

# **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
<b>GOVERNMENT</b>					
	a) b) c)			a) b)	
<b>PRIVATE</b>					
	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** :

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

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]*

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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]*

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**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

## (and Terms of Reference)

### Scope and Background

The PCOO, in the execution of its mandate and realization of its mission to serve as the primary vehicle for consciousness-raising as well as its drive to inform, educate, and enlighten the citizenry, continues to implement relevant projects, programs, and activities despite the world-wide pandemic.

To safeguard the health and well-being of officials and employees of PCOO and as part of its Covid-19 response, the procurement of Covid-19 swab test kits is necessary.

The RT-PCR testing shall be conducted for the following:

1. Officials and personnel with pre-departure requirements for official travels which require the presentation of negative COVID-19 test results;
2. Participants of official activities which require the presentation of negative COVID-19 test results; and
3. PCOO personnel who are part of the skeleton workforce to whom the following conditions apply:
  - a. experiencing symptoms consistent with COVID-19 (i.e., fever, cough, and difficulty in breathing, among others); and/or
  - b. exposed to or had close contact with someone with COVID-19 (confirmed case) during their report to work.

### Technical Specifications

	Description	Statement of Compliance
<b>I.</b>	<b>Number of Tests</b>	
	a. Administration of <b>RT-PCR Swab Test</b> (walk-in/drive thru) for <b>660</b> pax <b>as scheduled</b> by the PCOO	
	b. Administration of <b>RT-PCR Swab Test</b> (home service) for <b>40</b> pax <b>as scheduled</b> by the PCOO	
<b>II.</b>	<b>Qualifications/Technical Expertise of the Covid-19 Testing Facility</b>	
	a. Must be a Department of Health (DOH) accredited/certified testing center/facility to administer swab tests for Covid-19 (certification or proof of accreditation is required), and testing kits to be used must be FDA approved (with proper documentation/proof);	
	b. Has duly trained licensed medical practitioners (Medical Technologists, or Nurses, or Doctors) to perform the tests;	

	<ul style="list-style-type: none"> <li>c. Capable of providing high level of technical and proficient testing methods, and can provide accurate test results <b>within 12 hours</b>;</li> <li>d. Must be on call and can perform swab tests from <b>Mondays to Sundays, including holidays</b>, through the following means and available hours: <ul style="list-style-type: none"> <li>i. Walk-in (24 hours a day);</li> <li>ii. Drive-thru test (8:00AM to 5:00PM); and</li> <li>iii. Home service (8:00AM to 5:00PM);</li> </ul> </li> <li>e. Laboratory or testing site must be in Metro Manila and within <b>ten (10)-kilometer</b> radial distance from Times Plaza Building located at United Nations Avenue corner Taft Avenue, Ermita, Manila; and</li> <li>f. Must be PhilGEPS registered.</li> </ul>	
<b>III.</b>	<b>Responsibilities of Service Provider</b>	
	<p>The service provider shall:</p> <ul style="list-style-type: none"> <li>a. be responsible for the storage and supply of testing kits to be used;</li> <li>b. ensure that the testing kits to be provided are FDA approved;</li> <li>c. administer nasopharyngeal or oropharyngeal swab (RT-PCR) to PCOO officials and employees to determine Covid-19 infection;</li> <li>d. ensure that in the conduct of tests, the use of personal protective equipment by medical practitioners is observed at all times;</li> <li>e. provide materials, medical supplies, and other necessary paraphernalia for the testing;</li> <li>f. responsible for the disposal of all used materials and articles;</li> <li>g. adhere to the guidelines on swab testing set by the Department of Health;</li> <li>h. provide official test results <b>within 12 hours</b>; and</li> <li>i. ensure that personally identifiable information (PII), data, and test results of PCOO officials, regular and contractor of service employees, are kept confidential and secured in accordance to R.A. No. 10173 or Data Privacy Act of 2012; and</li> <li>j. comply with all relevant rules and regulations of government agencies (e.g., DOH, IATF-EID, NTF-Covid, DBM, etc.), and industry best practices relevant to Covid testing.</li> </ul>	
<b>IV.</b>	<b>Payment Schedule: Monthly Billing</b>	
	<p>Payment shall be based on the actual number of tests conducted for the month and shall be processed upon receipt of the official billing statement. The means of verification shall be the number of test results received by the PCOO.</p>	

	Only swab test slots consumed on or before 31 December 2021 shall be paid by the procuring entity. Portion of the contract price intended to cover for the unconsumed slots shall pertain to the procuring entity.	
<b>V.</b>	<b>Contract Duration</b>	
	The duration of the contract shall be <b>until 31 December 2021</b> from receipt of Notice to Proceed or <b>until the 700 tests are consumed</b> whichever comes first.	