

AUTHORITY OF SIGNATORY

A. For Corporation/Cooperative

SECRETARY'S CERTIFICATE

I, _____, duly elected and qualified Board Secretary of *(Name of Company)*, a corporation/cooperative duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office or place of business at *(Place)*, DO HEREBY CERTIFY THAT.

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Special/Regular Meeting of the Board of Directors of the Corporation/Cooperative duly convened and held on *(Date)*, at *(Place)*, at which meeting a quorum was present and acting throughout, the following resolutions were unanimously approved and adopted, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that *(Name of Company)* be authorized, as it is hereby authorized and empowered to participate in the bidding of the *(Name of Project)* by the Philippine Deposit Insurance Corporation (PDIC); and that if awarded the project shall enter into a contract with the PDIC; and in connection therewith hereby appoint *(Name of Representative/s)*, acting as duly authorized and designated representative/s of the corporation/cooperative, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the corporation/cooperative in the bidding as fully and effectively as the corporation/cooperative might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do and cause to be done by virtue hereof;

RESOLVED Further That, the corporation/cooperative hereby authorizes its President to:

1. execute a waiver of jurisdiction whereby the corporation/cooperative hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
2. execute a waiver that the corporation/cooperative shall not seek and obtain a writ of injunction or prohibition or restraining order against any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of the contract to a successful bidder, and the carrying out of the awarded contract.

IN WITNESS WHEREOF, I hereby hereunto set my hand this ____ day of _____, 2015 at *(Place)*.

Name of Board Secretary

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2015, at _____, Philippines. Affiant is personally known to me and was 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 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 _____, 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.

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B. For Partnership/Joint Venture:

PARTNERSHIP'S/JOINT VENTURE'S CERTIFICATE

I, _____, of legal age, Filipino Citizen, single/married and with office address at (Place), after having been duly sworn to in accordance with law, do hereby depose and say that:

As (Position) of (Name of Partnership/Joint Venture), I hereby certify that at the Regular/Special Meeting of the Partners held on (date) at (place), during which a quorum was present, the following Resolution was unanimously approved and adopted:

Resolution No. _____

“RESOLVED that the partnership/joint venture be authorized, as it is hereby authorized and empowered to participate in the pre-qualification and bidding for the (Name of Project) requirement of the Philippine Deposit Insurance Corporation (PDIC).

“RESOLVED, further that any of the following person/s are authorized to represent, negotiate, execute, bind and/or sign for or in behalf of the company any document/s required for the purpose of said bidding.

NAME	DESIGNATION	SPECIMEN SIGNATURE
_____	_____	_____
_____	_____	_____

IN WITNESS WHEREOF, I hereby hereunto set my hand this _____ day of _____, 2015 at (Place).

Name of General Manager/President/Partner

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2015, at _____, Philippines. Affiant is personally known to me and was 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 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 _____, 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]

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Name of Bidder: _____
Business Address: _____
Telephone No.: _____

1. Statement of all ongoing government and private contracts, including contracts awarded but not yet started, if any, whether or not similar in nature and complexity to the contract to be bid, excluding contracts with PDIC, if any:

Name of Client	Nature of Work/ Brief Description of the Project/Contract	Amount of Contract	No. of Janitors/ Service Partners Deployed	a. Date Awarded b. Date Started
				a.
				b.
				a.
				b.

2. Statement of single largest completed contract similar to the contract(s) to be bid within the period 2012– 2015 equivalent to at least 50% of the ABC, excluding contract(s) with PDIC, if any:

Year	Name of Client	Nature of Work/ Brief Description of the Project/Contract	Amount of Contract	No. of Janitors/ Service Partners Deployed	a. Date Awarded b. Date Started c. Date Completed

(A contract shall be considered "similar" to the contract to be bid if it involves goods or services of the same nature and complexity as that which is the subject of the public bidding.)

3. Statement of previous/current dealings with a government agency, office or corporation and/or commercial bank within the period 2012-2015.

Name of Client	Nature of Work/ Brief Description of the Project/Contract	Amount of Contract	No. of Janitors/Service Partners Deployed	a. Date Awarded b. Date Started
				a.
				b.
				a.
				b.

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4. Statement of at least one hundred (100) janitors/service partners deployed per year for 2012, 2013 and 2014, excluding deployment with PDIC, if any:

Year	Name of Client	Nature of Work/ Brief Description of the Project/Contract	Amount of Contract	No. of Janitors/Service Partners Deployed	a. Date Awarded b. Date Started c. Date Completed
2012					
2013					
2014					

Submitted by : _____
Name & Signature of Authorized Representative

Designation : _____

Date : _____

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REPUBLIC OF THE PHILIPPINES) SS
_____)

AFFIDAVIT OF COMPLIANCE WITH TECHNICAL SPECIFICATIONS

I/We, (Name of Representative/s), of legal age, single/married, residing at _____ after having been duly sworn to in accordance with law, do hereby depose and state:

1. That I am/We are the (Position of Representative/s) of (Name of Bidder), a corporation/company organized and existing under the law of the Philippines with office address at (Address of Bidder);
2. That our company, (Name of Bidder), is hereby committed to comply with the technical specifications and procedures as stipulated in the Instructions to Bidders and Terms of Reference of the project/s,
3. That I am/We are making this statement in compliance with the requirements of the PDIC – BAC.

IN WITNESS WHEREOF, I have hereunto set my/our hand/s this _____ day of _____, 2015, in _____, Philippines.

[Insert NAME OF BIDDER'S
AUTHORIZED REPRESENTATIVE]
[Insert signatory/ies' legal capacity]
Affiant/s

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.

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OMNIBUS SWORN STATEMENT

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

A F F I D A V I T

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;

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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.
10. Once awarded the contract, (Name of Bidder) shall provide brand new janitorial tools and equipment.

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. _____
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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.¹ : (Insert reference number)

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

I/We², the undersigned, declare that:

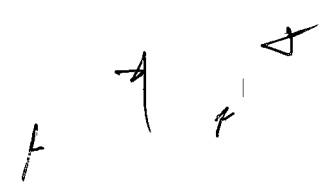
1. I/We understand that, according to your conditions, bid must be supported by Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years 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 Declaration³, 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 Bid⁴, and I/we have furnished the performance security and signed the Contract.

¹ Select one and delete the other.

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

³ Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012

⁴ Select one and delete the other.



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]

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BID AMOUNT FOR THE JANITORIAL AND ALLIED SERVICES

Date: _____

The Chairman
Bids and Awards Committee
Philippine Deposit Insurance Corporation
2228 Chino Roces Avenue, Makati City

Sir/Madam:

Our bid amount for the three-year Janitorial and Allied Services contract, with detailed breakdown shown in the attached Computation of Bid Amount (Bid Form No. 6.a), is as follows:

Total Bid Amount Per Year : _____
(In Words)
: _____
(In Figures)

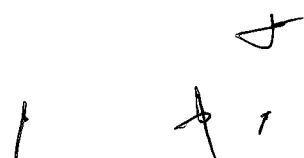
We understand that if we are awarded the contract, the Housekeeping and Physical Upkeep and Facilities Maintenance Program (HPUFMP) shall form part of the contract documents and that the supervisors, janitors/service partners, facilities maintenance crew, and messengers specified in the HPUFMP, who will be deployed to implement it, will be subject to the approval of the Philippine Deposit Insurance Corporation (PDIC). We likewise understand that once the personnel are named, any replacement shall again be subject to the approval of the PDIC.

Very truly yours,

Name of Bidder

By:

Authorized Representative



JANITORIAL AND ALLIED SERVICES

Computation of Bid Amount

1) 2 Supervisors – 6 days a week, 8 hours per day, Sunday to Friday

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE/RATE (DW)	_____	
A. AMOUNT PAYABLE TO SUPERVISOR		
Equivalent Monthly Wage/Rate (MW) [MW = DW x 313/12]		_____
13 th Month Pay (MW/12)		_____
5 Days Service Incentive Leave (DW x 5/12)		_____
ECOLA		_____
Sub-Total		_____
B. AMOUNT PAYABLE TO GOVERNMENT		
SSS Contribution		_____
Philhealth Insurance Premium		_____
ECC		_____
Pag-ibig		_____
Sub-Total		_____
C. ADMINISTRATIVE EXPENSES *		_____
D. COST OF EQUIPMENT, TOOLS & SUPPLIES		_____
E. BASIC CONTRACT COST PER MONTH PER SUPERVISOR (A+B+C+D)		_____
F. VALUE ADDED TAX (VAT)		_____
G. TOTAL CONTRACT COST PER MONTH PER SUPERVISOR (E+F)		_____
H. NUMBER OF SUPERVISORS REQUIRED		_____
I. TOTAL CONTRACT COST PER MONTH (G+H)		_____

* **Not lower than ten percent (10%) of the Total Contract Cost**

2) **37 Janitors/Service Partners – 6 days a week, 8 hours per day, Sunday to Friday**

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE/RATE (DW)	_____	
A. AMOUNT PAYABLE TO JANITORS/SERVICE PARTNERS		
Equivalent Monthly Wage/Rate (MW) [MW = DW x 313/12]		_____
13 th Month Pay (MW/12)		_____
5 Days Service Incentive Leave (DW x 5/12)		_____
ECOLA		_____
Sub-Total		_____
B. AMOUNT PAYABLE TO GOVERNMENT		
SSS Contribution		_____
Philhealth Insurance Premium		_____
ECC		_____
Pag-ibig		_____
Sub-Total		_____
C. ADMINISTRATIVE EXPENSES *		_____
D. COST OF EQUIPMENT, TOOLS & SUPPLIES		_____
E. BASIC CONTRACT COST PER MONTH PER JANITOR/SERVICE PARTNER (A+B+C+D)		_____
F. VALUE ADDED TAX (VAT)		_____
G. TOTAL CONTRACT COST PER MONTH PER SUPERVISOR (E+F)		_____
H. NUMBER OF JANITORS/SERVICE PARTNERS REQUIRED		_____
I. TOTAL CONTRACT COST PER MONTH (G+H)		_____

* **Not lower than ten percent (10%) of the Total Contract Cost**

3) **3 Messengers – 5 days a week, 8 hours per day, Monday to Friday**

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE/RATE (DW)	_____	
A. AMOUNT PAYABLE TO MESSENGER		
Equivalent Monthly Wage/Rate (MW) [MW = DW x 261/12]		_____
13 th Month Pay (MW/12)		_____
5 Days Service Incentive Leave (DW x 5/12)		_____
ECOLA		_____
Sub-Total		_____
B. AMOUNT PAYABLE TO GOVERNMENT		
SSS Contribution		_____
Philhealth Insurance Premium		_____
ECC		_____
Pag-ibig		_____
Sub-Total		_____
C. ADMINISTRATIVE EXPENSES *		_____
D. COST OF EQUIPMENT, TOOLS & SUPPLIES		_____
E. BASIC CONTRACT COST PER MONTH PER MESSENGER (A+B+C+D)		_____
F. VALUE ADDED TAX (VAT)		_____
G. TOTAL CONTRACT COST PER MONTH PER MESSENGER (E+F)		_____
H. NUMBER OF MESSENGERS REQUIRED		_____
I. TOTAL CONTRACT COST PER MONTH (G+H)		_____

* **Not lower than ten percent (10%) of the Total Contract Cost**

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4) 5 Facilities Maintenance Crew – 6 days a week, 8 hours per day, Sunday to Friday

<u>Particulars</u>	<u>Amount</u>	<u>Monthly Rate</u>
DAILY WAGE/RATE (DW)	_____	
A. AMOUNT PAYABLE TO FACILILTIES MAINTENANCE CREW (FMC)		
Equivalent Monthly Wage/Rate (MW) [MW = DW x 313/12]		_____
13 th Month Pay (MW/12)		_____
5 Days Service Incentive Leave (DW x 5/12)		_____
ECOLA		_____
Sub-Total		_____
B. AMOUNT PAYABLE TO GOVERNMENT		
SSS Contribution		_____
Philhealth Insurance Premium		_____
ECC		_____
Pag-ibig		_____
Sub-Total		_____
C. ADMINISTRATIVE EXPENSES *		_____
D. COST OF EQUIPMENT, TOOLS & SUPPLIES		_____
E. BASIC CONTRACT COST PER MONTH PER FMC (A+B+C+D)		_____
F. VALUE ADDED TAX (VAT)		_____
G. TOTAL CONTRACT COST PER MONTH PER FMC (E+F)		_____
H. NUMBER OF FMCs REQUIRED		_____
I. TOTAL CONTRACT COST PER MONTH (G+H)		_____
* Not lower than ten percent (10%) of the Total Contract Cost		
J. Grand Total Per Month (1.I+2.I+3.I+4.I)		_____
K. Grand Total for One (1) Year (Jx12)		_____

AUTHORIZED REPRESENTATIVE

NAME : _____
SIGNATURE : _____
DESIGNATION/POSITION : _____

A J