

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

X-----X

**BID-SECURING DECLARATION**  
**Invitation to Bid No.**

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

I/We<sup>2</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which maybe in the form of a Bid-Securing Declaration.
2. I/We accept that:(a)I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two(2)years upon receipt of your Blacklisting Order; and,(b)I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing 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 Section 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.**
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter in to contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
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;
  - (a) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and(i)I/we failed to timely file a request for reconsideration or (ii)I/we filed a waiver to avail of said right;
  - (c) I am/we are declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

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

**[Insert NAME OF BIDDER'S AUTHORIZED  
REPRESENTATIVE] [Insert signatory's  
legal capacity] 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 met through competent evidence of identity as defined in the  
2004 Rules on Notarial Practice (A.M.No.02-8-13-SC). Affiant/s exhibited to me his/her  
[insert type of government identification card used], with his/her photograph and  
signature  
appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate 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. I \_\_\_\_, [date issued], [place issued]

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

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

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

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## Checklist of Eligibility & Technical Envelope Requirements for Bidders (For Goods and General Support Services)

### a. ELIGIBILITY DOCUMENTS

#### Class “A” DOCUMENTS

- PhilGEPS Certification of Registration and Platinum Membership.
- Statement of government and private contracts within **five (5) years**, including ongoing contracts and contracts awarded but not yet started using GPPB Standard Forms No. SF-Good 13a .
- Statement of Single Largest Completed contracts similar to the contract to be bid **within five (5) years using GPPB Standard Forms.**

The two statements required shall indicate for each contract the following:

- name of the contract;
  - date of the contract;
  - contract duration;
  - owner’s name and address;
  - kinds of Goods;
  - For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
  - For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA’s consumer price index, if necessary for the purpose of meeting the SLCC requirement;
  - date of delivery; and
  - end user’s acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements.
  - **For this purpose, similar contracts shall refer to Printing of Safety Protocols Stickers.**
- 
- NFCC computation must be at least equal to the ABC.

#### Class “B” DOCUMENTS

- Valid joint venture agreement, if applicable
- Bid Security in the prescribed form, amount, validity period
  - Notarized Bid Securing Declaration (**GPPB prescribe form**); or
  - **Php377,175.00** (2% of ABC) in the form of cashier’s/manager’s check; or
  - **Php942,937.50** (5% of the ABC) if bid security is in Surety Bond; or
  - Any combination of the above

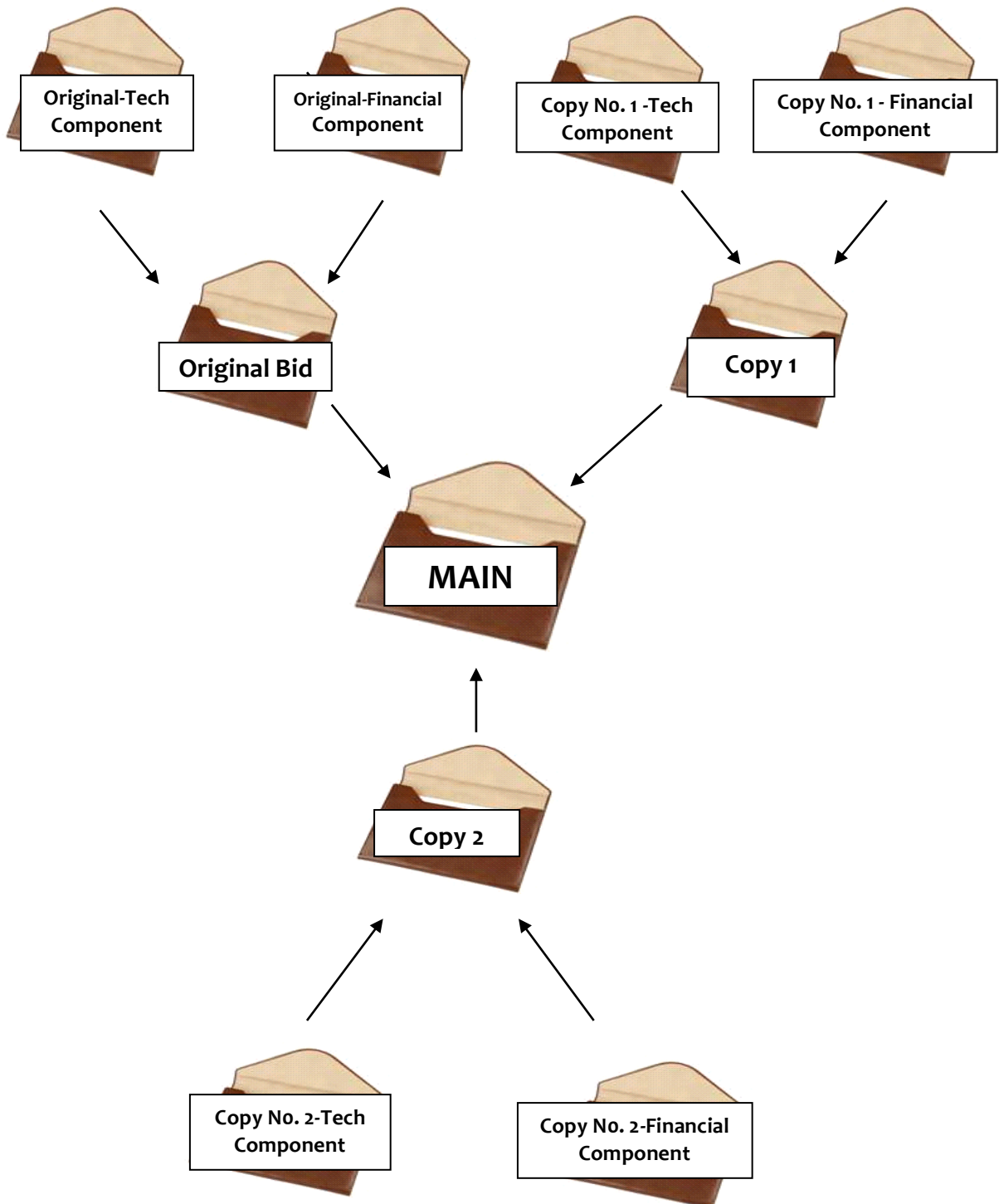
- Conformity with the Schedule of Requirements and Technical Specifications as specified in Sections VI and VII of the Bidding Documents (duly signed by company representative)
- Notarized Omnibus Sworn Statement  
**Checklist of Eligibility & Technical Envelope Requirements for Bidders  
(For Goods and General Support Services)**
- Financial Bid (using Bid Form)
- The Financial Proposal shall contain a breakdown of all costs, including cost of supplies and equipment, necessary for the execution of the contract.

**NOTE:** All documents shall be current and updated and any missing document in the above-mentioned checklist is a ground for outright rejection of the bid. ***All pages of the documents shall be signed/initialed by the owner or by his authorized representative.***

Prospective bidders should submit one (1) original copy/certified true copy and two (2) copies of the eligibility/technical and financial documents.

*Please follow the arrangement in the above-mentioned checklist when placed in the Envelopes for Financial Component.*

# Sealing and Marking of Bids



**SAMPLE FORMAT OF LABELED ENVELOPE:**

**Original Technical & Financial Component:**

<b><u>ORIGINAL – TECHNICAL COMPONENT</u></b>
<b>Atty. Venancio C. Manuel III</b> Chairperson Bids and Awards Committee Tourism Promotions Board 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila
Project : <b><i>Printing of Safety Protocols Stickers</i></b>
Submitted by: <b>BIDDER’S COMPANY NAME</b> <b>BIDDER’S CONTACT DETAILS</b>
<b>DO NOT OPEN BEFORE November 16, 2020 / 10:30 a.m.</b>

<b><u>ORIGINAL – FINANCIAL COMPONENT</u></b>
<b>Atty. Venancio C. Manuel III</b> Chairperson Bids and Awards Committee Tourism Promotions Board 4th Floor Legaspi Towers 300 Roxas Boulevard, Manila
Project : <b><i>Printing of Safety Protocols Stickers</i></b>
Submitted by: <b>BIDDER’S COMPANY NAME</b> <b>BIDDER’S CONTACT DETAILS</b>
<b>DO NOT OPEN BEFORE November 16, 2020 / 10:30 a.m.</b>

**Outer Envelope:**

**ORIGINAL BID**

**Atty. Venancio C. Manuel III**  
Chairperson  
Bids and Awards Committee  
Tourism Promotions Board  
4th Floor Legaspi Towers 300  
Roxas Boulevard, Manila

Project : ***Printing of Safety Protocols Stickers***

Submitted by: **BIDDER'S COMPANY NAME**  
**BIDDER'S CONTACT DETAILS**

**DO NOT OPEN BEFORE November 16, 2020 / 10:30 a.m.**

**Main Envelope:**

**BIDDING DOCUMENTS**

**Atty. Venancio C. Manuel III**  
Chairperson  
Bids and Awards Committee  
Tourism Promotions Board  
4th Floor Legaspi Towers 300  
Roxas Boulevard, Manila

Project : ***Printing of Safety Protocols Stickers***

Submitted by: **BIDDER'S COMPANY NAME**  
**BIDDER'S CONTACT DETAILS**

**DO NOT OPEN BEFORE November 29, 2020 / 10:30 a.m.**



**TOURISM PROMOTIONS BOARD PHILIPPINES**

4F, Legaspi Towers 300, Roxas Blvd., corner P. Ocampo St., Malate, Manila 1004 Philippines  
Tel: +63 2 525.9318 to 27 • Fax: +63 2 521.6165 / 525.3314 • Email: [info@tpb.gov.ph](mailto:info@tpb.gov.ph) • Website: [www.tpb.gov.ph](http://www.tpb.gov.ph)



It's more fun in the  
**Philippines**