



Republic of the Philippines  
 Department of the Interior and Local Government  
**BUREAU OF FIRE PROTECTION**  
**REGIONAL HEADQUARTERS IV-A, CALABARZON**  
 Camp Vicente Lim, Calamba City 4029  
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**INVITATION TO BID**  
**PUBLIC BID FOR THE PROCUREMENT OF REPAIR/COMPLETION OF**  
**ANNEX "A" AND "B" BUILDING OF BFP, REGION 4A**

1. The BUREAU OF FIRE PROTECTION REGION 4A, through the CY 2012 GAA intends to apply the sum of **ONE MILLION NINE HUNDRED THOUSAND PESOS (Php1,900,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the public bid for the procurement of **REPAIR/COMPLETION OF ANNEX "A" AND "B" BUILDING of BFP, Region 4A** specified below:

**PROJECT NAME** : Proposed Completion of ANNEX "A" and "B" Building of BFP4-A RHQS  
**Location** : Camp Vicente Lim, Calamba City, Laguna  
**Estimated Cost** : Php1,900,000.00

**SCOPE OF WORKS**

<b>I</b>	<b>INDIRECT COST</b>	<b>50,000.00</b>
<b>II</b>	<b>RENOVATION OF ANNEX "A" –Old Building</b>	
	1. Demolition of partition wall/temporary roofing	37,295.07
	2. Concreting	237,857.80
	3. Chipping of concrete slab/beam	17,759.56
	4. Masonry Works	63,915.90
	5. Roofing Works and Steel Trusses	320,763.48
	6. Electrical Works	47,728.81
	7. Tiling Works	104,429.89
	8. Ceiling Works "A" and "B"	174,173.15
	9. Doors and Windows	62,898.43
	10. Hand Railing	36,999.08
	11. Painting Works	36,999.08
	12. Formwork and Scaffolding	74,830.63
<b>III</b>	<b>COMPLETION OF ANNEX "B" Building</b>	
	1. Tiling Works	116,362.09
	2. Wall partition on 3 <sup>rd</sup> floor	<u>517,987.05</u>
	<b>TOTAL AMOUNT -----</b>	<b>Php1,900,000.00</b>

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

2. The BFP Region 4A now invites bids for the procurement of **REPAIR/COMPLETION OF ANNEX "A" AND "B" BUILDING of BFP, Region 4A**. Contract Duration is 60 days from Notice to Proceed. Bidders should have contract completed within the last five (5) years from the date of submission and receipt of bids, at least 50% of a contract similar to the project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II. Instructions to Bidders.

3. Bidding will be conducted through open competitive bidding procedures using a non discretionary "Pass/fail" criterion as specified in the implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act". Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 136.

4. A complete set of Bidding Documents may be purchased by the interested Bidders from the address above and upon payment of a non refundable fee for the Bidding Documents in the amount of Php3,000.00. It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PHILGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the nonrefundable fee for the Bidding Documents not later than the submission of their bids.

5. The BFP BAC will hold a Pre-Bid Conference on 1000H 23 July 2012 at 4<sup>th</sup> Floor, BFP R4A Extension Building, Camp Vicente Lim, Calamba City which shall be open to all interested parties who have purchased the Bidding Documents.

6. Bids must be delivered on or before 1000H 6 August 2012 at RBAC 4A Office 2<sup>nd</sup> Floor, BFP RHQ 4A Building, Camp Vicente Lim, Calamba City All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.


7. Bid opening shall be on 1030H 6 August 2012 at 4<sup>th</sup> Floor, BFP R4A Extension Building, Camp Vicente Lim, Calamba City. Bids will be opened in the presence of the Bidders' representatives who choose to attend; late bids shall not be accepted.

8. The RBAC 4-A reserves the right to accept or reject any bid, to annul the bidding process, to reject all bids at any time prior to contract award without thereby incurring any liability to the affected bidder/s and to waive any required formalities therein and to award the contract to the bidder whose proposal as evaluated is most advantageous to the Bureau.

9. The RBAC 4-A assumes no obligation whatsoever to compensate or indemnify the bidder for any expenses or loss that may be incurred in the preparation of the bids, nor does it guarantee that any award will be made.

**Approved by**

Date of Publication: 13 July 2012

  
**REYNALDO C LORENZO**  
SUPT BFP  
Chairman, RBAC 4A

**INSTRUCTION TO BIDDERS**

Please include the following documents in your sealed bid envelopes:

**Checklist of Technical Component including Eligibility Requirements for Bidders**

➤ The **Eligibility Envelope** shall contain the following:

**FIRST ENVELOPE BAC CHECKLIST FOR THE PROCUREMENT OF INFRA**

Project: \_\_\_\_\_ Date: \_\_\_\_\_  
 Bidder: \_\_\_\_\_ Time: \_\_\_\_\_

**Checklist of Technical Proposal Including Eligibility Requirements**

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1. Eligibility Requirements

1.0 Class "A" Documents

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1.0 Certification of BAC Secretariat in lieu of Class "A" Documents.  
*OR all requirements listed under Legal, Technical and Financial Documents*

Class "A" Legal Documents

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1.1 Registration Certificate from SEC or DTI or CDA or any proof of registration as stated in the Bidding Documents

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1.2 Mayor's Permit from the principal place of business of the bidder.

Class "A" Technical Documents

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1.3 Statement of the prospective bidder of all its ongoing and completed (i) government and (ii) private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period as provided in the Bidding Documents.

Class "A" Financial Documents

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1.4 The prospective bidder's audited financial statements, showing, among others, the prospective bidder's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

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1.5a The prospective bidder's computation for its Net Financial Contracting Capacity (NFCC); **or**  
 1.5b Credit Line Certificate - A commitment from a Universal or Commercial Bank to extend a credit line in favor of the prospective bidder if awarded the contract to be bid.

2.0 Class "B" Documents

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- 2.0a Valid joint venture agreement (JVA), if applicable; **or**
- 2.0b Duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of JVA in the instance that the bid is successful.

**Checklist of Technical Proposal Including Eligibility Requirements**

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- 2. Bid Security, Bid Validity Period \_\_\_\_\_ days.  
( ) Sufficient ( ) Insufficient
- 2a Cash or cashier's/manager's check issued by a Universal or Commercial Bank  
2% of ABC ₱ \_\_\_\_\_ valid for \_\_\_\_\_ days
- 2b Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. Confirmed or authenticated by a  
a Universal or Commercial Bank, if issued by a foreign bank  
2% of ABC ₱ \_\_\_\_\_ valid for \_\_\_\_\_ days
- 2c Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security  
5% of ABC ₱ \_\_\_\_\_ valid for \_\_\_\_\_ days
- 2d Any combination of 2a, 2b and 2c proportionate to share of form with respect to total amount of security.


- 3. Technical Specifications and Scope of Works, if applicable
- 4. Production and/or delivery schedule
- 5. Manpower requirements, if applicable
- 6. After-sales service/parts availability, if applicable
- 7. Sworn statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:
  - a. It is not "blacklisted" or barred from bidding by the 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;
  - b. 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;
  - c. It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
  - d. 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;
  - e. It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 3019;
  - f. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
  - g. It complies with existing labor laws and standards, in the case of procurement of services.

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: ( ) Complying ( ) Non-Complying

**SECOND ENVELOPE BAC CHECKLIST FOR THE PROCUREMENT OF INFRA**

Project: \_\_\_\_\_ Date: \_\_\_\_\_  
 Bidder: \_\_\_\_\_ Time: \_\_\_\_\_

**Checklist of Financial Proposal**

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1. Duly signed Financial Bid Form, which includes bid prices and the bill of quantities and the applicable Price Schedules in the form prescribed in the bidding documents;
2. Bidder claims preference as a Domestic Bidder or Domestic Entity, in accordance with Section 43.1.4 and Section 43.1.3 respectively, a certification from the DTI, SEC, or CDA; and
3. [Any other document required in the bidding documents.](#)

Note: Any missing document in the above-mentioned checklist is a ground for outright rejection of the bid.

Remarks: ( ) Complying ( ) Non-Complying

**NOTE:**

1. Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183 and subject to Commonwealth Act 136 and in accordance with Sec 23.5 of the Revised IRR of RA 9184.
2. All documents photocopied/ attachments to be submitted are duly certified true copy and initialed per page by the bidder's authorized representative.
3. Attachment of duly certified true copy of downloaded Invitation to Bid duly signed by the RBAC4A Chairman published in the PhilGEPS and/or BFP R4A websites.

Standard Form Number: SF-GOOD-24  
Revised on: May 24, 2004

**Waiver to file a Motion for Reconsideration**

**WAIVER**

I, (Name of the Representative of the Bidder), of legal age, with office address at (Address of the Representative), after having sworn in accordance with the law, hereby depose and say:

1. That I am the (Position of the Representative) of (Name of the Bidder) with business address at (Address of the Bidder);
2. That I am the duly authorized representative of the (Name of the Bidder);
3. That (Name of the Bidder) is a bidder for the construction of (Name of the Project);
4. The (Name of the Bidder), having been declared ineligible by the (Name of the procuring Entity) BAC accepts said declaration by the (Name of the procuring Entity) BAC and will not file a motion for reconsideration;

AFFIANT FURTHER SAYETH NAUGHT.

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

\_\_\_\_\_  
Affiant

Sample Format

Company Letter Head

**Bid Form**

Date: \_\_\_\_\_  
Invitation to Bid<sup>1</sup> N<sup>o</sup>: \_\_\_\_\_

**F/CSUPT NIMFA D CUARTEL BFP**  
Regional Director, BFP Region 4A  
4029 Camp Vicente Lim, Calamba City

**ATTENTION: BFP R4A BAC CHAIRMAN**

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

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

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

We agree to abide by this Bid for the Bid Validity Period specified in [BDS](#) provision for **ITB** Clause **Error! Reference source not found.** and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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:<sup>2</sup>

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

(if none, state "None")

<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.  
<sup>2</sup> Applicable only if the Funding Source is the ADB, JICA or WB.

Name of the Procuring Entity

Project Reference Number

Name of the Project

Location of the Project

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]*

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

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



Sample Format Bid Proposal

Company Letter Head

\_\_\_\_\_  
(Date)

**F/CSUPT NIMFA D CUARTEL BFP**  
Regional Director, BFP Region 4A  
4029 Camp Vicente Lim, Calamba City

**ATTENTION: BFP R4A BAC CHAIRMAN**

SUBJECT: **Bid Proposal** for \_\_\_\_\_ Bid Bulletin Reference No. \_\_\_\_\_

**PROJECT NAME :** Proposed Completion of ANNEX "A" and "B" Building of BFP4-A RHQS

**Location :** Camp Vicente Lim, Calamba City, Laguna

**Estimated Cost :** \_\_\_\_\_

**SCOPE OF WORKS**

- I INDIRECT COST** \_\_\_\_\_
- II RENOVATION OF ANNEX "A" -Old Building**
  - 13. Demolition of partition wall/temporary roofing \_\_\_\_\_
  - 14. Concreting \_\_\_\_\_
  - 15. Chipping of concrete slab/beam \_\_\_\_\_
  - 16. Masonry Works \_\_\_\_\_
  - 17. Roofing Works and Steel Trusses \_\_\_\_\_
  - 18. Electrical Works \_\_\_\_\_
  - 19. Tiling Works \_\_\_\_\_
  - 20. Ceiling Works "A" and "B" \_\_\_\_\_
  - 21. Doors and Windows \_\_\_\_\_
  - 22. Hand Railing \_\_\_\_\_
  - 23. Painting Works \_\_\_\_\_
  - 24. Formwork and Scaffolding \_\_\_\_\_
- III COMPLETION OF ANNEX "B" Building**
  - 3. Tiling Works \_\_\_\_\_
  - 4. Wall partition on 3<sup>rd</sup> floor \_\_\_\_\_
- TOTAL AMOUNT - - - - -** \_\_\_\_\_

Respectfully submitted/ offered by:

\_\_\_\_\_  
(Name/Signature)

\_\_\_\_\_  
(In the capacity of)

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_  
(Name of Company)

*Name of the Procuring Entity*

*Project Reference Number*

*Name of the Project*

*Location of the Project*