

**NATIONAL HOME MORTGAGE FINANCE CORPORATION
BIDS AND AWARDS COMMITTEE**

CHECKLIST OF ELIGIBILITY DOCUMENTS

FOR THE PROVISION OF SECURITY SERVICES PROJECT

(ENVELOPE # 1)

**NATIONAL HOME MORTGAGE FINANCE CORPORATION
BIDS AND AWARDS COMMITTEE**

Project : **PROVISION OF SECURITY SERVICES**
Location : 5th Floor, Filomena Building III, 104 Amorsolo Street
 Legaspi Village, Makati City

CHECKLIST OF ELIGIBILITY DOCUMENTS

NAME OF BIDDER: _____

	Form No.	Name of Document	Remarks
<input type="checkbox"/>		Certified True Copy (validated by concerned government agency) of SEC Articles of Incorporation or Partnership and By-Laws; DTI Registration that the prospective bidder is in the photocopying services	
<input type="checkbox"/>		Certified True Copy (validated by concerned government agency) of Valid Mayor's permit for the Current Year	
<input type="checkbox"/>	Form 8	List / Statement of Similar Completed Projects	
<input type="checkbox"/>	Form 9	List / Statement of Similar On-Going Projects and Projects Awarded but Not Yet Started	

Name of Evaluator :	
RECOMMENDATION	(PASS/FAIL)

LIST / STATEMENT OF SIMILAR COMPLETED PROJECTS

List of Completed Government and Private Contracts, within the past Five (5) years.

Name of Entity : _____

Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Services	Amount of Contract	Contract Duration (in months)

Attachments:

1. Certificate of satisfactory completion issued by the client (in letterhead form).

Submitted by:

Name of Representative of Bidder

Position

Date: _____

LIST / STATEMENT OF SIMILAR ON-GOING PROJECTS AND THOSE AWARDED BUT NOT YET STARTED

List of Completed Government and Private Contracts, within the past Five (5) years.

Name of Entity : _____

Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Services	Amount of Contract	Contract Duration (in months)

Attachments:

1. Certificate of satisfactory completion issued by the client (in letterhead form).

Submitted by:

Name of Representative of Bidder

Position

Date: _____

**NATIONAL HOME MORTGAGE FINANCE CORPORATION
BIDS AND AWARDS COMMITTEE**

CHECKLIST OF TECHNICAL PROPOSAL DOCUMENTS

FOR PROVISION OF SECURITY SERVICES PROJECT

(ENVELOPE # 1)

**NATIONAL HOME MORTGAGE FINANCE CORPORATION
BIDS AND AWARDS COMMITTEE**

Project : **PROVISION OF SECURITY SERVICES**
Location : **5th Floor, Filomena Building III, 104 Amorsolo Street
Legaspi Village, Makati City**

CHECKLIST OF TECHNICAL PROPOSAL DOCUMENTS

NAME OF BIDDER : _____

The Technical Component shall contain the following:			
	Form No.	Name of Document	Remarks
<input type="checkbox"/>		Bid Security	
<input type="checkbox"/>	TPF 2	Technical Proposal Submission Form	
		Omnibus Sworn Statement	
Name of Evaluator:			
RECOMMENDATION (Pass/Fail)			

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

x-----x

BID SECURING DECLARATION

To: **National Home Mortgage Finance Corporation**
Filomena Building III, 104 Amorsolo St.,
Legaspi Village 1229, Makati City

I/We¹, 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 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 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;
 - (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.

¹ *Select one and delete the other. Adopt the same instruction for similar terms throughout the document.*

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'S AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

SUBSCRIBED AND SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are 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/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. ____

Page No. ____

Book No. ____

Series of 2017.

TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

ATTY. SIEGFRID ERIC G. LAPASARAN

Chairman

Bids and Awards Committee

NATIONAL HOME MORTGAGE FINANCE CORPORATION

5th Floor, Filomena Building

104 Amorsolo Street, Legaspi Village

Makati City

Dear Sir:

We, the undersigned, offer to supply the requirement of the National Home Mortgage Finance Corporation for the **SECURITY SERVICES PROJECT** in accordance with your bidding documents dated *[insert date]*. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of bid validity, *i.e.*, before *[insert date]*, we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

We acknowledge and accept the National Home Mortgage Finance Corporation's right to inspect and audit all records relating to our Bid irrespective of whether or not we enter into a contract with the National Home Mortgage Finance Corporation as a result of this Bid.

We understand that you are not bound to accept any Bid received for the selection of a bidder for the Project.

Very truly yours,

Authorized Signature:

Name and Title of Signatory

Name of Firm:

Address:

OMNIBUS SWORN STATEMENT

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 to 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 of 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 **Provision of Security Services** of the **National Home Mortgage Finance Corporation**, 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, sign and execute the ensuing contract for **Provision of Security Services** of the **National Home Mortgage Finance Corporation**, 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;

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 degree;

7. *(Name of Bidder)* complies with existing labor laws and standards; and
8. *(Name of Bidder)* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the ***Provision of Security Services.***

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.

IN WITNESS WHEREOF, I have hereunto set my hands this ____ day of _____, 2017 at _____, Philippines.

[Bidder's Representative/ Authorized Signatory]

SUBSCRIBED AND SWORN to before me this ____ day of (month) (year) at (place of execution), Philippines. Affiant/s is/are 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/s exhibited to me his/her (insert type of government identification card used), with his/her photograph and signature appearing thereon, with no. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of (month) (year).

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ (date issued), (place issued)
IBP No. _____ (date issued), (place issued)

Doc. No. _____
Page No. _____
Book No. _____
Series of 2017.

**This form will not apply for WB funded projects.*

**NATIONAL HOME MORTGAGE FINANCE CORPORATION
BIDS AND AWARDS COMMITTEE**

CHECKLIST FOR FINANCIAL PROPOSAL DOCUMENTS

FOR THE PROVISION OF SECURITY SERVICES PROJECT

(ENVELOPE # 2)

**NATIONAL HOME MORTGAGE FINANCE CORPORATION
BIDS AND AWARDS COMMITTEE**

Project : **THE PROVISION OF SECURITY SERVICES**
 Location : **Filomena Building III, 104 Amorsolo Street
 Legaspi Village, Makati City**

CHECKLIST OF FINANCIAL PROPOSAL DOCUMENTS

NAME OF BIDDER: _____

The Technical Component shall contain the following:			
	Form No.	Name of Document	Pass/ Fail
<input type="checkbox"/>		Certified True Copy (validated by concerned government agency) of Audited Financial Statements showing the Total and Current Assets and Liabilities stamped "Received" by BIR or duly authorized institutions	
<input type="checkbox"/>		Financial Proposal Submission Form	
<input type="checkbox"/>		Computation of Net Financial Contracting Capacity (NFCC) or submission of Credit Line From Universal or Commercial Bank, if awarded the contract	

Name of Evaluator:	
RECOMMENDATION	
(Pass/Fail)	

FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

ATTY. SIEGFRID ERIC G. LAPASARAN

Chairman

Bids and Awards Committee

NATIONAL HOME MORTGAGE FINANCE CORPORATION

5th Floor Filomena Building

104 Amorsolo Street, Legaspi Village

Makati City

Dear Atty. Lapasaran:

We, the undersigned, offer to provide the services for National Home Mortgage Finance Corporation (NHMFC) for the **Provision of Security Services Project** in accordance with your Bidding Documents dated *[insert date]* and our Bid (Technical and Financial Proposals. Our Financial Proposal is for the sum of *[amount in words and figures]*, inclusive of all taxes and other charges.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, *[Date]*.

In accordance with the Terms of Reference (“TOR”), we acknowledge and accept the National Home Mortgage Finance Corporation’s right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with NHMFC as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Terms of Reference (TOR), the provisions relating to the eligibility of bidder and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you received for the selection of the supplier for the project.

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address: