



BIDS AND AWARDS COMMITTEE I

Supplemental/Bid Bulletin No. 1

**PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR
THREE (3) YEARS (2019 TO 2021)
BID REF. NO. ASD-B1-2019-155**

This Supplemental/Bid Bulletin No. 1 is being issued to amend some provisions in the bidding documents for the aforementioned project.

AMENDMENT TO BIDDING DOCUMENTS

FROM	TO
Section I. Invitation to Bid	
TO ADD...	4. The bidding is restricted to Filipino citizens / sole proprietorships, partnerships, or organization with at least sixty percent (60%) interest or outstanding capital stock belonging citizens of the Philippines.
Section III. Bid Data Sheet	
a. Eligibility Documents	
(v) Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. (Annex I) ;	(v) Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. (Revised Annex I) ;
(vi) Statement of Single Largest Completed Contract of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC (Annex I-A) ... xxx ...	(vi) Statement of Single Largest Completed Contract of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC (Revised Annex I-A) ... xxx ...
(vii) Duly signed Certificate of Net Financial Contracting Capacity (NFCC) per Annex II , in accordance with ITB Clause 5.5 OR Committed Line of Credit a) Should the bidder opt to submit NFCC, computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in Annex II xxx ...	(vii) Duly signed Certificate of Net Financial Contracting Capacity (NFCC) per Revised Annex II , in accordance with ITB Clause 5.5 OR Committed Line of Credit a) Should the bidder opt to submit NFCC, computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in Revised Annex II xxx ...

b. Technical Documents	
(i) Bid security must be issued in favor of the PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) in any of the following forms: 1) Bid Securing Declaration per Annex III ; ... XXX ...	(i) Bid security must be issued in favor of the PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) in any of the following forms: 1) Bid Securing Declaration per Revised Annex III ; ... XXX ...
(iv) Certificate of Performance Evaluation (Annex V) with a rating of at least Very Satisfactory issued by the Single Largest Completed Contract Client of the bidder per submitted Annex I-A	(iv) Certificate of Performance Evaluation (Revised Annex V) with a rating of at least Very Satisfactory issued by the Single Largest Completed Contract Client of the bidder per submitted Revised Annex I-A
(vi) Omnibus Sworn Statements using the form prescribed. (Annex VI)	(vi) Omnibus Sworn Statements using the form prescribed. (Revised Annex VI)
29.2 Post Qualification Documents	
2. Submit original copy of the following: a. Company Profile (Annex X-A). Company printed brochure may be included. ... XXX ...	2. Submit original copy of the following: a. Company Profile (Revised Annex VIII). Company printed brochure may be included. ... XXX ...
Section VI. Bidding Forms	
Annex I Statement of all ongoing government and private contracts	Revised Annex I Statement of all ongoing government and private contracts
Annex I-A Statement of Single Largest Completed Contract of similar nature	Revised Annex I-A Statement of Single Largest Completed Contract of similar nature
Annex II Certificate of Net Financial Contracting Capacity (NFCC)	Revised Annex II Certificate of Net Financial Contracting Capacity (NFCC)
Annex III Bid Securing Declaration	Revised Annex III Bid Securing Declaration
Annex V Certificate of Performance Evaluation	Revised Annex V Certificate of Performance Evaluation
Annex VI Omnibus Sworn Statements	Revised Annex VI Omnibus Sworn Statements
Section VII. Post Qualification Document	
Annex VIII – Company Profile	Revised Annex VIII – Company Profile

Bidders are advised to use and submit **Revised Annexes (I, I-A, II, III, V, VI)** together with other required documents for the bid opening on **02 Aug 2019 (Friday) 02:00 pM.** Please use the Revised Checklist of Requirements as reference.

This **Supplemental/Bid Bulletin No. 1** shall form part of the Bidding Documents. Any provision in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For the guidance and information of all concerned.

Issued this 25th day of July 2019 in Makati City.

Reviewed and approved by:

(Sgd) CHRISTABELLE P. EBRIEGA
Chairperson, Bids and Awards Committee I

ATTY. MARIA GUDELIA C. GUESE
Vice Chairman

(Sgd) MYRA CHITELLA T. ALVAREZ
Member

(Sgd) DAVID A. INOCENCIO
Member

(Sgd) JOEL S. RODRIGUEZ
Member

(Sgd) VIVIAN E. MONSANTO
Alternate Member

Revised Annex I

(Bidder's Company Letterhead)

PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR
THREE (3) YEARS (2019 TO 2021)

Bid Ref No. ASD-B1-2019-155

Approved Budget for the Contract – ₱ 4,377,929.74

Statement of All Ongoing Government and Private Contracts, including contracts
awarded but not yet started, if any

NAME OF CLIENT	NAME OF THE CONTRACT	DATE AND STATUS OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACTS	DATE OF DELIVERY	PURCHASE ORDER NUMBER/S OR DATE OF CONTRACT/S

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

Revised Annex I-A

(Bidder’s Company Letterhead)

PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR THREE (3) YEARS (2019 TO 2021)

Bid Ref No. ASD-B1-2019-155

Approved Budget for the Contract – ₱ 4,377,929.74

Statement of Single Largest Completed Contract of Similar Nature within the Last Five (5) Years from date of submission and receipt of bids

Single Largest Completed Contract of similar nature within the last five (5) years equivalent to at least **fifty percent (50%)** of the total ABC.

Similar contract shall mean “Janitorial or Manpower Services”.

NAME OF CLIENT	NAME OF THE CONTRACT	DATE OF THE CONTRACT	KINDS OF GOODS	AMOUNT OF CONTRACT	DATE OF DELIVERY	OFFICIAL RECEIPT NO. & DATE, <u>OR</u> END USER’S ACCEPTANCE DATE <u>OR</u> COLLECTION RECEIPT WITH SALES INVOICE
						<u>(PLEASE ATTACH)</u>

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

Revised Annex II

(Bidder's Company Letterhead)

PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR THREE (3) YEARS (2019 TO 2021)

Bid Ref No. ASD-B1-2019-155

Approved Budget for the Contract – ₱ 4,377,929.74

CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY

(Please show figures at how you arrived at the NFCC)

This is to certify that our **Net Financial Contracting Capacity (NFCC)** is **Philippine Pesos** (₱ _____) which is at least equal to the total ceiling price we are bidding. The amount is computed as follows:

CA	=	Current Assets	₱
Less:			-
CL	=	Current Liabilities	
		Sub-Total 1	₱
			X 15
		Sub-Total 2	₱
Less:			-
C	=	value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract for this Project	₱
		NFCC	₱

Issued this _____ day of _____, 2019.

Name & Signature of Authorized Representative

Position

Date

Notes:

1. The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR
2. The value of all outstanding or uncompleted contracts refers to those listed in Annex I.
3. The detailed computation must be shown using the required formula provided above.
4. The NFCC computation must at least be equal to the total ABC of the project.

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

BID-SECURING DECLARATION

**PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR
THREE (3) YEARS (2019 TO 2021)
Bid Ref No. ASD-B1-2019-155**

Approved Budget for the Contract – ₱ 4,377,929.74

To: PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC)

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.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration¹, 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 23.1 (b), 34.2, 40.1, and 69.1, **except 69.1 (f)** of the IRR of RA 9184; without prejudice to the 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:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we are declared as the bidder with the Single/Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

Revised Annex III (Page 2 of 2)

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of _____, 2019 at _____.

*Signature over Printed Name
of Bidder's Authorized
Representative*
AFFIANT

SUBSCRIBED AND SWORN to before me this ____ day of _____, _____ at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her _____ *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of _____, 2019.

NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

(BIDDER'S CLIENT'S COMPANY LETTERHEAD)

CERTIFICATE OF PERFORMANCE EVALUATION

[To be issued by the Bidder's Client specified in Annex I-A (Single Largest Completed Contract) with a rating of at least Very Satisfactory on the performance of the product supplied / delivered by the prospective bidder]

This is to certify that _____ **(NAME OF BIDDER)** _____ has supplied our company/agency with _____ **(Name of Product/s)** _____. Based on our evaluation on timely delivery, compliance to specifications and performance, warranty and after sales service, we give _____ **(NAME OF BIDDER)** _____ a rating of:

- EXCELLENT**
- VERY SATISFACTORY**
- SATISFACTORY**
- POOR**

This Certification shall form part of the Technical Documentary Requirements in line with _____ **(Name of Bidder)** _____ participation in the bidding for the **PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR THREE (3) YEARS (2019 TO 2021)** .

Issued this _____ day of _____ 2019 in _____, Philippines

Name of Company (Bidder's Client)

Full Name of Authorized Representative

Address

Signature of Authorized Representative

Tel. No./Fax

E-mail Address

Revised Annex VI (Page 1 of 4)

PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR THREE (3) YEARS (2019 TO 2021)

Bid Ref. No. ASD-B1-2019-155

Approved Budget for the Contract – ₱ 4,377,929.74

Omnibus Sworn Statement

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

AFFIDAVIT

I/We, _____, of legal age, with residence at _____,

after having been duly sworn to in accordance with law and in compliance with the bidding requirements as contained in the Instructions to Bidders / Bid Data Sheet for the bidding of the PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR THREE (3) YEARS (2019 TO 2021) per Bid Ref No. ASD-B1-2019-155 do hereby certify under oath as follows:

(a)

AUTHORITY OF THE DESIGNATED REPRESENTATIVE

(Please check appropriate box and fill up blanks)

Sole Proprietor

That I am the sole proprietor of <company name/name of supplier> with business address at _____; Telephone No. _____, with Fax No. _____ and e-mail address _____ and as such, I have the full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding.

Name: _____

Title: _____

Specimen Signature: _____

- OR -

That I am the duly authorized representative of the owner/sole proprietor of <company name/name of supplier> with business address at _____; Telephone No. _____, with Fax No. _____ and e-mail address _____ as shown in the attached Special Power of Attorney, and granted full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding.

Name: _____

Title: _____

Specimen Signature: _____

Note: Please attach a Special Power of Attorney, if not the Sole Proprietor/Owner.

Revised Annex VI (Page 2 of 4)

Corporation, Partnership, Cooperative

That I/we am/are the duly authorized representative/s of <company name>, located at _____, with Telephone No. _____; Fax No. _____ and e-mail address, _____, as shown in the attached Secretary's Certificate issued by the corporation or the members of the joint venture, and granted full power and authority to execute and perform any and all acts necessary and/or to represent our company in the abovementioned bidding, including signing all bidding documents and other related documents such as the contracts:

1) Name: _____ 2) Name: _____
Title: _____ Title: _____
Specimen Signature: _____ Specimen Signature: _____

Note: Please attach duly executed Secretary's Certificate.

(b)

NON-INCLUSION IN THE BLACKLIST NOR UNDER SUSPENSION STATUS BY ANY AGENCY OR GOVERNMENT INSTRUMENTALITY

That the firm I/We represent 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 been recognized by the Government Procurement Policy Board;

(c)

AUTHENTICITY OF SUBMITTED DOCUMENTS

That each of the documents submitted by our company 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.

(d)

AUTHORITY TO VALIDATE SUBMITTED DOCUMENTS

The undersigned duly authorized representative of the Applicant, for and in behalf of the Applicant, hereby submits this Letter of Authorization in relation with Application to apply for Eligibility and to Bid for the subject contract to be bid.

In connection thereat, all public official, engineer, architect, surety company, bank institution or other person, company or corporation named in the eligibility documents and statements are hereby requested and authorized to furnish the Chairman, PITC Bids & Awards Committee I or her duly authorized representative/s any information necessary to verify the correctness and authenticity of any item stated in the said documents and statements or regarding our competence and general reputation.

I/We hereby give consent and give authority to the Chairman of **PITC Bids and Awards Committee I** or her duly authorized representative, to verify the authenticity and correctness, of any or all of the documents and statements submitted herein; and that I/we hereby hold myself liable, criminally or civilly, for any misrepresentation or false statements made therein which shall be ground for outright disqualification and/or ineligibility, and inclusion of my/our company among the contractors blacklisted from participating in future biddings of **Philippine International Trading Corporation**.

(e)
DISCLOSURE OF RELATIONS

That for and in behalf of the Bidder, I/We hereby declare that the sole proprietor or proprietress/ all officers and members of the partnership or cooperative/ all officers, directors, and controlling stockholders of the corporation/ all partners and members of the Joint Venture are not related by consanguinity or affinity up to the third civil degree with the **Head of the Procuring Entity**, members of the **Board of Directors**, the **President**, **Officers** or **Employees** having direct access to information that may substantially affect the result of the bidding such as, but not limited to, the **members of the PITC BAC**, the **members of the TWG of PITC**, the **PITC BAC Secretariat**, the **head of the end-user unit**, and the **project consultants**. It is fully understood that the existence of the aforesaid relation by consanguinity or affinity of the Bidder with the aforementioned Officers of the Corporation shall automatically disqualify the Bid.

(f)
COMPLIANCE WITH EXISTING LABOR LAWS AND STANDARDS

That our company diligently abides and complies with existing labor laws and standards.

(g)
BIDDER'S RESPONSIBILITIES

1. That I/we have taken steps to carefully examine all of the bidding documents;
2. That I/we acknowledge all conditions, local or otherwise affecting the implementation of the contract;
3. That I/we made an estimate of the facilities available and needed for the contract to be bid, if any;
4. That I/we will inquire or secure Supplemental /Bid Bulletins issued for this project;
5. That the submission of all bidding requirements shall be regarded as acceptance of all conditions of bidding and all requirements of authorities responsible for certifying compliance of the contract;
6. That I have complied with our responsibility as provided for in the bidding documents and all Supplemental /Bid Bulletins;
7. That failure to observe any of the above responsibilities shall be at my own risk and
8. That I agree to be bound by the terms and conditions stated in the Conditions of the Contract for this project.

(h)
DID NOT PAY ANY FORM OF CONSIDERATION

That our company 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.

Revised Annex VI (Page 4 of 4)

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2019 at _____, Philippines.

Bidder's Representative/Authorized Signatory
Signature over Printed Name

SUBSCRIBED AND SWORN TO BEFORE ME this _____day of _____at _____, Philippines. Affiant exhibited to me his/her competent Evidence of Identity (as defined by the 2004 Rules on Notarial Practice _____ issued _____at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2019

Revised Annex VIII

Bidder's Company Letterhead)

**PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES REQUIREMENT FOR
THREE (3) YEARS (2019 TO 2021)**

BID REF NO. ASD-B1-2019-155

Approved Budget for the Contract – ₱ 4,377,929.74

COMPANY PROFILE

COMPANY NAME : _____

ADDRESS : _____

HEAD OFFICE : _____

BRANCH : _____

TELEPHONE NUMBER/S : _____

HEAD OFFICE : _____

BRANCH : _____

FAX NUMBER/S : _____

HEAD OFFICE : _____

BRANCH : _____

E-mail Address/es : _____

NUMBER OF YEARS IN BUSINESS : _____

NUMBER OF EMPLOYEES : _____

LIST OF MAJOR STOCKHOLDERS : _____

LIST OF BOARD OF DIRECTORS : _____

LIST OF KEY PERSONNEL (NAME & DESIGNATION WITH SIGNATURE) AS AUTHORIZED CONTACT PERSONS FOR THIS PROJECT [at least THREE (3)] : _____

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date

PITC BIDS AND AWARDS COMMITTEE I
REVISED CHECKLIST OF REQUIREMENTS FOR BIDDERS

Name of Company:

Project:

**PROCUREMENT OF PITC JANITORIAL AND ALLIED SERVICES
REQUIREMENT FOR THREE (3) YEARS (2019 TO 2021)**

Bid Ref. No.

ASD-B1-2019-155

APPROVED BUDGET FOR THE CONTRACT: ₱ 4,377,929.74

Ref. No.	Particulars	
ENVELOPE 1: ELIGIBILITY AND TECHNICAL DOCUMENTS		
12.1 (a)	ELIGIBILITY DOCUMENTS	
	CLASS "A" DOCUMENTS	
(i)	Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;	
(ii)	Valid and current Business / Mayor's 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; In cases of recently expired Mayor's / Business permits, said permit shall be submitted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement.	
(iii)	Valid and Current Tax Clearance per Executive Order 398, Series of 2005 and Revenue Memorandum Order No. 46-2018	
(iv)	Copy of Audited Financial Statements for 2018 and 2017 (in comparative form or separate reports): (a) Independent Auditor's Report; (b) Balance Sheet (Statement of Financial Position); and (c) Income Statement (Statement of Comprehensive Income). Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.	
<u>OR</u>		
Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of items (i), (ii), (iii) and (iv) above.		
(v)	Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. (Revised Annex I) ;	

(vi)	<p>Statement of Single Largest Completed Contract of similar nature within the last five (5) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC (Revised Annex I-A).</p> <p>Any of the following documents must be submitted/attached corresponding to the listed completed largest contracts per Revised Annex I-A:</p> <p>(a) Copy of End User's Acceptance; or (b) Copy of Official Receipt/s; or (c) Sales Invoice and Collection Receipt</p>	
(vii)	<p>Duly signed Certificate of Net Financial Contracting Capacity (NFCC) per Revised Annex II, in accordance with ITB Clause 5.5 OR Committed Line of Credit</p> <p>a. Should the bidder opt to submit NFCC, computation must be equal to the ABC of the project. The detailed computation using the required formula must be shown as provided for in Revised Annex II.</p> <p>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.</p> <p>Notes:</p> <ol style="list-style-type: none"> 1. For Local Bidders: The values of the bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR 2. The value of all outstanding or uncompleted contracts refers to those listed in Annex I. 3. The detailed computation must be shown using the required formula provided above. 4. The NFCC computation must at least be equal to the ABC of the project. <p>OR</p> <p>b. Should the bidder opt to submit a Committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC of the project issued by a Local Universal or Local Commercial Bank. The amount of the committed Line of Credit MUST BE MACHINE VALIDATED. (See sample Bank Form per</p>	
12.1. (b)	TECHNICAL DOCUMENTS	
(i)	<p>Bid security must be issued in favor of the PHILIPPINE INTERNATIONAL TRADING CORPORATION (PITC) in any of the following forms:</p> <ol style="list-style-type: none"> 1) Bid Securing Declaration per Revised Annex III; 2) Cash or Cashier's/ Manager's Check equivalent to at least 2% of the ABC (₱87,558.59); 3) Bank Guarantee/ Bank draft or Irrevocable LC equivalent to at least 2% of the ABC (₱87,558.59); OR 4) Surety bond callable upon demand equivalent to at least 5% of the ABC (₱218,896.49). 	
(ii)	Duly signed and completed Technical Bid Form. Bidder must use, accomplished and submit the Technical Bid Form attached as Annex IV ;	
(iii)	Duly signed/conformed PITC Terms of Reference attached as Annex IV-A ;	

(iv)	Certificate of Performance Evaluation (Revised Annex V) with a rating of Satisfactory issued by the Single Largest Completed Contract/s Client/s of the bidder per submitted Revised Annex I-A .	
(v)	Proof of Authority of the bidder's authorized representative/s: 1. FOR SOLE PROPRIETORSHIP (IF OWNER OPTS TO APPOINT A REPRESENTATIVE): Duly notarized Special Power of Attorney 2. FOR CORPORATIONS, COOPERATIVE OR THE MEMBERS OF THE JOINT VENTURE: Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.	
(vi)	Omnibus Sworn Statements using the form prescribed. (Revised Annex VI) a) Authority of the designated representative b) Non-inclusion in blacklist or under suspension status c) Authenticity of Submitted Documents d) Authority to validate Submitted Documents e) Disclosure of Relations f) Compliance with existing labor laws and standards g) Bidders Responsibilities h) Did not pay any form of consideration	
	ENVELOPE 2: FINANCIAL DOCUMENTS	
13.1	Completed and signed Financial Bid Form. Bidder must use, accomplish and submit Financial Bid Form hereto attached as Annex VII and Detailed Computation/Cost Computation of the minimum monthly contract rate per janitor/allied services personnel per location attached as Annex VII-A . The ABC is inclusive of VAT. Any proposal with a financial component exceeding the ABC shall not be accepted.	

Note:

1. In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail.
2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Eligibility, Technical and Financial Documents checklist.