

## ***Section VIII. Bidding Forms***

### **Notes on the Bidding Forms**

The Bidder shall complete and submit with its Bid the **Bid Form** and **Price Schedules** in accordance with **ITB Clause Error! Reference source not found.** with the requirements of the Bidding Documents and the format set out in this Section.

When requested in the BDS, the Bidder should provide the **Bid Security**, either in the form included hereafter or in another form acceptable to the Entity, pursuant to **ITB Clause Error! Reference source not found.**

The **Contract Agreement Form**, when it is finalized at the time of contract award, should incorporate any corrections or modifications to the accepted Bid resulting from price corrections. The Price Schedule and Schedule of Requirements deemed to form part of the contract should be modified accordingly.

The **Performance Security Form** and **Bank Guarantee Form for Advance Payment** should not be completed by the Bidders at the time of their Bid preparation. Only the successful Bidder will be required to provide performance security and bank guarantee for advance payment in accordance with one of the forms indicated herein or in another form acceptable to the Procuring Entity and pursuant to **GCC Clause Error! Reference source not found.** and its corresponding SCC provision.

The sworn affidavit must be completed by all Bidders in accordance with **ITB Clause Error! Reference source not found.** Failure to do so and submit it with the bid shall result in the rejection of the bid and the Bidder's disqualification.

**CHECKLIST OF ELIGIBILITY DOCUMENTS**

**FOR**

**PURCHASE OF LAPTOP CY 2018**

**NATIONAL HOME MORTGAGE FINANCE CORPORATION**

**Name of Project :** PURCHASE OF LAPTOP CY 2018

**Location** : 5th Floor, Filomena Building III, 104 Amorsolo Street  
Legaspi Village, Makati City

**CHECKLIST OF ELIGIBILITY DOCUMENTS**

	<b>Form No.</b>	<b>Name of Document</b>
[ ]		PhilGEPS Platinum Membership

**CHECKLIST FOR TECHNICAL PROPOSAL DOCUMENTS**

**FOR**

**PURCHASE OF LAPTOP CY 2018**

## **NATIONAL HOME MORTGAGE FINANCE CORPORATION**

**Name of Project:** **PURCHASE OF LAPTOP CY 2018**

Location: 5<sup>th</sup> Floor, Filomena Building III, 104 Amorsolo Street  
Legaspi Village, Makati City

### **CHECKLIST OF TECHNICAL PROPOSAL FORMS DOCUMENTS**

<b>The Technical Component shall contain the following:</b>		
	<b>Form No.</b>	<b>Name of Document</b>
[ ]	TPF 1	Technical Proposal Submission Form
		Details of the Technical Proposal
[ ]	TPF 2	Statement of Single Largest Completed Contract/s
[ ]	TPF 3	Statement of Similar On-Going Projects and Projects Awarded but Not Yet Started
[ ]	TPF 4	Omnibus Sworn Statement
[ ]		Bid Security/ Bid Securing Declaration
[ ]		Audited Financial Statements, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the calendar years <b>2016</b> and <b>2017</b> ;
[ ]		Computation of Net Financial Contracting Capacity (NFCC) or submission of Credit Line From Universal or Commercial Bank, if awarded the contract
[ ]		Schedule of Requirements (Section VI)
[ ]		Conformity with the Technical Specifications, as enumerated and specified in the Terms of Reference

		(Section VII)
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**TPF 1**

**TECHNICAL PROPOSAL SUBMISSION FORM**

***[Date]***

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Chairperson  
Bids and Awards Committee  
**NATIONAL HOME MORTGAGE FINANCE CORPORATION**  
5<sup>th</sup> Floor, Filomena Building III,  
104 Amorsolo Street, Legaspi Village  
Makati City

Dear Sir:

We, the undersigned, offer to provide the requirement of the National Home Mortgage Finance Corporation for the **PURCHASE OF LAPTOP CY 2018** 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



**STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT (SLCC)  
WHICH IS SIMILAR IN NATURE**

(indicate one or two projects within the past 3 years)

Name of Entity : \_\_\_\_\_

Business Address : \_\_\_\_\_

<b>Name and address of Client</b>	<b>Classification (Government / Private)</b>	<b>Date of Contract</b>	<b>Type of Services</b>	<b>Amount of Contract</b>	<b>Date of Delivery</b>

Attachment:

Proof of End User’s acceptance, certification/s or official receipt/s, issued for the contract.

Instructions:

- a. Cut-off date is on/or before the scheduled pre-bid conference.
- b. Similar contract shall refer to supply and delivery of motor vehicles.

Submitted by:

\_\_\_\_\_  
Printed Name and Signature  
of Bidder’s Representative

Designation \_\_\_\_\_

Date: \_\_\_\_\_



**STATEMENT OF ALL ONGOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS/PROJECTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

List of ongoing government and private contracts, including projects awarded but not yet started, if any, within the past three (3) years.

Name of Entity : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

<b>Name of Client</b>	<b>Classification (Government / Private)</b>	<b>Date of Contract</b>	<b>Type of Services</b>	<b>Amount of Contract</b>	<b>Date of Delivery</b>

Attachment:

Submit at least two (2) Certifications or any proof of such ongoing and/or awarded contract/s but not yet started.

Submitted by:

\_\_\_\_\_  
 Printed Name and Signature  
 of Bidder's Representative

Designation \_\_\_\_\_

Date: \_\_\_\_\_

**OMNIBUS SWORN STATEMENT**

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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 (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 of (Name of Bidder), I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for (Name of the Project) of the (Name of the Procuring Entity);

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 and/or to represent the (Name of Bidder) in the bidding as shown in the attached (state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture));

3. (Name of Bidder) is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, officers, 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. (Name of Bidder) that 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: I am 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 (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.

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 \_\_\_\_\_

REPUBLIC OF THE PHILIPPINES )

CITY OF \_\_\_\_\_ ) S.S.

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### BID-SECURING DECLARATION

**Invitation to Bid/Request for Expression of Interest No.1:** *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We2, 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 Declaration3, if I/we have committed any of the following actions:
  - i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
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 as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid4, 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'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 \_\_\_\_.

**CHECKLIST FOR FINANCIAL PROPOSAL DOCUMENTS**

**FOR**

**PURCHASE OF LAPTOP CY 2018**

**NATIONAL HOME MORTGAGE FINANCE CORPORATION**

Project : **PURCHASE OF LAPTOP CY 2018**

Location : **5<sup>th</sup> Floor, Filomena Building III, 104 Amorsolo Street  
Legaspi Village, Makati City**

<b>The Financial Component shall contain the following:</b>		
	<b>Form No.</b>	<b>Name of Document</b>
[ ]	FPF 1	Financial Proposal Submission Form
		Details of Financial Bid Proposal



**FPF 1**

***[Letter Head/Address]***  
**FINANCIAL PROPOSAL SUBMISSION FORM**

**[/Date]**

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Chairperson  
Bids and Awards Committee  
NATIONAL HOME MORTGAGE FINANCE CORPORATION  
5<sup>th</sup> Floor Filomena Building III,  
104 Amorsolo Street, Legaspi Village  
Makati City

Dear Sir:

We, the undersigned, offer to provide the services for National Home Mortgage Finance Corporation (NHMFC) for the **PURCHASE OF LAPTOP CY 2018** 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.

