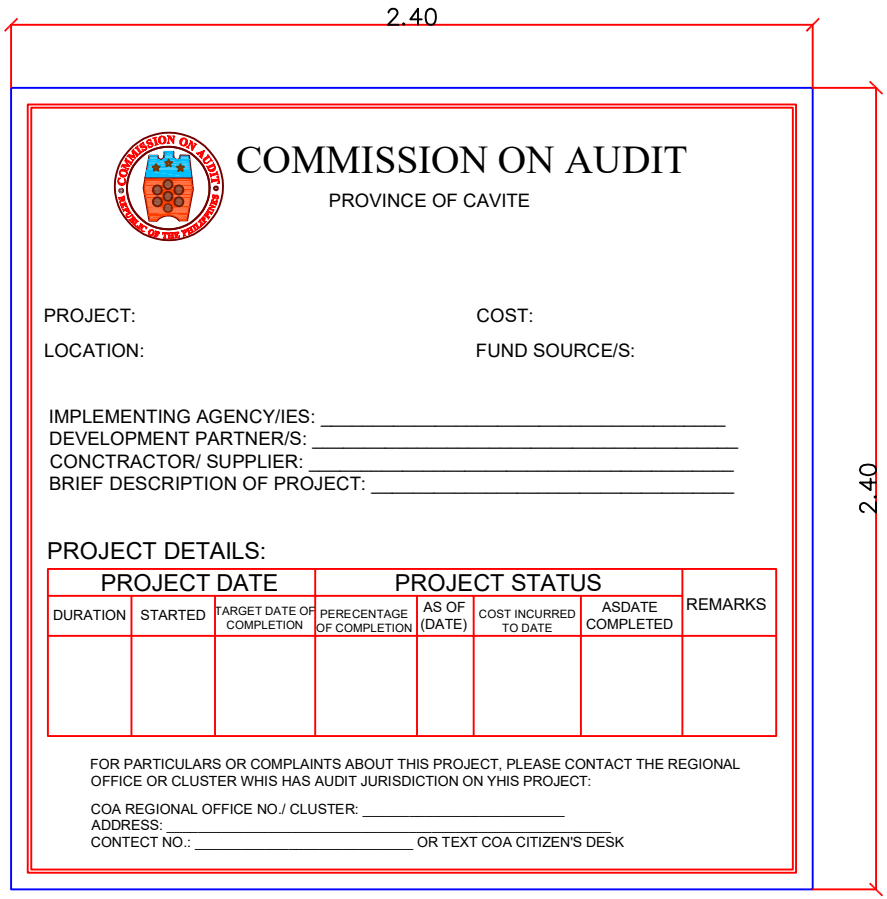
Section VII. Drawings

[Insert here a list of Drawings. The actual Drawings, including site plans, should be attached to this section, or annexed in a separate folder.]

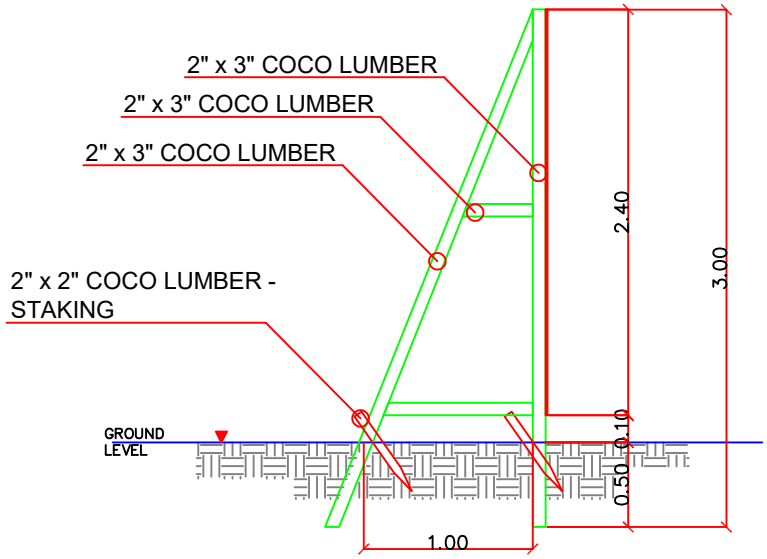


1 / A–01 LOCATION PLAN

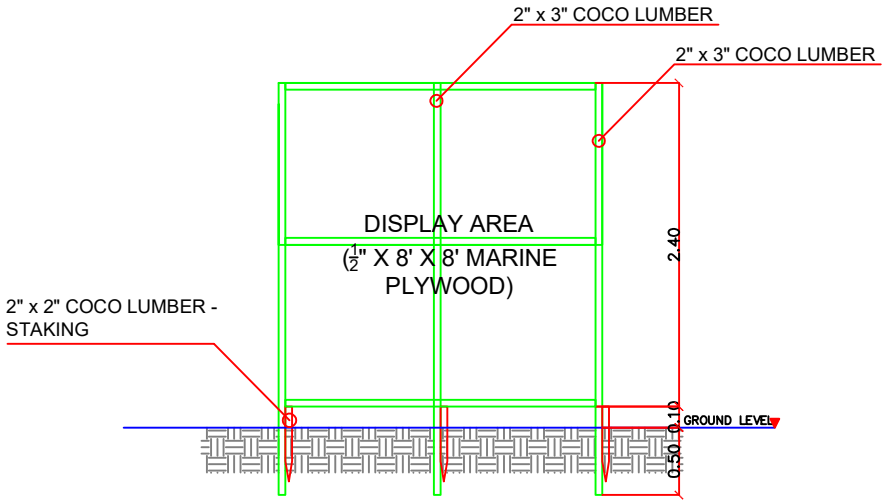
PROJECT TITLE	PREPARED BY	CHECKED BY:	RECOMMENDING APPROVAL	APPROVED BY	DESIGNED BY	SHEET NUMBER
ASPHALT OVERLAY ALONG WEST AVENUE LOCATION: PEZA-CEZ, ROSARIO, CAVITE	**Engr. RENZEL G. ABELLANOSA** CIVIL ENGINEER	**Engr. CHARLES ALDRIN N. BAYBAY** DIVISION CHIEF II, EMD	**Engr. JOSE A. IBASCO** ACTING DM OF OPERATIONS	**Atty. NORMA B. TAÑAG** ZONE ADMINISTRATOR, CEZ	RGA CHECKED BY	A-01



1 A–03 COA PROJECT BILLBOARD

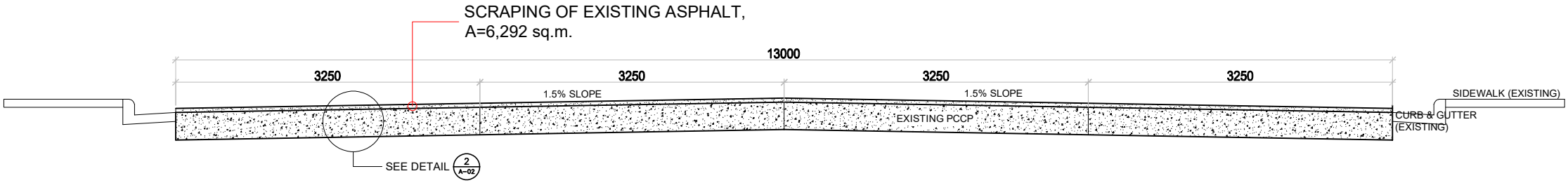


2 A–03 TYPICAL FRAME ELEVATION

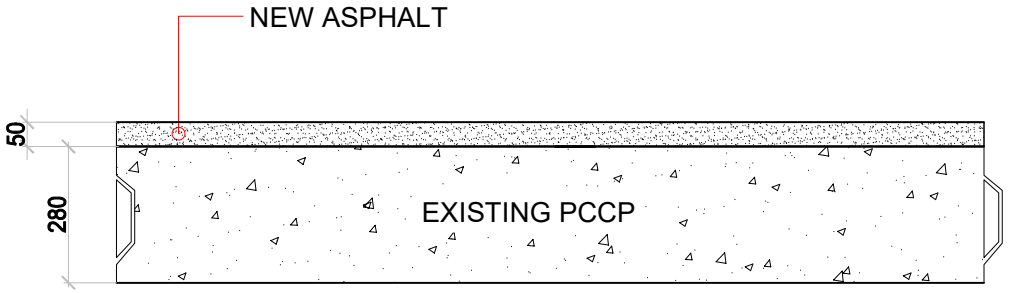


3 A–03 FRONT ELEVATION

PROJECT TITLE	PREPARED BY	CHECKED BY:	RECOMMENDING APPROVAL	APPROVED BY	DESIGNED BY	SHEET NUMBER
ASPHALT OVERLAY ALONG WEST AVENUE LOCATION: PEZA-CEZ, ROSARIO, CAVITE	**Engr. RENZEL G. ABELLANOSA** CIVIL ENGINEER	**Engr. CHARLES ALDRIN N. BAYBAY** DIVISION CHIEF II, EMD	**Engr. JOSE A. IBASCO** ACTING DM OF OPERATIONS	**Atty. NORMA B. TAÑAG** ZONE ADMINISTRATOR, CEZ	RGA CHECKED BY	A-03



1 A-02 TYPICAL ROAD SECTION (4 LANE)



2 A-02 SECTION DETAILS

PROJECT TITLE	PREPARED BY	CHECKED BY:	RECOMMENDING APPROVAL	APPROVED BY	DESIGNED BY	SHEET NUMBER
ASPHALT OVERLAY ALONG WEST AVENUE LOCATION: PEZA-CEZ, ROSARIO, CAVITE	**Engr. RENZEL G. ABELLANOSA** CIVIL ENGINEER	**Engr. CHARLES ALDRIN N. BAYBAY** DIVISION CHIEF II, EMD	**Engr. JOSE A. IBASCO** ACTING DM OF OPERATIONS	**Atty. NORMA B. TAÑAG** ZONE ADMINISTRATOR, CEZ	RGA CHECKED BY	A-02

Section VIII. Bill of Quantities

Notes on the Bill of Quantities

Objectives

The objectives of the Bill of Quantities are:

a. to provide sufficient information on the quantities of Works to be performed to enable Bids to be prepared efficiently and accurately; and

b. when a Contract has been entered into, to provide a priced Bill of Quantities for use in the periodic valuation of Works executed.

In order to attain these objectives, Works should be itemized in the Bill of Quantities in sufficient detail to distinguish between the different classes of Works, or between Works of the same nature carried out in different locations or in other circumstances which may give rise to different considerations of cost. Consistent with these requirements, the layout and content of the Bill of Quantities should be as simple and brief as possible.

Daywork Schedule

A Daywork Schedule should be included only if the probability of unforeseen work, outside the items included in the Bill of Quantities, is high. To facilitate checking by the Entity of the realism of rates quoted by the Bidders, the Daywork Schedule should normally comprise the following:

a. A list of the various classes of labor, materials, and Constructional Plant for which basic daywork rates or prices are to be inserted by the Bidder, together with a statement of the conditions under which the Contractor will be paid for work executed on a daywork basis.

b. Nominal quantities for each item of Daywork, to be priced by each Bidder at Daywork rates as Bid. The rate to be entered by the Bidder against each basic Daywork item should include the Contractor's profit, overheads, supervision, and other charges.

Provisional Sums

A general provision for physical contingencies (quantity overruns) may be made by including a provisional sum in the Summary Bill of Quantities. Similarly, a contingency allowance for possible price increases should be provided as a provisional sum in the Summary Bill of Quantities. The inclusion of such provisional sums often facilitates budgetary approval by avoiding the need to request periodic supplementary approvals as the future need arises. Where such provisional sums or contingency allowances are used, the SCC should state the manner in which they will be used, and under whose authority (usually the Procuring Entity's Representative's).

PHILIPPINE ECONOMIC ZONE AUTHORITY

CAVITE ECONOMIC ZONE

BILL OF QUANTITIES

NAME OF PROJECT : ASPHALT OVERLAY ALONG WEST AVENUE
LOCATION : CAVITE ECONOMIC ZONE, ROSARIO, CAVITE

Columns (1), (2), (3) and (4) area to be filled up by the Procuring Entity				Columns (5) and (6) are to be filled up by the Bidder	
Pay Item	**Description**	**Quantity**	**Unit**	**Unit Price (Pesos) in Figure**	**Total Amount (Pesos) in Figure**
-(1)	*-(2)*	*-(3)*	*-(4)*	*-(5)*	*-(6)*
1	**Mobilization/Demobilization**	**1.00**	**l.s.**		
2	**Safety and Health**				
	Construction Safety and Health Program	**1.00**	**l.s.**		
	Project Billboard	**1.00**	**pcs.**		
	Warning Signages	**1.00**	**l.s.**		
3	**Asphalt Works**				
	Asphalt Rotto-milling (Scraping)	**6,292.00**	**sq.m.**		
	Bituminous Tack Coat (SS-1)	**5.00**	**M.T.**		
	Bituminous Mix Asphalt (Hot Laid)	**814.00**	**M.T.**		
				Total Project Cost (Pesos) in Figure	
(Total Project Cost in Words)					

Submitted by:

Name and Signature of Bidder's Reprentative
Position
Name of Contractor

The estimated cost of specialized work to be carried out, or of special goods to be supplied, by other contractors should be indicated in the relevant part of the Bill of Quantities as a particular provisional sum with an appropriate brief description. A separate procurement procedure is normally carried out by the Procuring Entity to select such specialized contractors. To provide an element of competition among the Bidders in respect of any facilities, amenities, attendance, etc., to be provided by the successful Bidder as prime Contractor for the use and convenience of the specialist contractors, each related provisional sum should be followed by an item in the Bill of Quantities inviting the Bidder to quote a sum for such amenities, facilities, attendance, etc.

Signature Box

A signature box shall be added at the bottom of each page of the Bill of Quantities where the authorized representative of the Bidder shall affix his signature. Failure of the authorized representative to sign each and every page of the Bill of Quantities shall be a cause for rejection of his bid.

These Notes for Preparing a Bill of Quantities are intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They should not be included in the final documents.

Section IX. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or

b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary "pass/fail" criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

☐ (b) Statement of the prospective bidder of all its 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; **and**

☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**

☐ (d) Valid Philippine Contractors Accreditation Board (PCAB) License or Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**

☐ (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** original copy of Notarized Bid Securing Declaration; **and**

(f) Project Requirements, which shall include the following:

☐ a. Organizational chart for the contract to be bid;

☐ b. List of contractor's key personnel (*e.g.*, Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;

☐ c. List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be; **and**

☐ (g) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

☐ (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

☐ (i) The bidder's audited financial statements, showing, among others, the bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission

Class "B" Documents

☐ (j) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR 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.

II. FINANCIAL COMPONENT ENVELOPE

☐ (k) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

☐ (l) Original of duly signed Bid Prices in the Bill of Quantities; **and**

☐ (m) Duly accomplished Detailed Estimates Form, including a summary shee indicating the unit prices of construction materials, labor rates, and equipmen rentals used in coming up with the Bid; **and**

☐ (n) Cash Flow by Quarter.

III. ADDITIONAL DOCUMENTS

a. Signed Specifications / Scope of Works

b. Certificate of Site Inspection issued by the CEZ-Engineering & Maintenance Division.

c. At least TWO (2) Certificate of Satisfactory Performance for completed projects issued by different contracting clients indicating that is has not incurred delay or negative slippage in the performance of its contract supported by accomplishment report and Gantt chart.

Section X. Bid Forms

Revised and updated soft copy of GPPB issued forms/template can be downloaded thru the following link:

https://www.gppb.gov.ph/downloadable-forms/#tab-61412

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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]

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]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]
To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.

2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;

3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:

    a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
        i. Procuring Entity has no claims filed against the contract awardee;
        ii. It has no claims for labor and materials filed against the contractor; and
        iii. Other terms of the contract; or

    b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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 Infrastructure Projects

[shall be submitted with the Bid]

BID FORM

Date : _____
Project Identification No. : _____

To: [name and address of Procuring Entity]

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers],* the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

a. We have no reservation to the PBDs, including the Supplemental or Bid Bulletins, for the Procurement Project: *[insert name of contract];*

b. We offer to execute the Works for this Contract in accordance with the PBDs;

c. The total price of our Bid in words and figures, excluding any discounts offered below is: *[insert information]*;

d. The discounts offered and the methodology for their application are: *[insert information]*;

e. 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 and reflected in the detailed estimates,

f. Our Bid shall be valid within the a period stated in the PBDs, and it shall remain binding upon us at any time before the expiration of that period;

g. If our Bid is accepted, we commit to obtain a Performance Security in the amount of *[insert percentage amount]* percent of the Contract Price for the due performance of the Contract, or a Performance Securing Declaration in lieu of the the allowable forms of Performance Security, subject to the terms and conditions of issued GPPB guidelines[1] for this purpose;

h. We are not participating, as Bidders, in more than one Bid in this bidding process, other than alternative offers in accordance with the Bidding Documents;

i. We understand that this Bid, together with your written acceptance thereof included in your notification of award, shall constitute a binding contract between us, until a formal Contract is prepared and executed; and

j. We understand that you are not bound to accept the Lowest Calculated Bid or any other Bid that you may receive.

[1] currently based on GPPB Resolution No. 09-2020

k. We likewise certify/confirm that the undersigned, is the duly authorized representative of the bidder, and 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 the [Name of Project] of the [Name of the Procuring Entity*].*

l. We acknowledge that failure to sign each and every page of this Bid Form, including the Bill of Quantities, 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: _____

Contract Agreement Form for the Procurement of Infrastructure Projects (Revised)

[not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]

CONTRACT AGREEMENT

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of PROCURING ENTITY]* (hereinafter called the "Entity") and *[name and address of Contractor]* (hereinafter called the "Contractor").

WHEREAS, the Entity is desirous that the Contractor execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the Bid for *[contract price in words and figures in specified currency]* by the Contractor for the execution and completion of such Works and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.

2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as part of this Agreement, *viz*.:

   a. Philippine Bidding Documents (PBDs);
   - i. Drawings/Plans;
   - ii. Specifications;
   - iii. Bill of Quantities;
   - iv. General and Special Conditions of Contract;
   - v. Supplemental or Bid Bulletins, if any;

   b. Winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;

   Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

   c. Performance Security;

   d. Notice of Award of Contract and the Bidder's conforme thereto; and

   e. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.

4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

[Insert Name and Signature]	*[Insert Name and Signature]*
[Insert Signatory's Legal Capacity]	*[Insert Signatory's Legal Capacity]*
for:	*for:*
[Insert Procuring Entity]	*[Insert Name of Supplier]*

Acknowledgment

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

ANNEX A

{ATTACH COMPANY LETTERHEAD/LOGO}

Statement of the Bidder of All Its Ongoing Contracts

[shall be submitted with the Bid]

STATEMENT OF ALL ONGOING GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, WHETHER SIMILAR OR NOT SIMILAR IN NATURE

Name of Project : _____

Location of Project : _____

Name of Company : _____

Address of Company : _____

Name of Contract / Project Cost	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		a. Date Awarded b. Date Started c. Date Completed	% of Accomplishment		Values of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
Government								
Private								
						Total Cost		

Instructions:

1. Please indicate the correct and complete information required for each contract.
2. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project to be bid;
3. If there is no ongoing contracts including those awarded but not yet started as of the aforementioned period, state none or equivalent terms;
4. The total amount of the ongoing and awarded but not yet started contract should be consistent with those used in the Net Financial Contracting Capacity (NFCC).

Submitted by: _____

(Printed Name & Signature)

Designation: _____

Date: _____

ANNEX B

{ATTACH COMPANY LETTERHEAD/LOGO}

Statement of the Bidder's SLCC

[shall be submitted with the Bid]

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID

Name of Project : _____
Location of Project : _____

Name of Company : _____
Address of Company : _____

Name of Contract	a. Owner's Name b. Address c. Telephone No. d. Email Address	Nature of Work	Contractor's Role		a. Amount at Award b. Amount at Completion c. Duration	d. Date Awarded e. Contract Effectivity f. Date Completed
			Description	%		
Government						
Private						

Instructions:

1. Please indicate the correct and complete information required for each contract.
2. In case of completed contracts, acceptable proof of satisfactory completion are as follows (for each contract):
   a. Notice of Award
   b. Notice to Proceed
   c. Contract
   d. Certificate of Completion
   e. Certificate of Final Acceptance or CPES Rating (In case of contracts with the private sector, an equivalent document shall be submitted)
   f. Official Receipts for Private Contracts

Submitted by: _____
(Print Name & Signature)
Designation: _____

Date: _____

{ATTACH COMPANY LETTERHEAD/LOGO}
[shall be submitted with the Bid]

Statement of Availability of Key Personnel and Equipment

(Date of Issuance)

Ms. Jessica M. Itaas
Chairperson
Bids and Awards Committee (BAC)
PEZA – Cavite Economic Zone
Rosario, Cavite

Dear Ma'am:

In compliance with the requirements of the **PEZA - Cavite Economic Zone** for the bidding of the project **"Rehabilitation / Improvement of Drainage Line along West / North Avenue, Covered Court 1 & 2, Main Road, New & Old Admin at the Cavite Economic Zone"**, we certify that ***(Name of the Bidder)*** has in its employ key personnel, such as project managers, project engineers, materials engineer and foreman, who may be engaged in the implementation of the said contract.

Further, we likewise certify the availability of equipment that (Name of the Bidder) owns, has under lease, and / or has under purchase agreements, which may be used for the contract.

Very truly yours,

(Name of Representative)
(Position)
(Name of Bidder)

ANNEX D

{ATTACH COMPANY LETTERHEAD/LOGO}

Qualification of Key Personnel Proposed to be Assigned to the Project

[shall be submitted with the Bid]

Name of Project : _____
Location of Project : _____

Name of Company : _____
Address of Company : _____

	Project Manager	Project Engineers	Materials Engineers	Construction Foreperson (Foreman)	Safety Officer
1. Name					
2. Address					
3. Date of Birth					
4. Employed Since					
5. Experience					
6. Previous Employment					
7. Education					
8. PRC License					

Note: Attach individual biodata / resume and PRC License of the (Professional) Personnel

Submitted by: _____
(Print Name & Signature)
Designation: _____

Date: _____

ANNEX E

{ATTACH COMPANY LETTERHEAD/LOGO}

List of Equipment Owned / Leased and/or under purchase agreements, assigned to the Proposed Contract

[shall be submitted with the Bid]

Name of Project : _____
Location of Project : _____

Name of Company : _____
Address of Company : _____

Description	Model / Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership
A. Owned							
1.							
2.							
3.							
B. Leased							
1.							
2.							
3.							
C. Under Purchase Agreement							
1.							
2.							
3.							

Submitted by: _____
(Print Name & Signature)
Designation: _____

Date: _____

Republic of the Philippines
gppb
Government Procurement Policy Board