



## INVITATION FOR NEGOTIATION

02 March 2022

Attention : **ALL PROSPECTIVE SUPPLIERS**

Subject : **SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REPLACEMENT PARTS/COMPONENTS FOR THE REPAIR OF THE FIRE SUPPRESSION SYSTEM AND FIRE DETECTION ALARM SYSTEM OF THE BAGUIO BUILDING OF THE DEVELOPMENT BANK OF THE PHILIPPINES, REFERENCE NO. N-G-2022-01**

Gentlemen:

After two (2) failed biddings, we are inviting interested parties for a Negotiated Procurement for the above-cited subject pursuant to Sec. 53.1 of Revised IRR of RA 9184.

The Approved Budget for the Contract (ABC) is One Million Five Hundred Thousand Pesos (Php1,500,000.00), inclusive of all applicable taxes.

The **Schedule of Negotiation Activities** shall be as follows:

ACTIVITIES	TIME	VENUE
Pre-Negotiation Conference	10 March 2022 (Thursday) 09:30 AM	12/F Executive Staff Room, DBP Head Office, Makati City
Submission of Eligibility, Technical and Financial Documents	17 March 2022 (Thursday) <u>ON OR BEFORE 11:00 AM*</u>	6/F BAC Secretariat DBP Head Office, Makati City
Opening of Eligibility, Technical and Financial Documents	17 March 2022 (Thursday) 01:00 PM	12/F Executive Staff Room, DBP Head Office, Makati City

*\*Late submission shall not be accepted*

We have attached the Checklist of Requirements and the negotiation forms which may be submitted as follows:

- a) Physical submission must include three (3) sets of copies of documents;
- b) Electronic submission must be password-encrypted and must be coordinated with the BAC Secretariat at least one (1) day before the scheduled deadline of submission of proposals.

Suppliers may attend the Pre-negotiation Conference and the Opening of Proposals through videoconference via Zoom Meeting App. Suppliers who wish to attend/participate via Zoom Meeting must coordinate with the BAC Secretariat through email at least one (1) day before the scheduled activity and provide their contact information (e.g. name of company, name of representative, email address, mobile number).

The Bids and Awards Committee (BAC) shall check the completeness of the documents submitted during the opening of eligibility and technical documents. Only those who submitted the complete documents shall be considered for evaluation starting with the lowest financial quotation.

Contract shall be based on the General Conditions of the Contract based on standard bidding documents of RA 9184.

For inquires and other concerns relative to the project, please call our BAC Secretariat at  
Trunkline: (+632) 8818-9511 to 20 local 2610 or 2606  
Telefax: (+632) 8812-5702; Email: [bacsecretariat@dbp.ph](mailto:bacsecretariat@dbp.ph); [bac-sec@dbp.ph](mailto:bac-sec@dbp.ph)

Thank you and we look forward to your active participation in this undertaking.

**ATTY. ERNESTO R. PURUGGANAN**  
Vice President, and  
First Vice Chairperson, Bids and Awards Committee

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REPLACEMENT PARTS/COMPONENTS FOR THE REPAIR OF THE FIRE SUPPRESSION SYSTEM AND FIRE DETECTION ALARM SYSTEM OF THE BAGUIO BUILDING OF THE DEVELOPMENT BANK OF THE PHILIPPINES, REFERENCE NO. N-G-2022-01**

TRANSMITTAL FORM

**CHECKLIST OF REQUIREMENTS FOR SUPPLIERS**

**Note:** Please fill-out this form and submit directly to the BAC Secretariat outside of the sealed envelopes.

FOR MACHINE STAMP (OFFICIAL TIME) BY THE DBP BAC SECRETARIAT  
Received:

Name of Supplier: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Landline: \_\_\_\_\_ Email: \_\_\_\_\_

Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, **submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.**

<b>Item</b>	<b>FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)</b>
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**LEGAL ELIGIBILITY DOCUMENTS**

TAB 1	<p>If the supplier is a joint venture (JV):</p> <p>a. <u>If bidding as a formed JV</u>: Submit the existing valid, duly accomplished, signed and notarized JV Agreement (JVA). The JVA must specifically indicate among others, the following: the partner company that will represent the JV, the shareholdings of each partner company in the JV (to determine which partner company and its nationality has the controlling majority share), and the share of each partner company in the JV.</p> <p>Moreover, please likewise note:</p> <ol style="list-style-type: none"> <li>1) <u>If the JV is incorporated or registered with the relevant government agency</u>, all documents listed in this checklist must be under the JV's name and shall submit the PhilGEPS Certificate of Registration under Platinum Category also under the JV's name.</li> <li>2) <u>If the JV is unincorporated</u>, the PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial eligibility documents (<b>Tab 4 onwards</b>) by any one of the JV partners constitutes collective compliance.</li> </ol> <p><b>b. <u>If bidding as a JV that is yet to be formed</u>: Submit duly notarized Agreement to Enter into Joint Venture (<i>Template per FORM 1</i>).</b> Please likewise note:</p> <p>PhilGEPS Certificate of Registration under Platinum Membership shall be submitted by each of the JV partners, while submission of the technical and financial documents (<b>Tab 4 onwards</b>) by any one of the JV partners constitutes collective compliance.</p>
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Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, **submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.**

Item	<b>FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)</b>
TAB 2	<p>Proof of appointment/authority of supplier's representative:</p> <p>a. Duly notarized Special Power of Attorney (if the supplier is a sole proprietorship) <b>(Template per FORM 2-A)</b></p> <p>OR</p> <p>b. Duly notarized Secretary's Certificate (if the supplier is a corporation, partnership, cooperative or joint venture)</p> <p><b>b.1 <u>If the supplier is a corporation</u> - Template per FORM 2-B</b></p> <p><b>b.2 If the supplier is an <u>INCORPORATED JV</u> - Template per FORM 2-C</b></p> <p><b>b.3 If the supplier is an <u>UNINCORPORATED JV</u> - Template per FORM 2-D</b>  <i>Each JV partner must submit its duly notarized Special Power of Attorney or Secretary's Certificate, whichever is applicable, indicating therein the following:</i></p> <ol style="list-style-type: none"> <li>1. <i>That they are duly authorized to participate in the bidding as a JV;</i></li> <li>2. <i>The authorized Lead Company to represent the JV;</i></li> <li>3. <i>The person designated as the duly authorized representative of the JV to participate in the bidding, sign the bid proposals/bidding documents and sign the ensuing contract with DBP.</i></li> </ol> <p><b>b.4 If the supplier is a <u>JV THAT IS YET TO BE FORMED</u> -</b></p> <p><i>Each JV partner must submit its duly notarized Special Power of Attorney (SPA) or Secretary's Certificate (Template per FORM 2-E), whichever is applicable.</i></p> <p>IN CASE, THERE ARE MORE THAN ONE APPOINTED/DESIGNATED REPRESENTATIVE, USE OF "AND" shall mean <u>both/all representatives must sign the bid forms</u> (i.e. Statements, TOR, financial bid) to be submitted for the bid opening.</p> <p>Use of "OR" is recommended, if possible.</p>
TAB 3	<p>Valid and current Certificate of PhilGEPS Registration (Platinum Membership) including Annex "A" or the List of Class "A" Eligibility Documents required to be uploaded and maintained current and updated in PhilGEPS in accordance with section 8.5.2. of the IRR of RA 9184.</p>

**Only current/ updated PhilGEPS Certificate of Platinum membership shall be accepted during the opening of proposal.**

**Following are the related provisions/requirements based on GPPB Resolution 15-2021 dated 14 October 2021 regarding submission of valid/current PhilGEPS Certificate of Registration (Platinum Membership):**

- ***LIFT the suspension on the implementation of mandatory submission of the PhilGEPS Certificate of Registration (Platinum Membership) in Competitive Bidding and Limited Source Bidding, thus, fully enforcing Sections 8.5.2 and 54.6 of the 2016 revised IRR of RA No. 9184 starting 01 January 2022;***
- ***AMEND Sections 23.1(a)(ii) and 24.1(a)(ii) of the 2016 revised IRR of RA No. 9184 to reflect that the submission of the recently expired Mayor's Permit together with the official receipt as proof that the prospective supplier has applied for renewal within the period prescribed by the concerned local***

<p>Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, <b><u>submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.</u></b></p>	
Item	<b>FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)</b>
<p><b><u>government unit shall be accepted by the PhilGEPS for the purpose of updating the PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 8.5.2 of the 2016 revised IRR of RA 9184.</u></b></p>	
<b>TECHNICAL ELIGIBILITY DOCUMENTS</b>	
TAB 4	<p>Statement by the supplier of <b>ALL</b> its <u>ongoing</u> government and/or private contracts (including those awarded but not yet started, if any), whether similar or not similar in nature and complexity to the contract to be bid (include all contracts with the DBP for the said period, if any (<b>Template per FORM 3</b>), <b>duly signed by the supplier’s authorized representative.</b></p> <p><b>Note:</b> For suppliers who have no ongoing government and/or private contracts, kindly indicate in their statement “NONE” to comply with the requirement. Suppliers will be rated “failed” if no document is submitted or if the document submitted is incomplete or patently insufficient (<i>per GPPB NPM 094-2013 dtd. 2013-12-19</i>)</p>
TAB 5	<p>Statement of single completed contract <u>of similar nature (government or private contract)</u> within the last five (5) years equivalent to at least fifty percent (50%) of the ABC (<b>Template per FORM 4</b>), <b>duly signed by the supplier’s authorized representative.</b></p> <p>Similar contract refers to <b>fire suppression system/fire detection alarm system.</b></p> <p>Listed completed contract must be supported by the following:</p> <ul style="list-style-type: none"> <li>a) <u>Notice of Award (NOA), OR Notice to Proceed (NTP), OR Contract OR Purchase Order (PO)</u></li> <li style="text-align: center;"><b>AND</b></li> <li>b) <u>Any one</u> of the following documents: <ul style="list-style-type: none"> <li>b.1) Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the supplier’s client.</li> <li>b.2) Copy of Official Receipt/s or Sales Invoice/s issued by the supplier to the client (ORs/SIs must sum up to the full amount of total contract price of completed project).</li> </ul> </li> </ul>
<b>FINANCIAL ELIGIBILITY DOCUMENTS</b>	
TAB 6	<p>Completely accomplished computation of Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC (<b>Template per FORM 5</b>), <b>duly signed by the supplier’s authorized representative.</b></p> <ul style="list-style-type: none"> <li>1) The values of the supplier’s current assets and current liabilities shall be based on the AFS for <b>CY 2020</b>;</li> <li>2) The value of the NFCC must at least be equal to the ABC of this project.</li> </ul> <p><b><u>IN case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the Latest Audited Financial Statements</u></b></p>

Note: Per Government Procurement Policy Board (GPPB) Resolution No. 09-2020 on the APPROVING MEASURES FOR THE EFFICIENT CONDUCT OF PROCUREMENT ACTIVITIES DURING A STATE OF CALAMITY, OR IMPLEMENTATION OF COMMUNITY QUARANTINE OR SIMILAR RESTRICTIONS, **submission of Bid Forms without notarizations shall be accepted on the date of the opening of the bids, provided that the notarized Bid Forms shall be submitted after the award but before payment.**

Item	FIRST ENVELOPE: ELIGIBILITY DOCUMENTS AND TECHNICAL REQUIREMENTS (DULY SEALED AND MARKED)																								
<b>TECHNICAL COMPONENT</b>																									
TAB 7	Accomplished Omnibus Sworn Statement ( <i>Template per FORM 6</i> ), duly signed by the supplier's authorized representative and notarized.																								
TAB 8	Accomplished/conformed Technical Specifications per <i>FORM 7</i> , duly signed by the supplier's authorized representative for conformance.  <b>Suppliers must state either "Comply" or "Not Comply" against each of the individual parameters of each Specification and must state their conformance in each and every page of the Technical Specifications.</b>																								
Item	SECOND ENVELOPE: FINANCIAL PROPOSAL (DULY SEALED AND MARKED)																								
TAB 1	Duly accomplished Financial Proposal Form ( <i>Template per FORM 8</i> ), duly signed by the supplier's authorized representative.  <b>Note: Total bid shall not exceed the total ABC of Php 1,500,000.00.</b>																								
TAB 2	<p>Detailed Financial Proposal/Price Schedule duly signed by the supplier's authorized representative. Suppliers <u>shall use</u> <i>FORM 9-A</i> or <i>FORM 9-B</i> as template.</p> <p>The total bid must not exceed the ABC and must be consistent with the total bid per TAB 1.</p> <p>The detailed financial bid must include the unit and total price for the following, the total of which must not exceed the total ABC of Php 1,500,000.00 and must be consistent with the financial bid per TAB 1:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th>Quantity</th> <th>Equipment</th> </tr> </thead> <tbody> <tr> <td>2 pcs</td> <td>Pipe (riser)</td> </tr> <tr> <td>1 pc</td> <td>Gate Valve</td> </tr> <tr> <td>7 pcs</td> <td>Supervisory Switch</td> </tr> <tr> <td>7 pcs</td> <td>Check valve</td> </tr> <tr> <td>7 pcs</td> <td>Flow Switch</td> </tr> <tr> <td>7 pcs</td> <td>Sight Glass</td> </tr> <tr> <td>70 pcs</td> <td>Sprinkler Head</td> </tr> <tr> <td>1 set</td> <td>Control Panel</td> </tr> <tr> <td>18 pcs</td> <td>Smoke Detector</td> </tr> <tr> <td>6 pcs</td> <td>Heat Detector</td> </tr> <tr> <td>7 pcs</td> <td>Annunciators</td> </tr> </tbody> </table>	Quantity	Equipment	2 pcs	Pipe (riser)	1 pc	Gate Valve	7 pcs	Supervisory Switch	7 pcs	Check valve	7 pcs	Flow Switch	7 pcs	Sight Glass	70 pcs	Sprinkler Head	1 set	Control Panel	18 pcs	Smoke Detector	6 pcs	Heat Detector	7 pcs	Annunciators
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# FORM 1 (page 1 of 5)

## PROTOCOL/UNDERTAKING TO ENTER INTO A JOINT VENTURE

KNOW ALL MEN BY THESE PRESENTS:

This Protocol/Undertaking to Enter into a Joint Venture "Undertaking" is made and executed by:

\_\_\_\_\_  
(Name of the Service Provider/Potential JV Partner),  
a sole proprietorship/partnership/corporation (Choose one, delete the others) duly  
organized and existing under Philippine laws, with principal office address at  
\_\_\_\_\_  
(Address), represented by its \_\_\_\_\_  
(Position of the Representative as indicated in the Secretary's Certificate),  
\_\_\_\_\_  
(Name of the Authorized Representative as indicated in the  
Secretary's Certificate)

- and -

\_\_\_\_\_  
(Name of the Service Provider/Potential JV Partner),  
a sole proprietorship/partnership/corporation (Choose one, delete the others) duly  
organized and existing under Philippine laws, with principal office address at  
\_\_\_\_\_  
(Address), represented by its \_\_\_\_\_  
(Position of the Representative as indicated in the Secretary's Certificate),  
\_\_\_\_\_  
(Name of the Authorized Representative as indicated in the  
Secretary's Certificate)

herein referred to collectively as the "**SUPPLIERS**"

- in favor of -

The **DEVELOPMENT BANK OF THE PHILIPPINES**, a financial institution created and operating pursuant to the provisions of Executive Order No. 81 dated December 3, 1986, otherwise known as the 1986 Revised Charter of the Development Bank of the Philippines, as amended by Republic Act No. 8523 dated February 14, 1998, with principal office at DBP Building, Sen. Gil J. Puyat Avenue, Makati City, Philippines, and herein referred to as "**DBP**" or the "**PROCURING ENTITY**".

## **FORM 1 (page 2 of 5)**

### **WITNESSETH:**

**WHEREAS**, the **SUPPLIERS** desire to form and participate as a JOINT VENTURE (“JV”) in the public bidding that will be conducted by the Development Bank of the Philippines pursuant to RA 9184 and its Revised IRR, with the following particulars:

<b>Bid Reference No.:</b>	
<b>Name/Title of Procurement Project:</b>	
<b>Approved Budget for the Contract:</b>	

**WHEREAS**, as of the date of submission of the bid for the above-mentioned procurement project of **DBP**, the **SUPPLIERS** have not executed or entered into a Joint Venture Agreement;

**WHEREAS**, pursuant to Sections 23.1(b) for Goods and 24.1(b) for Consulting Services of the 2016 Revised IRR of RA 9184, Suppliers that desire to participate in the bidding project as a Joint Venture, are required to submit a Joint Venture Agreement (“JVA”) and in the absence thereof, a Notarized Statement from all the potential JV partners stating therein that they will enter into and abide by the provisions of the JVA in the event that the bid is successful and failure to enter into a joint venture within ten (10) calendar days after receipt of the Notice of Award shall be a ground for the forfeiture of the bid security;

**NOW, THEREFORE**, for and in consideration of the foregoing premises, the **SUPPLIERS**, hereby undertake in favor of the **PROCURING ENTITY**, as follows:

1. The **SUPPLIERS** shall enter into a JOINT VENTURE and sign and execute a Joint Venture Agreement and abide by its provisions in the event that the bid is successful in the above-mentioned procurement project of **DBP**.
2. The **SUPPLIERS** shall furnish **DBP**, through its Bids and Awards Committee (BAC) Secretariat, a duly signed and notarized copy of the JVA within ten (10) calendar days from receipt of the Notice from the DBP-BAC that the **SUPPLIERS** were declared as the Lowest Calculated and Responsive Service Provider (LCRB) or Highest Rated and Responsive Service Provider (HRRB), as the case may be.
3. For the purpose of executing and performing all acts necessary in order to participate in this bidding project, the following shall be the authorized



# FORM 1 (page 3 of 5)

representative of the **SUPPLIERS** or the JV to be formed as supported by the **SUPPLIER'S** respective Secretary's Certificate:<sup>1</sup>

Name	Company and Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

acting:  singly (or)  jointly (and)  any \_ (1 or 2)

4. The **SUPPLIERS** shall indicate in the Joint Venture Agreement the following provisions, among others:

- a. The JV Partners agree to be bound **jointly and severally** under the Joint Venture Agreement in relation to this bid project and the contract to be entered into with DBP;
- b. The shareholdings and contribution of each JV Partner to the Joint Venture (with percentages [%]);
- c. The Lead Company/JV Partner which shall be authorized to represent the JV in connection with this bid project specifying therein that the said lead company and the designated representative is duly authorized:
  - i) to execute the contract to be entered into by and between the JV and DBP **as indicated in Item No. 3 above**; and
  - ii) to issue the billing, sales invoice and receive any and all payments from DBP on behalf of the JV as well as the issuance of the corresponding official receipt.
- d. The manner of management.

5. The **SUPPLIERS** further undertake that they shall comply with the 2016 IRR of RA 9184 or the Government Procurement Reform Act, and all other prevailing/applicable laws, as well as the policies of **DBP**.

6. The **SUPPLIERS** hereby acknowledge that pursuant to relevant provisions of the 2016 Revised IRR of RA 9184, failure on the part of the **SUPPLIERS** to enter into the Joint Venture, execute/sign a Joint Venture Agreement, and furnish DBP a notarized copy thereof within the period specified above after a Notice of Award was duly issued by **DBP**, for any reason, shall be a ground for non-issuance

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<sup>1</sup>NAMES and ACTING AUTHORITY SHOULD CORRESPOND TO THAT STATED IN THE SUPPORTING SECRETARY'S CERTIFICATE FOR BOTH CORPORATIONS.

# FORM 1 (page 4 of 5)

of the Notice to Proceed, forfeiture of the bid security and such other administrative and/or civil liabilities imposed under RA 9184 and its Revised IRR, GPPB Resolutions and Issuances, without liability on the part of DBP.

7. The **SUPPLIERS** further acknowledge that in relation to this bidding project and Undertaking, notice to one of the **SUPPLIERS**/Potential JV Partners is deemed notice to all **SUPPLIERS**.

**IN WITNESS WHEREOF**, the **SUPPLIERS** have caused these presents to be signed at \_\_\_\_\_ (Place of Signing), Philippines this \_\_\_\_\_ (Date of Signing).

## **SUPPLIERS:**

\_\_\_\_\_  
(Name of JV Partner No. 1)  
By:

\_\_\_\_\_  
(Name of JV Partner No. 2)  
By:

\_\_\_\_\_  
(Name of the Authorized Signatory of  
JV Partner No. 1)  
(Position)

\_\_\_\_\_  
(Name of the Authorized Signatory of  
JV Partner No. 2)  
(Position)

Per Secretary's Certificate dated \_\_\_\_\_

Per Secretary's Certificate dated \_\_\_\_\_

**FORM 1 (page 5 of 5)**

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
MAKATI CITY ) SS.

**BEFORE ME**, this \_\_\_\_ day of \_\_\_\_\_ personally appeared:

Name	Competent Evidence of Identity	Place/Date Issued

known to me and to me known to be the same person/s who executed the foregoing instrument and who acknowledged to me that the same is his/her free and voluntary act and deed. This instrument, which consists of \_\_\_\_\_( ) pages, refers to a Protocol/Undertaking to Enter into a Joint Venture and signed by the Suppliers and their instrumental witnesses on each and every page thereof.

**IN TESTIMONY WHEREOF**, I have hereunto set my hand and affixed my notarial seal at the place and on the date first above written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 20\_\_.

**(For Sole Proprietorships)**

**(use Supplier's Official Letterhead)**

## ***SPECIAL POWER OF ATTORNEY***

I, \_\_\_\_\_, Filipino, of legal age, doing business under the trade name and style of "\_\_\_\_\_", duly organized and existing under Philippine laws, with principal office address at \_\_\_\_\_ hereby name, constitute, and appoint \_\_\_\_\_ **(Name of Attorney-in-Fact)** as my authorized representative and attorney-in-fact to do, execute, and perform any and all acts necessary to participate, submit bids, sign and execute documents and instruments, including the Bid Securing Declaration and/or to represent me in any and all bidding proceedings conducted by the Development Bank of the Philippines for the Bid Project \_\_\_\_\_ **(Indicate Bid Project Title and No.):**

I hereby grant, unto my said attorney-in-fact, full power and authority, to do, execute and perform all acts necessary or proper to render effective the power above-stated, as fully and effectively as I might or could lawfully do if personally present, and hereby ratifying and confirming all that my said attorney-in-fact shall do with full power of substitution and hereby further confirms all that said representative shall lawfully do or cause to be done by virtue hereof.

**FORM 2-A (page 2 of 2)**

**IN WITNESS WHEREOF**, I have hereunto affixed my signature on this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Affiant/Principal

\_\_\_\_\_  
Attorney-in-Fact

Signed in the Presence of:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Witness

(NOTE: PLS. USE THIS FORM **ONLY** IF THE REGISTERED PROPRIETOR OPTS TO AUTHORIZE ANOTHER PERSON TO REPRESENT HER/HIM TO DO, EXECUTE, AND PERFORM ANY AND ALL ACTS NECESSARY IN ORDER TO PARTICIPATE, SUBMIT BIDS, SIGN AND EXECUTE DOCUMENTS PERTAINING TO THE BID PROJECT.)

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES)  
) SS.

BEFORE ME, a Notary Public for and in the (Province/City/Municipality) of \_\_\_\_\_, personally appeared \_\_\_\_\_ with Identification No. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_, known to me and to me known to be the same person who executed the foregoing instrument which he/she acknowledged to me to be his/her free and voluntary act and deed, consisting of only \_\_\_\_\_ (\_\_\_\_) page/s, including this page in which this Acknowledgement is written, duly signed by him/her and his/her instrumental witnesses on each and every page hereof.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ at \_\_\_\_\_, Philippines.

**NOTARY PUBLIC**

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

**FORM 2-B (page 1 of 2)**

**(For Corporations, Partnerships or Cooperatives)**

**(use Supplier’s Official Letterhead)**

REPUBLIC OF THE PHILIPPINES)  
 ) S.S.

SECRETARY’S CERTIFICATE

I, \_\_\_\_\_ (Name of the Corporate Secretary), the Corporate Secretary of the \_\_\_\_\_ (Name of the Corporation), a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office at \_\_\_\_\_ (Address of the Corporation) (the “Corporation”), after having been duly sworn according to law, does hereby certify that at the meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ (Date of the meeting) at \_\_\_\_\_ (Place of the meeting) at which a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted through Board Resolution No. \_\_\_\_ (Indicate Board Resolution No.), Series of 20\_\_:

“**RESOLVED**, that the Corporation is hereby authorized to participate in the bidding of \_\_\_\_\_ (Name of the Project and Project ID No.) of the Development Bank of the Philippines (“DBP” or the “Procuring Entity”) and if awarded the project shall enter into contract with DBP;

**RESOLVED**, that in connection with the said bidding, the following is/are hereby appointed and designated as the duly authorized representative/s of the **Corporation**, granted with full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Corporation** to participate in the bidding of the above-mentioned project which includes **to sign for and in behalf of the Corporation all bid documents, submit the bid**, and to sign contracts, agreements, instruments, statements, reports, and other documents pertaining to the bidding **including the ensuing contract with DBP** and all other documents, as may be required:

Name	Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

acting:     singly (or)  jointly (and)  any \_ (1 or 2)

**FORM 2-B (page 2 of 2)**

**RESOLVED FURTHER THAT**, the \_\_\_\_\_ (Name of the Corporation):

- (1) Submits itself to the jurisdiction of the Philippine government and waives its right to question the jurisdiction of the Philippine courts; and
- (2) Shall neither seek nor obtain writs of injunction or prohibition or restraining order against the DBP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of the award of a contract to a successful Service Provider, and the carrying out of the awarded contract.

**RESOLVED FINALLY**, that the foregoing authorities shall remain in full force and effect and binding on the Corporation until notice in writing is received by DBP, revoking, amending, or otherwise modifying the same.”

The undersigned further certifies that the foregoing resolutions have not been revoked, amended, or otherwise modified, and remain valid and subsisting.

The foregoing excerpts of the minutes of the Board meeting are true and correct and in accordance with the corporate records under my custody and are consistent with the Articles of Incorporation and By-laws of the Corporation.

IN WITNESS WHEREOF, I have hereunto affixed my signature on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Corporate Secretary

SUBSCRIBED AND SWORN to before me, this day of , 20 at , affiant exhibiting to me his/her Competent Evidence of Identity issued on \_\_\_\_\_ at \_\_\_\_\_.

NOTARY PUBLIC

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

**(For FORMED Joint Venture-Incorporated)**

**(use Supplier's Official Letterhead)**

REPUBLIC OF THE PHILIPPINES)  
 ) S.S.

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_ (Name of the Corporate Secretary), the Corporate Secretary of the \_\_\_\_\_ (Name of the Corporation), a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office at \_\_\_\_\_ (Address of the Corporation) (the "Corporation"), after having been duly sworn according to law, does hereby certify that at the meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ (Date of the meeting) at \_\_\_\_\_ (Place of the meeting) at which a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted through **Board Resolution No. \_\_\_\_ (Indicate Board Resolution No.), Series of 20\_\_**:

**"RESOLVED**, that \_\_\_\_\_ (Name of the Joint Venture) is authorized to participate in the bidding of \_\_\_\_\_ (Project ID-No.) \_\_\_\_\_ of the Development Bank of the Philippines ("DBP" or the "Procuring Entity"); and that in connection with the said bidding, the following is/are hereby appointed and designated as the duly authorized representative/s of the **JV**, granted with full power and authority to do, execute and perform any and all acts necessary and/or **to represent the JV to participate in the bidding of the above-mentioned project which includes to sign for and in behalf of the JV all bid documents**, submit the bid, and to sign contracts, agreements, instruments, statements, reports, and other documents pertaining to the bidding **including the ensuing contract with DBP and all other documents**, as may be required:

Name	Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

acting:     singly (or)  jointly (and)  any \_ (1 or 2);



## **FORM 2-C (page 2 of 2)**

**RESOLVED FURTHER**, that the \_\_\_\_\_  
(Name of the JV):

- (1) Submits itself to the jurisdiction of the Philippine government and waives its right to question the jurisdiction of the Philippine courts; and
- (2) Shall neither seek nor obtain writs of injunction or prohibition or restraining order against the DBP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of the award of a contract to a successful Service Provider, and the carrying out of the awarded contract.

**RESOLVED FINALLY**, that the foregoing authorities shall remain in full force and effect and binding on the Corporation until notice in writing is received by DBP, revoking, amending, or otherwise modifying the same.”

The undersigned further certifies that the foregoing resolutions have not been revoked, amended, or otherwise modified, and remain valid and subsisting.

The foregoing excerpts of the minutes of the Board meeting are true and correct and in accordance with the corporate records under my custody and are consistent with the Articles of Incorporation and By-laws of the Corporation.

**IN WITNESS WHEREOF**, I have hereunto affixed my signature on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Corporate Secretary

SUBSCRIBED AND SWORN to before me, a Notary Public for and in \_\_\_\_\_, personally appeared (name of corporate secretary), who has satisfactorily proven to me his/her identity through his/her I.D. No. (ID Name and number) valid until (expiry date) that he/she is the same person who executed and voluntarily signed the foregoing Secretary's Certificate which he/she acknowledged before me as his/her free and voluntary act and deed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_.

**NOTARY PUBLIC**

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

**(For UNINCORPORATED Joint Venture)**

REPUBLIC OF THE PHILIPPINES)  
 ) SS.

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_ (**Name of the Corporate Secretary**),  
the Corporate Secretary of the \_\_\_\_\_ (**Name of the Corporation**), a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office at \_\_\_\_\_ (**Address of the Corporation**) (the "Corporation"), after having been duly sworn according to law, do hereby certify that at the meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ (**Date of the meeting**) at \_\_\_\_\_ (**Place of the meeting**) at which a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted through Board Resolution No. \_\_\_\_ (**Indicate Board Resolution No.**), Series of 20\_\_:

"**RESOLVED**, that the Corporation is hereby authorized to participate in the bidding of \_\_\_\_\_ (**Name of the Project and Project ID No.**) of the Development Bank of the Philippines ("DBP" or the "Procuring Entity") as a Joint Venture ("JV") with \_\_\_\_\_ (**Name of the Joint Venture Partner**), hereinafter referred to as the "**Unincorporated JV**" pursuant to the terms and conditions of the Joint Venture Agreement ("JVA") executed by and between the said corporations on \_\_\_\_\_ (**Date of the JVA**);

**RESOLVED ALSO**, that in connection with the said bidding, the following is/are hereby appointed and designated as the duly authorized representative/s of the **Unincorporated JV and the Lead Partner of the said Unincorporated JV**, granted with full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Unincorporated JV** to participate in the bidding of the above-mentioned project which includes to sign for and in behalf of the **Unincorporated JV** all bid documents, submit the bid, and to sign contracts, agreements, instruments, statements, reports, and other documents pertaining to the bidding including the ensuing contract with DBP and all other documents, as may be required:

LEAD PARTNER: \_\_\_\_\_ (NAME OF CORPORATION)

## FORM 2-D (page 2 of 3)

Name <sup>2</sup>	Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

acting:     singly (or)                       jointly (and)                       any \_ (1 or 2);

**RESOLVED FURTHER** that, the \_\_\_\_\_ (Name of the Corporation):

- (3) Submits itself to the jurisdiction of the Philippine government and waives its right to question the jurisdiction of the Philippine courts; and
- (4) Shall neither seek nor obtain writs of injunction or prohibition or restraining order against the DBP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of the award of a contract to a successful Service Provider, and the carrying out of the awarded contract.

**RESOLVED FINALLY** that, the foregoing authorities shall remain in full force and effect and binding on the Corporation until notice in writing is received by DBP, revoking, amending, or otherwise modifying the same.”

The undersigned also certifies that \_\_\_\_\_ (Name of the Corporation's Signatory to the JVA) has been previously and duly authorized by the Board of the Directors thru Board Resolution No. \_\_\_\_, Series of \_\_\_\_ (Indicate the Board Resolution authorizing the Representative of the Corporation as Signatory to the JVA) to sign the JVA for and in behalf of the Corporation.

The undersigned further certifies that the foregoing resolutions have not been revoked, amended, or otherwise modified, and remain valid and subsisting.

The foregoing excerpts of the minutes of the Board meeting are true and correct and in accordance with the corporate records under my custody and are consistent with the Articles of Incorporation and By-laws of the Corporation.

---

<sup>2</sup>Both Corporations should designate the same representative/s to sign the bidding documents and the contract, if awarded the project subject of the bidding. The name must be consistent with the authorized representative as indicated in the Joint Venture Agreement.

**FORM 2-D (page 3 of 3)**

**IN WITNESS WHEREOF**, I have hereunto affixed my signature on this \_\_\_\_ day of \_\_\_\_\_,  
20\_\_ at \_\_\_\_\_.

\_\_\_\_\_

**Corporate Secretary**

SUBSCRIBED AND SWORN to before me, this day of, 20 at , affiant exhibiting to me his/her  
Competent Evidence of Identity issued on \_\_\_\_\_ at \_\_\_\_\_.

**NOTARY PUBLIC**

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

**FORM 2-E (page 1 of 2)**

**For JV to be formed (Corporation)**

REPUBLIC OF THE PHILIPPINES)  
 ) SS.

**SECRETARY’S CERTIFICATE**

I, \_\_\_\_\_ (Name of the Corporate Secretary), the Corporate Secretary of the \_\_\_\_\_ (Name of the Corporation), a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office at \_\_\_\_\_ (Address of the Corporation) (the “Corporation”), after having been duly sworn according to law, do hereby certify that at the meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ (Date of the meeting) at \_\_\_\_\_ (Place of the meeting) at which a quorum was present and acted throughout, the following resolutions were unanimously approved and adopted through **Board Resolution No. \_\_\_\_ (Indicate Board Resolution No.), Series of 20\_\_**:

“**RESOLVED**, that the Corporation is hereby authorized to participate in the bidding of \_\_\_\_\_ (Name of the Project and Project ID No.) of the Development Bank of the Philippines (“DBP” or the “Procuring Entity”) as a Joint Venture (“JV”) with \_\_\_\_\_ (Name of the Joint Venture Partner), hereinafter referred to as the “**Unincorporated JV**” pursuant to the terms and conditions of the Joint Venture Agreement (“JVA”) executed by and between the said corporations on \_\_\_\_\_ (Date of the JVA);

**RESOLVED ALSO**, that in connection with the said bidding, the following is/are hereby appointed and designated as the duly authorized representative/s of the **Unincorporated JV and the Lead Partner of the said Unincorporated JV**, granted with full power and authority to do, execute and perform any and all acts necessary and/or to represent the **Unincorporated JV** to participate in the bidding of the above-mentioned project which includes to sign for and in behalf of the **Unincorporated JV** all bid documents, submit the bid, and to sign contracts, agreements, instruments, statements, reports, and other documents pertaining to the bidding including the ensuing contract with DBP and all other documents, as may be required:

LEAD PARTNER: \_\_\_\_\_ (NAME OF CORPORATION)

Name <sup>3</sup>	Position	Specimen Signature
_____	_____	_____
_____	_____	_____
_____	_____	_____

acting:     singly (or)     jointly (and)     any \_ (1 or 2);

<sup>3</sup>Both Corporations should designate the same representative/s to sign the bidding documents and the contract, if awarded the project subject of the bidding. The name must be consistent with the authorized representative as indicated in the Joint Venture Agreement.

**FORM 2-E (page 2 of 2)**

**RESOLVED FURTHER** that, the \_\_\_\_\_ (Name of the Corporation):

- (5) Submits itself to the jurisdiction of the Philippine government and waives its right to question the jurisdiction of the Philippine courts; and
- (6) Shall neither seek nor obtain writs of injunction or prohibition or restraining order against the DBP or any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of the award of a contract to a successful Service Provider, and the carrying out of the awarded contract.

**RESOLVED FINALLY** that, the foregoing authorities shall remain in full force and effect and binding on the Corporation until notice in writing is received by DBP, revoking, amending, or otherwise modifying the same.”

The undersigned also certifies that \_\_\_\_\_ (Name of the Corporation’s Signatory to the JVA) has been previously and duly authorized by the Board of the Directors thru Board Resolution No. \_\_\_\_, Series of \_\_\_\_ (Indicate the Board Resolution authorizing the Representative of the Corporation as Signatory to the JVA) to sign the JVA for and in behalf of the Corporation.

The undersigned further certifies that the foregoing resolutions have not been revoked, amended, or otherwise modified, and remain valid and subsisting.

The foregoing excerpts of the minutes of the Board meeting are true and correct and in accordance with the corporate records under my custody and are consistent with the Articles of Incorporation and By-laws of the Corporation.

**IN WITNESS WHEREOF**, I have hereunto affixed my signature on this \_\_\_\_ day of \_\_\_\_\_, 20 at \_\_\_\_\_.

\_\_\_\_\_  
**Corporate Secretary**

SUBSCRIBED AND SWORN to before me, this day of , 20 at , affiant exhibiting to me his/her Competent Evidence of Identity issued on \_\_\_\_\_ at \_\_\_\_\_.

**NOTARY PUBLIC**

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

**(use Supplier's Official Letterhead)**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REPLACEMENT PARTS/COMPONENTS FOR THE REPAIR OF THE FIRE SUPPRESSION SYSTEM AND FIRE DETECTION ALARM SYSTEM OF THE BAGUIO BUILDING OF THE DEVELOPMENT BANK OF THE PHILIPPINES, REFERENCE NO. N-G-2022-01**

**STATEMENT OF ALL ONGOING GOVERNMENT & PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED (if any) (whether similar or not similar in nature)**

*Business Name* : \_\_\_\_\_

*Business Address* : \_\_\_\_\_

Name of Contract/ Project Cost	a) Owner's Name b) Address c) Telephone Nos.	Nature of Work	Supplier's Role		a) Date Awarded b) Date Started c) Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<b>Government Contracts</b>								
1)								
2)								
3)								
4)								
<b>Private Contracts</b>								
1)								
2)								
3)								
4)								
5)								

*Submitted by* : \_\_\_\_\_  
(Printed Name & Signature)

*Designation* : \_\_\_\_\_

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

**(use Supplier's Official Letterhead)**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REPLACEMENT PARTS/COMPONENTS FOR THE REPAIR OF THE FIRE SUPPRESSION SYSTEM AND FIRE DETECTION ALARM SYSTEM OF THE BAGUIO BUILDING OF THE DEVELOPMENT BANK OF THE PHILIPPINES, REFERENCE NO. N-G-2022-01**

**STATEMENT OF SINGLE CONTRACT (GOVERNMENT OR PRIVATE), OF SIMILAR NATURE COMPLETED WITHIN THE LAST FIVE (5) YEARS EQUIVALENT TO AT LEAST FIFTY PERCENT (50%) OF THE ABC**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract	a) Owner's Name b) Address c) Telephone Nos.	Nature of Work	Supplier's Role		a) Amount at Award b) Amount at Completion c) Duration	a) Date Awarded b) Contract Effectivity c) Date Complete d)
			Description	%		

**IMPORTANT:** Please attach the following supporting documents related to each listed completed similar contract:

Listed completed contracts must be supported by the following:

- 1) Notice of Award (NOA), **OR** Notice to Proceed (NTP), **OR** Contract/Purchase Order (PO)

**AND**

- 2) **Any one** of the following documents:

- 2.1) Copy of Certificate of Completion or Certificate of Acceptance or Certificate of Satisfactory Performance issued by the Supplier's client;
- 2.2) Copy of Official Receipt/s or Sales Invoice/s issued by the Service Provider to the client (ORs/ SIs must sum up to the full amount of total contract price of completed project).

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)

Designation : \_\_\_\_\_

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

**Note: Similar to the project refers to fire suppression system and/or fire detection alarm system.**



**(use Supplier's Official Letterhead)**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REPLACEMENT PARTS/COMPONENTS FOR THE REPAIR OF THE FIRE SUPPRESSION SYSTEM AND FIRE DETECTION ALARM SYSTEM OF THE BAGUIO BUILDING OF THE DEVELOPMENT BANK OF THE PHILIPPINES, REFERENCE NO. N-G-2022-01**

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY**

- A. Summary of the Applicant Firm's/Contractor's assets and liabilities on the basis of the Audited Financial Statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

	Year 20__
1. Current Assets	
2. Current Liabilities	
3. Current Net Worth/Net Working Capital (Item 1 minus Item2)	

- B. Total value of all outstanding or uncompleted portions of the projects under ongoing contracts (government or private), including awarded contracts yet to be started coinciding with the contract to be bid, *(Per FORM 2)* \_\_\_\_\_

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

**NFCC =** [(Current assets minus current liabilities) **(15)**] minus the 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.

***(PLEASE SHOW COMPUTATION)***

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

**NFCC =**

**₱**

Submitted by:

\_\_\_\_\_  
Name of Firm / Contractor

\_\_\_\_\_  
Name and Signature of Authorized Representative

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

**Note: In case of Joint Venture, the partner responsible to submit the NFCC shall likewise submit the Statement of all its ongoing contracts and the latest EFPS Filed Audited Financial Statements**

## **FORM 6 (page 1 of 3)**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REPLACEMENT PARTS/COMPONENTS FOR THE REPAIR OF THE FIRE SUPPRESSION SYSTEM AND FIRE DETECTION ALARM SYSTEM OF THE BAGUIO BUILDING OF THE DEVELOPMENT BANK OF THE PHILIPPINES, REFERENCE NO. N-G-2022-01**

### **Omnibus Sworn Statement**

*[shall be submitted with the Bid]*

\_\_\_\_\_  
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 or authorized representative of [Name of Service Provider] with office address at [address of Service Provider];

*[If a partnership, corporation, cooperative, or joint venture:]* I am the duly authorized and designated representative of [Name of Service Provider] with office address at [address of Service Provider];

2. *[Select one, delete the other:]*

*[If a sole proprietorship:]* As the owner and sole proprietor, or authorized representative of [Name of Service Provider], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Service Provider] 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

## **FORM 6 (page 2 of 3)**

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 Service Provider] 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:]* The owner or sole proprietor is 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 Service Provider] 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 Service Provider] 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 Service Provider] complies with existing labor laws and standards; and
8. [Name of Service Provider] is aware of and has undertaken the responsibilities as a Service Provider in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Service Provider] 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.

**FORM 6 (page 3 of 3)**

10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

**IN WITNESS WHEREOF**, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

*[Insert NAME OF SERVICE PROVIDER OR ITS  
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.

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]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**Technical Specifications/ Requirement**

**Supplier's Statement of Compliance**  
Suppliers must state here either "Comply" or "Not Comply"



DEVELOPMENT BANK OF THE PHILIPPINES  
Head Office: San Gil J. Puyat Avenue corner  
Makati Avenue, Makati City, Philippines

**PROJECT : SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REPLACEMENT PARTS/COMPONENTS FOR THE REPAIR OF THE FIRE SUPPRESSION SYSTEM AND FIRE DETECTION ALARM SYSTEM**  
**LOCATION : DBP BAGUIO, LOWER SESSION ROAD, BAGUIO CITY**  
**SUBJECT : TERMS OF REFERENCE**

The Project shall cover the supply of labor and materials for the repair and replacement of parts/components for Fire Suppression System and Fire Detection Alarm System at DBP Baguio, Lower Session Road, Baguio City.

**I. APPROVED BUDGET FOR THE CONTRACT (ABC): ONE MILLION FIVE HUNDRED THOUSAND PESOS (Php 1,500,000.00)**

ITEM	QUANTITY
B.I Pipe (riser)	1 lot
Gate Valve	
Supervisory Switch	
Check Valve	
Flow Switch	
Sight Glass	
Sprinkler Head	
Control Panel	
Smoke Detector	
Heat Detectors	
Annunciators	
<b>TOTAL ABC</b>	

\*Inclusive of supply, delivery, and taxes.

**II. REQUIREMENTS/TERMS OF REFERENCE**

The Contractor shall hold all the obligations, duties, and responsibilities necessary to the successful completion of the contract assigned to or be undertaken by the Contractor, including all labor, materials, equipment, and services.

1. The Contractor shall furnish the services of an experienced superintendent who shall be constantly in charge of the installation of the work, together with all skilled workmen, technicians, metal workers, helpers, and labor required to unload, transfer, connect-up, adjust, start, operate, integrate, and test the Fire Suppression System and Fire Detection Alarm System.
2. The Contractor shall be responsible in dismantling of damaged parts/equipment subject for repair and replacement. All replaced parts shall be turned over to Bank Owned personnel for safe keeping.
3. The Contractor shall be responsible in handling freight shipments from its Sales Office to Delivery Location without any additional charge / cost to DBP Baguio.

Conforme:

\_\_\_\_\_  
Service Provider's Company Name

\_\_\_\_\_  
Name & Signature of Authorized Representative

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

# FORM 7 (page 2 of 4)

Technical Specifications/ Requirement	Supplier's Statement of Compliance <i>Suppliers must state here either "Comply" or "Not Comply"</i>																								
<p>4. Defective works and materials may be rejected by DBP at any before the final acceptance of the work rebuild/replace in accordance with the specifications with the resulting expenses chargeable to his account.</p> <p>5. All trash, debris, including hazardous waste should be placed in trash bags, sacks, or appropriate container before disposal. DBP is an ISO 14001 certified Bank, and the contractor is required to observe and abide by its rules and regulations. Upon completion of works, the contractor shall remove all temporary structures and surplus materials before leaving the premises.</p> <p>6. The Contractor shall be fully responsible for the safety of his men (and will be provided Personal Protective Equipment) and clearly understands and agree that no employer-employee relationship shall exist between the Contractor's men and the DBP. Any damage caused by the Contractor or his men to any property of the DBP or injury or death to a third party shall be the sole responsibility of the contractor and the latter shall pay the cost or shoulder the burden thereof.</p> <p>7. The DBP shall be free and made harmless from any and all kind of claims, damages, liabilities arising from the Contractor's non-compliance with the requirement of the Workmen's compensation, Social Security and other labor laws.</p> <p><b>III. SCHEDULE OF EQUIPMENT</b></p> <p><b>Fire Sprinkler System</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Equipment</th> <th style="width: 30%;">Description</th> <th style="width: 15%;">Quantity</th> <th style="width: 35%;">Location</th> </tr> </thead> <tbody> <tr> <td>Pipe (riser)</td> <td><b>Size:</b> 6 inches diameter <b>Type:</b> B.1 Pipe Schedule 40</td> <td style="text-align: center;">2 pcs</td> <td>Pump room Basement 2</td> </tr> <tr> <td>Gate Valve</td> <td><b>Size:</b> for 6 inches diameter pipe</td> <td style="text-align: center;">1 pc</td> <td>Pump room Basement 2</td> </tr> <tr> <td>Supervisory Switch</td> <td><b>Size:</b> for 4 inches diameter pipe</td> <td style="text-align: center;">7 pcs</td> <td>Basement 2 Basement 1 Ground floor 2<sup>nd</sup> floor 3<sup>rd</sup> floor 4<sup>th</sup> floor 5<sup>th</sup> floor</td> </tr> <tr> <td>Check Valve</td> <td><b>Size:</b> for 4 inches diameter pipe</td> <td style="text-align: center;">7 pcs</td> <td>Basement 2 Basement 1 Ground floor 2<sup>nd</sup> floor 3<sup>rd</sup> floor 4<sup>th</sup> floor 5<sup>th</sup> floor</td> </tr> <tr> <td>Flow Switch</td> <td><b>Size:</b> for 4 inches diameter pipe <b>Thickness:</b> Sch.10 thru 40 steel pipe <b>Max Pressure</b></td> <td style="text-align: center;">7 pcs</td> <td>Basement 2 Basement 1 Ground floor 2<sup>nd</sup> floor 3<sup>rd</sup> floor</td> </tr> </tbody> </table>	Equipment	Description	Quantity	Location	Pipe (riser)	<b>Size:</b> 6 inches diameter <b>Type:</b> B.1 Pipe Schedule 40	2 pcs	Pump room Basement 2	Gate Valve	<b>Size:</b> for 6 inches diameter pipe	1 pc	Pump room Basement 2	Supervisory Switch	<b>Size:</b> for 4 inches diameter pipe	7 pcs	Basement 2 Basement 1 Ground floor 2 <sup>nd</sup> floor 3 <sup>rd</sup> floor 4 <sup>th</sup> floor 5 <sup>th</sup> floor	Check Valve	<b>Size:</b> for 4 inches diameter pipe	7 pcs	Basement 2 Basement 1 Ground floor 2 <sup>nd</sup> floor 3 <sup>rd</sup> floor 4 <sup>th</sup> floor 5 <sup>th</sup> floor	Flow Switch	<b>Size:</b> for 4 inches diameter pipe <b>Thickness:</b> Sch.10 thru 40 steel pipe <b>Max Pressure</b>	7 pcs	Basement 2 Basement 1 Ground floor 2 <sup>nd</sup> floor 3 <sup>rd</sup> floor	
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Conforme:

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Service Provider's Company Name

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Name & Signature of Authorized Representative

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Designation

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Date

<b>Technical Specifications/ Requirement</b>	<b>Supplier's Statement of Compliance</b> <i>Suppliers must state here either "Comply" or "Not Comply"</i>
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	<b>Rating: 450 psi</b> <b>Minimum Flow Rate for Alarm:</b> 4-10 gpm <b>Electrical Rating:</b> 24 VDC, 2.5 A		4 <sup>th</sup> floor 5 <sup>th</sup> floor
Sight Glass	<b>Size:</b> for 1 inch diameter pipe	7 pcs	Basement 2 Basement 1 Ground floor 2 <sup>nd</sup> floor 3 <sup>rd</sup> floor 4 <sup>th</sup> floor 5 <sup>th</sup> floor
Sprinkler Head	<b>Size:</b> for 1 inch diameter pipe <b>Type:</b> Pendent	70 pcs	Within Building Premises

**Fire Detection Alarm System**

Equipment	Description	Quantity	Location
Control Panel	<b>Electrical Rating:</b> 220 VAC	1 set	Basement 1
Smoke Detector	<b>Electrical Rating:</b> 24 VDC, 24 Ah	18 pcs	Within Building Premises
Heat Detectors	<b>Electrical Rating:</b> 24 VDC, 24 Ah	6 pcs	Within Building Premises
Annunciators	<b>Zoning:</b> 9 zones <b>Electrical Rating:</b> 24 VDC, 24 Ah	7 pcs	Upper side of elevator (one for each floor)

**IV. OTHER REQUIREMENTS**

1. The Contractor shall conduct actual site inspection to determine all necessary repairs/replacement to complete the project.
2. All works shall comply with NFPA 13, Standard for the Installation of Sprinkler Systems and NFPA 25, Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems.
3. The Contractor shall include without additional cost to DBP, any labor, materials, services, apparatus, drawings, in order to comply with all applicable laws, permits, taxes, ordinances, rules and regulations as required by the LGU, whether or not shown on drawings and/or specified. **As-Built Plans/Drawings** of winning Contractor design shall be submitted to DBP in five (5) photocopies plus one (1) original duly sealed and signed by a Professional Mechanical/Electrical Engineer. The Contractor shall secure all necessary permits to start and complete the project.
4. The Contractor shall provide technical training / manuals for five (5) DBP technical / facilities personnel during the operation of the equipment.

Conforme:

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Service Provider's Company Name

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Name & Signature of Authorized Representative

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Designation

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Date

<p align="center"><b>Technical Specifications/ Requirement</b></p>	<p align="center"><b>Supplier's Statement of Compliance</b> <i>Suppliers must state here either "Comply" or "Not Comply"</i></p>
<p><b>V. COMPLETION PERIOD</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall complete all works within <b>60 calendar days</b> after the receipt of Purchase Order or Notice to Proceed.</li> <li>2. <i>After the completion of project, the winning Bidder shall conduct actual testing before the acceptance of the Project.</i></li> </ol> <p><b>VI. WARRANTY</b></p> <ol style="list-style-type: none"> <li>1. The Contractor shall warrant that the goods subject of the Purchase Order is free from latent defects which are not apparent during the inspection and testing periods. In case of defect and/or any occurrence of malfunction within the next six (6) months from delivery and acceptance, the Contractor shall be required to replace/repair the affected part/s with another new part/s with the same brand and model.</li> <li>2. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier for a minimum period of one (1) year. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least five percent (5%) of the final payment, or a special bank guarantee equivalent to at least five percent (5%) of the Contract Price or other such amount if so specified. The said amounts shall only be released after the lapse of the warranty period of one (1) year; provided, however, that the Goods delivered are free from patent and latent defects and all the conditions imposed under this Contract have been fully met.</li> </ol> <p><b>VII. PAYMENT</b></p> <p>Payment shall be processed only upon issuance of Certificate of Acceptance by DBP, which Certificate of Acceptance will be based on completion of all deliverables.</p> <p><b>VI. LIQUIDATED DAMAGES</b></p> <p>When the Contractor fails to satisfactorily deliver/install goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Supplier shall be liable for damages for the delay and shall pay DBP liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted by DBP.</p> <p>In no case shall the total sum of liquidated damages exceed ten percent (10%) of the contract price, in which event the procuring entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.</p> <div style="border: 1px solid black; padding: 10px; margin-top: 20px;"> <p align="center">Conforme:</p> <p align="center">_____</p> <p align="center">Service Provider's Company Name</p> <p align="center">_____</p> <p align="center">Name &amp; Signature of Authorized Representative</p> <p align="center">_____</p> <p align="center">Designation</p> <p align="center">_____</p> <p align="center">Date</p> </div>	<p align="center">Page   4</p>



# **FORM 8 (page 1 of 2)**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REPLACEMENT PARTS/COMPONENTS FOR THE REPAIR OF THE FIRE SUPPRESSION SYSTEM AND FIRE DETECTION ALARM SYSTEM OF THE BAGUIO BUILDING OF THE DEVELOPMENT BANK OF THE PHILIPPINES, REFERENCE NO. N-G-2022-01**

## **Bid Form for the Procurement of Goods** *[shall be submitted with the Bid]*

**(use Supplier's Official Letterhead)**

### **BID FORM**

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

Project Identification No. : \_\_\_\_\_

To: *DEVELOPMENT BANK OF THE PHILIPPINES*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price \_\_\_\_\_, includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address Amount and Purpose of  
of agent Currency Commission or gratuity

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(if none, state "None" ) ]

**FORM 8 (page 2 of 2)**

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 Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the Service Provider]* as evidenced by the attached *[state the written authority]*.

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.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

## FORM 9-A

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REPLACEMENT PARTS/COMPONENTS FOR THE REPAIR OF THE FIRE SUPPRESSION SYSTEM AND FIRE DETECTION ALARM SYSTEM OF THE BAGUIO BUILDING OF THE DEVELOPMENT BANK OF THE PHILIPPINES, REFERENCE NO. N-G-2022-01**

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if supplier is offering goods from within the Philippines]*

Name of Supplier \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	QTY	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

The detailed financial bid must include the unit and total price for the following, the total of which must not exceed the total ABC of Php 1,500,000.00 and must be consistent with the total bid per TAB 1:

Quantity	Equipment
2 pcs	Pipe (riser)
1 pc	Gate Valve
7 pcs	Supervisory Switch
7 pcs	Check valve
7 pcs	Flow Switch
7 pcs	Sight Glass
70 pcs	Sprinkler Head
1 set	Control Panel
18 pcs	Smoke Detector
6 pcs	Heat Detector
7 pcs	Annunciators

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

## **FORM 9-B**

**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF REPLACEMENT PARTS/COMPONENTS FOR THE REPAIR OF THE FIRE SUPPRESSION SYSTEM AND FIRE DETECTION ALARM SYSTEM OF THE BAGUIO BUILDING OF THE DEVELOPMENT BANK OF THE PHILIPPINES, REFERENCE NO. N-G-2022-01**

**Price Schedule for Goods Offered from Abroad  
[shall be submitted with the Bid if supplier is offering goods from Abroad]**

Name of Supplier \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	QTY	Unit price CIF port of entry (specify port) or CIF named place (specify border point or place of destination)	Total CIF price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

The detailed financial bid must include the unit and total price for the following, the total of which must not exceed the total ABC of Php 1,500,000.00 and must be consistent with the total bid per TAB 1:

Quantity	Equipment
2 pcs	Pipe (riser)
1 pc	Gate Valve
7 pcs	Supervisory Switch
7 pcs	Check valve
7 pcs	Flow Switch
7 pcs	Sight Glass
70 pcs	Sprinkler Head
1 set	Control Panel
18 pcs	Smoke Detector
6 pcs	Heat Detector
7 pcs	Annunciators

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_