

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 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	
Repair/Repainting of Vertical Fins/Façade Lighting Rehabilitation	1 Lot	P12,000,000.00	P10,000.00

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

Project Completion: One hundred twenty (120) calendar days upon receipt of Purchase Order

Schedule of Activities:

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

Bidding will be conducted through open competitive bidding procedures as specified in the revised IRR of R.A. 9184 and is restricted to Filipino citizens or organizations with at least seventy-five percent (75%) interest belonging to citizens of the Philippines. 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 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 P10,000.00**.

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.: I-01-10 a

**Project: Repair/Repainting of Vertical
Fins/Façade Lighting Rehabilitation**

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. Letter of Intent
2. Registration certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives
3. Mayor's permit issued by the city or municipality where the principal place of business is located
4. Articles of Incorporation, Partnership or Cooperation, whichever is applicable including amendments thereto, if any
5. 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

6. The prospective bidder must have an experience of having completed, within a period of ten (10) years from the date of submission and receipt of bids, at least one (1) contract that is similar to the contract to be bid, and whose value, adjusted to current prices using the NSO consumer price indices, must be at least fifty percent (50%) of the approved budget for the contract to be bid.
7. The Constructors Performance Evaluation Summary (CPES) rating and/or certificate of completion and owner's acceptance of the contract must be satisfactory.
8. Valid PCAB license (Small B – Category C & D) and registration for the type and cost of the contract to be bid.

FINANCIAL DOCUMENTS

9. 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.

10. 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:

11. 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*)

12. Organizational Chart for the contract to be bid

13. List of contractor's personnel (Project Manager, Project Engineers, Materials Engineers and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data.

14. List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project.

15. Omnibus Sworn Statement

16. Affidavit of Site Inspection

SECOND ENVELOPE

The Financial Component shall contain the following:

Duly Signed Bid Prices

POST-QUALIFICATION REQUIREMENTS:

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

JOINT VENTURE AGREEMENT

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 : _____

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: Repair/Repainting of Vertical Fins/Façade Lighting Rehabilitation

ABC: P 12,000,000.00

Form of Bid Security	Minimum Amount in % of ABC to be Bid	Amount of Bid Security
Cash, cashier's/manager's check, bank draft/guarantee confirmed by a Universal or Commercial Bank	Two percent (2%)	P240,000.00
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%)	P600,000.00
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.

Contractor's Organizational Chart for the Contract

Submit Copy of the Organizational Chart that the Contractor intends to use to execute the Contract if awarded to him. Indicate in the chart the names of the Project Manager, Project Engineer, Bridge Engineer, Structural Engineer, Materials and Quality Control Engineer, Foreman and other Key Engineering Personnel.

Attach the required Proposed Organizational Chart for the Contract as stated above

**KEY PERSONNEL
(FORMAT OF BIO-DATA)**

Give the detailed information of the following personnel who are scheduled to be assigned as full-time field staff for the project. Fill up a form for each person.

- Authorized Managing Officer / Representative
- Sustained Technical Employee

1. Name : _____
2. Date of Birth : _____
3. Nationality : _____
4. Education and Degrees : _____
5. Specialty : _____
6. Registration : _____
7. Length of Service with the Firm : ____ Year from ____ (months) ____ (year)
To ____ (months) ____ (year)
8. Years of Experience : _____
9. If Item 7 is less than ten (10) years, give name and length of service with previous employers for a ten (10)-year period (attached additional sheet/s), if necessary:

<u>Name and Address of Employer</u>	<u>Length of Service</u>
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____
_____	_____ year(s) from _____ to _____

10. Experience:

This should cover the past ten (10) years of experience. (Attached as many pages as necessary to show involvement of personnel in projects using the format below).

11. Name
: _____

12. Name and Address of Owner
: _____

13. Name and Address of the
Owner's Engineer
: _____
(Consultant)

14. Indicate the Features of Project
(particulars of the project
components and any other particular
interest connected with the
project): _____

15. Contract Amount Expressed in
Philippine Currency
: _____

16. Position
: _____

17. Structures for which the employee
was responsible
: _____

18. Assignment Period : from _____ (months) _____ (years)
: to _____ (months) _____ (years)

Name and Signature of Employee

It is hereby certified that the above personnel can be assigned to this project, if the contract is awarded to our company.

(Place and Date)

(The Authorized Representative)

LIST OF EQUIPMENT, OWNED OR LEASED AND/OR PURCHASE AGREEMENTS, PLEDGED TO THE PROPOSED CONTRACT

Business Name : _____
 Business Address : _____

Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lessor or Vendor
A. Owned							
i.							
ii.							
iii.							
iv.							
v.							
B. Leased							
i.							
ii.							
iv.							
v.							
C. Under Purchase Agreements							
i.							
ii.							
iii.							
iv.							
v.							

List of minimum equipment required for the project:

Submitted by : _____
 (Printed Name & Signature)
 Designation : _____
 Date : _____

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 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]

PROJECT : Repair/Repainting of Vertical Fins/Façade Lighting

Rehabilitation
APPROVED BUDGET : P12,000,000.00
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 **Repair/Repainting of Vertical Fins/Façade Lighting Rehabilitation.**

Description	Quantity	Total Cost
Repair/Repainting of Vertical Fins/Façade Lighting Rehabilitation	1 lot	

Amount in Words:

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 P240,000.00**; 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 P600,000.00** 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 ten percent (10%) 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)