

# Invitation to Bid

## PROVISION OF GARBAGE HAULING SERVICES

### FMD2020-02

The *Duty Free Philippines Corporation (DFPC)*, through its **Corporate Operating Budget 2020** intends to apply the sum of **One Million Eight Hundred Thousand Pesos (PhP1,800,000.00)** being the Approved Budget for the Contract (ABC) to payments under contract for the provision of Garbage Hauling Services with a contract duration of one (1) year.

Bids received in excess of the ABC shall be automatically rejected at bid opening.

**DFPC** now invites bids for the Provision of garbage hauling services. Delivery of services shall be indicated in the Notice to Proceed. **Prospective bidders should have completed, within five (5) years (2015-2019) from the date of submission and receipt of bids, at least one (1) contract of provision of garbage hauling services.** The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II, Instructions to Bidders.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary “pass/fail” criterion as specified in the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the “Government Procurement Reform Act” and is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.

Interested Bidders may now obtain further information from DFPC and inspect and/or purchase the Bidding Documents at the address given below from **9:00AM – 5:00PM, Mondays thru Fridays.**

A complete set of Bidding Documents may be acquired by interested Bidders starting **09 March 2020** from the address below upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **One Thousand Eight Hundred Pesos (PhP1,800.00).**

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the DFPC website, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

**DFPC** will hold a Pre-Bid Conference on **17 March 2020, 10:00AM** at the BAC Office located at the same address stated hereunder which shall be open to all prospective bidders.

Bids must be duly received by the BAC Secretariat at the BAC Office. Deadline for submission is on **31 March 2020 at 10:00AM.** All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in BDS under ITB Clause 18.

Bid opening shall be on **31 March 2020, 10:15AM** at the BAC Office. Bids will be opened in the presence of the Bidders’ representatives who choose to attend. Late bids shall not be accepted.

**DFPC** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring liability to the affected bidder or bidders.

**BAC Secretariat**

Duty Free Philippines Corporation  
 EHA Bldg, Fiesta Mall, Columbia Complex  
 Ninoy Aquino Ave., Parañaque City  
 (632) 8552-4343; 8552 4337 / 16555 loc. 3039  
 Fax No. 8879 3664 / 8552-4345 / 8552 4399 loc. 834/833  
 Email add.: bacsecretariat@dfp.com.ph

**ENGR. JOEL R. PEREZ**  
 BAC Chairperson

### III. Bid Data Sheet

ITB Clause	
1.1	The PROCURING ENTITY is <b>DUTY FREE PHILIPPINES CORPORATION</b> The name of the Contract is Provision of Garbage Hauling Services The identification number of the Contract is FMD2020-02
1.2	The lots and references is/are:  Garbage Hauling Services Purchase Request (PR) No. 8758
<u>2</u>	The Funding Source:  The Government of the Philippines (GoP) through the 2020 Corporate Operating Budget of DUTY FREE PHILIPPINES CORPORATION in the amount of:  <b>One Million Eight Hundred Thousand Pesos (PhP1,800,000.00)</b>  The name of the project is:  <b>PROVISION OF GARBAGE HAULING SERVICES (FMD2020-02)</b>
3.1	No further instructions.
5.1	No further instructions.
5.2	Foreign bidders, except those falling under ITB Clause 5.2(b), may not participate in this Project.
5.4	The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(iii), a single contract that is similar to this Project, equivalent to <b>at least fifty percent (50%) of the ABC</b> or:

ITB Clause	
	<p style="text-align: center;"><b>Nine Hundred Thousand Pesos (PhP900,000.00).</b></p> <p>For this purpose, similar contract shall refer to garbage hauling services.</p>
7	No further instructions.
8.1	Subcontracting is not allowed.
8.2	Not applicable.
9.1	<p>The Date and Venue of the Pre-Bid Conference is:</p> <p style="text-align: center;"><b>17 March 2020, 10:00AM</b></p> <p>DUTY FREE PHILIPPINES CORPORATION  BAC Office  EHA Building, Fiestamall,  Columbia Complex, Ninoy Aquino Ave.  Parañaque City</p>
10.1	<p>The PROCURING ENTITY's address is:</p> <p style="text-align: center;"><b>Duty Free Philippines Corporation Ground Floor, EHA Building,  Fiestamall, Columbia Complex, Ninoy Aquino Avenue, Parañaque City</b></p> <p><b>ENGR. JOEL R. PEREZ</b>  BAC Chairperson</p> <p>Thru: BAC Secretariat  Tele No : 8552 4337 loc 3039, 8552 4343  Fax No. 8879 3664 / 8552 4345 / 8552 4399 loc. 834  bacsecretariat@dfp.com.ph</p>
12.1(a)	No further instructions.
12.1(a)(ii)	<p>The bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid should have been completed within (5) years (2015 to 2019) prior to the deadline for the submission and receipt of bids.</p> <p>* Provide "Certificate of Customer Satisfaction/Acceptance/Completion" from the listed companies as proof.</p>
13.1(b)	No further instructions.
13.1(c)	No additional requirements.
13.2	<p>The ABC is</p> <p style="text-align: center;"><b>One Million Eight Hundred Thousand Pesos (PhP1,800,000.00)</b></p> <p>Any Bid with a financial component exceeding this amount shall not be accepted.</p>
15.4(a)(iv)	No incidental services are required.

ITB Clause										
15.4(b)(i)	Not applicable.									
15.4(b)(ii)	No incidental services are required.									
16.1(b)	The Bid prices for Goods and services supplied from outside of the Philippines shall be quoted in Philippine Pesos.									
16.3	No further instructions.									
17.1	Bids will be valid until <b>29 July 2020</b> .									
18.1	<p>The bid security shall be in any of the following amounts:</p> <table border="1" data-bbox="411 712 1401 1626"> <thead> <tr> <th data-bbox="411 712 935 808">ACCEPTABLE FORMS</th> <th data-bbox="935 712 1401 808">AMOUNT</th> </tr> </thead> <tbody> <tr> <td data-bbox="411 808 935 943">1. Cash or cashier's/manager's check issued by a Universal or Commercial Bank</td> <td data-bbox="935 808 1401 1317" rowspan="2">Two Percent (2%) of the ABC or <b>Thirty Six Thousand Pesos (PhP36,000.00)</b></td> </tr> <tr> <td data-bbox="411 943 935 1317">2. Bank draft/guarantee (<i>signed by the appointee</i>) or irrevocable letter of credit (<i>original and notarized</i>) 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</td> </tr> <tr> <td data-bbox="411 1317 935 1529">3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</td> <td data-bbox="935 1317 1401 1529">Five Percent (5%) of the ABC or <b>Ninety Thousand Pesos (PhP90,000.00)</b></td> </tr> <tr> <td data-bbox="411 1529 935 1626">4. Bid-Securing Declaration</td> <td data-bbox="935 1529 1401 1626">Refer to Bidding Form No. 2</td> </tr> </tbody> </table>	ACCEPTABLE FORMS	AMOUNT	1. Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Two Percent (2%) of the ABC or <b>Thirty Six Thousand Pesos (PhP36,000.00)</b>	2. Bank draft/guarantee ( <i>signed by the appointee</i> ) or irrevocable letter of credit ( <i>original and notarized</i> ) 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	3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five Percent (5%) of the ABC or <b>Ninety Thousand Pesos (PhP90,000.00)</b>	4. Bid-Securing Declaration	Refer to Bidding Form No. 2
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4. Bid-Securing Declaration	Refer to Bidding Form No. 2									
18.2	The bid security shall be valid until <b>29 July 2020</b> .									
20.3	Each Bidder shall submit <b>one (1) original</b> and <b>three (3) copies</b> of its <b>Eligibility/Technical Component</b> and <b>Financial Component</b> .									
21	<p>The Address for Submission of Bids is:</p> <p>DUTY FREE PHILIPPINES CORPORATION (DFPC) BAC Office Ground Floor EHA Building, Fiestamall,</p>									

ITB Clause	
	<p>Columbia Complex, Ninoy Aquino Ave., Parañaque City</p> <p>The deadline for Submission of Bids is on</p> <p><b>31 March 2020 at 10:00AM</b> (based on DFPC's official time). Late bids shall not be accepted.</p>
24.1	<p>The place of Bid Opening is</p> <p>DUTY FREE PHILIPPINES CORPORATION BAC Office Ground Floor EHA Building, Fiestamall, Columbia Complex, Ninoy Aquino Ave., Parañaque City</p> <p>The date and time of Bid opening is on:</p> <p><b>31 March 2020 at 10:15AM</b> (based on DFPC's official time).</p>
24.2	No further instructions.
24.3	No further instructions.
27.1	No further instructions.
28.3(a)	Partial bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
28.4	No further instructions.
29.2	<ol style="list-style-type: none"> <li>1. 2018 Income Tax Return (<i>form 1701/1702</i>) with audited Financial Statement.</li> <li>2. Business Tax Return (<i>forms 2550M/2551M and 2550Q/2551Q</i>) for the last six (6) months (<b>October 2019 to March 2020</b>) prior to opening of Bids filed thru Electronic Filing and Payment System (eFPS).</li> </ol> <p>Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted.</p> <ol style="list-style-type: none"> <li>3. Updated General Information Sheet received by the SEC, for corporation.</li> <li>4. BIR Registration Certificate.</li> <li>5. Company Profile.</li> <li>6. Location map and photo of the office.</li> </ol>
32.4(f)	No additional requirement.

## V. Special Conditions of the Contract

GCC Clause			
1.1(g)	The PROCURING ENTITY is <i>Duty Free Philippines Corporation</i>		
1.1(i)	The SUPPLIER is _____		
1.1(j)	<p>The Funding Source is:</p> <p><b>The Government of the Philippines (GOP) through the 2020 Corporate Operating Budget of Duty Free Philippines Corporation in the amount of:</b></p> <p style="text-align: center;"><b>One Million Eight Hundred Thousand Pesos (PhP1,800,000.00)</b></p>		
1.1(k)	<p>The Project Site is:</p> <p><b>DUTY FREE PHILIPPINES CORPORATION, FIESTAMALL, Columbia Complex, Ninoy Aquino Avenue, Parañaque City and INTEGRATED WAREHOUSE, Kaingin Road, Multinational Village, Sto. Niño, Parañaque City</b></p>		
2.1	No further instructions.		
5.1	<p>The PROCURING ENTITY's address for Notices is:</p> <p><b>DUTY FREE PHILIPPINES CORPORATION, EHA Building, Fiestamall, Columbia Complex, Ninoy Aquino Ave., Parañaque City</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>Vicente Pelagio A. Angala</b>            Chief Operating Officer            Tel. Nos. (632) 8879-3559            Fax No. (632) 8552 4301</p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>Edgardo C. Isidro</b>            FMD Manager            Tel. Nos. (632) 8552 4336            Fax No. (632) 8879 3524            isidroec@dfp.com.ph</p> </td> </tr> </table> <p>The Supplier's address for Notices is:</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>	<p><b>Vicente Pelagio A. Angala</b>            Chief Operating Officer            Tel. Nos. (632) 8879-3559            Fax No. (632) 8552 4301</p>	<p><b>Edgardo C. Isidro</b>            FMD Manager            Tel. Nos. (632) 8552 4336            Fax No. (632) 8879 3524            isidroec@dfp.com.ph</p>
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6.2	<p><b><u>SERVICES RENDERED AND DOCUMENTS</u></b></p> <p>Delivery of Services shall be made by the PROVIDER in accordance with the</p>		

GCC Clause	
	<p>terms specified in Section VI. Schedule of Requirements.</p> <p>The PROVIDER shall, at the end of each month, submit the following documents:</p> <ol style="list-style-type: none"> <li>1. Statement of Account;</li> <li>2. Service Report / Trip Ticket acknowledged and validated by the PROCURING ENTITY's representative/s at the Project Site.</li> </ol> <p>For purposes of this clause the Procuring Entity's representative at the project site is <b>Engr. Edgardo C. Isidro</b>.</p> <p><b>UNDERTAKING OF THE PROVIDER</b></p> <p>The PROVIDER is required to provide all of the following services, including additional services, if any, specified in Section VI, Schedule of Requirements:</p> <ol style="list-style-type: none"> <li>1. Provision of garbage truck, labor, equipment and other items necessary to perform hauling of garbage.</li> <li>2. Render three times a week garbage hauling services on a total clean-up basis of at least sixteen cubic meters at designated garbage pit of Fiestamall and Integrated Warehouse.</li> <li>3. The number of trips may be reduced or increased at any time in accordance with the requirements of PROCURING ENTITY. PROVIDER hereby undertakes to observe or comply with such changes provided a written notice (<b>thru email or fax</b>) thereof is served to the PROVIDER at least <b>one (1) day</b> before the addition or reduction of trip. If, however, the PROVIDER is unable to provide additional trips within the given period, such shall be communicated in advance to afford the PROCURING ENTITY sufficient time to engage the services of another garbage hauler to satisfy its "total clean-up" requirements. If such failure to provide additional trips was due to the negligence or fault of the PROVIDER as determined by the PROCURING ENTITY, the expenses therefrom shall be charged to the PROVIDER and deducted from its receivables, without prejudice to the application of the hereunder provision on penalty charges.</li> <li>4. Perform extra garbage hauling services upon request of the Procuring Entity, free of charge, brought about by typhoon or flood.</li> <li>5. It is understood that no employee-employer relationship exists between the PROCURING ENTITY and the employees of the PROVIDER assigned to perform the services described in the Schedule of Requirements.  The PROVIDER assumes full responsibility for any liability or claim whatsoever that may be filed by its assigned employees or representative, and shall set the PROCURING ENTITY free and harmless from any such claim and liability.</li> <li>6. In case of failure to comply with the schedule (failure to haul for the day, etc.), the PROVIDER shall be charged an amount equivalent to the daily rate plus 1% thereof per day, by way of penalty charges which shall be deducted from the receivables of the PROVIDER.</li> </ol>

<b>GCC Clause</b>	
	7. The PROCURING ENTITY has the right to terminate the contract in case the PROVIDER fails to provide "total clean-up" services for three (3) occasions during the term of the contract.
10.4	Not applicable.
10.5	Payment using LC is not allowed.
11.3	Maintain the GCC Clause.
13.4(c)	No further instructions.
16.1	None.
17.3	Not applicable.
17.4	Not applicable.
21.1	No additional provision.

## ***VI. Schedule of Requirements***

The SUPPLIER shall provide Garbage Hauling Services at Fiestamall Store and Integrated Warehouse for a period of one (1) year.

<b>Item No.</b>	<b>Description</b>	<b>Quantity</b>
1	Garbage Hauling Services	150 trips

### **SCOPE OF SERVICES:**

To haul three times a week the domestic garbage and other waste materials at designated garbage pit of Fiestamall and Integrated Warehouse through the provision of a garbage truck with manpower.

### **IMPLEMENTATION SCHEDULE:**

Commencement of the project shall be indicated in the Notice to Proceed.

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Signature over printed name

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Position



Duly authorized to sign this Schedule of Requirements for and on behalf of

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## VII. Technical Specifications

Bidders must state here either **“Comply”** or **“Not Comply”** against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. **Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection.** A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1 (a.2) and/or **GCC** Clause 2.1 (a.2)

<b>MINIMUM QUALIFICATION / SPECIFICATION</b>	<b>STATEMENT OF COMPLIANCE</b>
<b>Garbage Trucks or Compactors</b> <ul style="list-style-type: none"><li>▪ With a volume capacity of at least sixteen (16) cubic meters</li></ul>	

### **ADDITIONAL REQUIREMENTS TO BE SUBMITTED ON THE DATE OF BID OPENING AS INTEGRAL PART OF THE TECHNICAL SPECIFICATIONS:**

1. Sanitary Permit from applicable City or Municipal Government.
2. DENR Certificate of Non-Coverage for Transfer Station.
3. Lease Contract with Sanitary Landfill or Permit to dump at landfill from MMDA/Local Government.
4. Location map and photo of the office.

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Signature over printed name

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Position

Duly authorized to sign this compliance to the Technical Specification for and on behalf of

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## Bidding Form No. 1

### FINANCIAL DOCUMENTS FOR ELIGIBILITY CHECK

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

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

NFCC = [(Current assets – current liabilities) (15)] minus value of all outstanding or uncompleted portions of the projects under ongoing contracts including awarded contracts yet to be started coinciding with the contract to be bid.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

NFCC = PhP \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Name of Bidder

\_\_\_\_\_  
Signature of Authorized Representative over Printed Name

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

REPUBLIC OF THE PHILIPPINES )  
CITY OF \_\_\_\_\_ ) S.S.  
X-----X

**BID-SECURING DECLARATION**

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

To: Duty Free Philippines Corporation  
Fiestamall, Columbia Complex,  
Ninoy Aquino Avenue, Parañaque City

I/We, 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 as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

**Bidding Form No. 2**

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**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 Identification Card 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. \_\_\_\_\_  
MCLE Compliance No. \_\_\_\_\_ [date issued]  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

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

**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 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 Duty Free Philippines Corporation;

*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, 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:* 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 civil 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;
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project]; and
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 hand this \_\_ day of \_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

# Bidding Form No. 3

Page 3 of 3

**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 Identification 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. \_\_\_\_\_  
MCLE Compliance No. \_\_\_\_\_ *[date issued]*  
PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*  
IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

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

**BID FORM**

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

To: **ENGR. JOEL R. PEREZ**  
Duty Free Philippines Corporation  
Fiestamall, Columbia Complex,  
Ninoy Aquino Avenue, Parañaque City

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers **[insert numbers]**, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to perform **Provision of Garbage Hauling Services (FMD2020-02)** in conformity with the said Bidding Documents for the sum of **[TOTAL BID AMOUNT IN WORDS AND FIGURES]** or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period specified in **BDS** provision for ITB Clause 18.2 and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the lowest or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements as per ITB Clause 5 of the Bidding Documents.

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_



## Bidding Form No. 5

### PRICE SCHEDULE

Name of Bidder \_\_\_\_\_

1	2	3	4	5	6	7
Item	Description	Price per Trip	<b>*Applicable Taxes</b> (12% VAT)	Amount (Cols. 3 + 4)	Number of Trips per Year	Total Cost per Year (Cols. 5 x 6)
	<b>SAMPLE</b>	1,000.00	120.00	1,120.00	150	168,000.00
1	Garbage Hauling Services				150	

**\* For Applicable taxes, please refer to ITB Clause 28.6 of the Bidding Documents.**

\_\_\_\_\_  
Signature over printed name

\_\_\_\_\_  
Position

Duly authorized to sign Bid for and on behalf of

\_\_\_\_\_

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

## Bidding Form No. 6

### CONTRACT AGREEMENT FORM

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THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between Duty Free Philippines Corporation (hereinafter called "the Entity") of the one part and *[name of Supplier]* of *[city and country of Supplier]* (hereinafter called "the Supplier") of the other part:

WHEREAS the Entity invited Bids for certain goods and ancillary services, viz., *[brief description of goods and services]* and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of *[contract price in words and figures]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents shall be deemed to form and be read and construed as part of this Agreement, viz.:
  - (a) the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;
  - (b) the Schedule of Requirements;
  - (c) the Technical Specifications;
  - (d) the General Conditions of Contract;
  - (e) the Special Conditions of Contract; and
  - (f) the Entity's Notification of Award.
3. In consideration of the payments to be made by the Entity to the Supplier as hereinafter mentioned, the Supplier hereby covenants with the Entity to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the Contract
4. The Entity hereby covenants to pay the Supplier in consideration of the provision of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the contract at the time and in the manner prescribed by the contract.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_  
(for the Entity)

Signed, sealed, delivered by \_\_\_\_\_ the \_\_\_\_\_  
(for the Supplier)

[ACKNOWLEDGEMENT]

**Bidding Form No. 7**

**REQUEST FOR RECONSIDERATION**

Date of Issuance

**ENGR. JOEL R. PEREZ**

Duty Free Philippines Corporation  
Fiestamall, Columbia Complex,  
Ninoy Aquino Avenue, Parañaque City

Dear Sir:

In relation to the results of the Bid Opening/Post-Qualification conducted for the bidding of the \_\_\_ (*Name of Project*) \_\_\_ held on \_\_\_ (date and time) \_\_\_ at \_\_\_ (venue) \_\_\_, we would like to request for reconsideration the decision of "Ineligibility" of our of our firm on the following grounds:

We are hoping for your consideration.

Very truly yours,

Name of the Representative of the Bidder

Position of the Representative

Name of the Bidder

Received by the BAC:

\_\_\_\_\_

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