



# BANGKO SENTRAL NG PILIPINAS

## PHILIPPINE BIDDING DOCUMENTS FOR

**Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference:**

<b>Lot No.</b>	<b>Description</b>
<b>1</b>	<b>: 40 BSP-acquired properties located in various locations</b>
<b>2</b>	<b>: 40 BSP-acquired properties located in various locations</b>
<b>3</b>	<b>: 51 BSP-acquired properties located in the National Capital Region</b>
<b>4</b>	<b>: 2,314 BSP-acquired properties located in Luzon</b>
<b>5</b>	<b>: 237 BSP-acquired properties located in Visayas</b>
<b>6</b>	<b>: 566 BSP-acquired properties located in Mindanao</b>

**BIDS AND AWARDS COMMITTEE-HEAD OFFICE**  
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**Sixth Edition  
July 2020**

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# *Glossary of Acronyms, Terms, and Abbreviations*

**2016 Revised IRR** – 2016 Revised Implementing Rules and Regulations of Rep. Act No. 9184.

**ABC** – Approved Budget for the Contract.

**BAC** – Bids and Awards Committee.

**Bid** – A signed offer or proposal to undertake a contract submitted by a bidder in response to and in consonance with the requirements of the bidding documents. Also referred to as Proposal and Tender. (2016 Revised IRR, Section 5[c])

**Bidder** – Refers to a contractor, manufacturer, supplier, distributor and/or consultant who submits a bid in response to the requirements of the Bidding Documents. (2016 Revised IRR, Section 5[d])

**Bidding Documents** – The documents issued by the Procuring Entity as the bases for bids, furnishing all information necessary for a prospective bidder to prepare a bid for the Goods, Infrastructure Projects, and/or Consulting Services required by the Procuring Entity. (2016 Revised IRR, Section 5[e])

**BIR** – Bureau of Internal Revenue.

**BSP** – Bangko Sentral ng Pilipinas.

**Consulting Services** – Refer to services for Infrastructure Projects and other types of projects or activities of the GOP requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the GOP to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (2016 Revised IRR, Section 5[i])

**CDA** – Cooperative Development Authority.

**Contract** – Refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

**CIF** – Cost Insurance and Freight.

**CIP** – Carriage and Insurance Paid.

**CPI** – Consumer Price Index.

**DDP** – Refers to the quoted price of the Goods, which means “delivered duty paid.”

**DTI** – Department of Trade and Industry.

**EXW** – Ex works.

**FCA** – “Free Carrier” shipping point.

**FOB** – “Free on Board” shipping point.

**Foreign-funded Procurement or Foreign-Assisted Project** – Refers to procurement whose funding source is from a foreign government, foreign or international financing institution as specified in the Treaty or International or Executive Agreement. (2016 Revised IRR, Section 5[b]).

**Framework Agreement** – Refers to a written agreement between a procuring entity and a supplier or service provider that identifies the terms and conditions, under which specific purchases, otherwise known as “Call-Offs,” are made for the duration of the agreement. It is in the nature of an option contract between the procuring entity and the bidder(s) granting the procuring entity the option to either place an order for any of the goods or services identified in the Framework Agreement List or not buy at all, within a minimum period of one (1) year to a maximum period of three (3) years. (GPPB Resolution No. 27-2019)

**GFI** – Government Financial Institution.

**GOCC** – Government-owned and/or –controlled corporation.

**Goods** – Refer to all items, supplies, materials and general support services, except Consulting Services and Infrastructure Projects, which may be needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, including non-personal or contractual services such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services, as well as procurement of materials and supplies provided by the Procuring Entity for such services. The term “related” or “analogous services” shall include, but is not limited to, lease or purchase of office space, media advertisements, health maintenance services, and other services essential to the operation of the Procuring Entity. (2016 Revised IRR, Section 5[r])

**GOP** – Government of the Philippines.

**GPPB** – Government Procurement Policy Board.

**INCOTERMS** – International Commercial Terms.

**Infrastructure Projects** – Include the construction, improvement, rehabilitation, demolition, repair, restoration or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as civil works or works. (2016 Revised IRR, Section 5[u])

**LGUs** – Local Government Units.

**NFCC** – Net Financial Contracting Capacity.

**NGA** – National Government Agency.

**PhilGEPS** – Philippine Government Electronic Procurement System.

**Procurement Project** – refers to a specific or identified procurement covering goods, infrastructure project or consulting services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan. (GPPB Circular No. 06-2019 dated 17 July 2019)

**PSA** – Philippine Statistics Authority.

**SEC** – Securities and Exchange Commission.

**SLCC** – Single Largest Completed Contract.

**Supplier** – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. (Item 3.8 of GPPB Resolution No. 13-2019, dated 23 May 2019). Supplier as used in these Bidding Documents may likewise refer to a distributor, manufacturer, contractor, or consultant.

**UN** – United Nations.

## ***Section I. Invitation to Bid***

### **Notes on the Invitation to Bid**

The Invitation to Bid (IB) provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The IB shall be posted in accordance with Section 21.2 of the 2016 Revised IRR of RA No. 9184.

Apart from the essential items listed in the Bidding Documents, the IB should also indicate the following:

- a. The date of availability of the Bidding Documents, which shall be from the time the IB is first advertised/posted until the deadline for the submission and receipt of bids;
- b. The place where the Bidding Documents may be acquired or the website where it may be downloaded;
- c. The deadline for the submission and receipt of bids; and
- d. Any important bid evaluation criteria (e.g., the application of a margin of preference in bid evaluation).

The IB should be incorporated in the Bidding Documents. The information contained in the IB must conform to the Bidding Documents and in particular to the relevant information in the Bid Data Sheet.



## BANGKO SENTRAL NG PILIPINAS

BIDS AND AWARDS COMMITTEE – HEAD OFFICE

### INVITATION TO BID

1. The BSP, through its BAC – Head Office (BAC-HO), invites bidders to apply for eligibility and to bid for -

Project/Brief Description	<p>Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference:</p> <table border="1" data-bbox="560 674 1406 1104"> <thead> <tr> <th data-bbox="560 674 639 745">Lot No.</th> <th data-bbox="639 674 1406 745">Description</th> </tr> </thead> <tbody> <tr> <td data-bbox="560 745 639 835">1</td> <td data-bbox="639 745 1406 835">: 40 BSP-acquired properties located in various locations</td> </tr> <tr> <td data-bbox="560 835 639 913">2</td> <td data-bbox="639 835 1406 913">: 40 BSP-acquired properties located in various locations</td> </tr> <tr> <td data-bbox="560 913 639 992">3</td> <td data-bbox="639 913 1406 992">: 51 BSP-acquired properties located in the National Capital Region</td> </tr> <tr> <td data-bbox="560 992 639 1025">4</td> <td data-bbox="639 992 1406 1025">: 2,314 BSP-acquired properties located in Luzon</td> </tr> <tr> <td data-bbox="560 1025 639 1059">5</td> <td data-bbox="639 1025 1406 1059">: 237 BSP-acquired properties located in Visayas</td> </tr> <tr> <td data-bbox="560 1059 639 1104">6</td> <td data-bbox="639 1059 1406 1104">: 566 BSP-acquired properties located in Mindanao</td> </tr> </tbody> </table> <p data-bbox="560 1144 1406 1249">Note: The BSP requires the services of two (2) independent appraisers for Lots 1 and 2. Thus, bidder/s participating in Lot 1 cannot participate in Lot 2 or vice versa.</p>	Lot No.	Description	1	: 40 BSP-acquired properties located in various locations	2	: 40 BSP-acquired properties located in various locations	3	: 51 BSP-acquired properties located in the National Capital Region	4	: 2,314 BSP-acquired properties located in Luzon	5	: 237 BSP-acquired properties located in Visayas	6	: 566 BSP-acquired properties located in Mindanao				
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Project Identification Number (PIN)	BAC-HO GS No. 2021-0121 dated 27 October 2020																		
ABCs, inclusive of all applicable taxes and other charges	<table border="1" data-bbox="560 1384 1066 1615"> <tbody> <tr> <td data-bbox="560 1384 639 1417">Lot 1</td> <td data-bbox="639 1384 687 1417">:</td> <td data-bbox="687 1384 1066 1417">Php504,000.00</td> </tr> <tr> <td data-bbox="560 1417 639 1451">Lot 2</td> <td data-bbox="639 1417 687 1451">:</td> <td data-bbox="687 1417 1066 1451">Php504,000.00</td> </tr> <tr> <td data-bbox="560 1451 639 1485">Lot 3</td> <td data-bbox="639 1451 687 1485">:</td> <td data-bbox="687 1451 1066 1485">Php290,700.00</td> </tr> <tr> <td data-bbox="560 1485 639 1529">Lot 4</td> <td data-bbox="639 1485 687 1529"></td> <td data-bbox="687 1485 1066 1529">Php15,503,800.000</td> </tr> <tr> <td data-bbox="560 1529 639 1563">Lot 5</td> <td data-bbox="639 1529 687 1563">:</td> <td data-bbox="687 1529 1066 1563">Php2,512,200.00</td> </tr> <tr> <td data-bbox="560 1563 639 1608">Lot 6</td> <td data-bbox="639 1563 687 1608">:</td> <td data-bbox="687 1563 1066 1608">Php5,999,600.00</td> </tr> </tbody> </table> <p data-bbox="560 1653 1406 1727">(Bids received in excess of the above amount shall be automatically rejected at bid opening, or during bid evaluation.)</p>	Lot 1	:	Php504,000.00	Lot 2	:	Php504,000.00	Lot 3	:	Php290,700.00	Lot 4		Php15,503,800.000	Lot 5	:	Php2,512,200.00	Lot 6	:	Php5,999,600.00
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Lot 6	:	Php5,999,600.00																	
Funding Source	BSP Corporate Fund: Approved Budget for Y2021																		
Contract Duration for all lots	The completion period of the site (ocular) inspection and appraisal shall be within 90 calendar days to commence on the date stipulated in the Notice to Proceed to be issued on a per batch basis, and receipt of complete documents identified in Item G of the BSP Terms of Reference.																		

2. Bidders should have completed from Y2016 to present a single largest contract similar to the requirement as stated in the Clause 5.3 Bid Data Sheet (BDS) and Item 3 of the Checklist of Requirements for Bidders (Checklist).
3. The Eligibility Check/Screening and Preliminary Examination of Bids shall use non-discretionary “pass/fail” criterion as stated in Section 30.1 of the 2016 Revised IRR.
4. Bidding is restricted to Filipino citizens, sole proprietorship, partnership, corporation, cooperative 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 Rep. Act. No. 5183.
5. All particulars and activities regarding the Eligibility of Bidders, Bid Security, Pre-Bid Conference/s, Evaluation of Bids, Post-qualification, Award of Contract, Performance Security, procedures and other documents, shall be governed by Rep. Act No. 9184 and the 2016 Revised IRR.

Activities <sup>1</sup>	Schedule	Details
a. Issuance of Bid Documents	Starting <b>19 April 2021</b> (from 9:00 A.M. to 2:00 P.M. only)	Hard copies of documents are no longer issued for the duration of community restrictions.
b. Pre-Bid Conference	<b>28 April 2021, 9:30 A.M.</b> (PHILIPPINE TIME)	MR2A Conference Room, 2 <sup>nd</sup> Floor, 5-Storey Building, BSP Main Complex, Malate, Manila  (For interested bidders and observers, see item 6 below.)
c. Deadline for Submission of Bids	<b>10 May 2021, 1:00 P.M.</b> (PHILIPPINE TIME)	Manual submission: Gate 3 reception lobby, Bangko Sentral ng Pilipinas, A. Mabini corner P. Ocampo Sr. Sts., Malate, Manila.  Electronic submission: <sup>2</sup> Email address: bacsec-hoebid@bsp.gov.ph  Late bids shall not be accepted.
d. Opening of Bids		MR2A Conference Room, 2 <sup>nd</sup> Floor, 5-Storey Building, BSP Main Complex, Malate, Manila.

6. The pre-bid conference shall be open to interested bidders. The conduct of pre-bid conference shall be through videoconferencing using the Microsoft Teams platform.

<sup>1</sup> See Annexes “B” and “C” for the Guidelines in the conduct of Pre-Bid Conference, Submission and Opening of Bids.

<sup>2</sup> The BSP system can accommodate attachments with file size limit of up to 100MB.



7. A bidder can submit a bid manually or electronically, but cannot use both modes of submission, to preserve the integrity of the bid. For the procedures on submission of electronic bids, refer to Annex “C”.
8. All Bids must be accompanied by a Bid Security in any of the acceptable forms and in the amount stated in the Instructions to Bidders and Clause 14.1 of the BDS.
9. The BSP does not assume any responsibility to compensate or indemnify any bidder for expenses incurred in the preparation of bid.
10. The BSP reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 35.6 and 41 of the 2016 Revised IRR, without incurring liability to the affected bidder or bidders.
11. Further information may be obtained from the following:

a. Sale of bidding documents	The BAC-HO Through: The BAC Secretariat Room 213, 2 <sup>nd</sup> floor, 5-Storey Building A. Mabini and P. Ocampo, Sr. Sts., Malate, Manila Tel Nos.: 5306-2798/5306-2800/8708-7173 Fax No.: 8708-7116 Email Address: <a href="mailto:BACSecretariat-HO@bsp.gov.ph">BACSecretariat-HO@bsp.gov.ph</a>
b. Query on how to submit bids	
c. Links for online connectivity for procurement activities	
d. Written clarifications on the project	
Details on the issuance and uploading of bidding documents	The BAC- HO Through: The Procurement Office Tel Nos.: 8306-2324 Fax No.: 8708-7115 Email Address: <a href="mailto:pro-ho@bsp.gov.ph">pro-ho@bsp.gov.ph</a>

12. A complete set of bid documents is downloadable, FREE OF CHARGE, from the following websites: [www.philgeps.gov.ph](http://www.philgeps.gov.ph) and [www.bsp.gov.ph](http://www.bsp.gov.ph); however, a participating bidder is required to pay the bid documents fee in the following amounts:

<b>Total Amount of ABC to be Bid per lot (in Philippine Peso)</b>	<b>Maximum Cost of Bidding Documents per lot (in Philippine Peso)</b>
500,000 and below	500.00
More than 500,000 up to 1 Million	1,000.00
More than 1 Million up to 5 Million	5,000.00
More than 5 Million to 10 Million	10,000.00
More than 10 Million up to 50 Million	25,000.00

Proof of payment shall be presented prior to submission of bids, by facsimile or through email. To pay the bid documents, send an email citing the PIN and title of above requirement to the [BACSecretariat-HO@bsp.gov.ph](mailto:BACSecretariat-HO@bsp.gov.ph). The procedures for ONLINE or OVER-THE-COUNTER BANK payments are specified in Annex “A”.<sup>3</sup>

(SGD.)  
**BELLA S. SANTOS**  
Chairperson

<sup>3</sup> For the duration of the pandemic, the acceptance of direct cash payments at BSP teller counters are suspended.

## ***Section II. Instructions to Bidders***

### **Notes on the Instructions to Bidders**

This Section on the Instruction to Bidders (ITB) provides the information necessary for bidders to prepare responsive bids, in accordance with the requirements of the Procuring Entity. It also provides information on bid submission, eligibility check, opening and evaluation of bids, post-qualification, and on the award of contract.

## 1. Scope of Bid

The Procuring Entity, BSP, wishes to receive Bids for the following:

Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference

Lot No.	Description	Project Identification No.
1	: 40 BSP-acquired properties located in various locations  Note: The BSP requires the services of two (2) independent appraisers for Lots 1 and 2. Thus, bidder/s participating in Lot 1 cannot participate in Lot 2 or vice versa.	BAC-HO GS No. 2021-0121 dated 27 October 2020
2	: 40 BSP-acquired properties located in various locations	
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Note: The PIN is assigned by the Procuring Entity based on its own coding scheme and is not the same as the PhilGEPS reference number, which is generated after the posting of the bid opportunity on the PhilGEPS website.

The Procurement Project (referred to herein as “Project”) is composed of the following, the details of which are described in Section VII (Technical Specifications):

Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference

Lot No.	Description
1	: 40 BSP-acquired properties located in various locations
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## 2. Funding Information

2.1. The BSP through the source of funding as indicated below for Y2021 in the following amounts:

Lot No.	ABCs, INCLUSIVE OF ALL APPLICABLE TAXES AND OTHER CHARGES
1	: Php504,000.00

2	:	Php504,000.00
3	:	Php290,700.00
4	:	Php15,503,800.000
5	:	Php2,512,200.00
6	:	Php5,999,600.00

2.2. The source of funding is:

The BSP's Corporate Budget: APPROVED BUDGET OF ASSET MANAGEMENT DEPARTMENT FOR Y2021.

### 3. Bidding Requirements

The Bidding for the Project shall be governed by all the provisions of RA No. 9184 and its 2016 revised IRR, including its Generic Procurement Manuals and associated policies, rules and regulations as the primary source thereof, while the herein clauses shall serve as the secondary source thereof.

Any amendments made to the IRR and other GPPB issuances shall be applicable only to the ongoing posting, advertisement, or IB by the BAC through the issuance of a supplemental or bid bulletin.

The Bidder, by the act of submitting its Bid, shall be deemed to have verified and accepted the general requirements of this Project, including other factors that may affect the cost, duration and execution or implementation of the contract, project, or work and examine all instructions, forms, terms, and project requirements in the Bidding Documents.

### 4. Corrupt, Fraudulent, Collusive, and Coercive Practices

The Procuring Entity, as well as the Bidders and Suppliers, shall observe the highest standard of ethics during the procurement and execution of the contract. They or through an agent shall not engage in corrupt, fraudulent, collusive, coercive, and obstructive practices defined under Annex "I" of the 2016 revised IRR of RA No. 9184 or other integrity violations in competing for the Project.

### 5. Eligible Bidders

5.1. Only Bids of Bidders found to be legally, technically, and financially capable will be evaluated.

5.2. BIDDING IS RESTRICTED TO FILIPINO CITIZENS, SOLE PROPRIETORSHIP, PARTNERSHIP, CORPORATION, COOPERATIVE 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 REP. ACT. NO. 5183.

5.3. Pursuant to Section 23.4.1.3 of the 2016 revised IRR of RA No.9184, the Bidder shall have an SLCC that is at least one (1) contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent

to fifty percent (50%) of the ABC of the Lot to be bid. If bidding for more than one (1) lot, the 50% shall be based on the higher or highest ABC of the lot/s to be bid.

A similar contract refers to any contract which involves the following:

Lot No.	SLCC Definition
Lots 1 to 6	: A similar contract refers to ocular inspection and appraisal of real estate properties.

5.4. The Bidders shall comply with the eligibility criteria under Section 23.4.1 of the 2016 IRR of RA No. 9184.

## 6. Origin of Goods

There is no restriction on the origin of goods other than those prohibited by a decision of the UN Security Council taken under Chapter VII of the Charter of the UN, subject to Domestic Preference requirements under ITB Clause 18.

## 7. Subcontracts

7.1. The Procuring Entity has prescribed that Subcontracting is not allowed.

## 8. Pre-Bid Conference

The Procuring Entity will hold a pre-bid conference for this Project on the specified date and time and either at its physical address and/or through videoconferencing/webcasting as indicated in the IB.

## 9. Clarification and Amendment of Bidding Documents

Prospective bidders may request for clarification on and/or interpretation of any part of the Bidding Documents. Such requests must be in writing and received by the Procuring Entity, either at its given address or through electronic mail indicated in the IB, at least ten (10) calendar days before the deadline set for the submission and receipt of Bids.

## 10. Documents comprising the Bid: Eligibility Component

10.1. The first envelope shall contain the eligibility documents of the Bid as specified in SECTION VIII (CHECKLIST OF ELIGIBILITY AND FINANCIAL DOCUMENTS).

10.2. The Bidder's SLCC as indicated in ITB Clause 5.3 should have been completed within the relevant period as provided in the IB AND ITEM 3/E-DOC3 OF THE CHECKLIST prior to the deadline for the submission and receipt of bids.

10.3. If the eligibility requirements or statements, the bids, and all other documents for submission to the BAC are in foreign language other than English, it must be accompanied by a translation in English, which shall be authenticated by the appropriate Philippine foreign service establishment, post, or the equivalent office

having jurisdiction over the foreign bidder's affairs in the Philippines. Similar to the required authentication above, for Contracting Parties to the Apostille Convention, only the translated documents shall be authenticated through an apostille pursuant to GPPB Resolution No. 13-2019 dated 23 May 2019. The English translation shall govern, for purposes of interpretation of the bid.

## 11. Documents comprising the Bid: Financial Component

- 11.1. The second bid envelope shall contain the financial documents for the Bid as specified in SECTION VIII (CHECKLIST OF ELIGIBILITY AND FINANCIAL DOCUMENTS).
- 11.2. If the Bidder claims preference as a Domestic Bidder or Domestic Entity, a certification issued by DTI shall be provided by the Bidder in accordance with Section 43.1.3 of the 2016 revised IRR of RA No. 9184.
- 11.3. Any bid exceeding the ABC indicated in the IB shall not be accepted.
- 11.4. For Foreign-funded Procurement, a ceiling may be applied to bid prices provided the conditions are met under Section 31.2 of the 2016 revised IRR of RA No. 9184.

## 12. Bid Prices

- 12.1. Prices indicated on the Price Schedule shall be entered separately in the following manner:
  - a. For Goods offered from within the Philippines:
    - i. The price of the Goods quoted EXW (ex-works, ex-factory, ex-warehouse, ex-showroom, or off-the-shelf, as applicable);
    - ii. The cost of all customs duties and sales and other taxes already paid or payable;
    - iii. The cost of transportation, insurance, and other costs incidental to delivery of the Goods to their final destination; and
    - iv. The price of other (incidental) services, if any, listed in e.
  - b. For Goods offered from abroad:
    - i. Unless otherwise stated in the BDS, the price of the Goods shall be quoted delivered duty paid (DDP) with the place of destination in the Philippines as specified in the BDS. In quoting the price, the Bidder shall be free to use transportation through carriers registered in any eligible country. Similarly, the Bidder may obtain insurance services from any eligible source country.
    - ii. The price of other (incidental) services, if any, as listed in Section VII (Technical Specifications).

## 13. Bid and Payment Currencies

13.1. For Goods that the Bidder will supply from outside the Philippines, the bid prices may be quoted in the local currency or tradeable currency accepted by the BSP at the discretion of the Bidder. However, for purposes of bid evaluation, Bids denominated in foreign currencies, shall be converted to Philippine currency based on the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

13.2 Payment of the contract price shall be made in Philippine Peso.

## 14. Bid Security

14.1. The Bidder shall submit a Bid Securing Declaration<sup>4</sup> or any form of Bid Security in the amount indicated in the BDS, which shall be not less than the percentage of the ABC in accordance with the schedule in the BDS.

14.2. The Bid and bid security shall be valid for 120 CALENDAR DAYS FROM THE DATE OF DEADLINE FOR SUBMISSION OF BIDS. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

## 15. Sealing and Marking of Bids

Each Bidder shall submit one copy of the first and second components of its Bid.

The Procuring Entity may request additional hard copies and/or electronic copies of the Bid. However, failure of the Bidders to comply with the said request shall not be a ground for disqualification.

If the Procuring Entity allows the submission of bids through online submission or any other electronic means, the Bidder shall submit an electronic copy of its Bid, which must be digitally signed. An electronic copy that cannot be opened or is corrupted shall be considered non-responsive and, thus, automatically disqualified.

THE GUIDELINES AND PROCEDURES FOR THE PREPARATION AND SUBMISSION OF MANUAL AND ELECTRONIC BIDS ARE SPECIFIED IN ANNEX "C".

## 16. Deadline for Submission of Bids

16.1. The Bidders shall submit on the specified date and time and either at its physical address or through online submission as indicated in the IB.

## 17. Opening and Preliminary Examination of Bids

17.1. The BAC shall open the Bids in public at the time, on the date, and at the place specified in the IB. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or

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<sup>4</sup> In the case of Framework Agreement, the undertaking shall refer to entering into contract with the Procuring Entity and furnishing of the performance security or the performance securing declaration within ten (10) calendar days from receipt of Notice to Execute Framework Agreement.

other similar technologies will be used, attendance of participants shall likewise be recorded by the BAC Secretariat.

In case the Bids cannot be opened as scheduled due to justifiable reasons, the rescheduling requirements under Section 29 of the 2016 revised IRR of RA No. 9184 shall prevail.

- 17.2. The preliminary examination of bids shall be governed by Section 30 of the 2016 revised IRR of RA No. 9184.

THE GUIDELINES AND PROCEDURES FOR THE OPENING OF BIDS ARE SPECIFIED IN ANNEX "C".

## 18. Domestic Preference

- 18.1. The BSP will grant a margin of preference for the purpose of comparison of Bids in accordance with Section 43.1.2 of the 2016 Revised IRR of RA No. 9184.

## 19. Detailed Evaluation and Comparison of Bids

- 19.1. The Procuring BAC shall immediately conduct a detailed evaluation of all Bids rated "passed," using non-discretionary pass/fail criteria. The BAC shall consider the conditions in the evaluation of Bids under Section 32.2 of the 2016 revised IRR of RA No. 9184.
- 19.2. The Project allows partial bids. Bidders may submit a proposal on any of the lots or items, and evaluation will be undertaken on a per lot or item basis, as the case maybe. In this case, the Bid Security as required by ITB Clause 15 shall be submitted for each lot or item separately.
- 19.3. The descriptions of the lots or items shall be indicated in Section VII (Technical Specifications), although the ABCs of these lots or items are indicated in the BDS for purposes of the NFCC computation pursuant to Section 23.4.2.6 of the 2016 revised IRR of RA No. 9184. The NFCC must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder.
- 19.4. THE PROJECT SHALL BE AWARDED ON A LOT BASIS. IN CASE MORE THAN ONE (1) LOT ARE AWARDED TO THE SAME BIDDER, ONE (1) CONTRACT MAY BE ENTERED INTO CONTAINING ALL THE LOTS AWARDED.
- 19.5. Except for bidders submitting a committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation, all Bids must include the NFCC computation pursuant to Section 23.4.1.4 of the 2016 revised IRR of RA No. 9184, which must be sufficient for the total of the ABCs for all the lots or items participated in by the prospective Bidder. For bidders submitting the committed Line of Credit, it must be at least equal to ten percent (10%) of the ABCs for all the lots or items participated in by the prospective Bidder.

## 20. Post-Qualification



- 20.1. Within a non-extendible period of five (5) calendar days from receipt by the Bidder of the notice from the BAC that it submitted the Lowest Calculated Bid, the Bidder shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS) and other appropriate licenses and permits required by law and stated in the BDS.

## 21. Signing of the Contract

- 21.1. The documents required in Section 37.2 of the 2016 Revised IRR of RA No. 9184 shall form part of the Contract. Additional Contract documents are indicated in the BDS.

## ***Section III. Bid Data Sheet***

### **Notes on the Bid Data Sheet**

The Bid Data Sheet (BDS) consists of provisions that supplement, amend, or specify in detail, information, or requirements included in the ITB found in Section II, which are specific to each procurement.

This Section is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, and the bid evaluation criteria that will apply to the Bids. In preparing the BDS, the following aspects should be checked:

- a. Information that specifies and complements provisions of the ITB must be incorporated.
- b. Amendments and/or supplements, if any, to provisions of the ITB as necessitated by the circumstances of the specific procurement, must also be incorporated.

## BID DATA SHEET

Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference

Lot No.	Project Title/Description	Project Identification No.
1	: 40 BSP-acquired properties located in various locations	BAC-HO GS No. 2021-0121 dated 27 October 2020
2	: 40 BSP-acquired properties located in various locations	
3	: 51 BSP-acquired properties located in the National Capital Region	
4	: 2,314 BSP-acquired properties located in Luzon	
5	: 237 BSP-acquired properties located in Visayas	
6	: 566 BSP-acquired properties located in Mindanao	

ITB Clause					
5.3	<p>Statement of the Bidder's Single Largest Completed Contract (SLCC) similar to the requirement shall be:</p> <p>a. Similar contract refers to:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: center;">Lot No.</th> <th style="text-align: center;">SLCC Definition</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Lots 1 to 6</td> <td>: A similar contract refers to ocular inspection and appraisal of real estate properties.</td> </tr> </tbody> </table> <p>b. COMPLETED FROM Y2016 TO PRESENT as provided in the Invitation to Bid.</p> <p>c. IN THE AMOUNT OF AT LEAST 50% OF THE APPROVED BUDGET.FOR THE CONTRACT OF THE LOT TO BE BID. IF BIDDING FOR MORE THAN ONE (1) LOT, THE 50% SHALL BE BASED ON THE HIGHER OR HIGHEST ABC OF THE LOT/S TO BE BID.</p>	Lot No.	SLCC Definition	Lots 1 to 6	: A similar contract refers to ocular inspection and appraisal of real estate properties.
Lot No.	SLCC Definition				
Lots 1 to 6	: A similar contract refers to ocular inspection and appraisal of real estate properties.				
7.1	Subcontracting is not allowed.				
12	REFER TO THE FINANCIAL BID FORM TO BE FILLED-UP BY BIDDERS. SEE ENVELOPE 2 OF THE CHECKLIST.				
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration (BSD), or any of the following forms and amounts:</p> <p>a. The amount of not less than the following amounts equivalent to two percent (2%) of ABC/s, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; OR</p> <p>b. The amount/s of not less than the following amounts equivalent to five percent (5%) of ABC if bid security is in Surety Bond:</p>				

			2%	5%																					
	Lot 1	:	Php25,200.00	Php10,080.00																					
	Lot 2	:	25,200.00	10,080.00																					
	Lot 3	:	14,535.00	5,814.00																					
	Lot 4	:	775,190.00	310,076.00																					
	Lot 5	:	125,610.00	50,244.00																					
	Lot 6	:	299,980.00	119,992.00																					
	<p>i. THE SURETY COMPANY SHALL NOT BE INCLUDED IN THE GPPB'S NEGATIVE LIST OF INSURERS PURSUANT TO GPPB GUIDELINES FOR THE ESTABLISHMENT OF NEGATIVE LIST OF SURETY AND/OR INSURANCE COMPANIES [APPENDIX 29 OF THE 2016 REVISED IRR].</p> <p>ii. BID SECURITY (IN THE FORM OF SURETY BOND) ISSUED BY A PRIVATE INSURANCE FIRM IS ACCEPTABLE PROVIDED THAT THE SAID FIRM IS DULY AUTHORIZED BY THE INSURANCE COMMISSION (IC) TO ISSUE SURETY BONDS AND HAS NOT BEEN ISSUED A CEASE OR DESIST ORDER FROM THE IC OR IS CURRENTLY NOT INCLUDED IN THE BLACKLISTED FIRMS.</p> <p>THE BIDDER IS ALLOWED TO SUBMIT A SCANNED NOTARIZED/UNNOTARIZED BSD, SUBJECT TO SUBMISSION OF THE ORIGINAL NOTARIZED BSD OR OTHER ACCEPTABLE FORMS OF BID SECURITY DURING POST-QUALIFICATION STAGE AS CONTAINED IN ENVELOPE NO 3.</p>																								
19.3	<p>Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference</p> <table border="1"> <thead> <tr> <th>Lot No.</th> <th>Project Title/Description</th> <th>ABCs, inclusive of all applicable taxes and charges</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>: 40 BSP-acquired properties located in various locations</td> <td>Php504,000.00</td> </tr> <tr> <td>2</td> <td>: 40 BSP-acquired properties located in various locations</td> <td>Php504,000.00</td> </tr> <tr> <td>3</td> <td>51 BSP-acquired properties located in the National Capital Region</td> <td>Php290,700.00</td> </tr> <tr> <td>4</td> <td>2,314 BSP-acquired properties located in Luzon</td> <td>Php15,503,800.000</td> </tr> <tr> <td>5</td> <td>237 BSP-acquired properties located in Visayas</td> <td>Php2,512,200.00</td> </tr> <tr> <td>6</td> <td>566 BSP-acquired properties located in Mindanao</td> <td>Php5,999,600.00</td> </tr> </tbody> </table>				Lot No.	Project Title/Description	ABCs, inclusive of all applicable taxes and charges	1	: 40 BSP-acquired properties located in various locations	Php504,000.00	2	: 40 BSP-acquired properties located in various locations	Php504,000.00	3	51 BSP-acquired properties located in the National Capital Region	Php290,700.00	4	2,314 BSP-acquired properties located in Luzon	Php15,503,800.000	5	237 BSP-acquired properties located in Visayas	Php2,512,200.00	6	566 BSP-acquired properties located in Mindanao	Php5,999,600.00
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20.1	<p>REFER TO OTHER DOCUMENTS IN THE CHECKLIST OF REQUIREMENTS FOR BIDDERS TO BE SUBMITTED UNDER SECTION 34.2 OF THE REVISED IRR, AS CONTAINED IN ENVELOPE NO. 3.</p>																								
21.1	<p>IN ADDITION TO THE BIDDING DOCUMENTS AND THE SUBMISSIONS OF THE WINNING BIDDER DURING THE BIDDING, THE FOLLOWING</p>																								

DOCUMENTS SHALL ALSO FORM PART OF THE CONTRACT AGREEMENT:

- a. CONFIDENTIALITY AND NON-DISCLOSURE AGREEMENT, IF APPLICABLE;
- b. CERTIFICATION OF AVAILABILITY OF FUNDS;
- c. NOTICE OF AWARD;
- d. PERFORMANCE SECURITY;
- e. NOTICE TO PROCEED;
- f. WARRANTY SECURITY, IF APPLICABLE;
- g. AMENDMENT TO ORDER/VARIATION ORDER, IF APPLICABLE;  
AND
- h. OTHER DOCUMENTS WHICH ARE ISSUED AFTER CONTRACT EXECUTION (E.G., NOTICE OF SUSPENSION, RESUMPTION, AND EXTENSION OF CONTRACT).

## ***Section IV. General Conditions of Contract***

### **Notes on the General Conditions of Contract**

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

## 1. Scope of Contract

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 Revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 Revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the Special Conditions of Contract (SCC).

## 2. Advance Payment and Terms of Payment

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the SCC.

## 3. Performance Security

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 Revised IRR of RA No. 9184.

## 4. Inspection and Tests

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the SCC, Section IV (Technical Specifications) shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

## 5. Warranty

- 5.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 Revised IRR of RA No. 9184.
- 5.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

## 6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.



## *Section V. Special Conditions of Contract*

### **Notes on the Special Conditions of Contract**

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

# SPECIAL CONDITIONS OF CONTRACT

Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference

Lot No.	Project Title/Description	Project Identification No.
1	: 40 BSP-acquired properties located in various locations	BAC-HO GS. No. 2021-0212 dated 27 October 2020
2	: 40 BSP-acquired properties located in various locations	
3	: 51 BSP-acquired properties located in the National Capital Regional	
4	: 2,314 BSP-acquired properties located in Luzon	
5	: 237 BSP-acquired properties located in Visayas	
6	: 566 BSP-acquired properties located in Mindanao	

GCC Clause	
1	PLEASE REFER TO THE BSP TERMS OF REFERENCE
2.2	The terms of payment shall be as follows:  PLEASE REFER TO THE BSP TERMS OF REFERENCE
3	The winning bidder is required, within ten (10) calendar days from receipt of the Notice of Award, to submit the following: <sup>5</sup> <ol style="list-style-type: none"> <li>a. VALID JOINT VENTURE AGREEMENT, IF APPLICABLE;</li> <li>b. IF NOT SUBMITTED UNDER ENVELOPE NO. 1: <ol style="list-style-type: none"> <li>i. CURRENT AND VALID MAYOR’S/BUSINESS PERMIT;</li> <li>ii. ORIGINAL NOTARIZED PROOF OF APPOINTMENT OF BIDDER’S AUTHORIZED REPRESENTATIVE; AND</li> <li>iii. ORIGINAL NOTARIZED OMNIBUS SWORN STATEMENT;</li> </ol> </li> <li>c. THE SECURITIES EXCHANGE COMMISSION (SEC) CERTIFICATE OF REGISTRATION OF THE FOREIGN CORPORATION, OR THE SEC CERTIFICATE OF REGISTRATION OF THE FOREIGN CONSULTING FIRM, AND/OR THE AUTHORITY OR LICENSE FROM THE APPROPRIATE GOVERNMENT AGENCY OR PROFESSIONAL REGULATORY BODY OF THE FOREIGN PROFESSIONALS ENGAGING IN THE PRACTICE OF REGULATED PROFESSIONS AND ALLIED PROFESSIONS, WHERE APPLICABLE (REVISED AS PER GPPB RESOLUTION NO. 25-2019); AND</li> <li>d. Performance Security in any of the following acceptable forms:</li> </ol>

<sup>5</sup> Important Notice: Section 37.2.1. of the 2016 IRR of Rep. Act No. 9184 (Rep. Act No. 9184) requires the winning bidder to post the Performance Security and enter into a contract with the procuring entity within ten (10) calendar days from receipt by the winning bidder of the Notice of Award. It also requires the procuring entity to enter into contract with the winning bidder within the same ten (10) day period, provided that all the documentary requirements are complied with. **To enable the winning bidder and the BSP to enter into contract within the ten (10) day period, the winning bidder is requested to post the Performance Security not later than five (5) days from receipt thereof. The remaining five (5) days shall be allotted for the execution of the Purchase Order/Job Order/Contract.**

ACCEPTABLE FORMS OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY (NOT LESS THAN THE REQUIRED PERCENTAGE OF THE TOTAL CONTRACT PRICE)	DETAILS/REMARKS
1. CASH OR CASHIER'S/MANAGER'S CHECK ISSUED BY A UNIVERSAL BANK (UB) OR COMMERCIAL BANK (KB).	FIVE PERCENT (5%)	THE POSTED SECURITY SHALL BE RETAINED BY BSP FOR THE DURATION OF THE CONTRACT UNTIL ITS COMPLETION.
2. BANK DRAFT / GUARANTEE OR IRREVOCABLE LETTER OF CREDIT ISSUED BY A UB OR KB; PROVIDED, HOWEVER, THAT IT SHALL BE CONFIRMED OR AUTHENTICATED BY A UB OR KB, IF ISSUED BY A FOREIGN BANK (FOR A LIST OF UBS/KBS, REFER TO <a href="http://www.bsp.gov.ph">HTTP://WWW.BSP.GOV.PH</a> ).	FIVE PERCENT (5%)	Valid from the date of issuance of performance security until issuance of Certificate of Final Acceptance by the end-user.  CONDITIONS: a. MUST BE VALID UNTIL ISSUANCE OF THE CERTIFICATE OF FINAL ACCEPTANCE BY THE END-USER DEPARTMENT; b. MUST GUARANTEE THE FAITHFUL PERFORMANCE UNDER THE CONTRACT IN ACCORDANCE WITH THE BIDDING DOCUMENTS; c. POSTED IN FAVOR OF THE BANGKO SENTRAL NG PILIPINAS (BSP); AND d. SHALL BE FORFEITED IN CASE OF DEFAULT BY THE SUPPLIER IN ANY OF ITS OBLIGATIONS UNDER THE CONTRACT.
3. SURETY BOND CALLABLE UPON DEMAND ISSUED BY A SURETY OR INSURANCE COMPANY DULY AUTHORIZED BY THE INSURANCE COMMISSION TO ISSUE SUCH SECURITY.  NOTES: a. THE SURETY COMPANY SHOULD BE AUTHORIZED BY THE INSURANCE COMMISSIONER TO GRANT AUTHORITY TO PRIVATE INSURANCE COMPANIES TO ACT AS SURETIES IN GOVERNMENT TRANSACTIONS IN ACCORDANCE WITH IC CIRCULAR NO. 2014-24 DATED 28 MAY 2014. b. THE SURETY COMPANY SHALL NOT BE INCLUDED IN THE GPPB'S NEGATIVE LIST OF INSURERS PURSUANT TO GPPB GUIDELINES FOR THE ESTABLISHMENT OF NEGATIVE LIST OF SURETY AND/OR INSURANCE COMPANIES [APPENDIX 29 OF THE 2016 REVISED IRR]. c. THE BSP SHALL NOT ACCEPT SURETY BOND WITH LIMITING CONDITIONS. d. THE BSP HEREBY REQUESTS THAT THE SUPPLIER OBTAIN ITS SURETY FROM THE ATTACHED LIST OF EVALUATED SURETY COMPANIES (ANNEX "D").	THIRTY PERCENT (30%)	
NOTES:  a. PERFORMANCE SECURITY (IN THE FORM OF SURETY BOND) ISSUED BY A PRIVATE INSURANCE FIRM IS ACCEPTABLE PROVIDED THAT THE SAID FIRM IS DULY AUTHORIZED BY THE INSURANCE COMMISSION (IC) TO ISSUE SURETY BONDS AND		

	<p>HAS NOT BEEN ISSUED A CEASE OR DESIST ORDER FROM THE IC OR IS CURRENTLY NOT INCLUDED IN THE BLACKLISTED FIRMS.</p> <p>b. FURTHERMORE, SURETY BOND WITH THE FOLLOWING OR SIMILAR CONDITION/PHRASE SHALL NOT BE ACCEPTED:</p> <p>i. “IN CASE OF DEFAULT OF THE PRINCIPAL, THIS BOND SHALL ONLY ANSWER FOR THE DIFFERENCE IN THE BID PRICE OF THE WINNING BIDDER AND THAT OF THE NEXT LOWEST COMPLYING BIDDER OR THAT OF THE NEW WINNING BIDDER IN CASE OF RE-BIDDING PLUS NECESSARY EXPENSES INCURRED BY THE OBLIGEE IN THE RE-BIDDING WHICH LIABILITY SHALL IN NO CASE EXCEED THE AMOUNT OF THE BOND”;</p> <p>ii. “THAT THE AMOUNT OF LIABILITY OF THE SURETY UNDER THIS BOND IS LIMITED TO THE ACTUAL LOSS OR DAMAGE SUSTAINED AND DULY PROVEN BY THE OBLIGEE”; OR</p> <p>iii. “IT IS HEREBY FURTHER AGREED AND UNDERSTOOD THAT NO ACTION AT LAW OR EQUITY SHALL BE BROUGHT AGAINST THE SURETY UNDER THIS BOND UNLESS THE SAME IS BROUGHT BEFORE A COMPETENT COURT WITHIN ONE YEAR FROM THE DATE SAID WRITTEN NOTICE OF ANY EXISTING OBLIGATION IS RECEIVED BY THE SURETY, AS HEREIN STIPULATED.”</p> <p>c. THE CONTRACT AWARDEE UNDERTAKES THAT, FOR ITS OWN ACCOUNT, IT SHALL CAUSE THE EXTENSION OF THE VALIDITY OF THE PERFORMANCE SECURITY WHEN THE IMPLEMENTATION OF THE AWARDED CONTRACT HAS NOT YET BEEN ACCEPTED.</p>
4	<p>The inspections and test that will be conducted are:</p> <p>PLEASE REFER TO THE BSP TERMS OF REFERENCE</p>
5	<p>Warranty Security is not applicable (Section 62.1 of 2016 Revised IRR)</p> <p>The present requirement refers to Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference, which is neither expendable nor non-expendable supplies.</p> <p>The posting of warranty security under Section 62.1 of the IRR of RA 9184 is not applicable as aforesaid requirement is neither expendable nor non-expendable supplies, but are in the nature of services (see GPPB NPM 018-2019 dated 05 August 2019).</p>

## ***Section VI. Schedule of Requirements***

Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference

Lot No.	Project Title/Description	Project Identification Number
1	: 40 BSP-acquired properties located in various locations	BAC-HO GS No. 2021-0121 dated 27 October 2020
2	: 40 BSP-acquired properties located in various locations	
3	: 51 BSP-acquired properties located in the National Capital Region	
4	: 2,314 BSP-acquired properties located in Luzon	
5	: 237 BSP-acquired properties located in Visayas	
6	: 566 BSP-acquired properties located in Mindanao	

**REFER TO THE ISSUED BSP TERMS OF REFERENCE**

## ***Section VII. Technical Specifications***

### **Notes for Preparing the Technical Specifications**

A set of precise and clear specifications is a prerequisite for Bidders to respond realistically and competitively to the requirements of the Procuring Entity without qualifying their Bids. In the context of Competitive Bidding, the specifications (e.g. production/delivery schedule, manpower requirements, and after-sales service/parts, descriptions of the lots or items) must be prepared to permit the widest possible competition and, at the same time, present a clear statement of the required standards of workmanship, materials, and performance of the goods and services to be procured. Only if this is done will the objectives of transparency, equity, efficiency, fairness, and economy in procurement be realized, responsiveness of bids be ensured, and the subsequent task of bid evaluation and post-qualification facilitated. The specifications should require that all items, materials and accessories to be included or incorporated in the goods be new, unused, and of the most recent or current models, and that they include or incorporate all recent improvements in design and materials unless otherwise provided in the Contract.

Samples of specifications from previous similar procurements are useful in this respect. The use of metric units is encouraged. Depending on the complexity of the goods and the repetitiveness of the type of procurement, it may be advantageous to standardize the General Technical Specifications and incorporate them in a separate subsection. The General Technical Specifications should cover all classes of workmanship, materials, and equipment commonly involved in manufacturing similar goods. Deletions or addenda should then adapt the General Technical Specifications to the particular procurement.

Care must be taken in drafting specifications to ensure that they are not restrictive. In the specification of standards for equipment, materials, and workmanship, recognized Philippine and international standards should be used as much as possible. Where other particular standards are used, whether national standards or other standards, the specifications should state that equipment, materials, and workmanship that meet other authoritative standards, and which ensure at least a substantially equal quality than the standards mentioned, will also be acceptable. The following clause may be inserted in the Special Conditions of Contract or the Technical Specifications.

#### **Sample Clause: Equivalency of Standards and Codes**

Wherever reference is made in the Technical Specifications to specific standards and codes to be met by the goods and materials to be furnished or tested, the provisions of the latest edition or revision of the relevant standards and codes shall apply, unless otherwise expressly stated in the Contract. Where such standards and codes are national or relate to a particular country or region, other authoritative standards that ensure substantial equivalence to the standards and codes specified will be acceptable.

Reference to brand name and catalogue number should be avoided as far as possible; where unavoidable they should always be followed by the words "or at least equivalent." References to brand names cannot be used when the funding source is the GOP.

Where appropriate, drawings, including site plans as required, may be furnished by the Procuring Entity with the Bidding Documents. Similarly, the Supplier may be requested to

provide drawings or samples either with its Bid or for prior review by the Procuring Entity during contract execution.

Bidders are also required, as part of the technical specifications, to complete their statement of compliance demonstrating how the items comply with the specification.

## TECHNICAL SPECIFICATIONS

Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference

<b>Lot No.</b>	<b>Project Title/Description</b>	<b>Project Identification No.</b>
1	: 40 BSP-acquired properties located in various locations	BAC-HO GS No. 2021-0121 dated 27 October 2020
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4	: 2,314 BSP-acquired properties located in Luzon	
5	: 237 BSP-acquired properties located in Visayas	
6	: 566 BSP-acquired properties located in Mindanao	

REFER TO THE ISSUED BSP TERMS OF REFERENCE/SCOPE OF WORK AND TECHNICAL SPECIFICATIONS AND OTHER DOCUMENTS FOR LOTS 1 AND 2 (SECTION VII OR ITEM 5/E-DOC5).



## ***Section VIII. Checklist of Eligibility, Technical, and Financial Documents***

### **Notes on the Checklist of Eligibility and Financial Documents**

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or

Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall check the submitted documents of each Bidder against this checklist using a non-discretionary “pass/fail” criterion. If a bidder submits the required document, it shall be rated “passed” for that particular requirement. Bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as “failed”. Otherwise, the BAC shall rate Envelope No. 1 as “passed”. (Rule IX, Section 30.1)

### **GENERAL INSTRUCTIONS ON SUBMISSION OF BIDS**

#### **FOR MANUAL SUBMISSION OF BIDS:**

Submit ONE (1) SET (ORIGINAL/PHOTOCOPY) OF ENVELOPE NO. 1, containing the Eligibility Documents: LEGAL, TECHNICAL AND FINANCIAL & ENVELOPE NO. 2, containing the FINANCIAL BID PROPOSAL.

#### **FOR ELECTRONIC SUBMISSION OF BIDS:**

1. SUBMIT ENVELOPE 1 (ELIGIBILITY DOCUMENTS) AND ENVELOPE 2 (FINANCIAL BID PROPOSAL) IN SEPARATE ZIPPED FOLDERS WITH DIFFERENT PASSWORDS (IE. ONE (1) PASSWORD FOR ENVELOPE 1 AND ANOTHER PASSWORD ENVELOPE 2).
2. PASSWORD SHALL BE KNOWN ONLY TO THE BIDDER OR ITS DULY AUTHORIZED REPRESENTATIVE/S SHALL NOT BE DISCLOSED TO ANY BSP PERSONNEL BEFORE THE OPENING OF BIDS.
3. SAVE THE DOCUMENTS IN COMPRESSED OR ZIPPED FOLDER (USE 7-ZIP COMPRESSION TOOL).
4. BID SUBMISSION WITHOUT ELECTRONIC KEY OR PASSWORDS SHALL BE CONSIDERED UNSEALED BID SUBMISSION WHILE THOSE WHICH ARE NOT COMPRESSED IS NOT COMPLYING WITH TWO-FACTOR SECURITY PROCEDURE AND HENCE, SHALL BE REJECTED DURING BID OPENING.
5. FOR THE DETAILED PROCEDURES, REFER TO ANNEX C. GUIDELINES ON MANUAL AND ELECTRONIC SUBMISSION OF BIDS.

# CHECKLIST OF ELIGIBILITY AND FINANCIAL DOCUMENTS

Project : Ocular (Site) Inspection and Appraisal of Various BSP Properties,  
 Title/PIN/ABCs as per BSP Terms of Reference:

LOT NO.		PIN/ BAC- HO GS No.	DESCRIPTION	ABCs, INCLUSIVE OF ALL APPLICABLE TAXES AND CHARGES
1	:	2021- 0121 dated 27 October 2020	40 BSP-acquired properties located in various locations	Php504,000.00
2	:		40 BSP-acquired properties located in various locations	Php504,000.00
3	:		51 BSP-acquired properties located in the National Capital Region	Php290,700.00
4	:		2,314 BSP-acquired properties located in Luzon	Php15,503,800.000
5	:		237 BSP-acquired properties located in Visayas	Php2,512,200.00
6	:		566 BSP-acquired properties located in Mindanao	Php5,999,600.00

Note: The BSP requires the services of two (2) independent appraisers for Lots 1 and 2. Thus, bidder/s participating in Lot 1 cannot participate in Lot 2 or vice versa.

Bidder : \_\_\_\_\_

## ENVELOPE NO. 1 - ELIGIBILITY ENVELOPE

Arrange your ELIGIBILITY DOCUMENTS with the FILE NAMES listed below (E-DOC1, E-DOC2 and so on, corresponding to the list below). Save the documents in a zipped folder with password.

(To be filled-up by the BSP Evaluator during the Preliminary Examination of Bids)

DOCUMENTS	CONTENTS/ DESCRIPTION	P A S S	F A I L	REMARKS
Class "A" Documents				
I. LEGAL DOCUMENTS				
1./E-DOC1				
<input type="checkbox"/> PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS) PLATINUM MEMBERSHIP: <ul style="list-style-type: none"> <li><input type="checkbox"/> Current PhilGEPS Certificate of Registration - Platinum Membership, including Annex A;</li> <li><input type="checkbox"/> Registration Certificate;</li> </ul>				

DOCUMENTS	CONTENTS/ DESCRIPTION	P A S S	F A I L	REMARKS
<input type="checkbox"/> Y2021 Mayor’s/Business Permit, or in cases of recently expired Mayor’s/Business Permit, copy of recently expired Permit and Official Receipt for Renewal, subject to submission of Y2021 Mayor’s/Business Permit after award of contract but before payment; AND <input type="checkbox"/> Current <sup>6</sup> Tax Clearance Certificate (TCC) or equivalent document. <sup>7</sup>  Notes: i. In case the PhilGEPS Certificate of Registration has expired on bidding date, the bidder shall submit the same as a post-qualification requirement under Envelope No. 3. ii. In case a document in Annex “A” has expired on bidding date, the bidder shall attach a copy of the renewed/updated document to the PhilGEPS Certificate of Registration. Otherwise, the submission shall be considered “failed”. iii. In case a copy of the recently expired Mayor’s/Business Permit and Official Receipt for Renewal were submitted on bidding date, the bidder shall submit a copy of the current and valid Mayor’s/Business Permit after award of contract but before payment. iv. If the Bidder claims preference as a Domestic Bidder/Domestic Entity: <input type="checkbox"/> Certification from the Department of Trade and Industry stating that the articles forming part of its bid are substantially composed of articles, materials, or supplies grown, produced, or manufactured in the Philippines. v. If bidding as a Joint Venture (JV), all partners must submit the documents.				
<b>II. TECHNICAL DOCUMENTS</b>				
2./E-DOC2  <input type="checkbox"/> STATEMENT BY THE BIDDER OF ALL ITS ONGOING GOVERNMENT AND PRIVATE CONTRACTS as of 31 March 2021, including all contracts awarded but not yet started, if any, whether				

<sup>6</sup> The TCC must be *valid or effective (not expired)* on the date of the opening of bids and must be valid for BIDDING PURPOSES. Once duly filed with the BIR, the Tax Clearance shall be accepted upon submission for all biddings that will be undertaken within the period of effectivity of the Tax Clearance. However, the Bidder shall still submit a photocopy of the Tax Clearance and indicate therein that it has already submitted the same to BSP as part of the Class “A” documents.

<sup>7</sup> The TCC refers to the clearance issued by the Accounts Receivable Monitoring Division (ARMD) or appropriate office of the Bureau of Internal Revenue, which is valid for bidding purposes, attesting that the taxpayer has no outstanding Final Assessment Notice and/or delinquent account. As with other bidding requirements, the BSP validates the TCC as against the BIR list of entities with validly issued TCCs.

DOCUMENTS	CONTENTS/ DESCRIPTION	P A S S	F A I L	REMARKS
<p>similar or not similar in nature and complexity to the contract to be bid (Use BSP-prescribed Statement Form No. 1 and/or Statement Form No. 2 (whichever is applicable]). The statement shall include, for each contract, the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> i. Name of the client and description of project;</li> <li><input type="checkbox"/> ii. Contract reference and date;</li> <li><input type="checkbox"/> iii. Amount of contract and percentage of accomplishment; AND</li> <li><input type="checkbox"/> iv. Value of outstanding contracts.</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>i. Bidders shall include all ongoing contracts with the BSP, including all contract/s awarded but not yet started for the said period, if any.</li> <li>ii. If bidder's ongoing government and private contracts are not covered by a Non-Disclosure Agreement (NDA), the bidder shall submit a duly accomplished Statement Form No. 1 (Use BSP-prescribed form).</li> <li>iii. If bidder's ongoing government and private contracts are covered by a Non-Disclosure Agreement (NDA), the bidder shall submit a duly accomplished and <u>notarized</u> Statement Form No. 2 (BSP-prescribed form). The statement, which must be NOTARIZED, must include, for each contract, the following: <ul style="list-style-type: none"> <li>a. Indicative Aggregate Amount of the Contract;</li> <li>b. Percentage of Accomplishment; AND</li> <li>c. Indicative Aggregate Value of Outstanding Works/Undelivered Portion.</li> </ul> <p>The Statement Form No. 2 may be submitted unnotarized subject to submission of notarized Statement Form No. 2 during post-qualification stage under Envelope No. 3.</p> <p>It is mandatory for the bidder to declare the indicative aggregate amount of the contracts and the value of its outstanding works/undelivered portion.</p> <p>The bidder shall also declare the project name and description, name of clients and contact details.</p> </li> <li>iv. If bidding as a JV, the Statement shall be submitted by any of the JV partners.</li> </ul>				
3./E-DOC3				

DOCUMENTS	CONTENTS/ DESCRIPTION	P A S S	F A I L	REMARKS
<p><input type="checkbox"/> STATEMENT OF THE BIDDER'S SINGLE LARGEST COMPLETED CONTRACT (SLCC) SIMILAR TO THE CONTRACT TO BE BID (Use BSP-suggested form). A similar contract, for all lots, refers to OCULAR AND APPRAISAL OR REAL ESTATE PROPERTIES.</p> <p>The SLCC shall be supported by the following documents:</p> <p><input type="checkbox"/> a. Copy of SLCC completed from Y2016 to present amounting to at least 50% of the ABC. If bidding for more than one (1) lot, the 50% shall be based on the higher/highest ABC of the lots to be bid. (Contract/Agreement can be any or all of the following: Contract/Job Order/Purchase Order/Notice of Award/Notice to Proceed/ Sales Invoice/Official Receipt or any other duly executed document proving/showing the name/nature of project or project description and contract cost); AND</p> <p><input type="checkbox"/> b. Proof of Completion and Acceptance for the aforesaid SLCC (Proof of completion and acceptance can be any or all of the following: Official Receipt/Certificate of Completion/ Certificate of Acceptance/Certificate of Satisfactory Performance/Sales Invoice/ Statement of Account showing payment/Delivery Receipt duly acknowledged by the client).</p> <p>Notes:</p> <p>i. The submitted document/s must show the following mandatory information:</p> <p><input type="checkbox"/> a. Contract is similar to the requirement;</p> <p><input type="checkbox"/> b. Contract cost is at least 50% of the ABC of the lot to be bid. If bidding for more than one (1) lot, the 50% shall be based on the higher/highest ABC of the lot/s to be bid; AND</p> <p><input type="checkbox"/> c. Contract must have been completed as of date of bidding.</p> <p>ii. If all details needed in items 3(a) and 3(b) can be established in a single document, the same is acceptable as submission for the two (2) items.</p> <p>iii. If Sales Invoice/Official Receipt/Statement of Account is submitted, it must reflect the full</p>				

DOCUMENTS	CONTENTS/ DESCRIPTION	P A S S	F A I L	REMARKS
<p>payment of the contract price of aforesaid completed project.</p> <p>iv. A Filipino citizen/sole proprietorship, partnership, corporation, or cooperative may submit a contract which it previously entered into in partnership with another person/entity as a JV in compliance with the SLCC requirement, provided that such JV was unincorporated or contractual in nature. Otherwise, the contract of said JV shall not be considered as an individual experience of any of the JV partners for purposes of complying with the above technical eligibility requirement.</p> <p>v. If the bidder's single largest completed contract similar to the requirement is covered by a confidentiality agreement, it shall submit a certification from its client stating the following details:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Name of client;</li> <li><input type="checkbox"/> b. Information of client;</li> <li><input type="checkbox"/> c. Nature/type of goods and services provided, with the indicative amount of the contract;</li> <li><input type="checkbox"/> d. The contract has been successfully completed as of bidding date; AND</li> <li><input type="checkbox"/> e. A statement that the disclosure of the contract is restricted by a confidentiality agreement.</li> </ul> <p>vi. If bidding as a JV, the statement shall be submitted by any of the JV partners.</p>				
<p>4./E-DOC4</p> <p><b>BID SECURITY</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The bid security shall be in the form of a Bid Securing Declaration (BSD) (Use GPPB-prescribed form) or any of the following forms and amounts (refer to CLAUSE 14.1 of BDS for applicable amounts): <ul style="list-style-type: none"> <li><input type="checkbox"/> Cash or Cashier's/Manager's Check issued by a UB or KB;</li> <li><input type="checkbox"/> Bank draft/guarantee or irrevocable letter of credit issued by a UB or KB: Provided, however, that it shall be confirmed or authenticated by a UB or KB, if issued by a foreign bank (for a list of UBs/KBs, refer to <a href="http://www.bsp.gov.ph">http://www.bsp.gov.ph</a>);</li> </ul> OR </li> <li><input type="checkbox"/> Surety Bond callable upon demand issued by a surety or insurance company duly authorized by the Insurance Commission to issue such security.</li> </ul> <p>Notes:</p>				

DOCUMENTS	CONTENTS/ DESCRIPTION	P A S S	F A I L	REMARKS
<p>i. IF CASH IS POSTED AS BID SECURITY, IT MUST BE PUT IN A SEPARATE ENVELOPE WITH AMOUNT STATED THEREIN, SEALED, AND PLACED INSIDE ENVELOPE NO. 1. IF BID SECURITY IS PAID THROUGH UNION BANK OR DEBIT/CREDIT/(VISA/MASTER) CARD PAYMENT, A COPY OF THE DEPOSIT SLIP OR SCREENSHOT OF THE ONLINE PAYMENT SHALL BE INCLUDED IN ENVELOPE 1.</p> <p>ii. The Bidder is allowed to submit a scanned notarized/unnotarized BSD, subject to submission of the ORIGINAL NOTARIZED BSD or other acceptable forms of Bid Security during post-qualification stage under Envelope No 3.</p> <p>iii. If bidding as a JV, the document/s shall be submitted by any of the JV partners.</p>				
<p>5./E-DOC5</p> <p>a. CONFORMITY to BSP Terms of Reference (TOR) for Lots 1 to 5;</p> <p><input type="checkbox"/> Annex A – List of Properties for Appraisal</p> <p><input type="checkbox"/> Annex B – Summary of Appraisal Report Template (1 page)</p> <p>Note: The above documents must be signed/initialed by the bidder’s authorized representative/s on the appropriate portions and submitted as part of the Technical Documents. TERMS OF REFERENCE WITHOUT CONFORMITY SHALL BE CONSIDERED AS “FAILED.”</p> <p>b. Certification issued by the Asset Management Department (AMD) or Department of Loans and Credit (DLC) that the bidder had previously complied with the minimum qualifications, submitted the enumerated documents, and that the same had been evaluated by AMD and/or DLC as compliant with the requirements.</p> <p style="text-align: center;">OR</p> <p>The bidder must submit the following:</p> <p>b. Proof that the President or the Chief Operating Officer of the appraisal company or the Manager in charge of appraisal work is a duly licensed Real Estate Appraiser by the Professional</p>				

DOCUMENTS	CONTENTS/ DESCRIPTION	P A S S	F A I L	REMARKS
<p>Regulations Commissions (PRC) as evidenced by the PRC ID or certifications.</p> <p>c. The appraisal company must submit the following certification:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Real Estate Appraiser Certificate issued by the PRC in the name of the authorized signatory to the appraisal report of the company; and</li> <li><input type="checkbox"/> A certification each from at least two (2) clients, preferably banking institutions, stating that they have availed of the services of the appraisal for the last twenty-four (24) months, and that the service rendered was in accordance with their TOR or engagement contract.</li> </ul> <p>d. Curriculum Vitae, highlighting the following:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The Manager in charge of the appraisal service and the signatory to the appraisal report has at least ten (10) years' experience in the appraisal business; and</li> <li><input type="checkbox"/> The Staff members doing the appraisal work have at least two (2) years' experience.</li> </ul>				
<p>6./E-DOC6</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> OMNIBUS SWORN STATEMENT (OSS) of the bidder containing the following: (Use GPPB prescribed form as per GPPB Resolution No. 16-2020) <ul style="list-style-type: none"> <li><input type="checkbox"/> a. Authorized/Designated Representative;</li> <li><input type="checkbox"/> b. Appointment of the Bidder's Authorized/Designated Representative</li> <li><input type="checkbox"/> c. Non-inclusion in the Blacklist;</li> <li><input type="checkbox"/> d. Authenticity of the Submitted Documents;</li> <li><input type="checkbox"/> e. Authority to Validate Submitted Documents;</li> <li><input type="checkbox"/> f. Disclosure of No Relationship;</li> <li><input type="checkbox"/> g. Compliance with Labor Laws and Regulations;</li> <li><input type="checkbox"/> h. Bidder's Responsibilities;</li> <li><input type="checkbox"/> i. Compliance with GPPB Resolution No. 22-2013 in relation to BSP's "No Gift Policy" under Office Order No. 0485, Series of 2014; and</li> <li><input type="checkbox"/> j. Provision on Advance Payment.</li> </ul> </li> </ul>				



DOCUMENTS	CONTENTS/ DESCRIPTION	P A S S	F A I L	REMARKS
<p>Notes:</p> <ul style="list-style-type: none"> <li>i. Omission of any of the aforesaid provisions in the OSS shall be considered as “failed”.</li> <li>ii. The Bidder is allowed to submit scanned unnotarized OSS, subject to submission of the NOTARIZED OSS after award but BEFORE payment.</li> <li>iii. FOR ONLINE OR ELECTRONIC BID SUBMISSION, THE BIDDER IS ALLOWED TO SUBMIT SCANNED COPY OF THE OSS, SUBJECT TO SUBMISSION OF THE ORIGINAL COPY THEREOF DURING POST-QUALIFICATION STAGE UNDER ENVELOPE NO. 3.</li> <li>iv. Refer to the BSP website for the list of BSP personnel involved in the procurement. For the list of BSP personnel involved in project, refer to the BSP Terms of Reference (for disclosure of no relationship).</li> <li>v. If bidding as a JV, all partners must submit the document.</li> </ul> <p style="text-align: center;">AND</p>				
<p>PROOF OF APPOINTMENT OF BIDDER’S AUTHORIZED REPRESENTATIVE/S</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> NOTARIZED Certificate issued by the Corporate Secretary (for Corporation/Cooperative/Joint Venture) or issued by the Managing Partner or President (for Partnership), attesting the appointment of the bidder’s representative/s (Refer to Sample Form); OR</li> <li><input type="checkbox"/> NOTARIZED Special Power of Attorney, for Sole Proprietorship (Refer to Sample Form).</li> </ul> <p>Notes:</p> <ul style="list-style-type: none"> <li>i. The Proof of Appointment of Bidder’s Authorized Representative/s shall include, among other things, the following details: <ul style="list-style-type: none"> <li>a. Resolution Number/Order;</li> <li>b. Government-issued ID of the Affiant; AND</li> <li>c. Government-issued ID of the Authorized Representative/s with Specimen Signature.</li> </ul> </li> <li>ii. If bidding as a JV, which is already formed, JV can submit one NOTARIZED Certificate appointing bidder’s representative/s.</li> <li>iii. The Bidder is allowed to submit an unnotarized Proof of Appointment of Bidder’s Authorized</li> </ul>				

DOCUMENTS	CONTENTS/ DESCRIPTION	P A S S	F A I L	REMARKS
<p>Representative/s (Proof of Appointment) subject to submission of the NOTARIZED Proof of Appointment prior to execution of the Purchase Order/Job Order or Contract, if the bidder's representative will be the one to sign the same on behalf of the winning bidder.</p> <p>iv. Frequent or past bidders of the BSP who maintain or retain the same bidders' representative can submit a copy of the same Secretary's Certificate or SPA used in another bidding.</p> <p>v. If JV is not yet formed, all partners must submit the Notarized Certificate.</p>				
<b>III. FINANCIAL DOCUMENTS</b>				
<p>7./E-DOC7</p> <p><input type="checkbox"/> BIDDER'S AUDITED FINANCIAL STATEMENT (AFS), showing, among others, the 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.</p> <p>Notes:</p> <p>i. AFS submitted under Annex A of PhilGEPS Certificate is acceptable provided that the same is for the preceding calendar year which should not be earlier than two (2) years from the date of bid submissions.</p> <p>ii. Submission of a consolidated AFS is allowed, provided, that the data for the participating Bidder can be extracted to establish the financial capacity of the Bidder;</p> <p>iii. If bidding as a Joint Venture (JV), the AFS shall be submitted by any of the JV partners.</p>				
<p>8./E-DOC8</p> <p><input type="checkbox"/> COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY (NFCC) which must be at least equal to the total ABC of the lot/s to be bid based on the submitted AFS under Annex A of PhilGEPS Certificate or submitted AFS under item 7/E-DOC7, and list of ongoing project/s under item 2/E-DOC2, computed as follows:</p> <p>NFCC = [(Current assets minus current liabilities) (15)] minus the value of all outstanding or</p>				

DOCUMENTS	CONTENTS/ DESCRIPTION	P A S S	F A I L	REMARKS
<p>uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started, coinciding with the contract to be bid.</p> <p style="text-align: center;">OR</p> <p><input type="checkbox"/> COMMITTED LINE OF CREDIT issued by a Universal Bank (UB) or Commercial Bank (KB), which must be at least equal to ten percent (10%) of the total ABC of the lot/s to be bid; Provided, that if the same is issued by a foreign UB or KB, it shall be confirmed or authenticated by a local UB or KB.</p> <p>Notes:</p> <p>i. The values of the domestic bidder's current assets and current liabilities shall be based on the latest AFS submitted to the BIR.</p> <p>ii. If bidding as a JV, the document shall be submitted by any of the JV partners provided, that the partner responsible to submit the NFCC shall likewise submit the Statement of all ongoing contracts and AFS.</p>				
Class "B" Documents				
<p>9./E-DOC9</p> <p>If bidding as a FORMED Joint Venture (JV)</p> <p><input type="checkbox"/> Valid JV Agreement (JVA) showing that Filipino ownership or interest of the JV concerned shall be at least 60%.</p> <p>If bidding as a JV TO BE FORMED</p> <p><input type="checkbox"/> In the absence of a JVA, a NOTARIZED statement(s) from each/all the potential JV partners stating that they will enter into and abide by the provisions of the JVA in the instance that their bid is successful.</p> <p>Note: The Bidder is allowed to submit an unnotarized statement(s) from each/all the potential JV partners stating that they will enter into and abide by the provisions of the JVA in the instance that their bid is successful subject to submission of the valid JVA within ten (10) calendar days from receipt of the Notice of Award.</p>				

Checked by: \_\_\_\_\_

Name and Signature of the  
BSP Evaluator

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

ENVELOPE NO. 2 –FINANCIAL PROPOSAL ENVELOPE

FOR MANUAL SUBMISSION OF FINANCIAL PROPOSALS:

THE MANUAL FINANCIAL BID FORM INCLUDING ALL ATTACHMENTS (IF ANY) SHALL BE SIGNED/INITIALED/E-SIGNED BY THE BIDDER OR BIDDER’S AUTHORIZED REPRESENTATIVE/S ON EACH AND EVERY PAGE. FAILURE TO DO SO SHALL BE A GROUND FOR REJECTION OF THE BID.

FOR ELECTRONIC SUBMISSION OF FINANCIAL PROPOSALS (E-DOCUMENT):

THE ELECTRONIC FINANCIAL BID FORM INCLUDING ALL ATTACHMENTS (IF ANY) SHALL CONTAIN THE E-SIGNATURE OF THE BIDDER’S AUTHORIZED REPRESENTATIVE/S ON EACH AND EVERY PAGE. FAILURE TO DO SO SHALL BE A GROUND FOR REJECTION OF THE BID.

For organized checking of e-documents, arrange the FINANCIAL PROPOSAL DOCUMENTS with the file name as listed below (i.e. F-DOC1, F-DOC2 and so on, corresponding to the list below). Save the documents in a zipped folder with password.

In case one or more of the requirements in Envelope No. 2 is missing, incomplete or patently insufficient, and/or if the submitted total bid price exceeds the ABC, the BAC shall rate the bid as “failed”. (Sec. 30.2, Rule IX, IRR)

Bids not addressing or providing all the required items in the Bidding Documents including, where applicable, Bid Cost Sheet, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a “0” (zero) or “-” (dash) for the said item would mean that it is being offered for free to the government, except those required by law or regulations to be provided for. (Sec 32.2.1(a), Rule IX, IRR) To ensure completeness of the bid, bidders must ensure that ALL items, columns or matrices in the prescribed forms are appropriately filled-up and no item, column, or matrix is left blank.

Further, bidders are not allowed to revise the quantities/unit of measurement indicated therein. However, during the conduct of bid evaluation, if quantity/unit of measurement is revised, the bid shall be recalculated based on the quantities/unit of measurement indicated in the final Financial Cost Breakdown/Financial Bid Proposal Format. This is to ensure that all bids are evaluated on equal footing pursuant to Section 32.2.2 of the 2016 Revised IRR.

	CONTENTS OF DOCUMENT	P A S S	F A I L	REMARKS
1./F-DOC1 BID FORM FOR THE PROCUREMENT OF GOODS, (three [3] pages) (Use prescribed form)				

Checked by: \_\_\_\_\_  
Name and Signature of the  
BSP Evaluator

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

ENVELOPE NO. 3 – OTHER DOCUMENTS REQUIRED FROM THE LOWEST/SINGLE CALCULATED BIDDER (L/SCB) UNDER SECTION 34.2 OF THE REVISED IRR

- Documents must be submitted within five (5) calendar days from receipt of notice/advice from the BAC.
- The bidder may also opt to submit the documents on date of bidding.
- Documents may be submitted manually or electronically (except items 6, 7 and 8).

	SUBMITTED		NOT SUBMITTED
	During bidding	During post-qualification	
<p>1. Y2019 INCOME TAX RETURNS (ITR) or Y2020 ITR, if available duly filed thru Electronic Filing and Payment System (eFPS) of the BIR, as provided for under Executive Order (E.O.) No. 398 or Revenue Regulations (RR) 3-2005, together with the Filing and Payment References.</p> <p>Note: If bidding as a JV, all partners shall submit the document.</p>			
<p>2. BUSINESS TAX RETURNS (Quarterly Value-Added Tax Form 2550-Q) for the quarter ending 31 December 2020, per RR 3-2005.</p> <p>Note: If bidding as a JV, all partners shall submit the document.</p>			
<p>3. COMPANY PROFILE indicating the following:</p> <ol style="list-style-type: none"> <li>Current composition of the Board of Directors;</li> <li>Principal Officers;</li> <li>Principal Stockholders; AND</li> <li>Line of works / services.</li> </ol> <p>Note: If bidding as a JV, all partners shall submit the document.</p>			
<p>Additional requirement applicable only to a Bidder who/which is a previous/current supplier of BSP:</p> <p>4. CERTIFICATE OF SATISFACTORY PERFORMANCE issued by the end-user department for the following, if any:</p> <ol style="list-style-type: none"> <li>Most recent completed BSP project; AND</li> <li>All ongoing BSP project/s with at least 20% accomplishment.</li> </ol> <p>Note: If bidding as a JV, all partners shall submit the document.</p>			
<p>5. CURRENT PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (PHILGEPS) PLATINUM MEMBERSHIP, in case said document was not submitted in Envelope No. 1.</p> <p>Note: If bidding as a JV, all partners shall submit the document.</p>			

	SUBMITTED		NOT SUBMITTED
	During bidding	During post- qualification	
<p>6. ORIGINAL COPY OF NOTARIZED BID SECURING DECLARATION (BSD) or any one of the following acceptable forms of Bid Security, in case an unnotarized or scanned document was submitted in Envelope No. 1:</p> <p><input type="checkbox"/> Cash or Cashier's/Manager's Check issued by a UB or KB;</p> <p><input type="checkbox"/> Bank draft/guarantee or irrevocable letter of credit issued by a UB or KB: Provided, however, that it shall be confirmed or authenticated by a UB or KB, if issued by a foreign bank (for a list of UBs/KBs, refer to <a href="http://www.bsp.gov.ph">http://www.bsp.gov.ph</a>); OR</p> <p><input type="checkbox"/> Surety Bond callable upon demand issued by a surety or insurance company duly authorized by the Insurance Commission to issue such security.</p> <p>Notes:</p> <p>i. If Cash is posted as bid security, it must be put in a separate envelope with amount stated therein, sealed, and placed inside Envelope No. 3. If bid security is paid through Union Bank or Debit/Credit/(Visa and Master) Card Payment, a copy of the deposit slip or screenshot of the online payment shall be included in Envelope 3.</p> <p>ii. If bidding as a JV, the document/s shall be submitted by any of the JV partners.</p>			
<p>7. ORIGINAL COPY OF OMNIBUS SWORN STATEMENT (OSS), in case scanned document was submitted in Envelope No. 1.</p> <p>Notes:</p> <p>i. Omission of any of the aforesaid provisions in the OSS shall be considered as "failed";</p> <p>ii. If bidding as a JV, all partners must submit the document.</p>			
<p>8. ORIGINAL NOTARIZED STATEMENT OF ALL ONGOING CONTRACTS (STATEMENT FORM NO. 2). The statement, which must be NOTARIZED, must include, for each contract, the following:</p> <p>a. Indicative Aggregate Amount of the Contract;</p> <p>b. Percentage of Accomplishment; AND</p> <p>c. Indicative Aggregate Value of Outstanding Works/Undelivered Portion.</p> <p>In case scanned document was submitted in Envelope No. 1.</p>			

Received by: \_\_\_\_\_

Name and Signature of the  
BSP Evaluator

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

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**IMPORTANT NOTICE:**

1. In case of any inconsistency between the Invitation to Bid (IB) and all other documents, the IB shall prevail. In case of inconsistency between the listed documents in the Instructions to Bidders (ITB) and the Bid Data Sheet (BDS) and Checklist of Requirements for Bidders, the ITB and BDS shall prevail.
2. The actual signature of the authorized representative of the prospective bidder, cropped and pasted handwritten signatures, adobe-created signatures, unique figures and symbols and stamped signatures are ACCEPTABLE as e-signatures. However, text-typing the name of the bidder and/or the words “SGD. or ORIGINAL SIGNED” and the like without distinctive features are NOT ACCEPTABLE.
3. An electronically signed document submitted by the bidder shall be presumed to belong to that of the bidder if signed by its duly authorized representative and sent to the email of the Bid Recipient.

## **BIDDING FORMS**

	File Name for Bid Submission	DESCRIPTION OF DOCUMENT
<b>ENVELOPE NO. 1</b>		
1	Item 2/ E-DOC2	Statement of On-going Government and Private Contracts a. Statement Form No. 1. b. Statement Form No. 2.
2	Item 3/ E-DOC3	Statement of Single Largest Completed Contract Similar to the Requirement
3	Item 4/ E-DOC4	Bid Securing Declaration
4	Item 6/ E-DOC6	Omnibus Sworn Statement
5		Corporate Secretary's Certificate
6		Special Power of Attorney
<b>ENVELOPE NO. 2</b>		
1	Item 1/ F-DOC1	Bid Form for the Procurement of Goods



# **CONTRACT FORMS**

(TO BE SUBMITTED BY THE WINNING BIDDER)

	File Name	DESCRIPTION OF DOCUMENT
1	NOA	Notice of Award with Conformity
2	CONTRACT	Contract Agreement
3	JVA	If JV: Joint Venture Agreement (Sample Only)

## **ANNEXES**

ANNEX	GUIDELINES AND PROCEDURES
A	Procedures in the Payment of Bidding Documents
B	Guidelines in the Conduct of Pre-Bid Conference
C	Guidelines in the Preparation, Submission and Opening of Bids (Manual and Electronic)
D	List of BSP Evaluated Private Insurance Companies

## Bid Form for the Procurement of Goods

*[shall be submitted with the Bid]*

(If submitted as an electronic document use F-DOC1 as file name)

### BID FORM

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

Project Identification No.: BAC-HO GS NO. 2021-0121 dated 27 October 2020

**To: BIDS AND AWARDS COMMITTEE-HEAD OFFICE  
BANGKO SENTRAL NG PILIPINAS**

Having examined the Philippine Bidding Documents (PBDs) including the issued Supplemental or Bid Bulletin Numbers, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the following:

Description of Requirement/Project	Approved Budget for the Contract (ABC), inclusive of all applicable taxes and other charges	Total Bid Price, inclusive of all applicable taxes and other charges (in Figures and in Words)
<b>Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference:</b>		
<b>Lot</b>	<b>Item Description</b>	
<b>1</b>	40 BSP-acquired properties located in various locations	Php504,000.00
		Php _____ (in figures) Pesos*: _____ (in words)
<b>2</b>	40 BSP-acquired properties located in various locations	Php504,000.00
		Php _____ (in figures) Pesos*: _____ (in words)
<b>3</b>	51 BSP-acquired properties located in the National Capital Region	Php290,700.00
		Php _____ (in figures) Pesos*: _____ (in words)

\_\_\_\_\_  
**Signature Above Printed Name/E-Signature\* of the Bidder's Duly Authorized Representative**

Description of Requirement/Project		Approved Budget for the Contract (ABC), inclusive of all applicable taxes and other charges	Total Bid Price, inclusive of all applicable taxes and other charges (in Figures and in Words)
<b>Ocular (Site) Inspection and Appraisal of Various BSP Properties, as per BSP Terms of Reference:</b>			
Lot	Item Description		
4	2,314 BSP-acquired properties located in Luzon	Php15,503,800.00	Php _____ (in figures) Pesos*: _____ (in words)
5	237 BSP-acquired properties located in Visayas	Php2,512,000.00	Php _____ (in figures) Pesos*: _____ (in words)
6	566 BSP-acquired properties located in Mindanao	Php5,999,600.00	Php _____ (in figures) Pesos*: _____ (in words)

**\* Note: Any bid with financial proposal exceeding the amount per lot shall not be accepted. IF THE BIDDER WILL NOT BID FOR A PARTICULAR LOT, PLEASE INDICATE "NO BID" FOR SAID LOT/S.**

1. We understand that the above submitted bid price, as read, shall still be evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid.
2. The total bid price includes the cost of all taxes, such as, but not limited to the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties, which are itemized herein or in the Price Schedules;
3. If our Bid is accepted, we undertake:
  - a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
  - b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
  - c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.
4. 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;
5. We understand that you are not bound to accept the Lowest Calculated Bid or any Bid

***Signature Above Printed Name/E-Signature\* of the Bidder's Duly Authorized Representative***

- you may receive;
6. We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs;
  7. The undersigned is authorized to submit the bid on behalf of the bidder as evidenced by the attached Special Power of Attorney/Secretary's Certificate/ Certification from the Bidder/Authority issued by the bidder.

We acknowledge that failure to sign each and every page of this Bid Form shall be a ground for the rejection of our bid.

**Name/Legal  
Capacity/Position:**

\_\_\_\_\_  
***Signature Above Printed Name/E-Signature\* of the  
Bidder's Duly Authorized Representative***

**Duly authorized to sign Bid  
for and on behalf of:**

\_\_\_\_\_  
*(Name of Bidder)*

**Date:**

**Address:**

*No. & Street*

*Building/Barangay*

\_\_\_\_\_  
*City/Town//Province*

*Postal/Zip Code*

**Telephone No.**

**Fax No.**

**Email Address:**

\_\_\_\_\_  
***Signature Above Printed Name/E-Signature\* of the  
Bidder's Duly Authorized Representative***

## ASSET MANAGEMENT DEPARTMENT

### TERMS OF REFERENCE

#### Real Property Valuation/Appraisal Services

##### A. APPLICABILITY

This Terms of Reference shall apply to all appraisal work on properties acquired by the Bangko Sentral ng Pilipinas (BSP) for eventual disposal by the Asset Management Department (AMD).

##### B. BROAD TERMS OF REFERENCE

1. The appraisal service shall be provided on an "on-demand" basis and shall cover land, buildings and other improvements, if any, for the BSP-acquired properties listed in Annex "A".
2. The valuation/appraisal shall be undertaken in accordance with the Philippine Valuation Standards (PVS).
3. The purpose of the service is to establish the Market Value, Forced (Prompt) Sale Value and Market Rental Value of the property for disposal or possible lease of BSP-acquired properties, defined as follows:

**MARKET VALUE** is the estimated amount for which a property should be exchanged on the date of valuation between a willing buyer and a willing seller in an arm's length transaction after proper marketing wherein the parties had each acted knowledgeably, prudently and without compulsion.

**FORCED (PROMPT) SALE VALUE** is the Market Value subject to circumstances of sale where a seller is under compulsion to sell and/or a proper marketing period is not available, in BSP's case three months.

**MARKET RENTAL VALUE** is the estimated amount for which a property or space within a property should be leased on the date of valuation between a willing lessor and a willing lessee on appropriate lease terms in an arm's-length transaction, after proper marketing wherein the parties had each acted knowledgeable, prudently and without compulsion.

4. The Market Value, Forced Sale Value, and Market Rental Value shall be assessed using, as appropriate, the three internationally accepted approaches, namely, the Sales Comparison (Market Data) Approach, the Income Capitalization Approach and the Cost Approach, described as follows:

**SALES COMPARISON (MARKET DATA) APPROACH.** This comparative approach considers the sales of similar or substitute properties and related market data, and establishes a value

## Terms of Reference

estimate by processes involving comparison. In general, a property being valued (a subject property) is compared with sales of similar properties that have been transacted in the market. Listings and offerings may also be considered.

**INCOME CAPITALIZATION APPROACH.** This comparative approach considers income and expense data relating to the property being valued and estimates value through a capitalization process. Capitalization relates income (usually a net income figure) and a defined value type by converting an income amount into a value estimate.

**COST APPROACH.** This comparative approach considers the possibility that, as an alternative to the purchase of a given property, one could acquire a modern equivalent asset that would provide equal utility. In a real estate context, this would involve the cost of acquiring equivalent land and constructing an equivalent new structure. Often the subject property will be less attractive than the cost of the modern equivalent because of age and obsolescence. Therefore deductions are made to reflect physical deterioration and all relevant forms of obsolescence and optimization. This approach is normally used in assessing the value of specialized assets not usually sold in the open market or where direct market evidence is limited or unavailable.

For improvements, including plant, machinery and equipment, the extent of maintenance, its condition and habitability or utility, and its remaining useful life should first be considered before a value is given. Any improvement, including plant, machinery and equipment that can no longer serve its purpose or utility should be valued at Salvage Value.

Determination of Market Value should take into account the defects of the property such as the presence of informal settlers and/or existence of easements inside the property, etc. If the property has defects, the appraisal company shall provide two market values of the property: without defects and with defects, or statement of no finding, if not present/applicable.

### C. SCOPE OF WORK

#### 1. Property Location and Identification

Conduct all necessary inspection, based on the 'Technical Description' as inscribed on the title or from other available documents/information to verify and/or record the following:

- a. Property location and identification;
- b. Landmarks and distance from main thoroughfares;
- c. Presence of informal settlers, tenants, occupants and claimants, if any; otherwise, an explicit statement of no finding, if not present/applicable;
- d. Conditions or any defects on the property, such as but not limited to the following:
  - i. *Physical Defects* (e.g., legal easements, encroachment, erosion, exposure to other hazards and risks)

## Terms of Reference

- ii. *Issue on Possession and Ownership* (e.g., with occupants<sup>1</sup>, with informal settlers<sup>2</sup>, infested with armed and rebel groups)
  - iii. *Legal Issues* (e.g., with pending cases, with CARP coverage, with expropriation case)
  - iv. *Issues on Documentation* (e.g., discrepancy in the area, erroneous technical description)
- e. Security guards or personnel manning the property, or statement of no finding, if not applicable.

## 2. Land Data and Title Verification

Locate, inspect and plot the subject property to determine boundaries, use and occupancy, illegal encroachments or structures, right-of-way or the lack thereof, obstructions that would affect the access to and from the property, easements, and physical characteristics of the land. These should include:

- a. size;
- b. shape or terrain;
- c. elevation in relation to fronting thoroughfare;
- d. road type and width;
- e. road frontage; and
- f. average depth.

If the conditions mentioned in the preceding paragraphs are not present, the report should specifically state so, and the reasons thereto.

Furthermore, the appraisal company shall report if a re-survey is necessary by a professional surveyor.

Conduct title verification through examination of the corresponding certified true copy of the Original Certificate of Title (OCT), Katibayan ng Orihinal na Titulo (KOT), Transfer Certificate of Title (TCT) or Condominium Certificate of Title (CCT) obtained from the Registry of Deeds (RD). Report all recorded liens, encumbrances or restrictions (e.g., with Notice of Lis Pendens, covered by the Comprehensive Agrarian Reform Act, subject of Certificate of Land Ownership Award, Land Patents, etc.) and notices in relation to expropriation or eminent domain coverage, including discrepancies noted in the technical description indicated on the current title versus copy of the RD and provide appropriate adjustment to the value of the property as an effect of the said liens, encumbrances or restrictions, and notices of coverage of expropriation or statement of no finding, if not present, applicable/done.

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<sup>1</sup> Refers to previous owner, relatives of previous owner, caretakers, and tenants. To provide details such as number of individuals/families and relationship to the previous owner.

<sup>2</sup> Other than those individuals considered as occupants. To provide details as to number of individuals/families.

## Terms of Reference

Should the appraisal company fail to conduct title verification and obtain the corresponding Certified True Copy of Title due to reasons beyond its control, the appraisal company shall indicate the same in the report and provide supporting documents relative to the conduct of title verification (e.g., receipt/note or report from the Registry Deeds on the unavailability of certified true copy of title and the reasons thereof).

If the property is covered by Tax Declaration (TD) only, the appraisal company shall also conduct a TD verification and secure a certified true copy thereof. If the same could not be secured, indicate the same in the report and provide supporting documents in the same manners as provided in the preceding paragraph.

### 3. Improvements

Conduct an inspection of all improvements, if any, to determine the floor area, number of rooms, nature, make or type, materials used, remaining economic life, extent and condition of existing improvements. Include name(s) of lessee(s), occupant(s), or informal settler(s), and details of any existing lease contract or agreement on the property, if any.

### 4. Neighborhood Data

Conduct a survey on the immediate neighborhood of the subject property to record:

- a. Compliance with the official zoning of the area where the property is located;
- b. Land development;
- c. Availability of public services – i.e., water, power, gas, telephone, sanitation and transportation;
- d. Nature and condition of public thoroughfares;
- e. Nuisances and/or easement, if any;
- f. Availability and accessibility of amenities i.e., commercial centers, recreational facilities, hospitals and churches, school, and public markets.

### 5. Determine and identify risks on the property, and conditions that would aggravate the risk thereby affecting its value, requiring security or insurance coverage, or resulting in higher insurance premium, such as but not limited to, the following:

- a. Presence of armed/rebel groups;
- b. Traversed by a transmission line;
- c. Located along the earthquake fault line; and
- d. Located beside a creek.

### 6. Highest and Best Use

Analyze the prevailing land use in the neighborhood and current land use plans and compare the nature of the subject property in order to determine the highest and best use (HABU), defined as:



## Terms of Reference

HABU is the most probable use of a property which is physically possible, appropriately justified, legally permissible, financially feasible and which results in the highest value of the property being valued.

### 7. Valuation

#### a. Market Valuation

Gather and analyze data on recent sales of similar properties (preferably within the last two years and within 3km radius from the location of the subject property) in the vicinity of the subject property and interview people known to be knowledgeable of real estate prices and the circumstances of the sales.

Gather and analyze property listings including bank foreclosed properties. Also, gather and analyze data on the zonal valuation of the subject property.

When using the Cost Approach, gather all relevant data including construction cost information for materials, labor, contractor's overheads, profit and fees.

#### b. Market Rental Valuation

Gather and analyze data on the prevailing rental rates in the vicinity of properties of the same classification or highest and best use and provide an opinion of the Market Rental Value of the subject property/ies also stating the "appropriate lease terms."

### 8. Other Conditions

#### a. Substitution

The property/ies subject of appraisal may, for justifiable reasons, be replaced or substituted by other property/ies subject to the determination by the parties.

#### b. Request for Extension

The appraisal company may, for justifiable reasons and subject to approval, request in writing, an extension of period for the completion and submission of appraisal reports at least 15 days prior to the expiry of the duration of work indicated in this TOR. Further, the written request for extension shall be availed of only once and shall not be more than 30 calendar days.

## D. REPORTING REQUIREMENTS

A comprehensive written report shall be submitted in two hard copies and a soft copy, stating a professional opinion of the Market Value, Forced Sale Value and Market Rental Value of the subject property/ies.

## Terms of Reference

The report shall also:

1. Clearly and accurately set forth the conclusions of the valuation in a manner that is not misleading;
2. Identify the client, the purpose and intended use of the valuation and the following relevant dates:
  - Date as of which the value estimate applies;
  - Date of the report, and
  - Date of the inspection;
3. Specify the basis of the valuation, including type and definition of value; (when any component of the valuation is valued on more than one basis of value, a clear distinction must be made between the bases);
4. Identify and describe the:
  - Property rights or interests valued;
  - Physical and legal characteristics of the property;
  - Classes of property included in the valuation other than the primary property category; and
  - Property defects such as, but not limited to:
    - Presence of informal settlers;
    - Existence of easements inside or surrounding the property;
    - Recorded liens, encumbrances and restrictions on the property;
    - Notices on expropriation or eminent domain coverage; and
    - Discrepancies on the technical description.
5. Describe the scope/extent of the work used to develop the valuation.
6. Specify all assumptions and limiting conditions upon which the value conclusion is contingent (including time constraints if applicable).
7. Identify special, unusual, or extraordinary assumptions and address the probability that such conditions will occur.
8. Identify any risks affecting the property and conditions that aggravate the risk.
9. Include a description of the information and data examined, the market analysis performed, the valuation approaches and procedures followed, and the reasoning that supports the analyses, opinions, and conclusions in the report.
10. Include the name of the security agency, name of guards and number of guards per shift, if manned by security personnel.

**Terms of Reference**

11. Include details of at least three comparable sales, where appropriate, such as source of data, exact location of the comparable properties as well as their estimated distance from the subject property, and name and telephone number of contact person. Include source data of comparables such as screenshot of webpage or photo of listing or screenshot of email or text with broker/appraiser, etc., whichever is applicable.
12. Include a narrative explanation or justification why the property appraised is considered superior or inferior than the comparables for each adjustment made on the elements of comparison used in the grid table analysis such as location, size, shape, terrain/elevation, etc. and provide supporting documents such as vicinity map, location map and plot plan of the comparable properties.
13. Provide two separate valuations for the property beset with informal settlers, one valued as if vacant, and the other with informal settlers.
14. Provide a statement prohibiting the publication of the report in whole or in part, or any reference thereto, or to the valuation figures contained therein, or to the names and professional affiliation of the Valuers, without the written approval of the Valuer.
15. Provide a compliance statement that the valuation has been performed in accordance with the PVS, disclose any departure from the specific requirements of the PVS and provide an explanation for such departure in accordance with the PVS Code of Conduct.
16. Include the following as Annexes to the report:
  - Certified true copy of the current OCT/KOT/TCT, CCT or TD;
  - Compound layouts, plot plans, vicinity maps, location plans to show the relative location of land, buildings and other improvements;
  - Photographs, preferably showing the front and other vital views of the property, including a caption/short description for each photo;
  - Vicinity Map of the subject property pinpointing comparable properties to show their relative distances;
  - Tax map, Cadastral Map, Survey Plan or any similar maps/plans showing subject property;
  - Aerial view of the subject property and its vicinity using Google Earth or Google Map with delineated boundaries of the property overlaid over the map, showing clearly visible landmarks, thoroughfares or streets that are clearly visible; and
  - Latest Tax Declaration of the Land and its improvement, if any.
  - Real Property Tax assessment for the land and its improvement, if any.
17. Include the name, professional qualifications, and signature of the Valuer;
18. Include the Valuer's license number and official dry seal stamp; and

## **Terms of Reference**

19. Provide a summary covering letter describing briefly the procedures used in the appraisal and conclusion of value.
20. Include a comparison between appraised values versus the BIR Zonal Values and Assessors' Market Value for both land and improvements.
21. Provide hardcopy and excel file of summary of appraisal reports submitted per batch using the template provided in Annex "B".

### **E. DURATION OF WORK**

The completion period of the site (ocular) inspection and appraisal shall be within 90 calendar days to commence on the date stipulated in the Notice to Proceed to be issued on a per batch basis, and receipt of complete documents identified in Item G of the BSP's Terms of Reference.

### **F. COST AND MANNER OF PAYMENT**

The service fee shall be inclusive of 12% Value Added Tax and all out-of-pocket expenses incidental to the ocular inspection and appraisal services rendered. Payment of service fee is subject to BSP's auditing and accounting requirements

The BSP shall pay 50% of the service fee upon complete and full submission of the appraisal report on the properties covered under this Terms of Reference. Payment of balance shall be processed after validation by the BSP of the appraisal reports and compliance with the provisions of the Terms of Reference, net of liquidated damages, if any, equivalent to 1/10<sup>th</sup> of 1 percent of the cost of the delayed goods or services scheduled for delivery for every day of delay.

If there are delays in the submission of appraisal reports, the computation of liquidated damages for each delayed report shall be based on the proportionate fee per property multiplied by the number of properties covered by the report less 1/10<sup>th</sup> of 1 percent for every day of delay.

The proportionate fee per property shall be computed as one divided by the total number of properties covered by the Job Order or Lot.

In cases where certain properties embraced in the Lot are sold, for which no replacement or substitution is possible, the contract price shall be computed proportionately based on the number of properties appraised.

### **G. DOCUMENTS TO BE SUPPLIED BY BSP**

BSP shall provide the following documents to the appraisal company:

1. Notice to Proceed, including the letter of authority to inspect the properties; and
2. Copy of the OCT/KOT/TCT or CCT or Tax Declaration;

**Terms of Reference**

Other documents may be provided, subject to their availability, upon the request of the appraisal company.

**H. OTHER CONDITIONS**

1. Should the appraisal company fail to submit all of the required reports on or before due date due to reasons beyond its control or as requested by the AMD, it is understood that BSP shall only pay the amount equivalent to work so far completed. The equivalent cost of appraisal for each subject property is computed based on the total amount of Job Order over the total number of properties for each lot.
2. Possible testimony in Court by the appraisal company shall be part of the service and shall not require any separate fees.
3. The personnel of the service provider are not employees of the BSP. Neither is there an employer-employee relationship between the BSP and the service provider. Consequently, the BSP shall deal exclusively and directly with the service provider or its duly authorized representative in all matters regarding this TOR.
4. BSP reserves the right to terminate this TOR at any time for justifiable cause. Notice of termination shall be communicated in writing to the service provider. Upon receipt of the Notice of Termination, the service provider shall submit to BSP a list of pending items within 15 days. Further, any outstanding balance due to the service provider shall only be settled by BSP after requirements have been fully complied by the service provider, as validated by BSP.
5. The appraisal company can provide post-appraisal assistance, transmit appraisals in electronic format and make available the supporting documents and papers on the appraisal reports submitted.
6. The appraisal company is capable of rendering unbiased opinion, is independent and has no direct or indirect interest, financial or otherwise, in the properties for appraisal, or the transaction.
7. This TOR constitutes and embodies the entire and complete agreement between the parties and no other terms and conditions, verbal or otherwise not herein expressly contained shall amend, change, modify this Contract.

Prepared by:

  
**ENGR. JOEL D. DE MESA**  
Bank Officer IV

**Terms of Reference**

Reviewed by:

  
MARIA CECILIA P. MANINGAS  
Manager

Approved by:

  
ODEZZA L. GALANG  
Director

Conforme: \_\_\_\_\_  
Signature over Printed Name of the  
Bidder's Authorized Representative

**Real Property Valuation/Appraisal Services**  
List of Properties for Appraisal

<b>Lot</b>	<b>Region</b>	<b>No. of Properties per Region</b>	<b>Total No. of Properties per Lot</b>
<b>1</b>	2	10	<b>40</b>
	3	4	
	6	1	
	7	3	
	11	1	
	12	2	
	4-A	18	
	4-B	1	

<b>Lot</b>	<b>Region</b>	<b>No. of Properties per Region</b>	<b>Total No. of Properties per Lot</b>
<b>2</b>	NCR	51	<b>51</b>
<b>3</b>	1	63	<b>2,314</b>
	2	188	
	3	413	
	5	411	
	4-A	1,205	
	4-B	8	
	CAR	26	
<b>4</b>	6	36	<b>237</b>
	7	3	
	8	158	
	NIR	40	
<b>5</b>	10	118	<b>566</b>
	11	428	
	12	20	





# ANNEX "A"

## PROCEDURES IN THE PAYMENT OF BIDDING DOCUMENTS

### BIDDING DOCUMENTS FEE

A complete set of Bidding Documents may be acquired by Interested Bidders<sup>1</sup> by sending an e-mail request to [BACSecretariat-HO@bsp.gov.ph](mailto:BACSecretariat-HO@bsp.gov.ph) and [pro-ho@bsp.gov.ph](mailto:pro-ho@bsp.gov.ph) or it may also be downloaded from the websites of the Philippine Government Electronic Procurement System ([www.philgeps.gov.ph](http://www.philgeps.gov.ph)) and the Bangko Sentral ng Pilipinas ([www.bsp.gov.ph](http://www.bsp.gov.ph)). The cost for the bidding documents is Php500.00/Php1,000.00/Php5,000.00

### PAYMENT OPTIONS/INSTRUCTIONS

**Note:** PAYMENT SHALL BE MADE NOT LATER THAN THE DATE AND TIME OF BID SUBMISSION AND OPENING. However, prospective bidders are encouraged to pay the bid documents fee at least one (1) day before the deadline for submission and opening of bids.

#### STEP 1:

Request for "Order of Payment" (OP) from the BAC Secretariat at [BACSecretariat-HO@bsp.gov.ph](mailto:BACSecretariat-HO@bsp.gov.ph) and [pro-ho@bsp.gov.ph](mailto:pro-ho@bsp.gov.ph) and indicate the following:

- > Company Name (Bidder)
- > Valid Email Address
- > Valid Phone Number
- > Project Name (that the bidder will participate in). If bidding for several **lot items**, please indicate the specific lots that the bidder will participate in.

#### STEP 2:

An email notification and copy of the OP will be received through the provided email address or you may contact the BAC-Secretariat at (632)(5)306-2798/2800/3075) or send an email at [BACSecretariat-HO@bsp.gov.ph](mailto:BACSecretariat-HO@bsp.gov.ph) for the OP details. Verify all the details in the received OP copy/email notification and take note of the PAYMENT DUE DATE.

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<sup>1</sup> For new bidders, please submit clear photocopies of the following documents:

- a) Business Registration with SEC/DTI/Other Government Agency, whichever is applicable; and
- b) BIR Certificate of Registration (BIR Form No. 2303), if applicable.

## SAMPLE ORDER OF PAYMENT

### Order of Payment Details

<b>Name</b>	Bidder's Company Name
<b>Amount Due in PHP</b>	Php xxx.xx
<b>Particulars</b>	Payment for bidding documents

Your Order of Payment Reference Number is:

**2008271600DE8DB702032164**

Please pay not later than **27 August 2020, Thursday, 04:00 PM**

### STEP 3: : PAYMENT THROUGH PAYMENT CHANNELS

1. Via Accredited Collecting Agent – Union Bank of the Philippines (UBP)
  - a. Cash or Check via Over-the-Counter (OTC) Bills Payment in any UBP Branch
  - b. Online Banking Bills Payment (payor must be an account holder)
    - **Payment for/Biller:** Bangko Sentral ng Pilipinas
    - **Client Name:** Indicate Company Name (Bidder)
    - **Amount:** As indicated in the Order of Payment
    - **OP Reference Number:** As indicated in the OP document (see sample OP)
    - **Remarks:** Indicate a short version of the **Project Name** the bidder is participating on (e.g., “Office Furniture”)
2. Via Debit/Credit (Visa/Master) Card Payment
  - Clients with no UBP account can pay online through the Visa/MasterCard Payment Gateway
  - Access the BSP Website at [www.bsp.gov.ph](http://www.bsp.gov.ph)
  - Click NOPS Portal under Quick Links
  - Input the OP reference number in the field provided and click Inquire Status or Pay Online

The image shows two screenshots from the BSP website. The left screenshot shows the homepage with the URL <http://www.bsp.gov.ph/> highlighted in a red box. Below the navigation menu, the 'Quick Links' section is highlighted, and the 'New Order of Payment Systems (NOPS) - NEW' link is also highlighted. The right screenshot shows the NOPS portal interface. It features a red box around the 'Create Order of Payment Number' button. Below it, there is a text input field containing the reference number '8235940BA1FA30648 X' and a red arrow pointing to it with the label 'OP Ref. No.'. Below the input field is the 'Inquire Status or Pay Online' button. At the bottom of the interface, it says 'For Client's/Bidder's Use' and '© Copyright 2020 Bangko Sentral ng Pilipinas. All Rights Reserved.'

After payment is confirmed, the Receipt is displayed. Print the receipt for presentation or email to the BAC Secretariat at **BACSecretariat-HO@bsp.gov.ph** **and to the Procurement Office at pro-ho@bsp.gov.ph**.

**Note:** For both payment channels, the bidder will receive an email notification with the attached Official Receipt.

3. Via BSP Head Office's **CASH DEPARTMENT**

**Prospective bidders are highly encouraged to pay through the Payment Channels** as indicated under Items 1 and 2 above as entry of visitors in the BSP-HO are limited to certain areas only. In extraordinary circumstance however, prospective bidders/suppliers paying through the BSP's Cash Department are requested to inform the BAC, through the BAC-Secretariat and/or Procurement Office, at least two (2) days in advance to assist the bidders in the payment process.

Transaction Schedule: 9:00 AM – 2:00 P.M., Mondays to Thursdays

*(Please allow time for possible queues including, but not limited to, the precautionary and security measures being implemented in the BSP-Head Office in view of COVID-19)*

**STEP 4:**

Submit a copy of proof of payment (i.e., Bills Payment Slip, screenshot of proof of online/mobile payment, or copy of the Official Receipt) to the BAC Secretariat **prior to or together with the submission of bidding documents.**

**OTHER REMINDERS**

1. The BSP does not issue Certification on the conduct of Conferences/Meetings and/or Submission and Opening of Bids for purposes of Checkpoint clearance. Prospective bidders may print the Invitation to Bid/Bid Bulletins/ Advisories/Notices issued by the BSP showing the scheduled activities.
2. Additional queries, especially with regard to the procedures for the Microsoft Teams connection, may be submitted in advance to the BAC-Secretariat at **BACSecretariat-HO@bsp.gov.ph**, to allow BSP's IT Group to respond accordingly.

# ANNEX "B"

## GUIDELINES IN THE CONDUCT OF PRE-BID CONFERENCE

1. With due observance of social distancing measures, when necessary, Pre-bid Conferences, whenever scheduled, shall refer to the conduct of face-to-face pre-bid conference, online teleconferencing or videoconferencing. The date, time and online platform shall be stated in the procurement opportunity (i.e., Invitation to Bid, Request for Expression of Interest, etcetera) or in duly issued Bid Bulletin.
2. Prior to the scheduled pre-bid conference, prospective bidders shall signify their intention to participate in the scheduled pre-bid conference by submitting/registering their contact information and e-mails where the online invitation to participate shall be sent. Prospective bidders who fail to participate in the pre-bid conference shall not be disqualified.
3. Participating bidders are highly encouraged to download the bidding documents from the BSP or PhilGEPS websites.
4. For expedient conduct of the Conference/Meeting, the bidders shall be expected to have read and sufficiently understood the issued bidding documents and requirements prior to the scheduled Conference/Meeting. Bidders may send their questions or requests for clarification in advance at least one (1) day prior to the date of Pre-bid Conference/Meeting to **BACSecretariat-HO@bsp.gov.ph** and to **pro-ho@bsp.gov.ph**. Participating bidders may also use the online messaging facility during the meeting, which shall form part of the Minutes. The discussions will focus on the documentary requirements that need emphasis, as deemed necessary, and on the queries/clarifications received from the prospective bidders.
5. Those who were not able to participate in the pre-bid conference may still submit manual or electronic bids.
6. The minutes of the pre-bid conference shall be made available to the prospective bidders not later than five (5) calendar days after the pre-bid conference, upon written request. The same shall likewise be posted in the website of the BSP.

## INSTRUCTIONS ON CONNECTION TO MICROSOFT TEAMS

1. The conduct of Pre-bid Conference/Pre-Eligibility/Preliminary Meeting shall be through online teleconferencing or videoconferencing using the **Microsoft Teams platform**. Please be guided by the following:

<b>Instructions to Participating Suppliers/Bidders</b>
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Participating bidders are requested to submit their contact information and email addresses to be used for the videoconferencing to <b>BACSecretariat-</b>
--

**Instructions to  
Participating Suppliers/Bidders**

**HO@bsp.gov.ph, at least one (1) day before the conduct of activity** for the sending of meeting invitation.

Only **one (1)** authorized representative from the participating bidder shall have access privilege in the videoconference proceedings to easily monitor and facilitate the conduct of the activity.

A Microsoft Teams meeting invitation shall be sent by the BAC-Secretariat to the respective e-mail address of the authorized representatives for the following:

For the Conference/ Meeting Proper	At least thirty (30) minutes before the conference/ meeting proper
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The same email address submitted by the participating bidder shall be used by the BSP in sending the **Microsoft Teams** meeting invitation for the Conference/ Meeting proper.

**Note:**

**In case the participating bidder/supplier was not able to submit its email to the BAC-Secretariat in advance, it may still join the videoconferencing by submitting an email to the BAC-Secretariat at least thirty (30) minutes before the time of the Pre-Bid Conference. The participating bidder shall be responsible in ensuring that it has the required Microsoft Teams/capable facility/device to successfully connect to the Microsoft Teams Meeting Room.**

2. Representatives of the bidders shall be prepared to log-in and are advised to be on standby **at least twenty (20) minutes** before the start of the Conference/Meeting to check if connection to Microsoft Teams is successful. Failure to join on the set date and time shall be marked as late and shall constitute as waiver to be present for the activities that have lapsed until he/she joined the meeting.
3. Additional Reminders:
  - In order to properly acknowledge the bidders participating in the Conference/Meeting for records purposes, bidders are advised at the start of the activity to turn on the Video of the laptops or mobile devices being used. After the BAC/BAC-Secretariat has completed the roll call, participants to the videoconferencing will be requested to turn off the Video to avoid possible lags in connection.
  - In joining the videoconferencing, prospective bidders are requested to indicate their respective full/complete name and the company being represented.
  - For orderly conduct of the conference, answering of queries/requests for clarification will be done per bidder/supplier. In case there will be follow-up queries, the same can be done after all the bidders/suppliers have been called.

## **CONNECTION TO MICROSOFT TEAMS FACILITY**

### **USING DESKTOP PC/LAPTOP**

1. To join the Microsoft Teams session, click the link provided in the meeting invite. It will open a web browser and redirect you to Microsoft Teams.
2. On the login page, enter your name and e-mail address then click "Join"
3. Click "Join from your browser" at the bottom page to redirect to online meeting room.
4. Click the drop-down button at the bottom of the screen and choose "Use computer for audio".
5. Click "Join Meeting" to join the Microsoft Teams meeting. If prompted with password, enter the password provided in the e-mail.

### **USING SMART PHONE**

1. To join the Microsoft Teams session, open Google Play Store (Android) or App Store (iPhone).
2. Search and Install "Microsoft Teams".
3. Once downloaded, tap "Open" to launch Microsoft Teams application then tap "Join Meeting".
4. On the login page, enter the Meeting ID, your name and e-mail address. Meeting ID will be provided by the host via e-mail or message.
5. Click "Join" to join the Microsoft Teams meeting. If prompted with password, enter the password provided by the host.

# ANNEX "C"

## GUIDELINES IN THE PREPARATION, SUBMISSION AND OPENING OF BIDS (MANUAL AND ELECTRONIC)

Prospective bidders have the option to submit their bids MANUALLY (physical or hard copy) OR ELECTRONICALLY (online transmittal). However, bidders cannot avail of both methods.

### MANUAL SUBMISSION OF BIDS:

1. The address for submission of hard copy of bids is at **Gate 3, Bangko Sentral ng Pilipinas, A. Mabini, corner P. Ocampo Sr. Sts., Malate, Manila**. Bid boxes are situated at the reception area of Gate 3 where bids can be dropped.
2. As precautionary measure, participating bidders are strongly advised to wrap/enclose their respective bidding documents with plastic, preferably clear, to facilitate disinfection/sanitation and quick evaluation on the proper sealing and marking of bid envelopes.
3. The schedule of the submission of bidding documents/eligibility documents/BAFO shall be on the date and time as indicated in the Invitation to Bid/Request for Expression of Interest or Bid Bulletins issued. Bidders are advised to submit their documents at least thirty (30) minutes before the scheduled deadline of submission to allow time for possible queuing due to conduct of thermal scanning, and for sanitation of the bid envelope(s) and transit of the documents to the designated bidding room.
4. As social distancing measure, Bid Box(es) will be strategically placed at **Gate 3 of BSP-HO** for dropping/submission of bid documents.
5. The representative of the bidder or courier service provider shall fill-up the **Bid Submission Form** available at the reception area at Gate 3 which shall be attached to the bid documents to be submitted.
6. The procedures on the submission of bids under the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (2016 Revised IRR) shall continue to be observed.

**Note: Pursuant to Section 25.9 of the 2016 Revised IRR of RA No. 9184, Unsealed and/or Unmarked bids shall be rejected.**

## ELECTRONIC SUBMISSION OF BIDS

### A. ELECTRONIC SUBMISSION (E-DOCUMENTS) COMPRISING THE BID

1. The e-documents comprising the bids are: (i) ELIGIBILITY AND TECHNICAL DOCUMENTS/PROPOSALS (ENVELOPE NO.1); and (ii) FINANCIAL DOCUMENTS/PROPOSAL (ENVELOPE NO.2).
2. The specific documents for each envelope shall be as enumerated in the Checklist of Requirements for Bidders.
3. For organized submission of bids and checking thereof, the bidders shall observe the following procedures:
  - 1.1 Fill-out all bid forms, convert the same in PDF or scanned format and affix electronic signatures (e-signatures) in specified portions of the forms. Photographed documents in JPG or PNG files are acceptable; *provided that*, these are clear and readable and comply with the procedures below.
  - 1.2 Save the documents as separate files and name each file as follows: (i) ***“E-doc1, E-doc2”*** and so on for ***ELIGIBILITY AND TECHNICAL DOCUMENTS/PROPOSALS (Envelope 1)***; and (ii) ***“F-doc1”, “F-doc2”,*** and so on for the ***FINANCIAL DOCUMENTS/PROPOSAL (Envelope 2)***. Do not scan the documents into one (1) continuous document file.
  - 1.3 Save, copy or transfer all electronic documents in separate compressed/zipped folders, entitled or named, as follows:
    - a. **“ENVELOPE1”** (for the ELIGIBILITY DOCUMENTS AND TECHNICAL PROPOSAL FOLDER); and
    - b. **“ENVELOPE2”** (for the FINANCIAL PROPOSAL FOLDER).
  - 1.4 Arrange the documents in the order of enumeration in the Checklist of Requirements for Bidders.
  - 1.5 **Input different electronic keys or passwords for ENVELOPE1 and ENVELOPE2 ZIPPED FOLDERS** to prevent accidental or premature opening thereof. **ENVELOPE3 ZIPPED FOLDER** does NOT need to have a password. Bid envelopes containing the same electronic key or password shall be rated as **“FAILED”**.
  - 1.6 **ENVELOPE1 AND ENVELOPE2 WHICH ARE NOT IN COMPRESSED OR ZIPPED FOLDER AND THOSE WITHOUT ELECTRONIC KEY OR PASSWORD shall be considered as unsealed bid submissions and not complying with the two (2)-factor security**



**procedure,<sup>2</sup> and hence, shall be rejected during the opening of bids.** However, bid envelopes that are not properly compressed and password-protected, as required in the Bidding Documents, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly compressed or password-protected folder, or for its premature opening.<sup>3</sup>

- 1.7 Zipped electronic bid folders to be submitted can be opened using the **7-zip compression tool**.
- 1.8 **Ensure that the bid envelopes are compressed and password-protected.** In case the submitted electronic bid envelopes are not in compressed format and/or not password protected, the bidder may submit new electronic bid envelopes which shall be considered as “modification” of bids, following the procedures under Section 7.6 of herein Guidelines.
- 1.9 Compressed or zipped folder and password protected electronic bid documents should be submitted to **BACSec-HOebid@bsp.gov.ph** prior to the time of bid opening. Bidders are encouraged to submit the electronic bid documents at least two (2) hours prior to the time of bid opening in order to ensure receipt of documents by the BAC-Secretariat within the deadline set for the submission of bids
- 1.10 The bidder should receive an Electronic Acknowledgement Receipt (EAR) in every successful submission of electronic bid documents as proof that its bid/s had/have been received by the Bid Recipient. Kindly contact the Bid Recipient (BAC Secretariat) in case no EAR was received within thirty (30) minutes from sending.
- 1.11 In case of email bounce or quarantine notification, the bidder shall immediately send an email to the BAC Secretariat (as indicated in the Bid Data Sheet), with the subject matter – SENDING BOUNCED; SENDING QUARANTINED – (name of bidder) and append a screen shot of the notification or forward the message indicating that the email had not been received.

**For inquiries on the submission and dropping of bids/eligibility documents/BAFO, the BAC-Secretariat may be reached at (632)(5)306-2798/2800/3075.**

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<sup>2</sup> As required under GPPB Resolution No. 09-2020, Section 4.2 which provides:

“Bid submission may be done through any electronic means available to the [Procuring Entities], provided that the same:

- a. Uses a **two-factor security procedure consisting of an archive format compression and password protection** to ensure the security, integrity and confidentiality of the bids submitted; xxx.

<sup>3</sup> Pursuant to GPPB-Resolution No. 09-2020, which revised Section 25.9 of the 2016 Revised IRR.

## **B. ELECTRONIC SIGNATURE**

1. Whenever required in specified portions of the response or bid forms, particularly in the FINANCIAL PROPOSAL E-DOCUMENTS, the ***e-signature*** of the Bidder or the *Bidder's Authorized Representative* shall be affixed in the document.
2. The scanned actual signature of the authorized representative of the prospective bidder, cropped and pasted handwritten signatures, adobe-created signatures, unique figures and symbols and stamped signatures are ACCEPTABLE as e-signatures. Provided, that original documents not using digital signatures shall be transmitted during contract execution. However, text-typing the name of the bidder and/or the words "SGD. or ORIGINAL SIGNED" and the like without distinctive features are NOT ACCEPTABLE.
3. An electronically signed document submitted by the bidder shall be presumed to belong to that of the bidder if signed by its duly authorized representative and sent to the e-mail of the Bid Recipient.

## **C. TIME AND MANNER OF SENDING AND RECEIPT OF E-DOCUMENTS**

1. The deadline for the submission of bids shall observe the time indicated in the official website of BSP.
2. The actual time of bid submission shall be the "time received" by the *Bid Recipient* as indicated in the Electronic Acknowledgment Receipt (EAR). In case of delayed time stamp in the EAR, the bidder shall inform the BAC- Secretariat that the e-mail was sent **before** the deadline for submission of bids. The *Bid Recipient* shall seek the assistance of the BSP- Information Technology (BSP-IT) in validating the actual time of receipt by the BSP e-mail gateway server. The bidder may also call/inquire with the BAC-Secretariat to confirm if sending has been successful in case no EAR has been received within thirty (30) minutes from sending.
3. The designated *Bid Recipient* shall have an EAR to document official receipt of the bid submission. The EAR or e-mail acknowledgment shall serve as proof by the bidder that its bid had been received by the *Bid Recipient*. Without an EAR, the bidder shall immediately contact the *Bid Recipient* or the BAC Secretariat. The EAR shall be evidence ONLY of the electronic bid submission and receipt thereof, and NOT of the completeness, correctness and veracity of the contents of the electronic bid, which shall be determined during preliminary examination of bids, bid evaluation and/or post-qualification. It is also the responsibility of the bidder to ensure that the e-mail to be sent contains the required attachments.
4. In instances where automatic EARs were not generated despite successful submission and receipt of the electronic bid envelopes, or in case of quarantined e-mails, the *Bid Receiver* may also issue a Manual Acknowledgement once the submission was confirmed from the BAC-Secretariat mail and/or from BSP-IT.

5. In case of e-mail bounce or quarantine notification, the bidder shall immediately send an e-mail to the BAC Secretariat (as indicated in the Bid Data Sheet), with the subject matter – SENDING BOUNCED; SENDING QUARANTINED – (name of bidder) and append a screen shot of the notification or forward the message indicating that the e-mail had not been received. A bounced e-mail shall NOT be considered as having been received; while a quarantined e-mail **before** the deadline for submission of bid shall be considered as having met the deadline.<sup>4</sup>
6. The subject matter of the e-mail shall state the short title of the requirement to be procured as stated in the procurement opportunity, name of bidder (all caps) and the folder and batch number of the documents sent (e.g. ENVELOPE1-first batch of three-1/3).
7. Similar to manual submission of bids, the bidders shall submit ENVELOPE 1 AND ENVELOPE 2 COMPRESSED/ZIPPED FOLDERS simultaneously or in one (1) e-mail sending. If the file will exceed the designated limits, the submitted files may be sent in batches. In case of several sending of batches or folders, the time indicated in the EAR for the last batch or folder shall be the time of receipt of the bid.<sup>5</sup>
8. To avoid the tampering or alteration of electronic documents, files shall be sent as **attachment/s** to the e-mail and not through a file sharing link. All eligibility and technical

<sup>4</sup> **Illustration.** Assume: Deadline of submission of bids is 2:00 p.m.

SUBMITTED ENVELOPES	Time of Sending	Time of Receipt	WITHIN/BEYOND DEADLINE
ENVELOPE 1 & ENVELOPE 2	1:50 P.M.	1:51 P.M. E-MAIL BOUNCE NOTIFICATION	Within deadline * The quarantine notification shall mean that the e-mail reached the designated e-mail account at 1:59 P.M. The quarantined e-mail shall be considered as the bid submission and not the e-mail sending as of 2:01 P.M.
	1:55 P.M. (resending)	1:55 P.M. E-MAIL BOUNCE NOTIFICATION	
	1:58 P.M.(resending)	1:59 P.M. QUARANTINE NOTIFICATION	
	1:59 P.M.(resending)	2:01 P.M. EAR	

<sup>5</sup> **Illustrations.** Assume: Deadline of submission of bids is 2:00 p.m.

SUBMITTED ENVELOPES	Time of Sending	Time of Receipt (EAR Time)	WITHIN/BEYOND DEADLINE
1. ENVELOPE1 & ENVELOPE2	1:59 P.M	2:00 P.M.	Within deadline
2. ENVELOPE1	1:58 P.M.	1:59 P.M.	Beyond deadline
ENVELOPE2	2:01 P.M	2:01 P.M.	
3. ENVELOPE 1	1:00 P.M.	1:01 P.M.	Within deadline (if BSP IT confirms receipt through the BSP gateway server on or before 2 P.M.
ENVELOPE 2	1:50 P.M. (resending)	If no EAR: Call BAC Sec as this means non-receipt	
	1:59 P.M. (resending)	If no EAR: Call BAC Sec as this means non-receipt	
4. ENVELOPE1	1:58 P.M.	1:58 P.M.	Within deadline *(ENV.3 is not part of bid submission)
ENVELOPE2	1:59 P.M.	2:00 P.M.	
ENVELOPE3	2:00 P.M	2:01 P.M.*	

documents/proposals bid documents must be submitted as one file including the required brochures, manuals, etc., unless such submission will exceed the file size limit.

9. The BSP system can accommodate attachments with **file size limit of up to 100MB**. If the bidder's e-mail has a smaller file size limit (e.g., in case of free mails, such as gmail and yahoo mail), it may send files in batches.
10. Bidders shall submit their bids to the e-mail of *Bid Recipient* as indicated in the posted procurement opportunity. It is encouraged that submissions be made **at least two (2) hours prior to the time of bid opening** in order to ensure receipt of documents by the *Bid Recipient* within the deadline set for the submission of bids.

#### **D. MODIFICATION AND WITHDRAWAL OF BIDS**

1. As with manual submission, bidders may modify or withdraw their bid at any time before the deadline for the submission and receipt of bids. Where a bidder modifies its bid, it shall not be allowed to retrieve its original bid and shall only be allowed to submit another. For electronic bid submission, bidders shall send another bid equally secured, properly identified, and labelled as a "***modification***" of the one previously submitted. The time indicated in the latest electronic acknowledgment receipt (*EAR*) shall be the official time of submission. Bids submitted after the deadline shall not be accepted.
2. In modifying the bid, the bidder may send the ENTIRE FILE/S or FOLDER/S or the particular document being modified. Bidders modifying their bids shall still observe the manner of submission of the original bid or particular document being modified.
3. Bid documents submitted electronically can only be modified electronically. In the same manner, bids submitted manually can only be modified manually. Manual bid modification shall follow the procedures provided for under Section 26 of Rep. Act No. 9184 and its IRR.
4. For various sending or re-sending of electronic bids from the same bidder or from different *Bidder's Authorized Representatives*, the LATEST SENDING meeting the deadline for the submission of bids shall be construed as the submitted bid, it being the manifestation of the latest intent of the bidder.

#### **OPENING OF BIDS**

##### **A. ATTENDANCE AND PRELIMINARIES**

1. Bidders shall be prepared to login in the tele/videoconferencing facility of the BSP **at least twenty (20) minutes before the scheduled deadline and opening of bids**. Failure to join on the set date and time shall be marked as late and shall constitute a waiver to be present for the activities that have lapsed until he/she joined the meeting.

2. Only one (1) bidder's authorized representative shall have access privilege to participate in the tele/videoconference proceedings. However, depending on the nature of item being procured, additional representatives may be allowed (e.g., when local and principal firms will be attending the pre-bid conference or in case of joint ventures).
3. Representatives of the bidders shall be prepared to login and are advised to be on standby at least twenty (20) minutes before the scheduled deadline and opening of bids to check if connection to Microsoft Teams is successful. Failure to join on the set date and time shall be marked as late and shall constitute a waiver to be present for the activities that have lapsed until he/she joined the meeting. The bidder cannot question activities that were conducted in his/her absence.
4. Immediately after the stated deadline for submission of bids, but before the opening thereof, the *Bid Recipient* shall provide access to the electronic documents submitted by all bidders to the account processor/s who had been designated as the *Bid Opener/s*. To facilitate the conduct of the opening of electronic bid documents and to address access issues by the Bid Opener/s, if any, access may also be given to the *Bid Opener/s* thirty (30) minutes before the schedule of opening of bids.
5. The BAC Secretariat shall proceed with the roll call to record the attendance and determine the presence of a quorum.
6. Thereafter, the BAC shall officially announce the start of the bid opening.

**B. INSTRUCTIONS ON CONNECTION TO MICROSOFT TEAMS PLATFORM**

1. The conduct of opening of bids/eligibility documents/BAFO shall be through videoconferencing using the Microsoft Teams platform. Please be guided by the following:

<b>Instructions to Participating Suppliers/Bidders</b>	
Participating bidders are requested to submit their contact information and email addresses to be used for the videoconferencing to <a href="mailto:BACSecretariat-HO@bsp.gov.ph">BACSecretariat-HO@bsp.gov.ph</a> <b>at least one (1) day before the scheduled meeting</b> necessary for the sending of meeting invitation.	
Only <b>one (1)</b> authorized representative from the participating bidder shall have access privilege in the videoconference proceedings to easily monitor and facilitate the conduct of the activity.	
A Microsoft Teams meeting invitation shall be sent by the BAC-Secretariat to the respective e-mail address of the authorized representatives for the following:	
a. For the Opening Proper	At least thirty (30) minutes before the opening of bids

## Instructions to Participating Suppliers/Bidders

The same email address submitted by the participating shall be used by the BSP in sending the Microsoft Teams meeting invitation for the Opening of Bids proper.

**Note:**

***In case the participating bidder/supplier was not able to submit its email to the BAC-Secretariat in advance, it may still join the videoconferencing by submitting an email to the BAC-Secretariat at least thirty (30) minutes before the time of the Opening of Bids. The participating bidder shall be responsible in ensuring that it has the required Microsoft Teams application/capable facility/device to successfully connect to the Microsoft Teams Meeting Room.***

### **C. CONNECTION TO MICROSOFT TEAMS PLATFORM**

#### **USING DESKTOP PC/LAPTOP**

- a. To join the Microsoft Teams session, click the link provided in the meeting invite. It will open a web browser and redirect you to Microsoft Teams.
- b. On the login page, enter your name and e-mail address then click "Join"
- c. Click "Join from your browser" at the bottom page to redirect to online meeting room.
- d. Click the drop-down button at the bottom of the screen and choose "Use computer for audio".
- e. Click "Join Meeting" to join the Microsoft Teams meeting. If prompted with password, enter the password provided in the e-mail.

#### **USING SMART PHONE**

- a. To join the Microsoft Teams session, open Google Play Store (Android) or App Store (iPhone).
- b. Search and Install "Microsoft Teams".
- c. Once downloaded, tap "Open" to launch Microsoft Teams application then tap "Join Meeting".
- d. On the login page, enter the Meeting ID, your name and e-mail address. Meeting ID will be provided by the host via e-mail or message.
- e. Click "Join" to join the Microsoft Teams meeting. If prompted with password, enter the password provided by the host.

#### D. OPENING OF ELIGIBILITY AND TECHNICAL DOCUMENTS (Envelope No. 1)

1. The BAC Secretariat shall announce the list of participating bidders and their respective mode of submission of bids, *i.e.*, electronic or manual. Manually submitted bids shall be opened first before the electronically submitted bids.
2. The BAC Chairperson shall then motion to open and conduct eligibility check, examination of technical documents and recording of the manually submitted bid/s, if any.
3. While opening of manually submitted bids is ongoing, the BAC Chairperson shall give the go-signal for sending of the password for “ENVELOPE1” by the online bidders, through online chat or thru e-mail directly to the BAC, BAC Secretariat and Bid Opener/s.
4. After receipt of the password for “ENVELOPE1”, the electronic documents shall be opened. If ENVELOPE1 cannot be opened by anyone, the bidder shall be permitted to re-submit its password up to a maximum of three (3) chances, WITHOUT SENDING ANOTHER FILE and only while the proceeding for opening of ENVELOPE NO. 1 is still ongoing.
5. Electronic bid folders shall automatically undergo virus or malware scanning. If “cleaning” of the electronic documents by the existing BSP anti-virus system is successful, the said documents can be accepted and opened. Otherwise, the bid shall be declared as “**FAILED**”. Disqualification of the bid shall also apply for those bid submissions which already have undergone “cleaning” but certain pages turned-out to be corrupted. Thus, if the e-document could not be opened, is corrupted or truncated or infected by a virus or malware even if scanned, the e-document shall be rated as “**FAILED**”.
6. The *Bid Opener/s* shall confirm receipt of particular e-documents by enumerating them in the order that they are received. The bidders shall have the opportunity to confirm or raise questions on the enumeration of documents.
7. In order to ensure that the electronic bid envelopes submitted through e-mail are the same electronic bid envelopes being opened, the file properties of the bid envelopes may be shown to the bidders before the actual opening thereof.
8. Thereafter, the checking of eligibility and technical documents and recording of e-documents shall be undertaken by the *Bid Opener/s* in accordance with the procedure for preliminary examination of bids under Section 30 of the IRR.
9. As similarly observed during the manual submission of bids, *Bid Opener/s* shall indicate his/her readiness to make a presentation of the opened eligibility and technical documents and be allowed by the BAC Chairperson to proceed.
10. Details of each document received shall be read by the *Bid Opener* and flashed on screen. Bidders may raise questions on the documents.

11. The BAC Chairperson shall announce the names of the bidders whose bids have been rated as "PASSED". Bidders whose eligibility and technical documents/proposals have been rated "PASSED" shall be on stand-by for the opening of the Financial Documents. Bidders whose eligibility documents were rated "FAILED" may remain as observers.

**E. OPENING AND EVALUATION OF FINANCIAL DOCUMENTS (Envelope No. 2)**

1. Manually submitted financial proposals shall be opened first before electronically submitted proposals.
2. The BAC Chairperson shall then motion to open and conduct preliminary evaluation and recording of the manually submitted financial proposal, if any.
3. The eligible bidders shall then send the password for "ENVELOPE2" in the same manner that passwords were sent for "ENVELOPE1".
4. After receipt, the *Bid Opener/s* shall then proceed to open-the Financial Proposals of the eligible bidders.
5. The same procedures in "ENVELOPE1" shall be observed in the presentation or reading of "ENVELOPE2".
6. After each presentation, the *Bid Opener* shall enumerate and present the submitted financial proposals of the Bidders from the lowest to the highest bid.
7. If there are no issues involved, the BAC Chairperson shall adjourn the conduct of examination of bids and excuse the participating bidders. The Abstract of Bids as read, and the minutes of the bid opening shall be prepared and be made available to the participating bidders and the public upon written request.
8. The BAC may proceed with the conduct of detailed evaluation of bids on the same day as the bid opening date, or set the conduct of bid evaluation to another date and time pursuant to Sections 32 and 33 of the 2016 Revised IRR.



## **ANNEX “D”**

**THE FOLLOWING INSURERS ARE INCLUDED IN THE BSP’S EVALUATED INSURERS BASED ON THE INSURANCE COMMISSION’S DATA ON NET INCOME, NET WORTH, NET PREMIUMS WRITTEN, GROSS PREMIUMS WRITTEN, PREMIUMS EARNED, PAID-UP CAPITAL, ASSETS AND INVESTED ASSETS:<sup>6</sup>**

<b>Name of Insurance Company</b>	
Alliedbankers Insurance Corp.	Pacific Cross Insurance, Inc. (Blue Cross Insurance, Inc.)
Alpha Insurance & Surety Company, Inc.	Pacific Union Insurance Company
Asia Insurance (Philippines) Corp.	People’s General Insurance Corp.
Asia United Insurance, Inc.	PGA Sampo Insurance Corp.
BPI/MS Insurance Corp.	Philippine British Assurance Company, Inc.
Card Pioneer Microinsurance, Inc.	Philippine First Insurance Company, Inc.
Cibeles Insurance Corp.	Pioneer Insurance & Surety Corp.
Commonwealth Insurance Company	Prudential Guarantee & Assurance, Inc.
Corporate Guarantee & Insurance Company	Standard Insurance Company, Inc.
Fortune General Insurance Corp.	Sterling Insurance Company, Inc.
MAA General Assurance Phils., Inc.	Stronghold Insurance Company, Inc.
Malayan Insurance Company, Inc.	Travellers Insurance & Surety Corp.
Mapfre Insular Insurance Corp.	UCPB General Insurance Company, Inc.
Mercantile Insurance Company, Inc.	Visayan Surety & Insurance Corp.
Milestone Guarantee & Assurance Corp.	Western Guaranty Corp.

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<sup>6</sup> This is not tantamount to an endorsement of the above surety companies and is not a conclusion that other insurance companies not included in the above list are not authorized to issue surety bonds for government transactions.





**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 [any government-issued ID, please specify], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_day of [month] [year].

Name of Notary Public \_\_\_\_\_  
Serial No. of Commission \_\_\_\_\_ until \_\_\_\_\_  
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 \_\_\_\_\_.

**Statement of Single Largest Completed Contract Similar to the Requirement**

Title of Single Contract:

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Parties to the Contract: \_\_\_\_\_

Amount of the Contract: \_\_\_\_\_

Date of Completion: \_\_\_\_\_

Description of Similar Contract: (description should show similarity with the requirement)

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Supporting Documents attached showing the above information: (See item \_\_\_ of the Checklist on what are acceptable documents (Copy of Contract, O.R., etc...))

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

**CERTIFICATE\***

[\*To be issued by the Corporate Secretary (for Corporation/Cooperative/Joint Venture) or by the Managing Partner or President (for Partnership), attesting the appointment of the bidder’s representative.]

**AUTHORITY OF SIGNATORY**

I, [Name of Corporate/Partnership/Cooperative/Joint Venture (JV) Secretary or Authorized Representative], a duly elected and qualified Secretary of [Name of Corporation/Partnership/Cooperative/JV], a Corporation/Partnership/Cooperative/JV, duly organized and existing under and by virtue of the laws of the Republic of the Philippines, DO HEREBY CERTIFY, that:

1. In a regular/special meeting of the Board of Directors of the said Corporation/Partnership/Cooperative held on [Date of Board Meeting], the following Resolution was approved:

RESOLUTION NO. \_\_\_\_\_

“RESOLVED, that any of the following:

	Name of Duly Authorized Representative/s	Position	With Conformity:	
			Signature	Initials
1)				
2)				
3)				
4)				

is/are hereby duly authorized and designated in the name of the Corporation/Partnership/Cooperative/JV, to participate in the public bidding of the Bangko Sentral ng Pilipinas (BSP); to submit a bid, make, sign, execute, deliver and receive contracts, agreements, and any and all documents and other writings of whatever nature or kind, transact with BSP, and execute and perform any and all acts necessary for the purposes indicated herein.”

2. I hereby certify to the correctness of the foregoing resolution and that the same is existing and has not been suspended, amended, modified or revoked.

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

\_\_\_\_\_  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [any government-issued ID, please specify], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_day of *[month]* *[year]*.

**Name of Notary Public**

Serial No. of Commission\_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_ *[date issued]*, *[place issued]*

IBP No. \_\_ *[date issued]*, *[place issued]*

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

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

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

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

**SPECIAL POWER OF ATTORNEY  
(For Sole Proprietorship)**

I \_\_\_\_\_, [*Chief Executive Officer/ President/ General Manager*] of [*Name of Company*], a sole proprietorship established and duly registered under the laws of the [*Country*], with its registered office at [*Office Address*], do hereby make, constitute and appoint any of the following [*Name of duly authorized representative/s, positions*]:

	Name of Duly Authorized Representative/s	Position	With Conformity:	
			Signature	Initials
1)				
2)				
3)				
4)				

to be the true and lawful attorney/s, for it and its name, place and stead, to submit a bid, make, sign, execute, deliver and receive contracts, agreements, and any and all documents and other writings of whatever nature or kind, transact with BSP, and execute and perform any and all acts necessary, and/or represent [*Name of Sole Proprietorship*], in the public bidding of the Bangko Sentral ng Pilipinas (BSP); as fully and effectively as the sole proprietorship might do if personally present with full power of substitution and revocation and hereby confirming all that said representative/s shall lawfully do or cause to be done by virtue hereof.

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

\_\_\_\_\_  
Affiant

**SUBSCRIBED AND SWORN** to before me this \_\_\_day of [*month*] [*year*] at [*place of execution*], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [*any government-issued ID, please specify*], with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_day of [*month*] [*year*].

Name of Notary Public \_\_\_\_\_  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_, [*date issued*], [*place issued*]  
IBP No. \_\_, [*date issued*], [*place issued*]

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



## **Bid Securing Declaration Form**

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

### **BID SECURING DECLARATION** **Project Identification No.: *[Insert number]***

To: *[Insert name and address 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.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement 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 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 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; 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:
  - 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; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, 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]*.

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**[Jurat]**

*[Format shall be based on the latest Rules on Notarial Practice]*

## Omnibus Sworn Statement

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REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF \_\_\_\_\_ ) S.S.

### AFFIDAVIT

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

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

*[If a sole proprietorship:]* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

*[If a 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];

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

*[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

*[If a partnership, corporation, cooperative, or joint venture:]* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of 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 as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 rest:]*

*[If a sole proprietorship:]* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or

the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a partnership or cooperative:]* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*[If a corporation or joint venture:]* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

**A C K N O W L E D G E M E N T**

REPUBLIC OF THE PHILIPPINES  
CITY OF \_\_\_\_\_ } S.S.

BEFORE ME, a Notary Public, for and in the City of Manila, Philippines, this \_\_\_ day of \_\_\_\_\_ 2020 personally appeared:

NAME	GOVERNMENT-ISSUED I.D. NO.	DATE/PLACE OF ISSUE

identified by me through competent evidence of identity to be the same person who executed the foregoing instrument and who acknowledged to me that the same is his/her own free and voluntary act and deed and that of \_\_\_\_\_ whom he/she represents with full authority to sign the instrument.

This instrument consisting of three (3) pages is signed by the parties, together with their instrumental witnesses, on all pages including this page whereon the acknowledgement is written.

WITNESS MY HAND AND SEAL at the place and on the date first above written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2020.