



Republic of the Philippines  
CIVIL AVIATION AUTHORITY OF THE PHILIPPINES

# **PROCUREMENT OF GENERATOR SET (100KVA POWER, 1 PHASE, 22V, 60HZ, 1800RPM) FOR CAMIGUIN AIRPORT**

Camiguin Airport, Camiguin Province

Approved Budget for the Contract

**One Million Five Hundred Thousand Pesos**

**(Php 1,500,000.00)**

**Bid No. AX-2025-08**

**Sixth Edition**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Goods through Competitive Bidding have been prepared by the Government of the Philippines for use by any branch, constitutional commission or office, agency, department, bureau, office, or instrumentality of the Government of the Philippines, National Government Agencies, including Government-Owned and/or Controlled Corporations, Government Financing Institutions, State Universities and Colleges, and Local Government Unit. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the Government of the Philippines or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184.

The Bidding Documents shall clearly and adequately define, among others: (i) the objectives, scope, and expected outputs and/or results of the proposed contract or Framework Agreement, as the case may be; (ii) the eligibility requirements of Bidders; (iii) the expected contract or Framework Agreement duration, the estimated quantity in the case of procurement of goods, delivery schedule and/or time frame; and (iv) the obligations, duties, and/or functions of the winning bidder.

Care should be taken to check the relevance of the provisions of the PBDs against the requirements of the specific Goods to be procured. If duplication of a subject is inevitable in other sections of the document prepared by the Procuring Entity, care must be exercised to avoid contradictions between clauses dealing with the same matter.

Moreover, each section is prepared with notes intended only as information for the Procuring Entity or the person drafting the Bidding Documents. They shall not be included in the final documents. The following general directions should be observed when using the documents:

- a. All the documents listed in the Table of Contents are normally required for the procurement of Goods. However, they should be adapted as necessary to the circumstances of the particular Procurement Project.
- b. Specific details, such as the “*name of the Procuring Entity*” and “*address for bid submission*,” should be furnished in the Instructions to Bidders, Bid Data Sheet, and Special Conditions of Contract. The final documents should contain neither blank spaces nor options.
- c. This Preface and the footnotes or notes in italics included in the Invitation to Bid, Bid Data Sheet, General Conditions of Contract, Special Conditions of Contract, Schedule of Requirements, and Specifications are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow.

- d. The cover should be modified as required to identify the Bidding Documents as to the Procurement Project, Project Identification Number, and Procuring Entity, in addition to the date of issue.
- e. Modifications for specific Procurement Project details should be provided in the Special Conditions of Contract as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the Bid Data Sheet or Special Conditions of Contract, these terms shall be printed in bold typeface on Sections I (Instructions to Bidders) and III (General Conditions of Contract), respectively.
- f. For guidelines on the use of Bidding Forms and the procurement of Foreign-Assisted Projects, these will be covered by a separate issuance of the Government Procurement Policy Board.

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# *Glossary of Acronyms, Terms, and Abbreviations*

**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***



## Invitation to Bid for

### Procurement of Generator Set (100KVA Power, 1 Phase, 220V, 60HZ, 1800RPM) for Camiguin Airport

1. The **Civil Aviation Authority of the Philippines**, through the **CAAP Corporate Budget 2025** intends to apply the sum of **One Million Five Hundred Thousand Pesos (Php 1,500,000.00)** being the ABC to payments under the contract for **PROCUREMENT OF GENERATOR SET (100KVA POWER, 1 PHASE, 220V, 60HZ, 1800RPM) FOR CAMIGUIN AIRPORT (Bid No. AX-2025-08)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The **Civil Aviation Authority of the Philippines – Area Center 10** now invites bids for the above Procurement Project. Delivery of the Goods is required by **Sixty (60) Calendar Days**. Bidders should have completed, within **three (3) years** from the date of submission and receipt of bids a contract similar to the Project. The description of an eligible bidder is contained in the Bidding Documents, particularly, in Section II (Instructions to Bidders).
3. Bidding will be conducted through open competitive bidding procedures using a non-discretionary *“pass/fail”* criterion as specified in the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA No. 5183.

4. Prospective Bidders may obtain further information from **Procurement Office, Finance Bldg., Civil Aviation Authority of the Philippines, Area Center 10 Laguindingan, Misamis Oriental** and inspect the Bidding Documents at the address given below from 8:00am-5:00pm Monday – Friday (except holiday).
5. A complete set of Bidding Documents may be acquired by interested Bidders on **September 11, 2025** and until the deadline of submission of bid from the given address and website(s) below: *and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (Php 5,000.00) exclusive of 12% VAT per RA 10963 otherwise known as Tax Reform for Acceleration and Inclusion (TRAIN)*. The Procuring Entity shall allow the bidder to present its proof of payment for the fees in person.

6. The **Civil Aviation Authority of the Philippines – Area Center 10** will hold a Pre-Bid Conference<sup>1</sup> on **September 19, 2025 at 9:00 AM** at *CAAP Laguindingan Conference Room (PMO Building)* and/or through video conferencing via Google Meet (Please coordinate with BAC Secretariat prior to the schedule of Pre-Bid for the Google Meet Link) which shall be open to prospective bidders.
7. Bids must be duly received by the BAC Secretariat through (i) manual submission at the office address indicated below on or before **September 19, 2025 at 9:00 AM**. Late bids shall not be accepted.
8. All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 14.
9. Bid opening shall be on **October 1, 2025 at 9:30 AM** at the given address below. Bids will be opened in the presence of the bidders' representatives who choose to attend the activity.
10. The **Civil Aviation Authority of the Philippines – Area Center 10** 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 Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.
11. For further information, please refer to:

**RHONA A. SIJO**

BAC Secretariat

Civil Aviation Authority of the Philippines – Area Center 10

Laguindingan, Misamis Oriental

Email: *bac\_area10@caap.gov.ph*

12. Bidding Documents may also be down free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.
13. You may visit the following websites:

[www.philgeps.gov.ph](http://www.philgeps.gov.ph)

[www.caap.gov.ph](http://www.caap.gov.ph)

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**ATTY. FAITH THERESE GANDOLA-OBSIOMA**

*Chairperson, Bids and Awards Committee*

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<sup>1</sup> May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a Pre-Bid Conference.

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

## 1. Scope of Bid

The Procuring Entity Civil Aviation Authority of the Philippines – Area Center 10 wishes to receive Bids for the **Procurement of Generator Set (100KVA Power, 1 Phase, 220V, 60HZ, 1800RPM) for Camiguin Airport** with identification number **Bid. No. AX-2025-08**.

The Procurement Project **Procurement of Generator Set (100KVA Power, 1 Phase, 220V, 60HZ, 1800RPM) for Camiguin Airport** is composed of **one (1) lot**, the details of which are described in Section VII (Technical Specifications).

## 2. Funding Information

2.1. The GOP through the source of funding as indicated below for CAAP Corporate Budget 2025 in the amount of **One Million Five Hundred Thousand Pesos (Php 1,500,000.00)**.

2.2. The source of funding is:

a. GOCC and GFIs, the Corporate Operating Budget

## 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. Foreign ownership limited to those allowed under the rules may participate in this Project.
- 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 three (3) years contract similar to the Project the value of which, adjusted to current prices using the PSA's CPI, must be at least equivalent to:
  - a. For the procurement of Non-expendable Supplies and Services: The Bidder must have completed a single contract that is similar to this Project, equivalent to at least fifty percent (50%) of the ABC.
- 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 Bidder may subcontract portions of the Project to the extent allowed by the Procuring Entity as stated herein, but in no case more than twenty percent (20%) of the Project.

The Procuring Entity has prescribed that:

- a. 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 **CAAP Laguindingan Conference Room (PMO Building), CAAP, Area Center 10** and/or through videoconferencing/webcasting as indicated in paragraph 6 of 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 and Technical Components**

- 10.1. The first envelope shall contain the eligibility and technical documents of the Bid as specified in **Section VIII (Checklist of Technical and Financial Documents)**.
- 10.2. The Bidder's SLCC as indicated in **ITB** Clause 5.3 should have been completed within **three (3) years** 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 Technical 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 paragraph 1 of 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 Procuring Entity's country:

- 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)**.

12.2. *[Include if Framework Agreement will be used:]* For Framework Agreement, the following should also apply in addition to Clause 12.1:

- a. For a single year Framework Agreement, the prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.
- b. For a multi-year Framework Agreement, the prices quoted by the Bidder during submission of eligibility documents shall be the ceiling and the price quoted during mini-competition must not exceed the initial price offer. The price quoted during call for mini-competition shall be fixed during the Bidder's performance of that Call-off and not subject to variation or escalation on any account. Price schedules required under Clause 12.1 shall be submitted with the bidding documents.

### **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>2</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 until *One Hundred Twenty (120) Calendar days from the date of Opening 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.

## 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 paragraph 7 of 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 paragraph 9 of the **IB**. The Bidders' representatives who are present shall sign a register evidencing their attendance. In case videoconferencing, webcasting or 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.

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<sup>2</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.

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

## **18. Domestic Preference**

- 18.1. The Procuring Entity 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. If 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 as follows:  
  
One Project having several items that shall be awarded as one contract.
- 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**

- 20.2. 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***

# Bid Data Sheet

ITB Clause	
5.3	<p>For this purpose, contracts similar to the Project shall be:</p> <p>a. <i>Installation, Supply and Delivery of Generator Set</i></p> <p>b. Bidders should have completed, within three (3) years from the date of submission and receipt of bids, at least two (2) similar contracts, the aggregate amount of which should be equivalent to at least fifty percent (50%) of the ABC under the contract or the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC as required above.</p>
7.1	Subcontracting is not allowed
10.1	<i>No further instruction</i>
11.1	<p><b>The discounts stated in the Financial Bid Form shall be computer written with the same font style and size as of the whole text of the said form.</b></p> <p><b>Discounts that are either handwritten, type written or computer written in other font style and size shall not be considered.</b></p>
12	The price of the Goods shall be quoted DDP <i>at CAAP Area Center 10, Laguindingan, Misamis Oriental</i> or the applicable International Commercial Terms (INCOTERMS) for this Project.
14.1	<p>The bid security shall be in the form of a Bid Securing Declaration or any of the following forms and amounts:</p> <p>a. The amount of not less than <b>Thirty Thousand Pesos (Php 30,000.00)</b> two percent (2%) of ABC, 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 of not less than <b>Seventy-Five Thousand Pesos (Php 75,000.00)</b> five (5%) of ABC, if bid security is in Surety Bond.</p>
15	<p>1. Each and every page thereof shall be initialed/signed by the duly authorized representative/s of the bidder in <b>BLUE</b> or <b>BLACK</b> ink.</p> <p>Pagination should be sequential based on the entire span of the whole documents inside the envelope. Must be sequentially paginated in accurate order in the form of:</p> <p style="text-align: center;">e.g "1 of 100" or "1,2,3,4,5....100"</p> <p>Submitted Eligibility, Technical, and Financial documents shall be properly marked with index tabs (ear tab).</p>

	2. Each Bidder shall submit one (1) original and two (2) photocopies of the first and second components of its bid.
19.3	Partial Bid is not allowed. The goods are grouped in a single lot and the lot shall not be divided into sub-lots for the purpose of bidding, evaluation, and contract award.
20.2	<p>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 (<b>eFPS</b>).</p> <p><b>Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award.</b></p>
21.2	<i>No further instruction</i>

## ***Section IV. General 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 *{[Include if Framework Agreement will be used:] or Framework Agreement}* 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**

- 6.1. 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.
- 6.2. 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*

## Special Conditions of Contract

GCC Clause	
1	<p><b>Delivery and Documents –</b></p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <b>Civil Aviation Authority of the Philippines – Area Center 10, Laguindingan, Misamis Oriental</b>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <b>Civil Aviation Authority of the Philippines – Area Center 10, Laguindingan, Misamis Oriental</b> Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project is <b>Ms. Elizabeth M. Colibao</b> (End-User) and <b>Engr. Rocky S. Bahala</b> (Project-In-Charge)</p> <p><b>Incidental Services –</b></p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements: <i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> <li>a. performance or supervision of on-site assembly and/or start-up of the supplied Goods;</li> <li>b. furnishing of tools required for assembly and/or maintenance of the supplied Goods;</li> <li>c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;</li> <li>d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and</li> </ol>

- e. training of the Procuring Entity’s personnel, at the Supplier’s plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The contractor shall conduct an in-house training for the electrical personnel of CAAP, Area Center 10 regarding the general information and its preventive maintenance of the fixtures installed prior to the turnover of the project.

- f. *[Specify additional incidental service requirements, as needed.]*

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

**Spare Parts –**

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

*Select appropriate requirements and delete the rest.*

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
  - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
  - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of **five (5) years**.

	<p>Spare parts or components shall be supplied as promptly as possible, but in any case, within <b>three (3) months</b> of placing the order.</p>
	<p><b>Packaging –</b></p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <ul style="list-style-type: none"> <li>Name of the Procuring Entity</li> <li>Name of the Supplier</li> <li>Contract Description</li> <li>Final Destination</li> <li>Gross weight</li> <li>Any special lifting instructions</li> <li>Any special handling instructions</li> <li>Any relevant HAZCHEM classifications</li> </ul>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p><b>Transportation –</b></p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p><b>Intellectual Property Rights –</b></p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	No further instruction.
4	No further instruction
5	The product should have a minimum of <b>five (5) years Warranty.</b>

## *Section VI. Schedule of Requirements*

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

Item Number	Description	Quantity	Total	Delivered, Weeks/Months
	<b>Procurement of Generator Set (100KVA Power, 1 Phase, 220V, 60HZ, 1800RPM) for Camiguin Airport</b>	<b>1 LOT</b>	<b>Php 1,500,000.00</b>	<p>Sixty (60) Calendar Days upon receipt of Notice to Proceed.</p> <p>Project Site: CAAP, Camiguin, Airport, Camiguin Province</p>

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

# Technical Specifications

Item	Specification	Statement of Compliance															
1	<p style="text-align: right;">Date: <u>July 10, 2025</u></p> <p>- Republic of the Philippines            AGENCY: Civil Aviation Authority of the Philippines            PROJECT: PROCUREMENT OF GENERATOR SET (100KVA power, 1 phase, 220V, 60Hz, 1800RPM) FOR CAMIGUIN AIRPORT            LOCATION: CAMIGUIN AIRPORT, CAMIGUIN PROVINCE            SUBJECT: DETAILED ESTIMATE/BILL OF QUANTITIES</p> <hr/> <p>1. PROCUREMENT OF GENERATOR SET (100KVA power, 1 phase, 220V, 60Hz, 1800RPM) FOR CAMIGUIN AIRPORT            (No. of Calendar Days: 60 C.D.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">A.</th> <th style="width: 40%;">MATERIALS</th> <th style="width: 10%;">QUANTITY</th> <th style="width: 10%;">UNIT PRICE</th> <th style="width: 15%;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1.</td> <td>Diesel Electric Generator Set                - 100KVA Standby Power                - 1Phase, 220V, 60Hz, 1800RPM                - Turbocharged after cooled                - four (4) cylinder in-line                - four (4) stroke cycle                - water (radiator) cooled; directly coupled to A.C.                - Brushless Alternator                - Single bearing                - Flange connection                - Class H insulation                - mounted into a Heavy duty steel base frame with base fuel tank                - with complete standard accessories</td> <td style="text-align: center;">1</td> <td style="text-align: center;">unit</td> <td style="text-align: center;">unit</td> </tr> <tr> <td>2.</td> <td>Manual Transfer Switch (MTS)                - Mechanically interlock, NEMA 1                - 400Amps                - 1Phase                - 60Hz                - 220V                - u/vl breaker type</td> <td style="text-align: center;">1</td> <td style="text-align: center;">unit</td> <td style="text-align: center;">unit</td> </tr> </tbody> </table> <p>*Note: includes wires, generator wires, and other accessories to complete the project.</p>	A.	MATERIALS	QUANTITY	UNIT PRICE	AMOUNT	1.	Diesel Electric Generator Set - 100KVA Standby Power - 1Phase, 220V, 60Hz, 1800RPM - Turbocharged after cooled - four (4) cylinder in-line - four (4) stroke cycle - water (radiator) cooled; directly coupled to A.C. - Brushless Alternator - Single bearing - Flange connection - Class H insulation - mounted into a Heavy duty steel base frame with base fuel tank - with complete standard accessories	1	unit	unit	2.	Manual Transfer Switch (MTS) - Mechanically interlock, NEMA 1 - 400Amps - 1Phase - 60Hz - 220V - u/vl breaker type	1	unit	unit	
A.	MATERIALS	QUANTITY	UNIT PRICE	AMOUNT													
1.	Diesel Electric Generator Set - 100KVA Standby Power - 1Phase, 220V, 60Hz, 1800RPM - Turbocharged after cooled - four (4) cylinder in-line - four (4) stroke cycle - water (radiator) cooled; directly coupled to A.C. - Brushless Alternator - Single bearing - Flange connection - Class H insulation - mounted into a Heavy duty steel base frame with base fuel tank - with complete standard accessories	1	unit	unit													
2.	Manual Transfer Switch (MTS) - Mechanically interlock, NEMA 1 - 400Amps - 1Phase - 60Hz - 220V - u/vl breaker type	1	unit	unit													



## TERMS OF REFERENCE

**PROJECT TITLE: PROCUREMENT OF GENERATOR SET (100KVA power, 1 phase, 220V, 60Hz, 1800RPM) FOR CAMIGUIN AIRPORT**

### 1.0 CONDITIONS

#### 1.1 Administrative Requirements

The Contractor must comply with the following:

- Conduct a site visit and inspection to assess actual conditions affecting project implementation. The Contractor shall secure a Certificate of Site Inspection from **Camiguin Airport**.
- Adhere to **Camiguin Airport** security, safety regulations, house rules, and site maintenance plans, ensuring continuous job site cleanup.
- Investigation and submission of report/s to **Camiguin Airport** for any accident or untoward incident that may occur at the site for the duration of the project.
- Assume all responsibility for injuries to persons and damages to **Camiguin Airport** and other property caused by the execution of the works and shall be liable for any claims against **Camiguin Airport** on account of such injury and/or damage.
- Provide necessary protective measures to prevent theft or damage **Camiguin Airport** property.

#### 1.2 Prohibitions

- Drinking of liquor, smoking and gambling in the building and the Contractor's storage area.
- Cooking of any kind of food and eating in the project/work area.
- Loitering in areas other than the project site.

#### 1.3 Safety and Sanitation Requirements

- The workers assigned in the project must wear appropriate personal protective equipment (PPE).
- The workers shall always wear their company uniform and valid I.D while inside the **Camiguin Airport** premises.
- All areas affected by project implementation must be thoroughly cleaned to the satisfaction of **Camiguin Airport**.

#### 1.4 Requirement for Storage of Equipment

- All equipment must be stacked in a stable and self-supporting manner. All sharpened objects shall be removed immediately to avoid injury to workers and **Camiguin Airport** personnel.
- Passageways and all access points shall be kept free from equipment and material obstructions at all times.

Prepared by:

  
Rocky S. Espala Jr.  
Engineer-ADMD, Area 10



## TERMS OF REFERENCE

### PROJECT TITLE: PROCUREMENT OF GENERATOR SET (100KVA power, 1 phase, 220V, 60Hz, 1800RPM) FOR CAMIGUIN AIRPORT

- The dismantled parts shall be properly stored in the designated area of **Camiguin Airport**.

#### 1.5 Contractual Obligation

- The contractor shall adhere to all legal, regulatory, and contractual obligations.
- Any delays or non-compliance may result in contract termination and penalties as per government procurement regulations.
- The contractor shall maintain strict confidentiality of all project-related documents and information

## 2.0 SCOPE OF WORK

### 2.1 Project Area

The location of the project is at the **Camiguin Airport, Camiguin Province**.

### 2.2 Activities

The scope of works includes, but is not limited to, the following:

#### 2.2.1 Permits and Regulatory Compliance

- Secure a **Work Permit** from the approving authority before commencing any project activities.
- Ensure compliance with all **regulatory requirements**, safety standards, and airport operational guidelines.

#### 2.2.2 Site Survey and Planning

- Conduct a site inspection and assessment.
- Determine suitable location of the generator set.

#### 2.2.3 Supply and Delivery

- Supply and Delivery of One (1) unit 400AT Manual Transfer Switch and One (1) unit 100kVA, diesel-powered generator set complete with alternator mounted into a heavy-duty steel base frame with base fuel tank and generator canopy/enclosure.
- Supply of all standard accessories including control panel, cables/wires, and other accessories to complete the project.

#### 2.2.4 Installation Works

- Placement and mounting of the generator set on a reinforced concrete pad or designated foundation.
- Electrical installation works including:
  - Main circuit breaker and protection devices
  - Cables, conduits, and terminations

Prepared by:

  
Rocky S. Babilala Jr.  
Engineer-ADMD, Area 10



## TERMS OF REFERENCE

### PROJECT TITLE: PROCUREMENT OF GENERATOR SET (100KVA power, 1 phase, 220V, 60Hz, 1800RPM) FOR CAMIGUIN AIRPORT

- Manual transfer switch (MTS) integration with the existing electrical system.
- Earthing/Grounding system installation

#### 2.2.6 Testing and Commissioning

- Pre-commissioning inspection of all mechanical and electrical connections.
- Load testing of the generator set to firm rated capacity and stable operation.
- Final acceptance test witnessed by the end-user/representative.

#### 2.2.7 Training and Handover

- Conduct on-site training for operators and maintenance personnel on safe operation and preventive maintenance procedures.
- Turnover of as-built documentation, test reports, and warranty certificates.
- After-sales service support including periodic preventive maintenance during warranty period.

## 3.0 SCHEDULE AND PAYMENT TERMS

### 3.1 Schedule

The project is expected to be completed within **60 days** from the issuance of Notice to Proceed (NTP). Delays beyond the specified timeline must be formally justified and approved by the procuring entity

### 3.2 Payment Terms

Progress billing is allowed based on project milestones, subject to evaluation and recommendation by the Project-in-Charge. Final payment will be processed upon full project completion and acceptance, with all required documents submitted and approved by the Project-in-charge, End-user, and Inspection Officer.

## 4.0 REPORTING

The contractor must update the Project-in-Charge/End-user on project progress and outcomes. Transparent reporting of any incident or deviations from the plan.

## 5.0 WARRANTY

The contractor shall provide a written and signed document stating the warranty (which includes terms and conditions) of all the work conducted and approved by both parties. The CAAP-LGA will impose a warranty in any type/form stated in the IRR of RA 9184 upon completion of the project.

Prepared by:

  
Rocky S. Bernal Jr.  
Engineer-ADMD, Area 10

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*[Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]*

***Section VIII. Checklist of Technical and  
Financial Documents***

# Checklist of Technical and Financial Documents

## I. TECHNICAL COMPONENT ENVELOPE

### *Class "A" Documents*

#### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

#### Technical Documents

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

### *Class "B" Documents*

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

## **II.FINANCIAL COMPONENT ENVELOPE**

- (i) Original of duly signed and accomplished Financial Bid Form; **and**
- (j) Original of duly signed and accomplished Price Schedule (s).

### Other documentary requirements under RA No. 9184 (as applicable)

- (k) [*For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos*] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.



**“Appendix B”**

{ATTACH COMPANY LETTERHEAD/LOGO}

**Statement of single largest COMPLETED contract similar to the contract to be bid**

Name of Project: \_\_\_\_\_

Location of Project: \_\_\_\_\_

Name of Company: \_\_\_\_\_

Address of Company: \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone No.	Nature of Work	Contractor's Role		Contract Amount at Award	a. Date Awarded b. Date of Contract c. Contract Duration d. Date Started e. Date Completed
			Description	%		

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

(Print Name & Signature)

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

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

**“Appendix C”**

**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]*

## “Appendix D”

Item	Specification	Statement of Compliance																				
1	<p style="text-align: right;">Republic of the Philippines <span style="float: right;">Date : <u>July 16, 2025</u></span></p> <p>AGENCY : Civil Aviation Authority of the Philippines            PROJECT : PROCUREMENT OF GENERATOR SET (100KVA power, 1 phase, 220V, 60Hz, 1800RPM)            FOR CAMIGUIN AIRPORT            LOCATED : CAMIGUIN AIRPORT, CAMIGUIN PROVINCE            SUBJECT : DETAILED ESTIMATE/BILL OF QUANTITIES</p> <hr/> <p>1. PROCUREMENT OF GENERATOR SET (100KVA power, 1 phase, 220V, 60Hz, 1800RPM) FOR CAMIGUIN AIRPORT            (No. of Calendar Days: 90 C.D.)</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">A. MATERIALS</th> <th style="text-align: center;">QUANTITY</th> <th style="text-align: center;">UNIT PRICE</th> <th style="text-align: center;">AMOUNT</th> </tr> </thead> <tbody> <tr> <td>1. Diesel Electric Generator Set</td> <td style="text-align: center;">1</td> <td style="text-align: center;">unit</td> <td style="text-align: center;">/unit</td> </tr> <tr> <td colspan="4"> <ul style="list-style-type: none"> <li>- 100KVA Standby Power</li> <li>- 1Phase, 220V, 60Hz, 1800RPM</li> <li>- Turbocharged after cooled</li> <li>- four (4) cylinder in-line</li> <li>- four (4) stroke cycle</li> <li>- water (radiator) cooled, directly coupled to A/C</li> <li>- Brushless Alternator</li> <li>- Single bearing</li> <li>- Flange connection</li> <li>- Class H insulation</li> <li>- mounted into a Heavy duty steel base frame with base</li> <li>- fuel tank</li> <li>- with complete standard accessories</li> </ul> </td> </tr> <tr> <td>2. Manual Transfer Switch (MTS)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">unit</td> <td style="text-align: center;">/unit</td> </tr> <tr> <td colspan="4"> <ul style="list-style-type: none"> <li>- Mechanically interlock, NEMA 1</li> <li>- 400Amps</li> <li>- 1Phase</li> <li>- 60Hz</li> <li>- 220V</li> <li>- Lull breaker type</li> </ul> </td> </tr> </tbody> </table> <p>*Note: includes wires, generator base, and other accessories to complete the project</p>	A. MATERIALS	QUANTITY	UNIT PRICE	AMOUNT	1. Diesel Electric Generator Set	1	unit	/unit	<ul style="list-style-type: none"> <li>- 100KVA Standby Power</li> <li>- 1Phase, 220V, 60Hz, 1800RPM</li> <li>- Turbocharged after cooled</li> <li>- four (4) cylinder in-line</li> <li>- four (4) stroke cycle</li> <li>- water (radiator) cooled, directly coupled to A/C</li> <li>- Brushless Alternator</li> <li>- Single bearing</li> <li>- Flange connection</li> <li>- Class H insulation</li> <li>- mounted into a Heavy duty steel base frame with base</li> <li>- fuel tank</li> <li>- with complete standard accessories</li> </ul>				2. Manual Transfer Switch (MTS)	1	unit	/unit	<ul style="list-style-type: none"> <li>- Mechanically interlock, NEMA 1</li> <li>- 400Amps</li> <li>- 1Phase</li> <li>- 60Hz</li> <li>- 220V</li> <li>- Lull breaker type</li> </ul>				
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“Appendix E”

**Omnibus Sworn Statement (Revised)**

*[shall be submitted with the Bid]*

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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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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

**[Jurat]**

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

**“Appendix F”**

**NFCC**

A. Summary of the Applicant-Company’s assets and liabilities on the basis of the attached Income Tax Return and audited financial statement, stamped “RECEIVED” by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year.

		Year 20__
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital (2- 4)	

B. The Net Financial Contracting capacity (NFCC) based on the above data is computed as follows:

NFCC = [(Current assets – current liabilities) (k)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract for this project

NFCC = P \_\_\_\_\_

Where: K = 15

**OR**

Commitment from a Universal or Commercial Bank to extend a credit line in its favor if awarded the contract for this project (CLC). The CLC must be at least equal to ten percent (10%) of the ABC for this Project.

Name of Bank: \_\_\_\_\_ Amount \_\_\_\_\_

Submitted by:

\_\_\_\_\_  
Name of Company / Firm

By:

\_\_\_\_\_  
Name and Signature of the Authorized Signing Official

**“Appendix G”**

***JOINT RESOLUTION***

Whereas \_\_\_\_\_ (Bidder/Name of Particular JV Partner), duly organized and existing under the Laws of the \_\_\_\_\_, with office address at \_\_\_\_\_, represented herein by its \_\_\_\_\_ and \_\_\_\_\_ (Name of Particular JV Partner), duly organized and existing under the Laws of the \_\_\_\_\_ with main office address at \_\_\_\_\_ represented by herein by its \_\_\_\_\_ have entered into a Joint Venture ( JV ) Agreement to undertake the following project / contract:

**(Name of Project / Contract)**

Whereas, in order to facilitate the orderly execution and conduct of the contract that was entered into by the joint venture in the name of the joint venture, it is hereby resolved by the parties in the Joint Venture as follows:

- a. To appoint \_\_\_\_\_ as the Authorized Managing Officer and Official Representative, to represent, to manage the Joint Venture and is empowered to enter in contract in the name of the Joint Venture, or to sign for any document in the name of the Joint Venture required by the (Procurement Agency) or any entities pursuant to the terms of the Joint Venture Agreement:
- b. That, the parties agreed to make \_\_\_\_\_ (Name of Particular Lead Partner) \_\_\_\_\_ as the Lead Partner of the Joint Venture and (Name of Authorized Officer) \_\_\_\_\_ as the Official Representative & Managing Partner of the Joint Venture, and are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the Eligibility Check, Bidding and Undertaking of the said contract in the name of the Joint Venture, as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation \_\_\_\_\_ is fully authorized and empowered to sign any or all documents pertaining to the above stated project / contract in the name of the Joint Venture.
- c. That the parties agree to be jointly and severally liable for their participation in the Eligibility Check, Bidding and Undertaking of the said contract.

That the terms of the JV Agreement entered into the parties shall be valid and is co- terminus with the final completion and turnover of the Name of Contract / Project to the agency of the government, which in this case, the (Name of Procurement Entity);

IN WITNESS THEREFORE, We hereby sign jointly this Joint Resolution this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_ in

**Name of Bidder (Lead Partner)**

**Name of Bidder ( Member Partner )**

**By: \_\_\_\_\_**

**By: \_\_\_\_\_**

Signature & Name of  
Managing Officer

Signature & Name of Authorized  
Authorized Representative

\_\_\_\_\_

\_\_\_\_\_

Designation / Position

Designation / Position

**Name of Bidder (Member Partner)**

**Name of Bidder (Member Partner)**

**By: \_\_\_\_\_**

**By: \_\_\_\_\_**

Signature & Name of Managing Officer

Signature & Name of Managing Officer

\_\_\_\_\_

\_\_\_\_\_

Designation / Position

Designation/Position

SIGNED IN THE PRESENCE OF:

SIGNED IN THE PRESENCE OF:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ACKNOWLEDGEMENT**

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

BEFORE ME, a Notary Public, for and in the City of \_\_\_\_\_,  
Philippines, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ personally appeared the following  
persons:

<b>NAME</b>	<b>Community Cert. No.</b>	<b>Date / Place of Issue</b>
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Representing \_\_\_\_\_ to be the \_\_\_\_\_ of  
 \_\_\_\_\_ and \_\_\_\_\_ of  
 \_\_\_\_\_ respectively, known to me and  
 to me known to be the same persons who executed the foregoing instrument for and in behalf  
 of said corporations and who acknowledge to me that same is their free and voluntary  
 act and deed as well as of the corporations which they represent, for the uses, purposes, and  
 considerations therein set forth and that they are duly authorized to sign the same.

This Instrument consists of THREE (3) pages including this page wherein this  
Acknowledgement is written and signed by the parties and their instrumental witnesses on  
each and every page thereon.

**WITNESS MY HAND AND NOTARIAL SEAL** at the place and date hereinafter first  
above written.

NOTARY PUBLIC

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

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

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

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

**“Appendix H”**

{ATTACHCOMPANY LETTERHEAD/LOGO }

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

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**BID FORM**

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

To: *[name and address of Procuring Entity]*

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

If our Bid is accepted, we undertake:

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

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

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

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

_____	_____
_____	_____
_____	_____

(if none, state “None”) ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

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

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

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

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

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

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

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

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

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

**“Appendix I”**

***Price Schedule for Goods Offered from Within  
the Philippines***

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

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

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

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

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

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

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

# *Price Schedule for Goods Offered from Abroad*

*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

## *For Goods Offered from Abroad*

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

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

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

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

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

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

