

TABLE OF CONTENTS

SECTION VIII- BIDDING FORMS

I.	CHECKLIST OF DOCUMENTS.....	76
II.	SLSU BID FORM NO. 1 (TECHNICAL PROPOSALS).....	78
III.	SLSU BID FORM NO. 2 (FINANCIAL PROPOSALS).....	79-80
IV.	SAMPLE FORMS.....	81-95

CHECKLIST OF DOCUMENTS

ENVELOPE NO. 1 - FIRST COMPONENT -ELIGIBILITY AND TECHNICAL COMPONENT	
I. ELIGIBILITY DOCUMENTS under ITB Clause 12.1 (a)	
CLASS "A" DOCUMENTS	
a. Legal Eligibility Documents:	
(i). SEC/DTI Registration	[]
(ii). Valid & Current Mayor's Permit/ Municipal Licenses– 2017	[]
(iii) Valid Tax Clearance	[]
b. Technical Eligibility Documents:	
(iv)(a). <i>The statement of all ongoing government and private contracts shall include all such contracts within the year 2012 to present, prior to the deadline for the submission and receipt of bids, including contracts awarded but not yet started, if any and (See attached Sample Form Nos. SF-GOOD-13a)</i>	[]
(iv)(b). <i>Statement identifying the bidder's single largest completed contract to be bid contracts within the year 2011 to present,, except under conditions provided for in Sec. 23.5.1.3 of the IRR (as amended, GPPB Res. No. 16-2014). (See attached Sample Form Nos. SF-GOOD-13b):</i>	[]
<p style="margin-left: 40px;">These statements shall include, for each contract, the following:</p> <p style="margin-left: 40px;">(iv.1) Name and Location of the Contracts;</p> <p style="margin-left: 40px;">(iv.2) Date of Contracts;</p> <p style="margin-left: 40px;">(iv.3) Kind of goods sold;</p> <p style="margin-left: 40px;">(iv.4) Amount of contract and value of Outstanding Contracts;</p> <p style="margin-left: 40px;">(iv.5) Date of delivery of goods; and</p> <p style="margin-left: 40px;">(iv.6) End-user's acceptance or official receipt(s) issued for the contract, if completed.</p>	
c. Financial Eligibility Documents:	

(v) The Prospective bidder's audited Financial Statement for the year 2017 , stamped " received " by the BIR or its duly accredited and authorized institutions showing, among others, the prospective bidder's total and current assets and liabilities	[]
(vi) The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to be bid (See attached Sample Form Nos. SF-GOOD-14)	[]
CLASS "B" DOCUMENTS	
(vii) Valid joint venture agreement, in case of a joint venture.	[]
II. TECHNICAL DOCUMENTS under ITB Clause No. 12.1 (b):	
(b.i) BID SECURITY (Please see table at Section III-BDS 18.1)	[]
(b.ii) TECHNICAL PROPOSAL	
SLSU BID FORM NO. 1	[]
(b.iii) OMNIBUS SWORN STATEMENT:	[]
The Omnibus Sworn Statement by the prospective bidder or its duly authorized representative as to the following:	[]
<ul style="list-style-type: none"> (1) Name, address and designation of authorized representative (2) The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, with the duly notarized Secretary's Certificate attesting to such fact, if the prospective bidder is a corporation, partnership, cooperative, or joint venture;(See attached Sample Form Nos.- SF-GOOD-35/ SF-GOOD -36) <ul style="list-style-type: none"> (a) Authority of Signatory - Special Power of Attorney [] (b) Authority of Signatory - Secretary's Certificate [] (3) It is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB; (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) It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted; (6) Statement of compliance with the disclosure provision under Section 47 of RA 9184 (Disclosure of Relations) in relation to other provisions of R.A. 3019. (7) It complies with existing labor laws and standards. (8) It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs, such as: <ul style="list-style-type: none"> a. Carefully examined all of the bidding documents; b. Acknowledged 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. Inquired or secured Supplemental/Bid Bulletin(s) issued for the project. (9) 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.	
ENVELOPE NO. 2 - SECOND COMPONENT -FINANCIAL COMPONENT	
SLSU BID FORM NO. 2- Financial Proposal with undertaking	[]

SLSU BID FORM NO. 1- TECHNICAL PROPOSAL

Date : _____
 Invitation to Bid No.: PB-2017-G-03

VALERIO B. CABALO, Ph.D.
 Chair, Bids and Awards Committee
 Southern Leyte State University
 Sogod, Southern Leyte

Sir:

Herewith is our TECHNICAL PROPOSAL for your office requirement:

(INSTRUCTION TO BIDDER: Check the “Comply” box if bidder complies with the SLSU Specifications. A Technical Proposal containing unchecked “Comply” boxes would be automatically rated as “FAILED.”)

Item	Qty.	Specifications	Bidder's Statement of Compliance <i>(Indicate also the brand name, model and detailed specification with supporting brochure and related literature)</i>
1	3 units	<ul style="list-style-type: none"> DESCRIPTION A large four-wheel enclosed vehicle intended for conveying passengers and/or hauling cargo. 	<input type="checkbox"/> Comply

		<ul style="list-style-type: none"> • INCLUSIONS Free Labor charge on 1000 km, & 5000 km. periodic maintenance check-up Three (3) years LTO Registration (red plate) Three (3) years GSIS TPL Insurance One (1) year GSIS Comprehensive Insurance <p>The unit shall be registered under the name of :</p> <p style="padding-left: 40px;">Southern Leyte State University – Sogod Campus</p> <p style="padding-left: 40px;">Southern Leyte State University – Hinunangan Campus</p> <p style="padding-left: 40px;">Southern Leyte State University – San Juan Campus</p> <ul style="list-style-type: none"> • MANUFACTURER’S WARRANTY Scope of Coverage: <ul style="list-style-type: none"> a. Materials used b. Workmanship c. Roadworthiness <p>Duration: Three (3) years or 100,000 kms., whichever comes first.</p> <p>NOTE: For pick-up</p>	<input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply <input type="checkbox"/> Comply
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Very truly yours,

Signature over printed name

Position

Company

Telephone Nos.

Date

SLSU BID FORM NO. 2
(Financial Proposals with Undertaking)

Date : _____
Invitation to Bid No.: PB-2017-G-03

PROSE IVY G. YEPES, Ed. D.
President
Southern Leyte State University
Sogod, Southern Leyte

Attention: **VALERIO B. CABALO, Ph.D.**
The Chairman
Bids and Awards Committee

Dear Madam:

Having examined the Bidding Documents including Supplemental Bid Bulletin No. _____ the receipt of which is hereby duly acknowledged, we, the undersigned, offer to bid for the “Procurement of Three (3) Units Brand New Motor Vehicle” for Southern Leyte State University in conformity with the said Bidding Documents for the sum of _____ [total Bid amount in words and figures], with detailed breakdown of prices as follows:

ITEM	QTY	ITEM DESCRIPTION	UNIT PRICE	TOTAL PRICE (Should be 12% VAT Inclusive)
1	3	BRAND NEW PASSENGER VAN	₱	₱
		TOTAL		₱

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

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 **Error! Reference source not found.** of the Bidding Documents.

Dated this _____ day of _____ 20_____.

[signature over printed name]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of:

[company name, address, and tel. nos]