

# PHILIPPINE DEPOSIT INSURANCE CORPORATION

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Website | [www.pdic.gov.ph](http://www.pdic.gov.ph)

## INSTRUCTIONS TO BIDDERS

for the

### PROCUREMENT OF CONSULTING SERVICES FOR THE DEVELOPMENT OF FRAMEWORK FOR COMPETENCY-BASED HUMAN RESOURCE SYSTEM (CBHRS)

Project

April 01, 2015

Date

CONSULTING SERVICES FOR THE CBHRS

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1. **ISSUANCE OF BIDDING DOCUMENTS**

The BAC Secretariat shall issue bidding documents to the short listed bidders who may wish to purchase the same. Only those short listed bidders that have paid the amount required shall be issued bidding documents. The BAC will only accept bids from those that have purchased the bidding documents from the BAC Secretariat.

2. **RESPONSIBILITIES OF A SHORT LISTED BIDDER//CONSULTANT**

2.1 A prospective and/or eligible bidder, and its representative, shall be responsible for:

- a. carefully examining all bidding documents;
- b. understanding and acknowledging all conditions affecting the implementation of the contract;
- c. having made an estimate of the resources and/or facilities available and necessary for the contract to be bid; and
- d. requesting for any clarification regarding the bidding documents, or any part thereof.

2.2 It shall be the sole responsibility of the prospective bidder to determine and inquire, through any means necessary, as regards any matter pertaining to the contract to be bid out, including the location and the nature of contract, and other factors that may affect the cost, duration, and execution or implementation thereof.

2.3 The prospective bidder is deemed to be familiar with all existing laws, decrees, ordinances, acts and regulations of the Philippines which may affect the contract in any way.

2.4 The prospective bidder and/or any of its authorized representatives are encouraged to visit the PDIC Head Office to obtain any information necessary for the preparation of its Bid, provided PDIC is given prior notice.

3. **PRE-BID CONFERENCE**

A pre-bid conference shall be conducted to discuss the legal, technical and financial components of the contract to be bid at the place and time specified in the Request for Expression of Interest. This is the opportunity for the short listed bidders to request for clarifications about the bidding documents. A Bid Bulletin shall be issued covering issues/modifications addressed during the said conference.

4. **SUBMISSION OF TECHNICAL AND FINANCIAL ENVELOPES/PROPOSALS**

**NOTE: Failure to comply with any provision of the Instructions to Bidders may result in outright disqualification from the bidding process.**

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- 4.1 A shortlisted bidder shall submit its bid through its duly authorized representative in two (2) separately-sealed bid envelopes. The first shall contain the technical component of the bid, while the second shall contain the financial component of the bid. The wall clock located at the Ground Floor lobby, SSS Building, Ayala Avenue corner V. A. Rufino St., Makati City shall be used as the official timer for the submission of bids. Submissions made after the deadline will be rejected.
- 4.2 The first envelope shall indicate the name of the bidder and shall be properly marked as "**TECHNICAL DOCUMENTS FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE DEVELOPMENT OF FRAMEWORK FOR COMPETENCY-BASED HUMAN RESOURCE SYSTEM (CBHRS)**" It shall contain the following technical documents:
1. Bid Security as to form, amount, and validity period. The bid validity period is 120 days. (See Section 6 hereof for details).
  2. Approach, work plan and schedule.
  3. Omnibus sworn statement (**BID FORM NO. 2**) by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:
    - a. It is not "blacklisted" or barred from bidding by the Philippine government or any of its agencies, offices, corporations, or LGUs, including foreign governments/foreign or international financing institutions whose blacklisting rules are recognized by the GPPB.
    - b. Each documentary submission, in satisfaction of the bidding requirements, is an authentic copy of the original, is complete, and contains statements and information that are true and correct.
    - c. It is authorizing the Head of the Procuring Entity (PDIC) or its duly authorized representative/s to verify all its documentary submissions.
    - d. The signatory is the duly authorized representative of the bidder, and has been granted full power and authority to do, execute, and perform any and all acts necessary to represent the bidder in the procurement project (as evidenced by the duly notarized BID FORM Nos. 1.1 or 1.2).
    - e. It complies with the disclosure provisions under Section 11 hereof, specifically stating that it is not related to the Head of the Procuring Entity, the members of the BAC, the TWG, the BAC Secretariat, the head of the project management office (PMO), the end-user unit, and project consultants (if any), by consanguinity or affinity, up to the third civil degree.

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- f. It complies with the responsibilities of a prospective or eligible bidder, as provided for in Section 7 hereof.
  - g. (in the case of procurement of services) It complies with all existing labor laws and standards.
  - h. It 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.
- 4.3 The second envelope shall indicate the name of the bidder and shall be marked "**FINANCIAL PROPOSAL FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE DEVELOPMENT OF FRAMEWORK FOR COMPETENCY-BASED HUMAN RESOURCE SYSTEM (CBHRS)**." It shall contain the bid amount/price, inclusive of all applicable taxes, if any (**BID FORM No. 3**).

The approved budget shall be the upper limit or ceiling for acceptance of bids. Any bid higher than the approved budget shall be automatically disqualified.

## 5. OPENING OF TECHNICAL PROPOSALS

- 5.1 The BAC shall open the technical proposals in the presence of the bidders and observers, if any. In addition to the representative of the Commission on Audit, at least two (2) other observers - one from the private group in a sector or discipline relevant to the procurement at hand, and another from a non-government organization, who shall be invited in writing, shall witness and observe the proceedings.
- 5.2 The technical envelope shall be opened in public to determine whether or not the bidder has submitted all the required technical documents, following the same procedure as the eligibility check. The BAC Secretariat shall prepare a checklist of the required technical documents and the submitted documents shall be checked against this checklist to ascertain if they are all present in the technical envelope. In case one or more of the above-required documents is missing, incomplete, or patently insufficient, the BAC shall rate the bid/proposal as "failed." Otherwise, it shall rate the said bid as "passed."
- 5.3 After the opening and checking, all technical envelopes shall be resealed. Those rated "passed" will be secured in preparation for the detailed technical evaluation. Those rated "failed" will be secured for purposes of potential filing of motion for reconsideration. A short listed bidder whose bid has been rated failed has three (3) calendar days to

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file a request for reconsideration. All short listed bidders shall be informed on the results of the preliminary examination of bids.

- 5.4 Only bids that are rated as "passed" shall be considered for evaluation and comparison.
- 5.5 All members of the BAC who are present during bid opening, shall initial every page of the original copies of all bids received and opened.
- 5.6 If no short listed bidder passes the preliminary examination of bid, the BAC shall declare a failure of bidding and issue a Resolution declaring a failure of bidding.

## 6 BID SECURITY

- 6.1 All bids shall be accompanied by a bid security (payable to PDIC) as a guarantee that the successful bidder shall, within ten (10) calendar days from receipt of the *Notice of Award*, enter into a contract with PDIC and furnish the required performance security for the faithful performance of all works called for. Failure to enclose the required bid security as to form and amount prescribed herein shall automatically disqualify the bid concerned.
- 6.2 The bid security shall be in an amount equal to a percentage of the ABC in accordance with the following schedule:

FORM OF SECURITY	AMOUNT (EQUAL TO A PERCENTAGE OF THE ABC)
a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank	2%
b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a local Universal or Commercial Bank, if issued by a foreign bank	

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c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security	5%
d. Any combination of the foregoing	Proportionate to share of form with respect to total amount of security
e. Bid Securing Declaration ( <b>BID FORM NO. 1</b> )	

In case the bidder opts to submit a surety bond, a certification from the Insurance Commission that the insurance company concerned is authorized to issue such security shall be attached. Only surety bonds issued by the Government Service and Insurance System (GSIS) will be accepted even without such certification.

For Irrevocable Letters of Credit issued by a foreign bank, the bidder shall submit a confirmation or authentication from a local universal or commercial bank.

- 6.3 Bids and bid securities shall be valid for 120 calendar days. Bidders who submit bid securities with a validity period of less than 120 calendar days shall be automatically disqualified.
- 6.4 No bid security in the form of surety shall be returned after the opening of bids. Bid securities submitted in other forms (i.e., cash, cashier's check, manager's check) may be returned upon request of a bidder, provided that it is not among the three lowest evaluated complying bidders. In case of withdrawal, it shall be construed as a waiver by the bidder for the award of contract.
- 6.5 Bid securities of unsuccessful bidders in the form of cash, cashier's check or manager's check shall be returned upon the issuance of the Notice of Award, but not later than thirty (30) days after the expiration of the bid validity. The bid security of the successful bidder shall be returned only after the contract has been signed and the required performance security has been furnished: Provider, however that is no later than the expiration of the validity period of the bid security.

## 7. DISCLOSURE OF RELATIONS

All bids shall be accompanied by a sworn affidavit of the bidder that it is not related to the Head of the Procuring Entity, members of the BAC, the TWG, the BAC Secretariat, the head of the PMO or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree.

**NOTE: Failure to comply with any provision of the Instructions to Bidders may result in outright disqualification from the bidding process.**

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Failure to comply with this provision shall be a ground for the automatic disqualification of the bidder in line with Section 30 of the IRR of RA 9184. On the part of the bidder, this provision shall apply to the following persons:

- a. if the bidder is an individual or a sole proprietorship, to the bidder himself;
- b. if the bidder is a partnership, to all its officers and members;
- c. if the bidder is a corporation, to all its officers, directors, and controlling stockholders; and
- d. if the bidder is a joint venture, the provisions of items (a), (b), or (c) of this Section shall correspondingly apply to each of the members of the said joint venture, as may be appropriate.

## 8. ACCEPTANCE/REJECTION OF BIDS

8.1 Neither the lowest bid price nor any proposal will necessarily be accepted. Moreover, no proposal shall be deemed to have been accepted unless and until a *Notice of Award* has been issued to the bidder for and on behalf of PDIC.

8.2 The BAC reserves the right to accept or reject any or all bids, to annul the bidding process at any time prior to awarding of Contract, and to accept the bid most advantageous to PDIC without thereby incurring any liability vis-à-vis the affected bidder(s). The BAC has no obligation to inform the affected bidder(s) of the grounds for its action.

## 9. EVALUATION OF BIDS

The BAC shall adopt the Quality-Cost Based Evaluation procedure in the evaluation of bids. The Technical Proposal shall have a weight of 60 % and the Financial Proposal shall have a weight of 40 %. The evaluation of bids shall be conducted as follows:

a. The BAC first conducts detailed evaluation of the Technical Proposals of each short listed bidder whose technical proposal has been rated "passed," using the following criteria and rating:

1. Experience and capability of the Project Team Leader (20%).
2. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness, timeline and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks and suggested solutions (80%).

b. The BAC ranks all the Technical Proposals, noting those that have earned the required minimum technical rating (80%) and those that have not.

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- c. A formal letter to all bidders whose Technical Proposals earned ratings below the minimum required rating shall be sent, informing them of their failure to qualify. Their Financial Proposal shall be returned unopened.
- d. A formal letter to all bidders whose technical proposals earned at least the minimum required rating shall be sent, informing them thereof and of the date, time and venue of the opening of the Financial Proposals.
- e. If no bid passes the minimum technical rating for QCBE, the BAC shall declare a failure and shall issue a Resolution declaring a failure of bidding.
- f. On the day, time and venue set, the BAC shall open the Financial Proposals of the qualified bidders in public, and record the proposed prices of each qualified bidder. If the proposed price exceeds the ABC, the bidder will be disqualified.
- g. The BAC reviews each Financial Proposal, checks for its completeness, corrects any arithmetical errors, and corrects the recorded proposed prices, if warranted.
- h. The BAC shall disqualify a bidder if:
1. It provides for a required item but does not indicate a price for it and is thus deemed as non-compliant, except that if it specifies 0, "0" (zero) or a "-" (dash) for the said item, it would be deemed as having offered the item for free to the government; and
  2. Its corrected price exceeds the ABC.
- i. The BAC computes the ratings of each Financial Proposal.
- The BAC gives corresponding weights to the Financial and Technical Proposals of the qualified bidders, the weights having been determined in the Pre-procurement Conference and indicated in the bidding documents.
- k. The BAC multiplies the average score of each qualified bidder's Technical Proposal with the percentage value allowed as weight for Technical Proposals. It also multiplies the rate earned by each bidder's Financial Proposal with the percentage value allowed as weight for Financial Proposals. It then adds the resulting products of both operations for each bidder. The sum becomes the total score for the bidder.

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- l. The BAC ranks the bidder in descending order, with the bidder obtaining the highest score being declared as the bidder with the Highest Rated Bid (HRB).
- m. The BAC submits the results of its evaluation to the HOPE, identifying the bidder with the HRB, and recommending that it be authorized to negotiate with this bidder.
- n. The HOPE approves or disapproves the recommendation of the BAC within two (2) calendar days after receiving the same from the BAC.
- o. If the HOPE disapproves the recommendation, he shall state the reason/s for the disapproval and instruct the BAC on the subsequent steps to be adopted. If the HOPE approves the recommendation, the BAC shall, within three (3) calendar days, notify and invite the consultant with the HRB for negotiation.
- p. All participating short listed bidders shall be furnished the results of the evaluation (ranking and total scores only) after the approval by the HOPE of the ranking. The results shall also be posted in the PhilGEPS and the PDIC website for a period of not less than seven (7) calendar days.

## 10. **NEGOTIATION WITH THE BIDDER WITH THE HIGHEST RATED BID**

- 10.1 The BAC shall invite the bidder with the HRB for contract negotiation. In its letter of notification, the BAC shall inform the bidder of the issues in the technical proposal the BAC may wish to be clarified on during negotiations. The following are covered during negotiations:
  - a. Discussion and clarification of the TOR and Scope of Services;
  - b. Discussion and finalization of the methodology and work program proposed by the bidder
  - c. Consideration of the personnel to be assigned to the job;
  - d. Discussion on the services, facilities and data, if any;
  - e. Provisions of the contract
- 10.2 If agreement on all items discussed during negotiations is not possible between the BAC and the first-in-rank bidder, the BAC shall terminate negotiations and invite the next ranked bidder for negotiations. The procedure for negotiations, as described above, shall be repeated until negotiation with a bidder is successfully completed.
- 10.3 If negotiations with all qualified bidders fail, the BAC shall declare a failure and shall issue a Resolution declaring a failure of bidding

## 11. **POST-QUALIFICATION OF THE HIGHEST RATED BID**

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- 11.1 The Highest Rated Bid shall be made to further undergo post-qualification to determine whether it complies with and is responsive to all the requirements and conditions specified in the bidding documents.
- 11.2 Within three (3) calendar days from receipt of the notice from the BAC that it has the HRD, a bidder shall submit the following additional documentary requirements to the BAC:
- a. BIR Electronic Filing and Payment System (EFPS) filed 2014 Income Tax Return and Business Tax Returns within the last six (6) months preceding the date of bid submission; and
  - b. Certificate of PhilGEPS Registration

**Only tax returns filed and taxes paid through the BIR EFPS shall be accepted.**

Failure to submit the above requirements on time or a finding against the veracity thereof shall be ground for the forfeiture of the bid security and the disqualification of the bidder for award.

## 12. CONTRACT AWARD AND IMPLEMENTATION

- 12.1 If the BAC finds that the bidder with the HRD passes the post-qualification criteria, its bid shall be considered as the "HIGHEST RATED RESPONSIVE BID (HRRD)." PDIC shall award the contract to it, at its submitted bid price, subject to the other provisions of this Section.

If, however, the BAC finds that the bidder with the HRD fails the above-mentioned post-qualification criteria, PDIC shall immediately notify it in writing of its post-disqualification and the grounds therefor. It shall then have three (3) calendar days from receipt of such notification to request from the BAC a reconsideration of its decision. The BAC shall evaluate the request for reconsideration using the same non-discretionary "pass/fail" post-qualification criteria.

After PDIC has notified the bidder concerned of its post-disqualification, the BAC shall, within seven (7) calendar days, initiate and perform the same post-qualification process on the bidder with the second highest rated bid. If the request for reconsideration of the bidder with the HRD is denied while the bidder with the next HRD passes the post-qualification criteria, the latter's bid shall be considered as the HRRD. Accordingly, PDIC shall award the contract to it at its submitted bid price, pursuant to the pertinent provisions of this Section.

However, if the second bidder also fails post-qualification, the procedure shall be repeated for the bidder(s) with the next HRD(s), until the HRRD is obtained for award.

- 12.2 Contract award shall be made within the bid validity period. Should it become necessary to extend the validity of bids, PDIC shall request in writing all those who submitted bids for such extension before the bid expiration date. Bidders, however, shall have the right to refuse such extension without forfeiting their bid security.

The successful bidder shall sign the contract with PDIC within ten (10) calendar days upon receipt thereof. All unsuccessful bidders will be notified of the award through official notices/communications. The Notice of Award shall immediately be posted in a conspicuous place within the premises of PDIC and in the website of PDIC and the Philippine Government Electronic Procurement System (PhilGEPS). A copy thereof may be requested in writing.

- 12.3 Payment to the successful bidder shall be subject to government rules and regulations.

**13. TIE-BREAKING METHOD**

In case two or more bidders have been post qualified and declared as Highest Rated Responsive Bidders, the winning bidder shall be determined by drawing lots as per GPPB Circular No. 06-2005 dated 5 August 2005.

**14. PERFORMANCE SECURITY**

To guarantee the faithful performance by the winning bidder of its obligations under the contract, in accordance with the bidding documents, it shall post a performance security prior to the signing of the contract. The performance security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

Form of Security	Minimum Amount in % of Total Contract Price
1. Cash or cashier's/manager's check issued by a Universal or Commercial Bank	Five percent (5%)
2. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a local Universal or	Five percent (5%)

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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.	Thirty percent (30%)
4. Any combination of the foregoing	Proportionate to share of form with respect to total amount of security

**5. FAILURE OF BIDDING**

The BAC shall declare the re-bidding a failure and may resort to negotiated procurement, as provided for in Section 53.1 of the IRR of RA 9184, subject to re-advertisement and/or posting when: a) no bids are received, b) all prospective bidders are declared ineligible or c) all bids fail to comply with all the eligibility and bid requirements or fail post-qualification.

**16. REFUSAL TO ENTER INTO CONTRACT AND POST PERFORMANCE SECURITY**

If the bidder with the Lowest Calculated Responsive Bid fails, refuses, or is unable to enter into a contract with PDIC and/or post the required performance security within the time provided therefor, the appropriate sanctions provided in Section 21 hereof shall be imposed, except where such failure, refusal, or inability is through no fault of the bidder.

The BAC shall disqualify the bidder concerned and shall proceed to consider for award the ~~second~~ Lowest Calculated Responsive Bidder at its submitted bid price provided it does not exceed the ABC. In case of another refusal or failure, the appropriate sanctions shall likewise be imposed and PDIC may consider the next ranked bidder and so on until an award is made.

In the event that no other bidder passes post-qualification, the BAC shall declare the bidding a failure and conduct a rebidding with the requisite re-advertisement and/or posting, pursuant to the IRR of RA 9184.

Should a second failed bidding occur, PDIC may enter into negotiated procurement.

**17. LIQUIDATED DAMAGES**

17.1 If the winning bidder fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of any duly granted time extensions as approved by the BAC, it shall be liable

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for damages resulting from the delay and shall pay PDIC liquidated damages, not by way of penalty, in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the goods/services whose schedule for delivery has been delayed for every day of delay until such goods/services are finally fully delivered and accepted by PDIC.

- 17.2 PDIC need not prove that it has incurred actual damages to be entitled to liquidated damages. PDIC shall deduct such amount from any money due or which may become due to the winning bidder, or collect the same from any securities or warranties posted by the winning bidder whichever is convenient to PDIC. In no case shall the total sum of liquidated damages exceed ten percent (10%) of the total contract price. In the event it does, PDIC shall automatically terminate the contract and impose appropriate sanctions against the winning bidder which shall be over and above the liquidated damages it shall be required to pay.

#### 18. ADMINISTRATIVE SANCTIONS

In addition to the provisions of Rules XXI and XXII of the revised IRR of RA 9184, the Head of the Procuring Entity, subject to the authority delegated to the BAC, if any, shall impose on bidders or prospective bidders, the administrative penalty of suspension for one (1) year for the first offense, and suspension of two (2) years for the second offense from participating in the public bidding process, as well as disqualification from further participating in the public bidding being undertaken by the procuring entity concerned, where applicable, for the following violations:

- a. Submission of eligibility requirements containing false information or falsified documents;
- b. Submission of bids that contain false information or falsified documents or the concealment of such information in the bids;
- c. Allowing the use of one's name or using the name of another for purposes of public bidding;
- d. Withdrawal of a bid, or refusal to accept an award, or to enter into contract with the Government without justifiable cause, after having been adjudged to have submitted the Lowest Calculated Responsive Bid or Highest Rated Responsive Bid;
- e. Refusal or failure to post the required performance security within the prescribed time;
- f. Termination of the contract due to the default of the bidder;
- g. Refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
- h. Any documented attempt by a bidder to unduly influence the outcome of the bidding in his favor; and
- i. All other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late or patently

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insufficient bids, for at least three times within a year, except for valid reasons.

19. **DISCLAIMER**

The BAC reserves the right to suspend, cancel, or reject any or all bids, to waive any defect or informality therein, and to award the contract to the winning bidder whose bid is considered the lowest calculated and responsive bid and the most advantageous to the Corporation. PDIC assumes no obligation to compensate or indemnify a bidder for any expense or loss it may incur in the preparation of bids. Neither does it guarantee that an award will be made.

PDIC shall not assume any responsibility over any erroneous interpretations or conclusions arrived at by the bidder from any material or data furnished by PDIC.

All particulars relative to eligibility, bid security, bid evaluation, post-qualification and award of contract shall be governed by the provisions of RA 9184, and other applicable rules and regulations.

**BIDS AND AWARDS COMMITTEE**

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REPUBLIC OF THE PHILIPPINES )

City of \_\_\_\_\_ ) S.S.

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**BID-SECURING DECLARATION**

**Invitation to Bid/Request for Expression of Interest No.<sup>1</sup> :** (Insert reference number)

To: (Insert name and address of the Procuring Entity)

I/We<sup>2</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bid must be supported by 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<sup>3</sup>, if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

<sup>1</sup> Select one and delete the other.

<sup>2</sup> Select one and delete the other. Adopt same instruction for similar terms throughout the document

<sup>3</sup> Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012

<sup>4</sup> Select one and delete the other.

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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** 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 of Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. \_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of [month] [year].

**NAME OF NOTARY PUBLIC**  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_, [date issued], [place issued]  
IBP No. \_\_\_\_, [date issued], [place issued]

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## OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

## AFFIDAVIT

I/We, (Name of Affiant/s), of legal age, (Civil Status), (Nationality), and residing at (Address of Affiant/s), after having been duly sworn to in accordance with law, do hereby depose and state that:

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

If a sole proprietorship: I am the sole proprietor of (Name of Bidder) with office address at (address of bidder);

If a partnership, corporation, cooperative, or joint venture: I am/We are the duly authorized and designated representative/s of (Name of Bidders) 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/s - Project Code) of the (Name of the Procuring Entity);

If a partnership, corporation, cooperative, or joint venture: I am/We are 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., either a duly notarized Secretary's Certificate (Bid Form No.1.1) or a Partnership's/Joint Venture Certificate (Bid Form No. 1.2) 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;

N  
W  
P  
H

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), 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; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the (Name of the Project).
9. (Name of Bidder) did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_ day of \_\_\_\_\_, 2015 at \_\_\_\_\_, Philippines.

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

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_\_, 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/their insert type of government identification card used, with his/her/their photograph/s and signature/s appearing thereon, with no/s. \_\_\_\_\_ and his/her /their Community Tax Certificate No/s. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of \_\_\_\_\_, 2015.

NAME OF NOTARY PUBLIC \_\_\_\_\_  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
IBP No. \_\_\_\_\_ [date issued], [place issued]

Doc. No. \_\_\_\_\_  
Page. No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of 2015.

**CONSULTING SERVICES FOR THE DEVELOPMENT OF FRAMEWORK FOR  
COMPETENCY-BASED HUMAN RESOURCE SYSTEM**

**FINANCIAL PROPOSAL**

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

The Chairperson  
Bids and Awards Committee  
Philippine Deposit Insurance Corporation  
SSS Makati Building,  
Ayala Avenue corner V. A. Rufino Street  
Makati City

Gentlemen,

Our proposed bid amount, inclusive of VAT and other applicable taxes, for the Consulting Services for the Development of Framework for Competency-Based Human Resource System as specified in the Technical Specifications/ Terms of Reference is \_\_\_\_\_

(P \_\_\_\_\_).

Very truly yours,

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

By:

\_\_\_\_\_  
Authorized Representative

*Handwritten signature*