

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

Business Name : _____
Business Address : _____

Name of Contract/Location Project Cost	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Total Cost								

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

OWNER'S NAME
ADDRESS
TELEPHONE NO.

Name of On-going Project:

Location:

Original Contract Cost:

Revised Contract Cost:

STATEMENT OF TIME ELAPSED AND PERCENTAGE OF WORK ACCOMPLISHED

AS OF _____, 20__

1. Original Contract Time (Calendar Days)	:	_____
2. Date of Effectivity of Contract	:	_____
3. Original Expiry Date	:	_____
4. Time Extension Allowed (Calendar Days)	:	_____
5. Revised Expiry Date After Extension	:	_____
6. Revised Contract Time (Calendar Days)	:	_____
7. Total Calendar Days Elapsed To Date	:	_____
8. No. of Days Work Suspended (covered by Suspension Order)	:	_____
9. Contract Time Elapsed To Date	:	_____
10. Expiry Date Due to Work Suspension	:	_____
11. Percent Time Elapsed	:	_____
12. Percent Work Accomplished	:	_____
13. Percent Work Programmed	:	_____
14. Percent Work Slippage	:	_____

Approved by:

Owner / Owner's Project Engineer

Statement of Single Largest Completed Contract which is similar to the contract to be bid

Business Name : _____
Business Address : _____

Name of Contract	a. Owner Name b. Address c. Telephone Nos.	Nature of Work	Contractor's Role		d. Amount at Award e. Amount at Completion f. Duration	g. Date Awarded h. Contract Effectivity i. Date Completed
			Description	%		

Note: This statement shall be supported with:

- 1 Notice of Award and/or Notice to Proceed
- 2 Project Owner's Certificate of Final Acceptance issued by the owner other than the contractor, or CPES final rating which must be at least satisfactory.
- 3 In case of contracts with the private sector, an equivalent document shall be submitted

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 2013
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.

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 capital, manpower, equipment, and other resources and efforts to enable the Joint Venture to participate in the Eligibility Check, Bidding and Undertaking of the hereunder stated Contract of the **University of the Philippines baguio**.

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.

That both parties agree that _____ and/or _____ shall be the Official Representative of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract, 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 Contracts until terminated by both parties.

Done this _____ day of _____, in the year of our Lord _____.

FORM OF BID SECURITY (BANK GUARANTEE)

WHEREAS, (Name of Bidder) (hereinafter called "the Bidder") has submitted his bid dated (Date) for the (Name of Contract) (hereinafter called "the Bid").

KNOW ALL MEN by these presents that We (Name of Bank) of (Name of Country) having our registered office at _____ (hereinafter called "the Bank" are bound unto (Name of Procuring Entity) (hereinafter called "the Entity") in the sum of _____ for which payment well and truly to be made to the said Entity the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____ 20____.

THE CONDITIONS of this obligation are that:

- 1) if the Bidder withdraws his Bid during the period of bid validity specified in the Form of Bid; or
- 2) if the Bidder does not accept the correction of arithmetical errors of his bid price in accordance with the Instructions to Bidder; or
- 3) if the Bidder having been notified of the acceptance of his bid and award of contract to him by the Entity during the period of bid validity:
 - a) fails or refuses to execute the Form of Contract in accordance with the Instructions to Bidders, if required; or
 - b) fails or refuses to furnish the Performance Security in accordance with the Instructions to Bidders;

we undertake to pay to the Entity up to the above amount upon receipt of his first written demand, without the Entity having to substantiate its demand, provided that in his demand the Entity will note that the amount claimed by it is due to the occurrence of any one or combination of the three (3) conditions stated above.

The Guarantee will remain in force up to and including the date _____ days after the deadline for submission of Bids as such deadline is stated in the Instructions to Bidders or as it may be extended by the Entity, notice of which extension(s) to the Bank is hereby waived. Any demand in respect of this Guarantee should reach the Bank not later than the above date.

DATE _____ SIGNATURE OF THE BANK _____

WITNESS _____ SEAL _____

(Signature, Name and Address)

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

Standard Form Number: SF-INFR-41
Revised on: August 11, 2004

PERT / CPM Construction Schedule and S-Curve

Contract : _____
Location : _____

[illegible]

Submitted by:

Name of the Representative of the Bidder _____ Date: _____
 Position _____
 Name of the Bidder _____

MANPOWER UTILIZATION SCHEDULE

[illegible]

Submitted by:

Name of the Representative of the Bidder _____ Date: _____
Position _____
Name of the Bidder _____

**OUTLINE
NARRATIVE DESCRIPTION
OF
CONSTRUCTION METHODS**

1.0 INTRODUCTION

Refer to Bidding, etc.

2.0 BRIEF DESCRIPTION OF CONTRACT WORKS

State general features of contract works. Use tables as necessary.

3.0 CONSTRUCTION METHODS AND PROCEDURES

3.1 Methodology or General Approach

State general approach in construction in terms of use of equipment-intensive or labor-based methods, any special techniques, methods or procedures to ensure completion on time and quality of construction financing the project, etc.

3.2 Program of Work

CPM, Progress Bar Schedule and Development Schedules submitted.

3.3 Financial Program

Cash flow schedules, provision for working capital, schedule of receipts, etc.

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

Contractor's Letter-Certificate to Procuring Entity

Date of Issuance

RAYMUNDO D. ROVILLOS
Chancellor
University of the Philippines Baguio
Baguio City

Dear Sir :

Supplementing our Organizational Chart for the Contract, we have the honor to submit herewith, and to certify as true and correct, the following pertinent information:

1. That I/we have engaged the services of (Name of Employee) , to be the (Designation) of the (Name of Contract) , who is a (Profession) with Professional License Certificate No. issued on and who has performed the duties in the construction of the Contracts enumerated in the duly filled Form .
2. The said Engineer shall be designated by us as our (Designation) to personally perform the duties of the said position in the above-mentioned Project, if and when the same is awarded in our favor.
3. That said Engineer shall employ the best care, skill and ability in performing his duties in accordance with the Contract Agreement, Conditions of Contract, Plans, Specifications, Special Provisions, and other provisions embodied in the proposed contract.
4. That said Engineer shall be personally present at the jobsite to supervise the phase of the construction work pertaining to this assignment as (Designation) , all the time.
5. That, in order to guarantee that said Engineer shall perform his duties properly and be personally present in the Job Site, he is hereby required to secure a certificate of appearance for the Procuring Entity Engineer at the end of every month.

That, in the event that I/we elect or choose to replace said (Designation) with another Engineer, the Procuring Entity will be accordingly notified by us in writing at least twenty one (21) days before making the replacement. We will submit to the Procuring Entity, for prior approval, the name of the proposed new (Designation) , his qualifications, experience, list of projects undertaken and other relevant information.

6. That any willful violation on my/our part of the herein conditions may prejudice my/our standing as a reliable contractor in future bidding of the Procuring Entity.

Very truly yours,

(Authorized Representative of Bidder)

CONCURRED IN:

(Name of Engineer)

(Address)

Key Personnel's Certificate of Employment

Issuance Date

RAYMUNDO D. ROVILLOS
Chancellor
University of the Philippines Baguio
Baguio City

Dear Sir :

I am (Name of Nominee) a Licensed Engineer with Professional License No. issued on (date of issuance) at (place of issuance).

I hereby certify that (Name of Bidder) has engaged my services as (Designation) for (Name of the Contract), if awarded to it.

As (Designation), I supervised the following completed projects similar to the contract under bidding):

<u>NAME OF PROJECT</u>	<u>OWNER</u>	<u>COST</u>	<u>DATE COMPLETED</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

At present, I am supervising the following projects:

<u>NAME OF PROJECT</u>	<u>OWNER</u>	<u>COST</u>	<u>DATE COMPLETED</u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u> </u>	<u> </u>	<u> </u>	<u> </u>

In case of my separation for any reason whatsoever from the above-mentioned Contractor, I shall notify the (Name of the Procuring Entity) at least twenty one (21) days before the effective date of my separation.

As (Designation), I know I will have to stay in the job site all the time to supervise and manage the Contract works to the best of my ability, and aware that I am authorized to handle only one (1) contract at a time.

I do not allow the use of my name for the purpose of enabling the above-mentioned Contractor to qualify for the Contract without any firm commitment on my part to assume the post of (Designation) therefore, if the contract is awarded to him since I understand that to do so will be a sufficient ground for my disqualification as (Designation) in any future (Name of the Procuring Entity) bidding or employment with any Contractor doing business with the (Name of the Procuring Entity).

(Signature of Engineer)

DRY SEAL

Republic of the Philippines)
_____) S.S.

SUBSCRIBED AND SWORN TO before me this _____ day of _____ 20__affiant exhibiting to me his Residence Certificate No. _____ issued on _____ at _____.

Notary Public
Until December 31, 20__

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

Statement of Availability of Key Personnel

(Date of Issuance)

RAYMUNDO D. ROVILLOS
Chancellor
University of the Philippines Baguio
Baguio City

Dear Sir :

Attention : Jessica K. Cariño
The Chairman
Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the **UP Baguio - BAC** for the bidding of _____, we certify that (Name of the Bidder) has in its employ key personnel such as Project Manager, Project Engineer, Materials Engineer, Qualified/Certified Safety and Health Officer, and Foreman, who may be engaged for the construction of the said contract.

Very truly yours,

(Name of Representative)
(Position)
(Name of Bidder)

MINIMUM REQUIRED APPLICANT FIRM'S KEY PERSONNEL PROPOSED TO BE ASSIGNED IN THE PROJECT

	Project Manager	Project Engineer	Accredited DPWH Materials Engineer	Foreman	Qualified/Certified Safety and Health Personnel	Other positions (as deemed necessary by the applicant-firm for this project
1. Name						
2. Address						
3. Date of Birth						
4. Citizenship						
5. Civil Status						
6. Education						
Elementary Name and location of School Year graduated						
High School Name and location of School Year graduated						
College Name and location of School Year graduated						
Post-Graduate Name and location of School Year graduated						
Technical Seminars (Use extra sheets, if necessary						
7. PRC LICENSE No.						

Notes: Minimum qualification requirement :

Project Manager - Five (5) years, Project Engineer - Three (3) years
 Materials Engineer - One (1) year, Foreman - Five (5) years

 Name and Signature of Authorized Official

Date : _____

**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:

Name and Address of Employer

Length of Service

_____	_____ 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).

1. Name : _____
2. Name and Address of Owner : _____
3. Name and Address of the
Owner's Engineer : _____
(Consultant)
4. Indicate the Features of Project
(particulars of the project
components and any other particular
interest connected with the project): _____
5. Contract Amount Expressed in
Philippine Currency : _____
6. Position : _____
7. Structures for which the employee
was responsible : _____
8. 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)

Statement of Availability of Equipment

(Date of Issuance)

RAYMUNDO D. ROVILLOS
Chancellor
UP Baguio

Attention : Prof. JESSICA K. CARIÑO
The Chairman
Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the **University of the Philippines Baguio - BAC** for the bidding of _____, we certify the availability of equipment that (Name of the Bidder) owns, has under lease, and/or has under purchase agreements, that may be used for the construction contracts.

Very truly yours,

(Name of Representative)
(Position)
(Name of Bidder)

MINIMUM REQUIRED EQUIPMENT OWNED/LEASED/UNDER PURCHASED AGREEMENT PLEDGED TO THE PROPOSED PROJECT 1]

Name of Proposed Project: _____

Location of the Project: _____

Description (Type, Model, Make)	No. of Each	Year of Manufacture	Owned 1] Leased 2] /Under Purchase Agreement 3]	Capacity Performance	Motor No./ Body No.	Condition	Present Location

Authorized Signing
Official

Date :

Notes:

1] The Applicant Firm shall enumerate hereunder the equipment units it owned, under leased, and or under purchase agreement that it shall commits to use exclusively in the project.

Incomplete required data as indicated above shall be disqualified.

a] If Joint Venture, each partner or member firm shall separate information and duly accomplished.

2] Equipment with purchase agreement must be owned at the time of bidding.

CERTIFICATE OF AVAILABILITY OF LEASE OF EQUIPMENT

This is to certify that the undersigned Lessor has entered into an agreement for the lease of the equipment listed hereunder to Contractor _____
for the contract for _____.

<u>Quantity</u>	<u>Type/Description</u>	<u>Serial Number</u>	<u>Capacity</u>	<u>Condition</u>	<u>Location</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

This agreement for the lease of the aforecited equipment shall be effective the moment the said contractor is declared the lowest bidder. The contractor or lease shall be executed immediately after the award of the above-mentioned project to the contractors and we shall furnish a copy to Philippine Ports Authority within 20 days after the award. It shall be our duty to verify from the Contractor when the award by Philippine Ports Authority.

The above-mentioned equipment will not be pledged to other Contractors in any other project, until the above project is completed or the equipment is authorized by Philippine Ports Authority for withdrawal.

The **PROOF OF OWNERSHIP** of the above cited equipment/tools are herein attached.

This certification is being issued in favor of Mr. _____ Contractor, not merely to help him qualify for this project as I am aware that any false statements issued by me makes liable for perjury.

In case of the equipment mentioned above is not released to the Contractor on time, I agree to be blacklisted and in the future no certification of mine for the lease of equipment shall be honored by Philippine Ports Authority.

IN FAITH therefore I hereunto affix my signature this _____ day of _____
_____ at _____.

CONCURRED IN:

(Lessee)

(Address)

(Affiant- Lessor)

(Address)

REPUBLIC OF THE PHILIPPINES)
_____) s.s.

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20____ affiant exhibiting to me his Community Tax Certificate No. _____ issued on _____ at _____.

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

Notary Public

EQUIPMENT UTILIZATION SCHEDULE

[illegible]

Submitted by:

Name of the Representative of the Bidder
Position
Name of the Bidder

Date: _____

AFFIDAVIT OF SITE INSPECTION

I, (Representative of the Bidder), of legal age, (civil status), Filipino and residing at (Address of the Representative), under oath, hereby depose and say:

1. That I am the (Position in the Bidder) of the (Name of the Bidder), with office at (Address of the Bidder);
2. That I have inspected the site for (Name of the Contract), located at (location of the Contract);
3. That I am making this statement as part of the requirement for the Technical Proposal of the (Name of the Bidder) for (Name of the Contract).

IN FAITH WHEREOF, I hereby affix my signature this _____ day of _____, 20__ at _____, Philippines.

AFFIANT

SUBSCRIBED AND SWORN TO before me this _____, day of _____ 20__, affiant exhibiting to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

(Notary Public)

Until _____
PTR No. _____
Date _____
Place _____
TIN _____

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

Bill of Quantities

<Name and Location of Contract>				Bill of Quantities	
Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
	<u><Description of 1st Item></u> (Pesos _____ <u>Amount in Words</u> _____ and _____ centavos per Month)				
	<u><Description of 2nd Item></u> (Pesos _____ <u>Amount in Words</u> _____ and _____ centavos per Month)				
	<u><Description of 3rd Item></u> (Pesos _____ <u>Amount in Words</u> _____ and _____ centavos per Month)				
	<u><Description of 5th Item, etc.></u> (Pesos _____ <u>Amount in Words</u> _____ and _____ centavos per Month)				
Sub-Total for this Page					

Submitted by:

Name of the Representative of the Bidder _____ Date: _____
Position _____
Name of the Bidder _____

Standard Form Number: SF-INFR-56
Revised on: August 11, 2004

Contract Name : _____
Location : _____

CASH FLOW BY QUARTER AND PAYMENT SCHEDULE

PARTICULAR	% WT.	1ST QUARTER	2ND QUARTER	3RD QUARTER	4TH QUARTER
ACCOMPLISHMENT					
CASH FLOW					
CUMULATIVE ACCOMPLISHMENT					
CUMULATIVE CASH FLOW					

Submitted by:

Name of the Representative of the Bidder
Position
Name of the Bidder

Date: _____

