

**Republic of the Philippines**  
**DEVELOPMENT BANK OF THE PHILIPPINES**  
 HEAD OFFICE: MAKATI CITY, PHILIPPINES

**INVITATION TO BID**

The Development Bank of the Philippines is inviting interested **ISO Certified** bidders to apply for eligibility and to bid for the:

Project	Quantity	Approved Budget for the Contract*	Cost of Bid Documents
		Source of Fund: DBP Fund	
<b>Supply, Delivery Installation, Testing and Commissioning of Brand New Passenger Elevators</b>	<b>6 units</b>	<b>P65,000,000.00</b>	<b>P50,000.00</b>

\*Bids received in excess of the ABC shall be automatically rejected at Bid Opening

**Project Completion: Three hundred sixty-five (365) calendar days upon receipt of Purchase Order**

**Schedule of Activities:**

Particulars	Date	Venue
<b>Pre-Bidding Conference</b>	<b>April 21, 2010 (Wednesday) at 10:00 a.m.</b>	<b>6<sup>th</sup>/Floor, DBP Building, Makati City</b>
<b>Submission of Eligibility Requirement Documents, Technical and Financial Proposals</b>	<b>“On or before” 9:00 a.m. of May 5, 2010 (Wednesday)</b>	<b>BAC Secretariat, 6<sup>th</sup>/Floor, DBP Building, Makati City</b>
<b>Opening of Eligibility Requirement Documents, Technical and Financial Proposals</b>	<b>May 5, 2010 ( Wednesday ) at 10:30 a.m.</b>	<b>6<sup>th</sup>/Floor, DBP Building, Makati City</b>

Bidding will be conducted through open competitive bidding procedures as specified in the revised IRR of R.A. 9184. Prospective bidders must have been authorized to engage in the **supply/delivery/installation/testing/commissioning of elevators for at least five (5) years**. Only Bids from Bidders who passed the eligibility check will be opened. The bidder with the Lowest Calculated Bid (LCB) shall undergo the post-qualification stage in order to finally determine responsiveness of the bid to technical and financial requirements of the project. The contract shall then be awarded to the Lowest Calculated and Responsive Bidder (LCRB) who was determined as such during post-qualification procedure.

Interested parties may download these forms at [www.devbankphil.com.ph](http://www.devbankphil.com.ph) and at the Electronic Procurement Service of the Department of Budget and Management. Prospective bidders may secure the bid documents and Eligibility Requirement Forms from the BAC Secretariat, 6th Floor, DBP Building, Makati City, upon payment of a **non-refundable fee of P50,000.00**.

The prospective bidders are advised to check the Bank's website and the Philippine Government Electronic Procurement System (PhilGEPS) for bid bulletin and announcements regarding the project.

The Development Bank of the Philippines reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further inquiries, please call Telephone Numbers 8125702/8189511 loc. 2610/2606.

Bids and Awards Committee

**BAC Project No.: G-01-10 a**  
**Project: Supply, Delivery, Installation, Testing  
and Commissioning of Six (6) units Brand New  
Passenger Elevator**

**CHECKLIST OF ELIGIBILITY REQUIREMENTS**

**FIRST ENVELOPE**

**LEGAL DOCUMENTS**

The following documents shall be submitted not later than the date specified in the Invitation to Bid in three (3) copies and should be placed in a binder with labeled separators between requirements:

1. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives
2. Mayor's permit issued by the city or municipality where the principal place of business is located
3. Articles of Incorporation, Partnership or Cooperation, whichever is applicable including amendments thereto, if any
4. Valid joint venture agreement (JVA), in case the joint venture is already in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**TECHNICAL DOCUMENTS**

5. Statement of ongoing and similar completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within a period of five (5) years.
6. The prospective bidder must have completed, within the period specified in the Invitation to Bid, a single contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the National Statistics Office (NSO) consumer price indices, must be at least fifty percent (50%) of the approved budget for the contract to be bid.
7. ISO Certification 9001 or any safety standard certification from International Certifying Body.

## **FINANCIAL DOCUMENTS**

8. Latest Audited Financial Statements showing, among others, total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

9. Computation of Net Financial Contracting Capacity (NFCC), OR

A commitment from a Universal or Commercial Bank to extend a credit line in favor of the prospective bidder if awarded the contract to be bid equivalent to at least 10% of the ABC.

### **OTHER REQUIREMENTS:**

10. Bid Security (*if bid security is in the form of Surety Bond, bidders should submit a certification from the Insurance Commission authorizing the surety or insurance company to issue such security*)
11. Technical Specifications, which include production/delivery schedule, manpower requirements, and/or after-sales service/parts, if applicable
12. Omnibus Sworn Statement

**SECOND ENVELOPE**

The Financial Component shall contain the following:

Duly Signed Bid Prices

The Lowest Calculated Bidder shall submit the following documentary requirements in three (3) copies within 3 calendar days from the opening of bids:

1. Tax Clearance
2. Latest Income and Business Tax Returns
3. Certificate of Philgeps Registration

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between \_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ and a resident of \_\_\_\_\_.

- and -

\_\_\_\_\_, of legal age, (civil status), owner/proprietor of \_\_\_\_\_ a resident of \_\_\_\_\_.

THAT both parties agree to join together their manpower, equipment, and what is need to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the **Development Bank of the Philippines**.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that \_\_\_\_\_ and/or \_\_\_\_\_ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

THAT this Joint Venture Agreement shall remain in effect only for the above stated Projects until terminated by both parties.

Done this \_\_\_\_ day of \_\_\_\_\_, in the year of our Lord \_\_\_\_\_.

## Statement of all Government & Private Contracts completed which are similar in nature

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

Name of Contract	a. <u>Owner's Name</u> b. <u>Address</u> c. <u>Telephone Nos.</u>	Nature of Work	Bidder's Role		a. <u>Amount at Award</u> b. <u>Amount at Completion</u>	a. <u>Date Awarded</u> b. <u>Contract Effectivity</u>
			<u>Description</u>	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1            Contract
- 2            Certificate of Completion
- 3            Certificate of Acceptance

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)

Designation : \_\_\_\_\_

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

# List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

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

Name of Contract/ Project Cost	d. Owner's Name e. Address f. Telephone Nos.	Nature of Work	Bidder's Role		d. Date Awarded e. Date Started f. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
						<u>Total Cost</u>		

- Note: This statement shall be supported with:
- 1 Notice of Award and/or Contract
  - 2 Notice to Proceed issued by the owner
  - 3 Certificate of Accomplishments signed by the owner or authorized

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)

Designation : \_\_\_\_\_

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

## FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

- A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20_____
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Total Net Worth (1-3)	
6.	Current Net Worth or Net Working Capital (2-4)	

- B. The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

NFCC = K (current asset – current liabilities) minus value of all outstanding works under ongoing contracts including awarded contracts yet to be started

NFCC = P \_\_\_\_\_

K = 10 for a contract duration of one year or less, 15 for more than one year up to two years and 20 for more than two years

or

Commitment from a licensed bank to extend to it a credit line if awarded the contract or a cash deposit certificate in the amount of at least 10% of the proposed project to bid.

Name of Bank: \_\_\_\_\_ Amount: \_\_\_\_\_

Herewith attached are certified true copies of the income tax return and audited financial statement: stamped "RECEIVED" by the BIR or BIR authorized collecting agent for the immediately preceding year and the cash deposit certificate or certificate of commitment from a licensed bank to extend a credit line.

Submitted by:

\_\_\_\_\_  
Name of Firm / Contractor

\_\_\_\_\_  
Signature of Authorized Representative

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

*NOTE:*

1. If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

# CREDIT LINE CERTIFICATE

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

## DEVELOPMENT BANK OF THE PHILIPPINES

Head Office, Sen. Gil J. Puyat Ave. corner Makati Ave.  
Makati City, Philippines

CONTRACT/PROJECT: \_\_\_\_\_

COMPANY/FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

BANK/FINANCING INSTITUTION : \_\_\_\_\_

ADDRESS: \_\_\_\_\_

AMOUNT : \_\_\_\_\_

This is to certify that the above Bank/Financing Institution with business address indicated above, commits to provide the <Supplier/Distributor/Manufacturer/Contractor>, if awarded the above-mentioned Contract, a credit line in the amount specified above which shall be exclusively used to finance the performance of the above-mentioned contract subject to our terms, conditions and requirements.

The credit line shall be available within fifteen (15) calendar days after receipt by the <Supplier/Distributor/Manufacturer/Contractor> of the Notice of Award and such line of credit shall be maintained until the project is completed by the Contractor.

This Certification is being issued in favor of said <Supplier/Distributor/Manufacturer/Contractor> in connection with the bidding requirement of Development Bank of the Philippines for the above-mentioned Contract. We are aware that any false statements issued by us make us liable for perjury.

Name and Signature of Authorized  
Financing Institution Officer : \_\_\_\_\_  
Official Designation : \_\_\_\_\_

Concurred By:

Name & Signature of <Supplier/Distributor/Manufacturer/Contractor>'s  
Authorized Representative : \_\_\_\_\_  
Official Designation : \_\_\_\_\_

Note:

***The amount committed should be machine validated.***

**ACKNOWLEDGMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_, affiant exhibited to me his/her Community Tax Certificate No. \_\_\_\_\_  
issued on \_\_\_\_\_ at \_\_\_\_\_, Philippines.

Notary Public  
Until 31 December 20\_\_\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
Issued on: \_\_\_\_\_  
TIN No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_.

## BID SECURITY

**Project:** Supply, Delivery and Installation, Testing and Commissioning of Six (6) units Brand New Passenger Elevator

**ABC:** P 65,000,000.00

<b>Form of Bid Security</b>	<b>Minimum Amount in % of ABC to be Bid</b>	<b>Amount of Bid Security</b>
Cash, cashier's/manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank	Two percent (2%)	<b>P1,300,000.00</b>
Irrevocable letter of credit issued by a Universal bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank		
Surety Bond callable upon demand issued by a surety or insurance company duly accredited by DBP	Five percent (5%)	<b>P3,250,000.00</b>
Any combination of the foregoing	Proportionate to share of form with respect to total amount of security	

### **Bid Validity:**

**Bids and Bids Securities shall be valid for one hundred twenty (120) calendar days from the date of the opening of bids.**

**If bid security is in the form of Surety Bond, bidders should submit a certification from the Insurance Commission authorizing the surety or insurance company to issue such security.**

## **DBP Accredited Insurance/Bonding Company**

1. Alpha Insurance & Surety Co., Inc.
2. BPI/MS Insurance Co., Inc.
3. Eastern Assurance & Surety Corp.
4. Empire Insurance Co.
5. Federal Phoenix Assurance co., Inc.
6. First Lepanto-Taisho Insurance Corp.
7. Fortune Guarantee & Insurance Corp.
8. Government Service Insurance System (GSIS)
9. Insurance of the Philippine Islands Co., Inc.
10. Intra-Strata Assurance Corp.
11. Malayan Insurance Co., Inc.
12. Manila Surety & Fidelity Co.
13. Mercantile Insurance Co., Inc.
14. Oriental Assurance Corp.
15. Pacific Union Insurance Co.
16. Philippine British Assurance Co., Inc.
17. Philippine Fire & Marine Insurance Corp.
18. Philippine First Insurance Co., Inc.
19. Philippine General Insurance Corp.
20. Philippine Prudential Life
21. Pioneer Insurance & Surety Corp.
22. PNB General Insurers Co., Inc.
23. Premier Insurance & Surety Corp.
24. Stronghold Insurance Co., Inc.
25. UCPB General Insurance Co., Inc.
26. United Coconut Planters Life Assurance Corp.
27. Utility Assurance Corp.

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 of *[Name of Consultant]* with office address at *[address of Consultant]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of *[Name of Consultant]*, 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 Consultant]* 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 Consultant]* 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 Consultant]* 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 Consultant]* complies with existing labor laws and standards; and
8. *[Name of Consultant]* 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]*.

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

\_\_\_\_\_  
*[Bidder's Representative/Authorized Signatory]*

*[JURAT]*

**THIRD ENVELOPE**

**PROJECT : Supply, Delivery, Installation, Testing and Commissioning  
of Six (6) units Brand New Passenger Elevator**  
**APPROVED BUDGET : P65,000,000.00**

**SUBJECT : PRICE PROPOSAL FORM**

\_\_\_\_\_ Date

Bids and Awards Committee  
Development Bank of the Philippines  
Makati City, Metro Manila

Gentlemen:

Relative to your invitation for us to bid, and in accordance with the conditions and requirements issued for the project which so far as they relate to this proposal, I/we propose for the **Supply, Delivery, Installation, Testing and Commissioning of Six (6) units Brand New Passenger Elevator**

Description	Quantity	Unit Cost	Total Cost
Brand New Passenger Elevator	6 units		

**Brand:** \_\_\_\_\_ **Model:** \_\_\_\_\_

**Amount in Words:**

**Cost per unit:** \_\_\_\_\_

**Total Cost:** \_\_\_\_\_

Expected Date of Completion:

In submitting this proposal, I/we understand and agree that the Implementing Rules and Regulations (IRR) of Republic Act 9184 of 2003 shall be used in the conduct of this bidding, and to the following terms and conditions:

1. All prices quoted herein are inclusive of the Value Added Tax and other applicable taxes and charges.
2. A Bid Security payable to the Development Bank of the Philippines shall be posted as a guarantee that in the event the contract will be awarded in my/our favor, I/we shall within seven (7) calendar days from notification of said award, enter into contract or acknowledge the Purchase Order (as the case may be). Failure to enclose the Bid Security in the form and amount prescribed herein shall automatically disqualify this bid. The Bid Security shall be in the form of cash, cashier's/manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank or irrevocable letter of credit issued by a Universal Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank equivalent to two percent (2%) of the approved budget for the contract to be bid, **in the amount of P1,300,000.00**; or surety bond callable upon demand issued by a surety or insurance company duly accredited by DBP equivalent to five percent (5%) of the said approved budget, **in the amount of P3,250,000.00** or any combination of the foregoing proportionate to share of form with respect to total amount of security **with validity period of one hundred twenty (120) calendar days from date of opening of bids.**
3. This proposal shall be enclosed in a sealed envelope and shall be submitted to the Bids and Awards Committee not later than the date and time stated in our letter of Invitation to Bid. DBP, however, reserves the right to delay the opening of bids.
4. No bidder shall be allowed to withdraw his bid after the first sealed bid has been opened.

5. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a Performance Security upon signing of the contract/Purchase Order, in the form of cash, cashier's check, manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank, equivalent to five percent (5%) of the total contract price; surety bond callable upon demand issued by a surety or insurance company duly accredited by DBP equivalent to thirty percent (30%) of the total contract price; and any combination of the foregoing proportionate to share of form with respect to total amount of security.
6. To assure that manufacturing defects will be corrected by the winning bidder for a fixed time after delivery, a warranty shall be required, which shall be covered by either retention money or a special bank guarantee equivalent to ten percent (10%) of the total contract price. Such amounts shall only be released after the warranty period.
7. In all cases, DBP reserves the right to cancel/terminate the Purchase Order/Contract and appropriate in its favor the Bid Security or Performance Security, as the case may be, due to non-compliance by the winning bidder with any of the terms and conditions stipulated herein.
8. **DBP RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, WAIVE ANY DEFECTS OR FORMALITIES FOUND THEREIN AND TO ACCEPT THE BID(S) THAT IS CONSIDERED MOST ADVANTAGEOUS TO THE DBP. THE DECISION OF THE DBP IS FINAL AND BINDING.**
9. The supplier's bid shall be this Proposal Form in its entirety and whatever addenda, revisions and notices that may be issued relative hereto, every page of which shall be signed by the supplier to indicate that he has read, understood, and agrees to abide by all the provisions and requirements contained herein.

\_\_\_\_\_  
 (Printed Name of Company)

\_\_\_\_\_  
 (Telephone)

\_\_\_\_\_  
 (Address of the Company)

By: (Authorized Representative)

\_\_\_\_\_  
 (Signature over Printed Name)

\_\_\_\_\_  
 (Position)