



MINUTES OF THE PRE-BID CONFERENCE
12 August 2026 @ 1:00 PM
Public Bidding VMC No. 2026-064
**SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) UNIT
BED ELEVATOR FOR VALENZUELA MEDICAL CENTER – MAIN BUILDING (RE-BID)**

Present during the meeting were as follows:

BIDS & AWARDS COMMITTEE:

Engr. Zoraida S. Cuadra – Vice-Chairperson
Mr. Rolando Saoi – BAC Member
Dr. Edilberto V. Cavaneyro – Provisional Member
Engr. Melvin C. Orog – Provisional Member

BAC SECRETARIAT:

Ms. Ligaya E. Ubalde – Head, BAC Secretariat
Ms. Kristine Joy R. Manuel
Ms. Angelita B. Dayego
Ms. Aileen C. Pacheco
Ms. Aileen S. Cali
Ms. Diana C. Pulido
Ms. Kezia Therese M. Guevarra
Ms. Mary Shely Angeli F. Aurigue
Mr. Lester John Jake R. Divino – In-charge

PROSPECTIVE BIDDER/S:

Mr. Piojemar C. Villanueva – ALCEL CONSTRUCTION
Mr. Marlom L. Pedellaga – DEX INTERNATIONAL CO.
Mr. Melvin C. Paran – NANOTECH INT’L LIFT
SERVICES INC.
Mr. Karl Cambe – CITIAIRE INDUSTRIAL SERVICES

Mr. Jephone Ruiz - NEXTEL INDUSTRIAL SALES AND
SERVICES CORPORATION
Ms. Marvie Pagatpat - ROCKSPEED ELEVATOR &
ESCALATOR CORPORATION
Ms. Rosaine Estica H. Manese - INDUSTRIA
PHILIPPINES AND GLOBAL CORP.

OBSERVER/TWG/END-USER:

Engr. Reynato E. Pascual – TWG, Medical Equipment
(For Clinical)
Mr. Jeriel Robert E. Dating – TWG, Medical Equipment
(For Clinical)
Ms. Esperanza P. Chiong – TWG, Medical Equipment
(For Clinical)

CALL TO ORDER:

The conference started at 1:00 pm and was presided by **Engr. Zoraida S. Cuadra**, Vice-Chairperson of Bids & Awards Committee (BAC), held at the BAC Office, 2nd Floor, Admin Building, Valenzuela Medical Center, Padrigal St., Karuhatan, Valenzuela City. She acknowledged the presence of all representatives of each prospective bidder, the members of the BAC, BAC Secretariat, TWG as well as the invited observers. She reminded everyone that the Committee strictly adheres to Republic Act No. 12009 and its Implementing Rules and Regulations or the New Government Procurement Act.

PROJECT DESCRIPTION:

PROJECT TITLE:	SUPPLY, DELIVERY, INSTALLATION, TESTING AND COMMISSIONING OF ONE (1) UNIT BED ELEVATOR FOR VALENZUELA MEDICAL CENTER – MAIN BUILDING (RE-BID)
PB No.	VMC-2026-064
Bid Opening	August 25, 2026, at 1:00 pm
Approved Budget for the Contract (ABC)	P 6,783,333.33
Source of Fund	Geneal Fund / income
Implementing Unit	Engineering and Facilities Management Section
Delivery Schedule	120 calendar days from receipt of the Notice to Proceed
Amount of Bidding Documents	See ITB
Criteria	Lowest Calculated and Responsive Bid (LCRB)

BUSINESS MATTERS:

The BAC discussed the requirements as stated in the Bidding Documents, the eligibility requirements, and technical and financial components of the procurement project, including questions, clarifications raised by the bidders before and during the pre-bid conference. (Section 51)

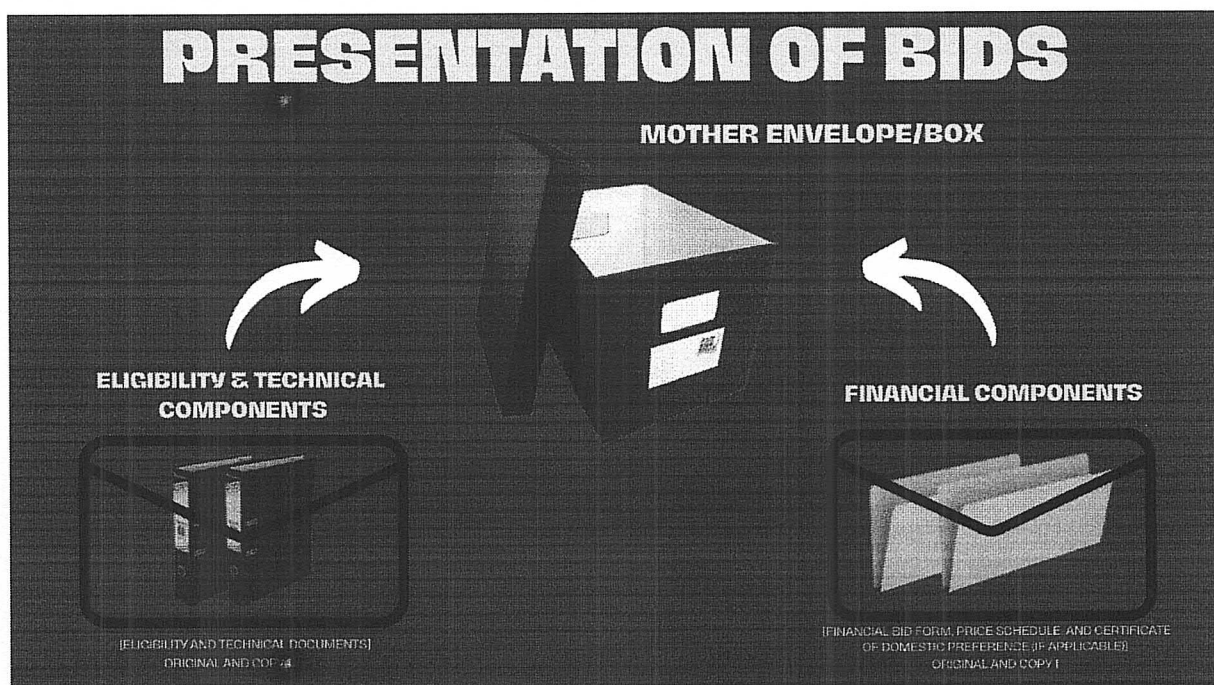
- In accomplishing the Technical Specifications and Schedule of Requirements, **bidders shall** follow the following:
 - a. Indicate your **OFFER** in the "Statement of Compliance" column and put the word "Comply" after the BIDDER's specifications.
 - b. If with variance or discrepancy in the VMC specifications, please indicate your offer in accordance with the brochure submitted, if applicable
- Bid Security will be forfeited if withdrawn during the validity period.
- Forms as mentioned in ITB Clause 17.1 must be completed without any alterations to their format. No substitute form shall be accepted. (ITB Clause 17.2)
- Each and every page of the Bid Form, including the Price Schedule, under Section VIII hereof, shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the bid. (ITB Clause 17.3)
- Any insertions, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Bidder. (ITB Clause 17.4)
- Any document or certification issued outside Philippines should be accompanied by the official red ribbon (authentication) by the Philippine Consular Office/Embassy where the subject document or certification is issued.
- Notice of Award will be **emailed using official email address indicated in the attendance during bid opening** to winning bidders. The following day will be counted as 1st day of receipt.
- Modification of Bid is strictly prohibited. The description stated in the bid offer shall be followed and cannot be amended
- Request of delivery extension before due date indicated in the approved Purchase Order is subject for approval of the Implementing Unit (IU).

PRESENTATION OF BIDS:

Sealing and Marking of Bids (Section 18 of Bidding Documents)

- Bidders shall enclose their technical documents described in ITB Clause 12 in one sealed envelope marked "TECHNICAL COMPONENT", and the financial component in another sealed envelope marked "FINANCIAL COMPONENT", sealing them all in an outer envelope marked "BID".
- The Bid as indicated in the Bidding Documents shall be typed or written in ink and shall be signed by the Bidder or its duly authorized representative/s.
- All envelopes shall: (18.3)
 - a. contain the name of the contract to be bid in capital letters;
 - b. bear the name and address of the Bidder in capital letters;
 - c. be addressed to the Procuring Entity's BAC in accordance with ITB Clause 1.1;
 - d. bear the specific identification of this bidding process indicated in the ITB Clause 1.1;
 - e. bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with ITB Clause 19.
- Bidders shall submit their bids through their duly authorized representatives using the forms specified in the Bidding Documents in two (2) separate sealed envelopes, which shall be submitted simultaneously.
- Bidders shall enclose the "Original" and "Copy 1" of their Eligibility and Technical Documents in a separate envelope marked ELIGIBILITY and TECHNICAL COMPONENTS. The "Original" and "Copy 1" of their Financial Documents (Bid Form, Bid Offer & others) shall be enclosed in a separate envelope marked FINANCIAL COMPONENTS.
- These 2 envelopes shall be enclosed in any sealed box (preferably Data File Box) with a cover.
- No color preference for the Folders and Boxes.

- All documents to be submitted as part of the Bid should be arranged in chronological order based in the Checklist provided by the BAC. Further, all bid proposals should be ring bound and tabulated in words. Failure to follow instructions will mean disqualification.



➤ **Documents Comprising the Bid: Technical and Financial Components**

(I) TECHNICAL COMPONENT ENVELOPE including Eligibility Documents – 1st Envelope

- A. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 20 of the IRR;
- B. Statement of Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Section 52.4.1.3. of the New IRR of RA No. 12009, within the relevant period as provided in the Bidding Documents; **and**
 - Amount of the completed contract should be fifty percent (50%) of the total ABC of the Project.
 - Ten (10) years prior to the deadline for the submission and receipt of bids. - must be equivalent to at least fifty percent (50%) of the Total ABC of the Project. ($6,783,333.33 \times 50\% = \underline{3,391,666.67}$)
 - Aggregated contracts are not allowed
- C. Computation of Net Financial Contracting Capacity (NFCC); **or** A committed Line of Credit in the case of goods or services; **and**
- D. Statement of all its ongoing government and 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; **and**
- E. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence; **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
- F. Bid Security in the prescribed form and amount in accordance with ITB Clause 16, and validity period under ITB Clause 15 Original copy of Bid Security
 - Bid Securing Declaration or any form of bid security in accordance with Section 56.2 of the IRR of RA 12009 or the New Government Procurement Act.
- G. Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales service or parts, if applicable; **and**
- H. Original copy of Omnibus Sworn Statement (OSS); **and** accompanied by Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Notarized Special Power of Attorney in the case of Single Proprietorship;
- I. **Declaration of Beneficial Ownership** as stated in section 82 of the implementing rules and regulations of RA 12009 (for corporations, partnerships, private sector organizations, foundations, and associations)

For Sole Proprietorship: Submit an updated General Information Sheet or Declaration of Beneficial Ownership or any equivalent document submitted to the Department of Trade and Industry (DTI)

- J. For foreign Bidders claiming eligibility by reason of their country’s extension of reciprocal rights to Filipinos, a certification from the relevant government office of their country stating that Filipinos are allowed to participate in their government procurement activities for the same item or product.

(II) **Financial Component Envelope – 2nd Envelope**

- K. Original of duly signed and accomplished Financial Bid Form.
- L. Original of duly signed and accomplished Price Schedule(s) in accordance with ITB Clause 13.1.
- M. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity. (If applicable)

ADDITIONAL REQUIRED DOCUMENTS (to be submitted during Post – Qualification Evaluation)

1. CTC copy of Official Receipt as proof of payment of bidding documents.
2. Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document. All pages including Declaration of Beneficial Ownership
3. Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas.
4. Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).
5. The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR with 2025 ITR or its duly accredited and authorized institutions, for online submission, an email confirmation from BIR for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.
6. **Certificate of Good Performance issued by the Procuring Entity of the Bidder with at least Satisfactory Rating - CY 2025 to present.**
7. **For SLCC - Proof of evidence for Single Largest Completed Contract (SLCC) – Purchase Order, Notice of Award, Sales Invoice and Certificate of Completion and Acceptance. At least 50% of total ABC.**
8. Certificate from the manufacturer to distribute their products or Exclusive Distributorship or any equivalent document.
9. Brochure / Data Sheet
10. Other Certificates that need to be presented during post-qualification stated in the Technical Specifications/Bidding Documents for each item.

REVIEW OF TECHNICAL SPECIFICATIONS:

ITEM NO.	ITEM DESCRIPTION	QTY.	UOM	UNIT PRICE	TOTAL AMOUNT	AMENDMENT
1	DISMANTLING OF BED ELEVATOR II, SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF ONE (1) UNIT BED ELEVATOR FOR VMC - MAIN BUILDING (RE-BID)	1	Lot	6,783,333.33	6,783,333.33	DISMANTLING OF BED ELEVATOR II, SUPPLY, DELIVERY, INSTALLATION, TESTING, AND COMMISSIONING OF ONE (1) UNIT BED ELEVATOR FOR VMC - MAIN BUILDING (RE-BID)
	Specifications:					
	Type: Bed/Service Elevator (with Machine Room)					
	Unit: 1					
	Capacity: 1600Kg					
	Stops: 4 Floors					
	Speed: 1.0MPS					
	Scope of Works:					

	I. Dismantling of Bed/Service Elevator					
	1.1 Site Assessment					
	1.2 Shutdown Procedure					
	II. Dismantling Components					
	2.1 Carriage Removal					
	2.2 Hoisting Mechanism					
	2.3 Control System and Electricals					
	2.4 Rails and Shaft Components					
	2.5 Machine Room Equipmet					
	III. Post Dismantling Works					
	3.1 Debris Removal					
	3.2 Site Restoration					
	3.3 Documentation					
	IV. Pre Installation Phase					
	4.1 Site Assessment and Preparation					
	4.2 Permits and Documentation					
	4.3 Delivery and Storage					
	V. Installation Phase					
	5.1 Hoist-way and Guide Rail Installation					
	5.2 Machine Room Set-up					
	5.3 Elevator Cab Assembly					
	5.4 Electrical and Control System Installation					
	5.5 Back-up Electrical Power Generator System Installation					
	VI. Testing and Commissioning					
	6.1 Load Testing					
	6.2 Functional Testing					
	6.3 Safety Certification					
	6.4 Training Handover					
	VII. Post Installation Support					
	* Offer a 1 year warranty for the elevator, covering					
	parts and labor for any defects. Winning Supplier					
	will conduct preventive maintenance (Monthly)					
	visit as part of the service agreement.					
	***** with TERMS OF REFERENCE and SCOPE OF WORK *****					
				TOTAL:	6,783,333.33	

TERMS OF REFERENCE	AMENDMENT
Dismantling of Bed Elevator II, Supply, Delivery, Installation, Testing and Commissioning of One (1) Unit Bed Elevator for Valenzuela Medical Center – Main Building (RE-BID)	~~Dismantling of Bed Elevator II~~ , Supply, Delivery, Installation, Testing and Commissioning of One (1) Unit Bed Elevator for Valenzuela Medical Center – Main Building (RE-BID)
1. Project Description	
This project is intended for the dismantling of bed elevator II, supply, delivery, installation, testing and commissioning of new one (1) unit Bed Elevator for the Valenzuela Medical Center – Main Building. This also includes the restoration of affected civil and architectural finishes, dismantling and hauling works of the existing elevator.	This project is intended for the ~~dismantling of bed elevator II~~ , supply, delivery, installation, testing and commissioning of new one (1) unit Bed Elevator for the Valenzuela Medical Center – Main Building (RE-BID). This also includes the restoration of affected civil and architectural finishes, dismantling and hauling works of the existing elevator.
2. General Requirement	

2.1. Site Inspection. The Bidder must carry out an initial site inspection to assess the site's actual physical condition. By submitting a bid, the Bidder acknowledges that they have thoroughly inspected and evaluated the site, its surroundings, and any factors that could influence their bid and project execution. This includes, but is not limited to, materials and equipment requirements, site access, accommodation, transportation, potential risks, contingencies, and other essential considerations affecting project implementation. The findings from this inspection will serve as the basis for their bid.	
2.2. Workmanship. All work carried out during project implementation must meet the standards of workmanship set by the implementing office. The project activities shall be overseen by a Mechanical Engineer (Project Supervisor) provided by the Bidder, who shall be authorized to perform all necessary tasks for the successful completion of the project. The Supervisor shall be responsible for the coordination with the implementing office.	
2.3. Installation. All materials delivered but not properly installed shall be the property of the bidder and shall not be considered as delivered by the Procuring Entity. Any loss and damage relating thereto shall be at the account of the Bidder	
2.4. Revisions. The implementing office reserves the right to make minor adjustments to the work details and materials to ensure the project requirements are fully met. This includes modifying or revising dimensions to suit actual site conditions, as necessary, without adding new work items or materials.	
2.5. Non-acceptance. Materials and workmanship that do not meet the technical specifications and quality standards of the implementing office shall not be accepted. Any non-compliant work must be removed and reworked to meet the required standards.	
2.6. Others. All works/items necessary to satisfactorily complete the project shall be undertaken by the bidder at no additional cost to the Procuring Entity.	
2.7. Submittals. The Bidder, before installation of the elevator, shall submit four (4) copies of all the brochures/manuals/documents including the following:	
2.7.1. Operation and maintenance manuals, to fully maintain and operate the elevator unit. This shall at least include the complete data for servicing the whole system, lubricating, repairing, identifying and ordering all replacement parts.	
2.7.2. Wiring diagram and sequence of operations showing the electrical connections and functions of all apparatus connected with the Bed Elevator, both in the machine room, hall and hoist way at the time of final inspection. One (1) set shall be plastic/glass-covered, framed and mounted in the elevator machine room.	
2.7.3. The winning supplier shall submit the relevant product brochures and manuals for the supplied items. These documents should be preferably provided in digital format through a USB or a google drive link.	
3. Project Duration:	
The delivery of the One (1) brand new sets of Bed Elevator shall be within One Hundred Twenty (120) calendar days from receipt of the Notice to Proceed (NTP)	
4. GENERAL NOTES AND CONDITIONS	
4.1 The general conditions and provisions of the Terms of Reference and the contract not in conflict with these specifications and the drawings	

from part of and are included in this section of these specifications.	
4.2 The Contractor shall guarantee the VMC that they are capable of completing the work as specified in the approved plans, scope of work and specifications, bill of materials and contract for the Procurement of Bed Elevator for VMC – Main Building	
4.3 The Contractor shall possess a PCAB license with specialty in Elevator with at least a Size Range of Small B and License Category C&D for General Building / General Engineering. The Contractor shall perform all work in accordance with all conditions stipulated in the contract.	
4.4 The Contractor shall provide experienced and qualified manpower, tools, materials and equipment which are capable of producing the quality and quantity of work required to complete the project as specified in the approved scope of work and specifications, within time as specified in the approved contract.	
4.5 The Contractor shall undertake all the contingencies and other necessary works to complete the project as it is intended by the VMC authorized representative. Bid tendered shall be deemed complete in all aspects of the work.	
4.6 Drawing and Specifications: the contract documents, agency estimate, instructions, drawings, scope of work and specifications shall be considered as one, such that whatever is called for by any of the documents shall be binding as if called for by all. In case of discrepancy between the Drawings and Specifications, the former shall prevail.	
4.7 The Contractor shall comply with VMC service and operational requirements regarding occasional and reasonable work stoppage due to dust and noise problems.	
4.8 Prohibitions:	
4.8.1 Smoking shall not be allowed within building, work and storage area.	
4.8.2 Drinking of liquor shall not be allowed within the site.	
4.8.3 Gambling of any type is strictly prohibited within the site.	
4.8.4 Carrying of items determined by VMC as "deadly instrument" is strictly prohibited within the site.	
4.8.5 Workers are not allowed to eat within the project work area.	
4.8.6 Washing area (to be determined by VMC) and facilities (to be provided by the Contractor) shall be maintained for sanitation purposes.	
4.8.7 The Contractor is required to provide its workers with safety harness, goggles, facemasks or shields when performing welding works.	
4.8.8 All employees of the Contractor at the jobsite shall wear T-shirts marked with Contractor's company name and valid company I.D. Stairways, passageways and all access ways shall be kept free from construction materials and obstructions at all times.	
4.8.9 The Contractor shall thoroughly clean the project site including all areas disturbed by renovation activities to the full satisfaction of the VMC.	
4.8.10 All works shall comply with applicable regulations of authorities having jurisdiction on the project.	

4.8.11 Standards of Material: The materials to be replaced shall serve as the minimum standard as to the size, strength, quality or class of the replacement materials.	
4.9 The work shall be executed in a work manlike manner and in accordance with the best practices employed in modern construction/installations.	
4.9.1 All materials to be supplied and installed be brand new (manufacturing date of 2024 to present), free from defects and must conform to the specifications.	
4.9.2 The Contractor shall execute all works in compliance with the requirements of the Scope of Works and Terms and Conditions and all parts and materials shall be subjected to inspection and acceptance by VMC, through the VMC representative.	
4.9.3 The Contractor shall be fully responsible for safety, protection, security and convenience of its personnel, and the public at large as well as its works, equipment, installation and the like to affect by the implementation of this project.	
4.9.4 Any damage to the system, facilities and equipment of the VMC due to the negligence, theft or pilferage, directly or indirectly caused by the Contractor personnel shall be immediately repaired, restored or replaced by the Contractor for its account. Any repair, restoration or replacement made by the VMC for the same purpose shall be deducted from any payable account of the Contractor.	
4.9.5 The VMC shall fully settle the charges due upon Acceptance of the Project by the VMC Inspection and Acceptance Committee.	
4.9.6 The Contractor shall be responsible for all injury to persons and damage to VMC and other property caused by the execution of the works and shall be liable for any claims against VMC on account of such injury and/or damage.	
4.9.7 The Contractor shall likewise provide necessary precaution to protect the property of the Owner against rain or other stormy weather condition and /or theft. The Contractor shall be liable for any such damage or loss.	
4.9.8 For purpose of inter-usability and ease of maintenance parts sourcing & stocking, Suppliers/Contractors to submit during bidding certificate that the spare parts to be used must be the same with existing new elevator.	
5. THE GENERAL SCOPE OF WORK:	
5.1 Under these specifications, together with the plans, the contractor shall supply all labor, supervision, equipment and materials for the Dismantling of Bed Elevator II, Supply, Delivery, Installation Testing and Commissioning of One (1) Bed Elevator for Valenzuela Medical Center – Main Building with brand new and appropriate materials for the completion of the Project at the VMC - Main Building Padrigal Street, Karuhatan, Valenzuela City.	5.1 Under these specifications, together with the plans, the contractor shall supply all labor, supervision, equipment and materials for the ~~Dismantling of Bed Elevator II~~ , Supply, Delivery, Installation Testing and Commissioning of One (1) Bed Elevator for Valenzuela Medical Center – Main Building (RE-BID) with brand new and appropriate materials for the completion of the Project at the VMC - Main Building Padrigal Street, Karuhatan, Valenzuela City.
5.2 The Contractor shall secure permits from the Office of the Building Officials and authorized representative having the jurisdiction on the	

VMC where it is located.	
5.3 The Contractor shall provide adequate signage and safety precautions in the entire proximity of the Project site.	
5.4 The Contractor shall ensure safety of its worker by checking all electrical supply for the elevator in the Electrical Room, ample lighting, ventilation inside the elevator shaft, safety harness and other PPEs required during the installation of elevators.	
5.5 The Contractor shall take photograph on all works that will be done in the Project including the existing elevator to be replaced before the dismantling.	
5.6 The Contractor Shall dismantle, package and properly store the existing elevator units and parts in the designated space allocated by VMC within the area.	
5.7 Removal of rust and painting of steel beams shall be done before the installation of Permanent Magnet (PM) motor if necessary.	
5.8 The Project Engineer must be present during the Installation of Elevator PM motor and Car and an Electrical Engineer during the installation of wiring and connection to the power supply.	
5.9 The Contractor shall restore all affected areas to its original condition during the installation and commissioning of the elevator units.	
5.10 The Contractor must inform and coordinate with the VMC one (1) week before the testing and commissioning and have set a schedule with the LGU-OBO or authorized representative having the jurisdiction on the VMC Office.	
5.11 The Contractor must submit the soft & hard-copy of the before and after installation photograph of the elevator units upon completion of installation and commissioning of the elevator units.	
5.12 The Contractor must submit the soft & signed and sealed hard-copy of the Hoist way, Machine Room, Elevation and Electrical as-built plans of the elevator units before acceptance of the installation and commissioning of the elevator units.	
5.13 The Contractor must submit a certification stating that the manufacturer of elevator units to be supplied is ISO 9001/14001/45001 certified.	
5.14 The elevator manufacturer must have at least one (1) authorized service center in the Metro Manila area for at least five (5) years.	
5.15 The VMC shall assist the contractor in securing Permit-to-Operate Elevator & Related Equipment with the Authorities Having Jurisdiction of the project (i.e., Department of Labor & Employment or LGU).	
5.16 Upon completion, supplier shall furnish the following;	
5.16.1 Warranty certificates.	
5.16.2 Operation & Maintenance Manual	
5.16.3 List of maintenance items/parts indicating therein, the time-change items/parts and critical moving parts.	
5.17 It is the responsibility of the Contractor the release of brand-new bed elevator from the Bureau of Customs, Clearances and Expediting the delivery of the elevator on Delivered Duty Paid (DDP) scheme on site.	

5.18 It is the responsibility of the Contractor the supply of labor, manpower, engineers and technicians, installation, engineering expertise, commissioning and testing of one (1) unit brand new bed elevator.	
PROJECT: Dismantling of Bed Elevator II, Supply, Delivery, Installation, Testing and Commissioning of One (1) Unit Bed Elevator for Valenzuela Medical Center – Main Building	PROJECT: ~~Dismantling of Bed Elevator II~~ , Supply, Delivery, Installation, Testing and Commissioning of One (1) Unit Bed Elevator for Valenzuela Medical Center – Main Building (RE-BID)
SCOPE OF WORK	
A. DISMANTLING WORKS	
1.0 OVERVIEW: Dismantling of Bed/Service Elevator	
1.1 Location: Padrigal Street Karuhatan, Valenzuela City	
1.2 Elevator Specifications:	
1.2.1 Type: Bed/Service Elevator	
Unit: 1	
Capacity: 1200Kg	
Stops: 4 Floors	
Speed: 1.0 MPS	
Age: 10 years	
1.3 Objective: Safely dismantle the existing Bed/Service Elevator system to prepare for potential replacement or decommissioning while ensuring minimal disruption to building operations and adherence to safety and environmental standards.	
2.0 SPECIFIC SCOPE OF WORK	
The dismantling process will involve the following phases:	
2.1 PRE-DISMANTLING PREPARATION	
2.1.1 Site Assessment:	
Conduct a detailed inspection of the elevator system, including the shaft, machine room, electrical connections, and safety mechanisms.	
2.1.2 Shutdown Procedure:	
Deactivate the elevator system and disconnect power supply after coordination with the hospital building staff.	
Ensure all electrical circuits are safely isolated and tagged.	
Safety Setup:	
Install barriers and warning signs around the work area to restrict access. Provide personal protective equipment (PPE) for the dismantling team.	
3.0 DISMANTLING COMPONENTS	
3.1 Carriage Removal:	
Secure and stabilize the elevator cab at the ground level. Disassemble the cab, including panels, flooring, and fixtures.	
3.2 Hoisting Mechanism:	
Carefully remove the counterweights and cables using specialized tools	

and equipment.	
Detach the sheaves and pulleys, ensuring controlled handling to prevent accidental release of tension.	
3.3 Control System and Electricals:	
Disconnect the elevator control panel, wiring, and related electronic components.	
Label and safely store components for potential reuse or recycling.	
3.4 Rails and Shaft Components:	
Remove guide rails, brackets, and safety devices from the elevator shaft. Inspect the shaft for structural integrity post-dismantling.	
3.5 Machine Room Equipment:	
Dismantle the hoisting motor, gearbox, and braking systems. Ensure all heavy equipment is removed with the use of cranes or other lifting tools.	
4.0 POST-DISMANTLING TASKS	
4.1 Debris Removal:	
Transport dismantled components to a designated area for disposal or recycling.	
All the oil must be removed and disposed of by the contractor at no additional cost to the government.	
All containers needed for disposal of hydraulic oil will be provided by the contractor.	
Dispose of hazardous materials, such as lubricants or electrical waste, in accordance with environmental regulations.	
4.2 Site Restoration:	
Clean the work area and restore access to the shaft and machine room for future use or modifications.	
4.3 Documentation:	
Submit a detailed report of the dismantling process, including an inventory of removed components and compliance certifications.	
5.0 SAFETY MEASURES	
5.1 Team Training:	
Ensure all personnel are trained in elevator dismantling procedures and emergency response.	
5.2 Rigging and Lifting:	
Use certified rigging equipment and follow load-bearing limits.	
5.3 Fire Safety:	
Maintain fire extinguishers and adhere to electrical safety standards during operations.	
6.0 COMPLIANCE STANDARDS	
Adhere to the National Building Code of the Philippines (NBCP) and related elevator safety standards.	
Philippine Mechanical Code (Mechanical Safety) and Philippine Electrical Code (Electrical Installation, Supply, Grounding, etc.)	
Follow environmental guidelines for waste disposal and recycling.	
7.0 INSTRUCTIONS	

Contractor must have necessary specialty license to undertake this work. Secure necessary permits from local government as necessary.	
B. INSTALLATION WORKS	
1.0 OVERVIEW: Installation, Testing and Commissioning	
1.1 Location: VMC – Main Building	
1.2 Elevator Specifications:	
1.2.1 Type: Bed/Service Elevator (with machine room)	
Unit: 1	
Capacity: 1600Kg	
Stops: 4 Floors	
Speed: 1.0 MPS	
1.3 OBJECTIVE: Safely install the new bed/service elevator, the goods elevators system and the corresponding back-up electrical power generator systems. Conduct testing, and commissioning in accordance with the industry standards.	
2.0 PRE-INSTALLATION PHASE	
2.1 Site Assessment and Preparation	
Conduct a site survey to verify shaft dimensions, machine room layout, and structural readiness.	
Inspect the existing shaft and machine room for compliance with the elevator manufacturer’s specifications.	
Perform minor civil works to ensure proper alignment of guide rails, shaft walls, and machine room accessibility.	
Perform chipping works for shaft rectification one side.	
2.2 Permits and Documentation	
Obtain necessary permits and approvals from local authorities.	
Coordinate with the building management for work schedules and access to the premises.	
2.3 Delivery and Storage	
Coordinate delivery of elevator components and power generator sets (cabin, guide rails, hoisting motor, control panels, etc.).	
Store components in a secure, weather-proof area near the installation site.	
3.0 INSTALLATION PHASE	
3.1 Hoist-way and Guide Rail Installation	
Install guide rails and brackets in the shaft to precise alignment standards. Install buffers, limit switches, and safety devices at appropriate shaft locations.	
3.2 Machine Room Set-up	
Install the hoisting motor, brake system, and sheave in the machine	

room.	
Mount and connect the control panel and drive system to the hoisting equipment.	
Ensure proper ventilation and lighting in the machine room for safe operation.	
3.3 Elevator Cab Assembly	
Assemble and position the elevator cab within the hoist-way.	
Connect the cab to the counterweight system via suspension cables.	
Install the cab fixtures (e.g., lighting, emergency phone, control panel, and ventilation).	
3.4 Electrical and Control System Installation	
Run electrical wiring from the machine room to all floors and the control panel.	
Install landing doors and position sensors at each stop.	
Connect the elevator control system to the building's power supply and backup system.	
3.5 Back-up Electrical Power Generator System Installation	
Install and connect Back-up Power Generator System dedicated for elevators.	
4.0 TESTING AND COMMISSIONING PHASE	
4.1 Load Testing	
Perform a load test to ensure the elevator operates safely and meets the 1600 kg capacity requirement.	
4.2 Functional Testing	
Test all elevator functions, including door operation, emergency brakes, intercom system, and floor leveling.	
Verify that the speed (1.0 m/s) and stopping accuracy meet design specifications.	
4.3 Safety Certification	
Coordinate with authorized inspectors for certification of safety compliance.	
4.4 Training Handover	
The training shall include Operational Procedures and Safety Guidelines, Preventive and Corrective Maintenance Procedures, Troubleshooting Techniques and Common Fault Diagnosis, Hands-on Demonstration, Provision of Training Manuals and Reference Materials.	
The training schedule, duration and venue shall be coordinated with the end-user, and a Certificate of Completion shall be issued to participating maintenance personnel upon completion of the program.	
Provide a complete set of documents, including manuals, warranties, and maintenance schedules.	
5.0 POST-INSTALLATION SUPPORT	
Offer a 1-year warranty for the elevator, covering parts and labor for any defects. Schedule regular preventive maintenance (Monthly) visits as part of the service agreement.	

6.0 TIMELINE			
Demobilization: 5-8 days			
Delivery of Equipment to Site: 30-45 days			
Pre-Installation Phase: 7-15 days			
Installation Phase: 20-40 days			
Testing and Commissioning: 7-12 days			
Total Duration: 120 days			
7.0 OTHER REQUIREMENTS			
Requirements to be submitted during the bidding (DURING POST-QUALIFICATION);			
7.1 Site inspection certificate duly signed by the engineering or building in-charge of the project.			
7.2 Authority to bid from the manufacturer.			
7.3 PCAB Certificate at least SMALL B, with specialty on elevator, mechanical, electrical.			
7.4 Submission of elevator shaft drawing duly signed and sealed by Contractor’s Resident Professional Mechanical Engineer (PME) as guaranteed during installation and commissioning of the Goods and Bed/Service elevators.			
7.5 Certification as company Resident Professional Mechanical Engineer (PME), updated PTR and PRC I.D. Must also be submitted during the bidding. To ensure of free Professional Mechanical Engineer Consultancy and for compliance in the mechanical permit and permit to operate of the elevator.			
7.6 Certification that the contractor must have a ready spare part available within ten (10) years in their warehouse of the Contractor in Metro Manila.			
TECHNICAL SPECIFICATIONS			
The Elevator shall have the following minimum specifications and features;			
VMC – MAIN BUILDING			
1	Basic Specification		
1.1	Machine Room or Machine Room Less	With Machine Room	
1.2	Lift Name	BED Elevator (1600Kg-1.0m/s-4/4/4)	
1.3	Capacity (kg)	1600Kg	
1.4	Speed (m/s)	1.0 m/s	
1.5	Floors	4	
1.6	Stops	4	
1.7	Door Opening	4	
1.8	Car Entrances	1	
1.9	Drive	VVF (Variable Voltage Frequency)	
1.1	Control	Simplex Full Collective	
1.11	Power Voltage	230 V / 3 Phase / 60Hz	
1.12	Lighting Voltage	230 V / 1 Phase / 60Hz	
1.13	Frequency	60Hz	
1.14	ARD	Automatic Rescue Device	
1.15	AVR	Automatic Voltage Regulator	
2	SHAFT		
2.1	Machine Room or Machine Room Less	With Machine Room	
2.2	Shaft Net Size	Range: W*D 1350mm x 2500mm up to 1500mm x 3000mm	Range: W*D 1350 2196 mm x 2500 2900 mm up to 1500 2200mm x 3000mm
2.3	Travel Height	Range: 10530mm up to 15500mm	
2.4	Pit Depth	Range: 1980mm up to	

		3000mm	
2.5	Shaft Overhead Height	Range: 4400mm up to 6200mm	
3	CABIN		
3.1	Cabin Dimensions	Range: W-1200mm x 2940mm up to 1300mm x 3200mm	Range: W- ~~1200~~ 1450 mm x ~~2940~~ 2250mm up to ~~1300~~ 1500mm x ~~3200~~ 2500mm
3.2	Cabin Clear Height	Range: 2400mm up to 3000mm	
3.3	Cabin Material	Hairline Stainless Steel	
3.4	Lighting	LED (manufacturer's standard)	
3.5	Ceiling Type	304 Hairline Stainless Steel	
3.6	Flooring	PVC/Vinyl/Quartz/Anti-Slip Flooring Styrene/Butadiene Rubber	
		Thickness: 30mm	
3.7	Handrail	3 pcs. Handrail Left, Right & Rear Wall	
3.8	Voice Prompt System	With Voice Prompt System	
4	CABIN DOOR		
4.1	Door Operator	VVVF	
4.2	Door Safety	Infrared Light Curtain Protection	
4.3	Door Type / Dimensions	According to Landing Door	
4.4	Cabin Door	304 Hairline Stainless Steel	
5	LANDING DOOR		
5.1	Door Type	2 Panels Side Opening	
5.2	Dimensions	Range: W*H 1000mm x 2100mm up to 1500mm x 3000mm	
5.3	Landing Door in Ground	304 Hairline Stainless Steel	
5.4	Landing Door in other Floors	304 Hairline Stainless Steel	
6	CAR CALL (COP) and DOOR CALL (LOP)		
6.1	Displaying	Cabin Location Display and Travel Direction Arrow (↑↓) Display	
6.2	Displayer	LCD Liquid Crystal Display / LED Light Emitting Diode	
6.3	Floor Displaying	G, 2... Etc., or as per Customer	
6.4	Main Floor Landing	G, or as per Customer	
6.5	Car Call	COP: Car Operating Panel	
6.6	Door Call	LOP: Land Operating Panel	
6.7	Panel Material	Panel Material According to Car	
6.8	Button	Round with Braille	
6.9	Door Call Type	Separate or 2 in 1	
6.1	Key Switch and Fireman Switch (Separate)	At Main Floor	
6.11	Car Ventilation	2 sets, Ventilation Fan	

OTHER ISSUES AND CONCERNS:

- All requests for cancellation will be reflected to the Performance Evaluation of the Supplier.
 - Content higher than the requirement is acceptable if advantageous to the government.
- *PRICE SCHEDULE***
- Column 1 – Should be in accordance with VMC’s item number.
 - Column 2 - Indicate the **item description of your offer** with BRAND. If no BRAND, indicates **GENERIC OR NO BRAND. Please include your packaging for each item to be bid.**
 - Column 3 – Country of Origin/Source of Domestic Product, as certified by the Relevant Agency
 - The Price Schedule should be filled completely or put zero (0) or dash (-) if not applicable.
 - The final unit price should be stated.

- In the Price Schedule, "For Goods Offered from Abroad Form" will be used if the origin of the item is from abroad, if manufactured in the Philippines, "For Goods Offered from Within the Philippines Form" shall be used. (Please use the attached Form/Template)
- Bid Bulletin will be posted, if any.
- Bidders are advised to use two (2) decimal places in setting up their bid prices.
- For on-going contracts, please indicate total amount of all outstanding contracts.
- Lowest Calculated Bidder (LCB) shall undergo evaluation of the item being offered.
- Failure of the supplier to deliver on time will be subjected to termination of contract as to awarded item. Performance Bond shall be forfeited in favor of VMC.

BID Opening will be on August 28, 2026, at 1:00 PM

The pre-bidding conference was adjourned at 3:00 Pm.

Prepared by:

Noted by:

LESTER JOHN JAKE R. DIVINO
BAC Secretariat

RUBY S. GURREA
Chairperson, BAC

"PHIC Accredited Healthcare Provider"
"Valenzuela Medical Center... Where your health matters most"



Address: **Padrigal St., Karuhatan, Valenzuela City, 1441**
Telephone Nos: **8294-6711 to 17**
Director's Office Direct Line: **8291-4259**
Email Address: **valgen_hosp@yahoo.com**
Website: **<https://vmc.doh.gov.ph/>**

BENEFICIAL OWNERSHIP DECLARATION
(SAMPLE ONLY)

FOR THE YEAR:

COMPANY DETAILS		
CORPORATE NAME:		
SEC REGISTRATION NUMBER:		
ENTITY TYPE:	FILING TYPE:	DATE OF FILING:

BENEFICIAL OWNER DETAILS		
COMPLETE NAME:		
DATE OF BIRTH:	SEX:	NATIONALITY
RESIDENTIAL ADDRESS:		
EMAIL ADDRESS:		
MOBILE NUMBER:		LANDLINE NUMBER:
TIN / PASSPORT NO.:		POLITICALLY EXPOSED PERSON:
TOTAL OWNERSHIP RIGHTS:		

CATEGORY OF BENEFICIAL OWNERSHIP: <i>(Encircle the letter applicable)</i>	
A	Natural person(s) owning, directly or indirectly or through a chain of ownership, at least twenty percent (20%) of the voting rights, voting shares or capital of the reporting corporation.
B	Natural person(s) who exercise control over the reporting entity through any contract, understanding, relationship, intermediary, or tiered entity.
C	Natural person(s) having the ability to elect a majority of the board of directors/trustees, or any similar body, of the reporting entity.
D	Natural person(s) having the ability to exert a dominant influence over the management or policies of the reporting entity.
E	Natural person(s) whose directions instructions or wishes in conducting the affairs of the reporting entity are carried out by a majority of the board members.
F	Natural person(s) acting as stewards of properties of the reporting entity, where such properties are under the care or administration of said natural person(s).
G	Natural person(s) who actually own or control the reporting entity through nominee shareholders or nominee directors acting for or on behalf of such natural persons.
H	Natural person(s) ultimately owning or controlling or exercising ultimate effective control through other means not falling under any of the foregoing categories including substantial benefits such as exclusive use of the reporting entity’s assets, receipt of profits and liquidating dividends, among others.
I	Natural person(s) exercising control through senior management positions within the reporting entity. This category is applicable only when no natural person is identifiable under Categories A through H after exhausting reasonable means of

	identification. If there are multiple persons in the same level of seniority, all such persons shall be identified as beneficial owners.
--	--

ATTESTATION CLAUSE

By proceeding with the submission, the declarant certifies that:

- 1. The information provided is true, correct, and complete to the best of my knowledge;
- 2. The information provided reflects the latest beneficial ownership information of the reporting company; and
- 3. I may be held liable for any criminal, administrative, or civil penalty that may be imposed for any false declaration in the submission.

☐ I hereby agree to the attestations.
Attested by: _____

Bid Form for Procurement of Goods/Infrastructure Projects

[Note: The duly accomplished form shall be submitted with the Bid]

BID FORM

Project Identification No.: *[Insert number]*

To: *[Name of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBD) including the Supplemental Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, declare that:

- a) I/We have no reservation to the PBD, including the Supplemental Bid Bulletins, for the Procurement Project *[Project Title]*;
- b) Select one, delete the other
 - I/We undertake to deliver the Goods in accordance with the delivery schedule in the Schedule of Requirements;
 - I/We offer to execute the Works for this Contract in accordance with the PBD;
- c) The total price of our Bid in words and figures, excluding any discount offered below, is *[insert information]*
- d) The discounts offered and the methodology for their application, if any, are: *[insert information]; or indicate N/A if no discount offered]*
- e) The total bid price in words and figures, after applying the applicable discount, 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 in the *[Select one, delete the other: the Price Schedules/ Detailed Estimates]*.
- f) This Bid shall remain valid within a period stated in the PBD, and it shall be binding upon me/us at any time before the expiration of that period;
- g) If our bid is accepted, I/we commit to enter to a contract and provide a performance security in the form, amounts, and within the times prescribed in the PBD, and hereby acknowledge the consequences under the IRR of RA No. 12009 on forfeiture of Bid Security or enforcement of Bid Securing Declaration and on Blacklisting.

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 the Bidder.

I/We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

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

The undersigned is authorized to submit the bid on behalf of *[Name of the Bidder]* as evidenced by the attached *[State the Written Authority]*.

I/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.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]
[Position/Designation]
[Date]

Price Schedule for Goods

Name of Bidder _____ Project ID No. _____ Page ____ of ____

Pricing Details for Goods Offered from Within the Philippines

1	2	3	4	5	6	7	8	9	10
Item	Description	Source of Domestic Product, as certified by the Relevant Agency	Quantity	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)

Summary of Bid Prices

The Procuring Entity may modify the table below as necessary to comply with the requirements of the Procurement Project.

1	2	3	4
Item No.	Item	Particulars / Description	Total Amount

Name: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Price Schedule for Goods

Name of Bidder _____ Project ID No. _____ Page ____ of ____

Pricing Details for Goods Offered from Abroad

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP 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)

Summary of Bid Prices

The Procuring Entity may modify the table below as necessary to comply with the requirements of the Project.

1	2	3	4
Item No.	Item	Particulars / Description	Total Amount

Name: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Omnibus Sworn Statement Form
[Note: The duly accomplished form shall be submitted with the Bid]

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

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*
- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
 - *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
2. *Select one, delete the others:*
- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, 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 *[Project Title]* of the *[Name of the Procuring Entity]**[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
 - *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;
3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *Select one, delete the others:*

- *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations*: *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has

maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

8. *[Name of Bidder]* complies with existing labor laws and standards; and
9. *[Name of Bidder]* is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the *[Project Title]*.
10. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

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, with no. _____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

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 _____.

Bid Securing Declaration Form
*[The duly accomplished form shall be submitted with the Bid
if bidder opts to provide this type of bid security]*

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

BID SECURING DECLARATION
Project Identification No.: [Number]

To: *[Insert name of the Procuring Entity]*

I/We, the undersigned, declare that:

- 1) I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration;

[Insert paragraph for Unsolicited Offer with Bid Matching]

I/We understand that upon conferment of the original offeror status under Section 30.6 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, the offeror shall submit a Bid Securing Declaration within ten (10) days from the receipt of the certificate of conferment;

- 2) Select one, delete the other:

- I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the Procuring Entity for the commission of acts resulting to the enforcement of the Bid Securing Declaration under Sections 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c), of the IRR of Republic Act No. 12009; without prejudice to other legal action the government may undertake; and

(For Unsolicited Offer with Bid Matching)

- I/We accept that: I/we will be automatically disqualified from any procurement opportunity of the Procuring Entity for a period of one (1) year on the first offense, two (2) years on the second offense, and perpetually on the third offense without prejudice to other legal action the government may undertake.

- 3) I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

[Insert this paragraph for Unsolicited Offer with Bid Matching]

Upon contract award and the LCCRB is not the original offeror; or

I am/we are declared the bidder with the *[Insert Award Criterion]* and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

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, with no. ____.

WITNESS MY HAND AND SEAL this ____ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC
Notarial Commission No. _____
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 _____

NFCC COMPUTATION FOR ELIGIBILITY CHECK

A. Summary of the Applicant Supplier’s/Distributor’s/Manufacturer’s assets and liabilities on the basis of the attached income tax return and 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.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth(1-3)	
6.	Net Working Capital(2-4)	

B. 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.

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

The Bidder shall attach the AFS to the NFCC Computation for Eligibility Check Form.

NFCC=P_____

Submitted by:

Name of Supplier/Distributor/Manufacturer

Signature of Authorized Representative

Date:_____

STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT SIMILAR TO THE CONTRACT TO BE BID

This is to certify that _____(company)_____ has the following completed contracts within Ten (10) years from the date of submission and receipt of bids.

Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Date of Delivery/ End-user's Acceptance	Date of Official Receipt	Bidder is A) Manufacturer B) Supplier C) Distributor

Name and Signature of Authorized Representative

Date

*Instructions:

- a) Cut-off date as of:
- (i) Up to the day before the deadline of submission of bids.
- b) In the column under “Dates”, indicate the dates of Delivery/ End-user’s Acceptance and Official Receipt.
- c) “Name of Contract”. Indicate here the Nature/ Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: “Supply and Delivery of _____ for Valenzuela Medical Center”

STATEMENT OF: (I) ONGOING CONTRACTS AND; (II) AWARDED BUT NOT YET STARTED CONTRACTS						
This is to certify that _____ has the following ongoing and awarded but not yet started contracts:						
Date of the Contract	Contracting Party	Name of Contract	Kind of Goods Sold	Amount of Contract	Value of Outstanding Contracts	Bidder is A) Manufacturer B) Supplier C) Distributor
_____ Name and Signature of Authorized Representative				_____ Date		

- *Instructions:
- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of:
 - i. The day before the deadline of submission of bids.
 - b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
 - c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
 - d) "Name of Contract". Indicate here the Nature/ Scope of the Contract for easier tracking of the entries/ representations. Example: "Supply and Delivery of _____ for Valenzuela Medical Center"