

ANNEX “B”

Bidding Forms/ Templates



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

**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

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 Company]

BY:

*[Insert NAME OF BIDDER OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2021 at _____, Philippines. Affiant is personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her ____ (Type of valid ID) _____, with his/her photograph and signature appearing thereon, with ____ (ID Number) _____ issued on _____ at _____.

Witness my hand and seal this ____ day of _____ 2021.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2021.

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

SUBSCRIBED AND SWORN to before me this ____ day of _____ 2021 at _____, Philippines. Affiant is personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her ____ (Type of valid ID) _____, with his/her photograph and signature appearing thereon, with ____ (ID Number) _____ issued on _____ at _____.

Witness my hand and seal this ____ day of _____ 2021.

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 2021.

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. **2021-PCOO-I-015** Page ____ of ____

LOT 1: OFFICE CHAIRS AND TABLES

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	QTY.	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)
1	EXECUTIVE TABLE: L-type; High Density Laminated Board; With Long Drawer (at least 80 x 40 x 62 cm); With Short Drawer (at least 40w x 60d x 62h cm); Main Table size: at least 180w x 90d x 75h cm Color: Wenge or any dark color		12						
2	EXECUTIVE CHAIR: Leatherette Seat and Headrest; Mesh Back rest; Color: Black; 360° swivel; Adjustable height; Chrome-plated star base; Reclining backrest; Padded arm rest		9						
3	OFFICE TABLE: Freestanding table; Color: Wenge or any dark color; With 4 drawers; Dimension - at least 1500 W x 750mm H		21						
4	OFFICE CHAIR: With Armrest; 360 Degrees Swivel Function; High-Back Chair Height; Gas lift Chrome Legs; Steel feet		56						
5	VISITORS' CHAIR: Dimension - at least 575mm W x 550mm D x 850mm H; Color - Black; Backrest - Mesh fabric in nylon fiberglass; Seat - Density mold foam cushion fabric seat; Without armrest; Base - sled type		20						
6	FOUR-SEATER OFFICE TABLE:		4						

	With divider/front partition; Table Top - Color: Oak Gray or any dark color; MFC Laminated Finish; Dimension: at least 240w x 120d x 75h cm; With mobile pedestal								
7	EIGHT-SEATER CONFERENCE TABLE: 8-seater long table; Dimension: at least 2400m L x 1200mm D x 750mm H; Table Top - HPL laminated finish, dark gray marble or any dark color; Legs: With wire box		1						

Name: _____

Legal Capacity: _____

Signature: _____

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

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. 2021-PCOO-I-015 Page ____ of ____

LOT 2: FURNITURE

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	QTY.	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)
1	SIDE TABLE: Material: Tempered Glass; Color: Black; Dimension: at least L17.71" x W17.71" x H19.68"		10						
2	CENTER TABLE: Material: Tempered Glass; Wood+C43 Color: Mahogany/Walnut + Black glass; Dimension: at least L24" x W24"		4						
3	ACCENT CHAIR: Dimension: at least L31" x W31" x H35"; Foam material: Uratex foam		10						
4	COFFEE TABLE: Tempered Glass Top; Dimension: at least D24" x H31"		4						
5	DINING SET: 8-seater; Tabletop - Black tempered glass; Chairs: Black, slim		1						
6	HIGH TABLE (bar table): Round (at least 60 cm diameter) Height at least 110cm; aluminum, stainless steel		1						
7	HIGH CHAIR (bar stool): Material - Fabric, Foam, Steel; Size: at least 17L x 21W x 39H inches; Height from floor to seat - at least 27 inches		1						

8	RECLINER: Black leather; Dimension: at least 104cm H x 81cm W x 99cm D; Independent reclining action; Full body lumbar support; Secure 3-position varying height locking footrest; Adjustable reclining tension; Solid 4-sided frame		1						
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Name: _____

Legal Capacity: _____

Signature: _____

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

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. **2021-PCOO-I-015** Page ____ of ____

LOT 3: STEEL FILING CABINETS, SHELVES, AND DRAWERS

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	QTY.	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)
1	LATERAL STEEL FILING CABINET (4 - DRAWER): 4 Drawers Lateral Cabinet; Size: at least 90w x 45d x 132h cm; Powder coated steel; With central lock system; With file hanger; Color: Light gray or off white		11						
2	VERTICAL STEEL FILING CABINET (4-DRAWER): 4 Drawers Vertical Cabinet; Dimension: at least 46cm (W) x 62cm (D) x 103cm (H); Powder coated steel; With central lock system; With file hanger; Color: Light gray or off white		12						
3	5-LAYER STEEL FILING CABINET: Dimension: at least 850mm W x 400mm D x 1,850mm H; All-metal body gauge 20; 5-layer open shelf, adjustable		3						
4	OPEN SHELVES: Open Shelves Cabinet; Material: Steel; 5-layer type; Adjustable Shelves; Color: Light Gray/ Off-white Dimension: at least W 900mm x D 450mm x H 1850mm		5						
5	MOBILE PEDESTAL: 3 drawer Central lock; Material: Steel;		14						

Dimension: at least W40*D56*L65 cm; Color: white or light gray									
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Name: _____

Legal Capacity: _____

Signature: _____

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