

ANNEX “B”

Bidding Forms/ Templates



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

**Statement of ALL Ongoing Government and Private Contracts
(Including Contracts Awarded but not yet Started)**

NAME OF PROJECT :

BIDDER'S COMPANY NAME :

COMPANY ADDRESS :

ITEM NO.	a) Name of Contract b) Date of Contract c) Contract Duration	Owner's Name and Address/Party Contracting with Bidder	Kinds of Goods	a) Amount of Contract b) Value of Outstanding Contracts	Date of Delivery
GOVERNMENT					
	a) b) c)			a) b)	
PRIVATE					
	a) b) c)			a) b)	

Instructions:

1. Please indicate the correct and complete information required for each contract.
2. Date of Delivery indicates the projected date/s provided in their respective contracts
3. In case there are no ongoing contracts, pls. put N/A or None.

Submitted by : _____ Designation: _____ Date: _____
(Printed Name and Signature)



REPUBLIC OF THE PHILIPPINES
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE
Tanggapang Pampanguluhan sa Operasyong Pangkomunikasyon
Malacañang, Manila

Statement of the Single Largest Completed Contract

NAME OF PROJECT :

BIDDER'S COMPANY NAME :

COMPANY ADDRESS :

a.) Name of Contract b.) Date of Contract c.) Contract Duration	Owner's Name and Address/Party Contracting with the Bidder	Kinds of Goods	Amount of Completed Contract	Date of Delivery

Instructions:

1. Please indicate the correct and complete information required for each contract.
2. Attach End-user's Acceptance OR Official Receipt(s) OR Sales Invoice issued for the Contract
3. If no completed contract, please put N/A or None.

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

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]

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, members of the Bids and Awards Committee (BAC), the Technical

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

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

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

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

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

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

Bid Form for the Procurement of Goods
[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, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

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

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Purpose of Commission or gratuity
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_____	_____
_____	_____
_____	_____

(if none, state "None")]

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

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

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

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder _____ Project ID No. _____ Page ___ of ___

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Conformity with Technical Specifications

Item	Description	Statement of Compliance	
1.0	WORK GANG COMPOSITION		
	In order to render the needed janitorial and allied services, the number of personnel required shall be as follows: Total Number of Personnel : 13		
1.1	Working Supervisor: 1		
1.2	Janitors: 12 (6 males and 6 females)		
2.0	DEPLOYMENT		
2.0.1	The Contractor shall render, undertake and perform janitorial and other allied services for and at the premises used by and under the responsibility of the Client, specifically in the areas identified below, with the corresponding personnel deployment.		
2.0.2	The Contractor agrees to undertake the availability of its services and personnel in the event there is a need to transfer or relocation of the assigned areas or offices. Any incidental expenses that may be incurred in view of such transfer or relocation shall be on the account of the contractor and without additional cost to PCOO.		
	AREA	JANITOR	TIME
	<i>PCOO Main Office</i>		
2.1	All offices in the main floor (including garbage collection in the morning)	1	6:00AM - 3:00PM
2.2	All offices in the main floor (including garbage collection in the afternoon)	1	8:00AM - 5:00PM
2.3	All common area, stairway, staff area, hallway, and female comfort rooms	1	6:00AM - 3:00PM
2.4	All common area, stairway, staff area, hallway, and male comfort rooms	1	8:00AM - 5:00PM
2.5	Office of the Secretary (will also serve as errand/utility personnel)	1	7:00AM - 4:00PM
2.6	Office of the Undersecretaries, Assistant Secretaries, Directors and other officials	2	8:00AM - 5:00PM
2.7	Offices of Support Group, Administration, Finance, and IT/EDP	2	8:00AM - 5:00PM
	<i>PCOO Extension Office: New Executive Building</i>		
2.8	NEB Ground Floor: MARO, PND, and Press Working Area, female comfort rooms	1	8:00AM - 5:00PM
2.9	NEB Ground Floor: MARO, PND, and Press Working Area, male comfort rooms	1	6:00AM - 3:00PM
	<i>PCOO Extension Office: Solano Office</i>		
2.10	All common area, stairway, staff area, hallway, and female comfort rooms	1	8:00AM - 5:00PM
2.11	All common area, stairway, staff area, hallway, and male comfort rooms	1	6:00AM - 3:00PM
	<i>PCOO Extension Office: BFB Building (FOI)</i>		
2.12	BFB Units 102, 103, and 104	1	7:00AM - 4:00PM

3.0	OBLIGATION AND RESPONSIBILITIES OF THE CONTRACTOR	
3.1	Supply the necessary labor, cleaning equipment, materials, and supervision for the daily upkeep & maintenance of the client's offices.	
3.2	Perform the following services janitorial services among others:	
3.2.1	Daily Maintenance	
	For each assigned area, the following should be properly and thoroughly cleaned everyday:	
	Floors	
	Tables, chairs, steel, and wooden cabinets	
	Wright line cabinets, electric fan, telephone apparatus, refrigerators where these are allowed. Air-conditioner grills and casings and other equipment	
	Waste basket	
	Window sill, window panes, venetian blinds, aluminum/stainless steel frames and glass doors	
	Wall, doors, and building posts	
	Restrooms	
	Stairway	
3.2.2	Weekly Maintenance	
	A general cleaning of all areas should be done with emphasis on the following:	
	Corners and inner areas of the rooms	
	Ceilings, lighting fixtures/diffusers and upper walls	
	Floors for floor wax applications and polishing	
	Rugs and carpets to be vacuumed	
	Gardens and other adjacent areas	
	Railings and marble façade including the markers	
	Area under staircase	
3.2.3	Monthly Maintenance	
	Thorough general cleaning of all areas covered in this Section (Technical Specifications)	
	Cleaning and inspection of gutter/window glasses, lights doors and partitions	
	Signages on door offices	
	Shampooing of carpets	
3.2.4	Miscellaneous Services (to be performed whenever required)	
	Hauling/moving of office furniture's/equipment's and carrying of heavy boxes during office transfer/events, upon prior request	
	Serving of snacks/refreshments and other related tasks, during meeting and conferences of the client	
3.2.5	Other Duties and Responsibilities	
	Making available, at all times, of relievers and/or replacements, to ensure continuous and uninterrupted services, in case of absences;	
	Necessary supervision over work of its personnel;	
	Provision of uniform to the assigned janitors;	

	Compliance with the existing applicable labor laws, rules and regulations, and warrant the prompt payment of salaries and allowances to its employees, within the legal rate provided by law;		
	Assumption of full responsibility for any claim that its janitors or workers may have, by reasons of their employment, and that in case of accident, injury or illness incurred in the line of duty, the Client should not in any way be liable by the Contractor;		
	Liability for damage to or loss of property belonging to the client and of its employees; and		
	Assumption of responsibility with regard to the compliance with the requirements of the New Labor Code, the Social Security Act, and other laws pertaining to employer-employee relationship. The Client may require the contractor to show or produce papers, receipts, of payment of SSS, PhilHealth, and other evidences to show compliance to the New Labor Code.		
4.0	PERSONNEL REQUIREMENTS¹		
4.1	Must be a Filipino citizen		
4.2	At least with high school level of education		
4.3	Physically and mentally fit (medical certificate and psychological test result)		
4.4	Janitors: not less than 21 years old Supervisor: at least 35 years old		
4.5	No prior record of conviction or pending criminal case. Submission of a photocopy of NBI or PNP clearance is required.		
4.6	Duly trained and skilled to function as janitorial personnel.		
5.0	CONTRACTUAL CONSIDERATION		
	For and in consideration of above service, PCOO shall during the term of the Contract, pay the Service Provider an amount equivalent to the salaries and benefits mandated by law, inclusive of administrative overhead and VAT. In the event the minimum wage is increased or should an additional fringe benefits in favor of the personnel be promulgated either by law or decree or wage order subsequent to the execution of the Contract, the new rate shall be adjusted to conform with the law and shall be subject to a negotiation agreeable to both parties.		
6.0	CONFIDENTIALITY CLAUSE		
	The Janitors provided by the Janitorial Agency shall at all times maintain confidentiality of all documents and any information that they may have knowledge by virtue of their services to the PCOO and not to disclose to any third party all confidential information received from or entrusted by the client. The Janitors shall be prohibited from using the confidential information or documents received or entrusted by the Client for purposes other than compliance with its obligation as janitors		
7.0	MINIMUM EQUIPMENT AND SUPPLY REQUIREMENTS		
	ITEM	UNIT	QUANTITY
7.1	Equipment		
	Floor Polisher	units	5
	Vacuum Cleaner, Wet and Dry	units	2
	Glass Squeegee, Adjustable	units	6

¹ Provisions patterned after the Technical Specifications of Department of Budget and Management for its procurement of janitorial services on August 2020 (accessed from: <https://www.dbm.gov.ph/wp-content/uploads/Bids/ITB/ITB2020/Procurement-of-Janitorial-Services-for-DBM-ROV-for-the-duration-of-Three-Years.pdf>).

	Waste Receptacle of Push Cart for Garbage Collection	unit	1	
	Assorted Garden Tool	set	1	
	Water hose 3/4 Dia. 30 mts. w/ sprinkler	roll	1	
	Spatula	pieces	5	
7.2	Janitorial Supplies (Monthly)			
	Deodorant Cake	dozens	13	
	Red Wax	gallons	7	
	Pranela	pieces	34	
	Plastic Garbage Bag	pieces	300	
	Powder soap	kilograms	24	
	Disinfectant	gallons	6	
	Air freshener	cans	12	
	Wood enhancing polish liquid	cans	10	
	Emulsion Wax	gallons	14	
	Tissue Paper (ManComm CR)	pieces	300	
	Toilet Bowl Cleaner	gallons	7	
	Chlorine bleach	gallons	7	
	Steel wool tubes	tubes	8	
	Liquid hand soap	gallons	8	
	Fabric conditioner (500 ml)	bottles	5	
	Furniture Polish	gallons	4	
	Liquid humidifier fresher (100 ml)	bottles	2	
7.3	Janitorial Supplies (Quarterly)			
	Ceiling broom	pieces	4	
	Doormat	pieces	22	
	Dust Pan	pieces	13	
	Mop Head	pieces	23	
	Mop handle	pieces	19	
	Polishing Pad	pieces	17	
	Scrubbing Pad	pieces	17	
	Push Brush	pieces	6	
	Soft Broom	pieces	16	
	Stick Broom	pieces	15	
	Toilet Pump	pieces	8	
	Toilet bowl brush	pieces	11	
	Spray gun	pieces	13	
	Hand towel	pieces	10	
	Electric air humidifier	pieces	5	