



Republic of the Philippines  
**CITY GOVERNMENT OF SAN CARLOS**  
Province of Negros Occidental

**BIDS AND AWARDS COMMITTEE  
(BAC)**

**BIDDING DOCUMENTS**

**FOR**

**PURCHASE REQUEST NO: 1-24-02-0440**

**For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator  
Approved Budget of the Contract (ABC): ₱ 10,730,000.00**

**(First Envelope: Eligibility and Technical Components)**

SUBMITTED BY : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
CONTACT NO. : \_\_\_\_\_  
EMAIL AD : \_\_\_\_\_

\_\_\_\_\_  
DATE OF SUBMISSION

## INSTRUCTIONS TO BIDDERS

1. Please submit sets of documents completely in two separate envelopes:  
The *First Envelope (Original, Copy 1 and Copy 2)* containing Eligibility & Technical Documents and the *Second Envelope (Original, Copy 1 and Copy 2)* containing Financial Documents.
2. Check that all annexes are in accordance with the prescribed format and submit in chronological order. Non-compliance is ground for disqualification.
3. Submit your completed bid documents on or before the time of the opening of bids mentioned below.
4. Electronic submission and receipt of bids is not available pending compliance with GPPB Resolutions.

**Compliance of the above is for mutual advantage, i.e. to facilitate a complete and thorough evaluation of your bid documents.**

### SCHEDULES

**Schedule/Place of Pre bid Conference:**

**April 4, 2024 @ 8:30 A.M.** ✓  
BAC Secretariat Office  
2F City Hall Building

**Schedule/Place of Bid Opening:**

**April 16, 2024 @ 1:30 P.M.** ✓  
BAC Secretariat Office  
2F City Hall Building

**Nonrefundable fee of Bidding Documents @ ₱ 25,000.00** ✓

**Bid and Awards Committee  
City of San Carlos**

Republic of the Philippines  
City Government of San Carlos  
Province of Negros Occidental

For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator

LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental

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**CHECKLIST OF ELIGIBILITY AND TECHNICAL PROPOSAL/REQUIREMENTS**

1. PHILGEPS Certificate of Registration and membership in accordance with Section 8.5.2 of R.A 9184 Platinum Membership
2. Joint Venture Agreement (JVA), if applicable
3. Net Financial Contracting Capacity (NFCC) based on the data submitted to the BIR thru its EFPS or Committed Line of Credit (CLC) from a Universal or Commercial Bank
4. Duly Notarized Statement of all on-Going Government and Private Contracts
5. Duly Notarized Statements of:
  - a. At least two (2) Completed Similar Contracts (Government & Private) for the last ten (10) years.
  - b. Single Largest Completed Contract (SLCC) at least 50% of the total ABC.
6. Bid Security in any of the following forms:

a) Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of the City Treasurer of San Carlos City.	Two percent (2%) of the ABC
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank.	Two percent (2%) of the ABC
c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Fiver percent (5%) of the ABC
d) Any combination of the foregoing	Proportionate to share form with respect to total amount of security
e) Bid Securing Declaration	
7. Omnibus Sworn Statement in accordance with Sec. 25.3

x-x

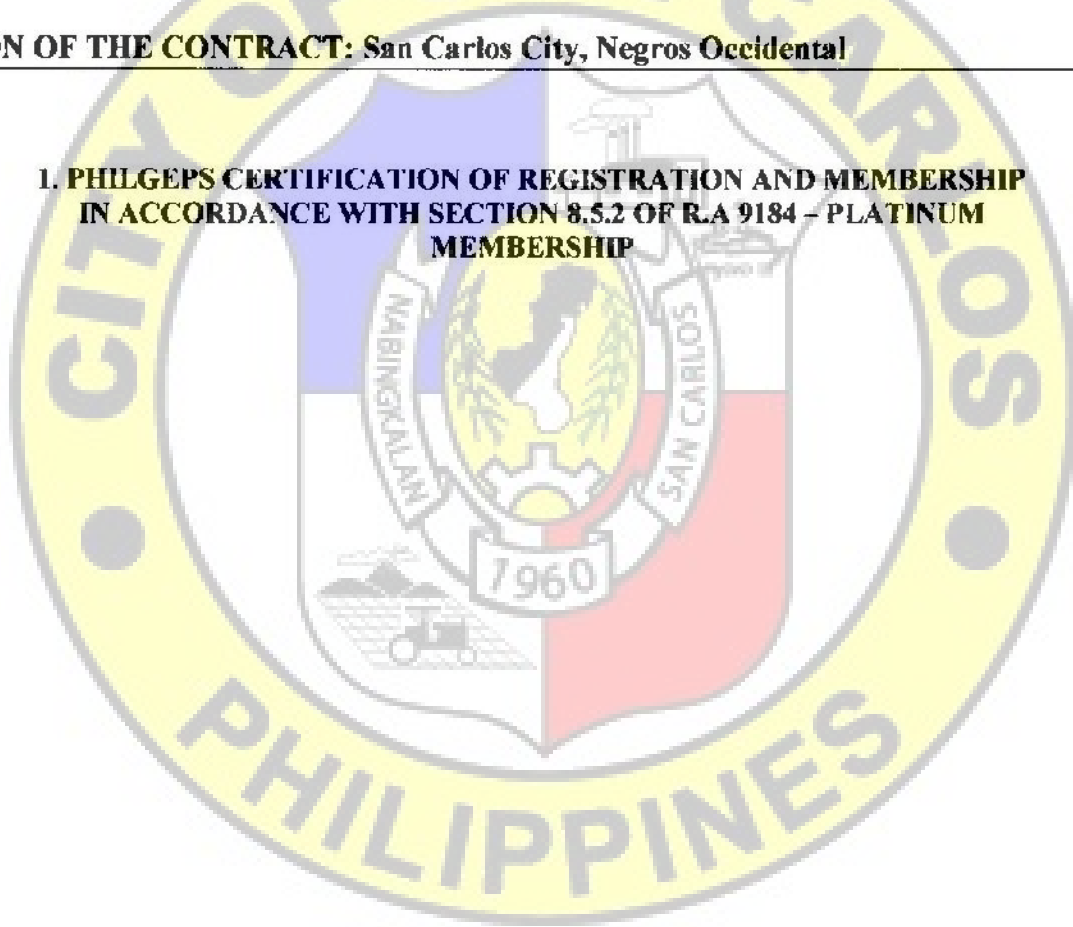
**Bids and Awards Committee**  
City of San Carlos

**Republic of the Philippines  
City Government of San Carlos  
Province of Negros Occidental**

**For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator**

**LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental**

**1. PHILGEPS CERTIFICATION OF REGISTRATION AND MEMBERSHIP  
IN ACCORDANCE WITH SECTION 8.5.2 OF R.A 9184 – PLATINUM  
MEMBERSHIP**



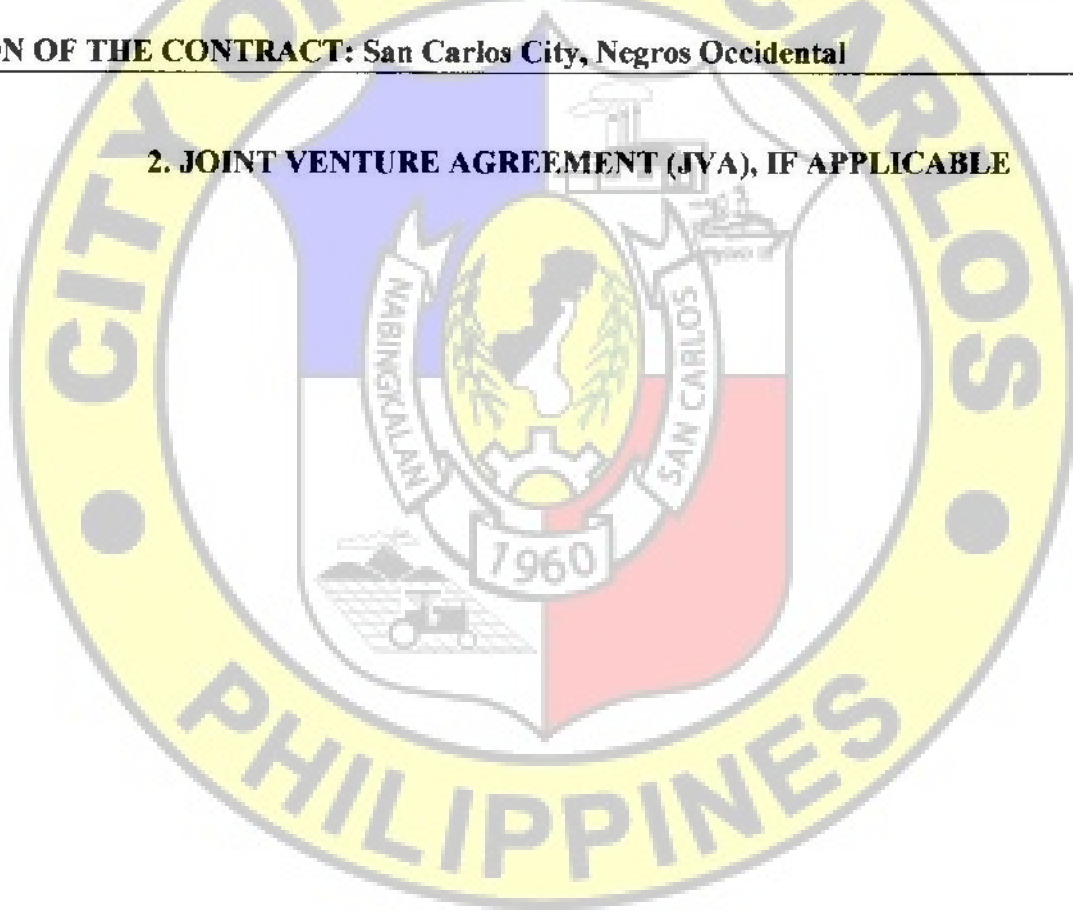
**Republic of the Philippines  
City Government of San Carlos  
Province of Negros Occidental**

**For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator**

**LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental**

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**2. JOINT VENTURE AGREEMENT (JVA), IF APPLICABLE**



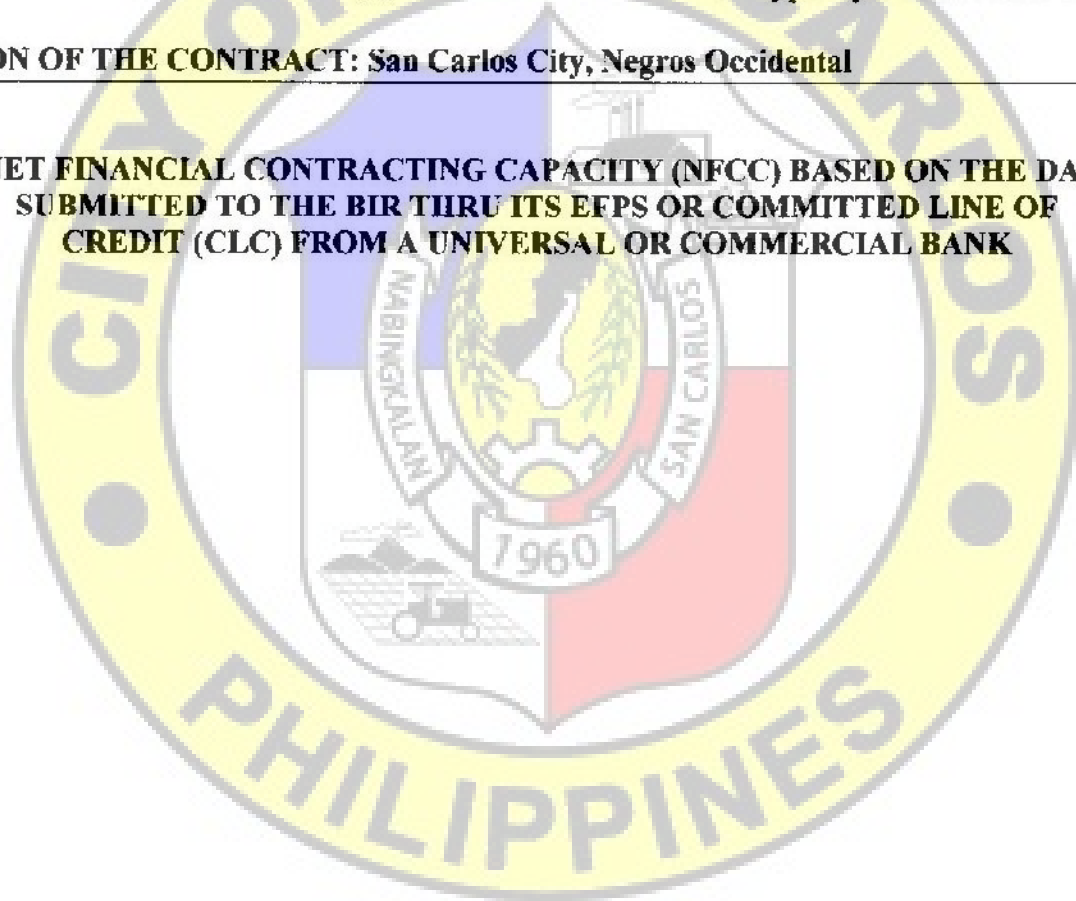
**Republic of the Philippines  
City Government of San Carlos  
Province of Negros Occidental**

**For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator**

**LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental**

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**3. NET FINANCIAL CONTRACTING CAPACITY (NFCC) BASED ON THE DATA  
SUBMITTED TO THE BIR THRU ITS EFPS OR COMMITTED LINE OF  
CREDIT (CLC) FROM A UNIVERSAL OR COMMERCIAL BANK**



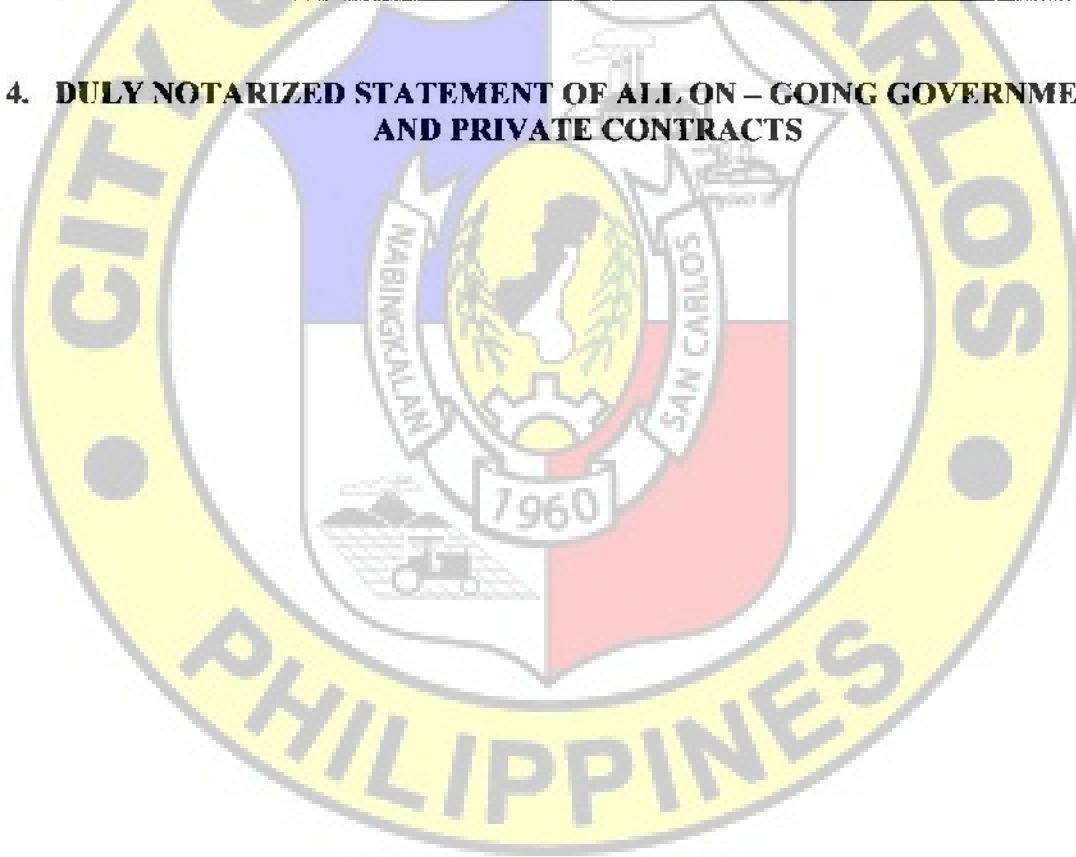
**Republic of the Philippines  
City Government of San Carlos  
Province of Negros Occidental**

**For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator**

**LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental**

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**4. DULY NOTARIZED STATEMENT OF ALL ON – GOING GOVERNMENT  
AND PRIVATE CONTRACTS**



**Republic of the Philippines  
City Government of San Carlos  
Province of Negros Occidental**

**For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator**

**LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental**

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**5. DULY NOTARIZED STATEMENTS OF:**

- A. AT LEAST TWO (2) COMPLETED SIMILAR CONTRACTS (GOVERNMENT & PRIVATE) FOR THE LAST TEN (10) YEARS
- B. SINGLE LARGEST COMPLETED CONTRACT (SLCC) AT LEAST 50% OF THE TOTAL ABC



Republic of the Philippines  
Republic of the Philippines  
City Government of San Carlos  
Province of Negros Occidental

For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator

LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental

**6. BID SECURITY**

- a) Cash or cashier's / Manager's Check issued by a Universal or Commercial Bank in favor of City Treasurer of San Carlos City : Two percent (2%) of the ABC (See above)
- b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank. Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank. : Two percent (2%) of the ABC (See above)
- c) Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security. : Five percent (5%) of the ABC (See above)
- d) Any combination of the foregoing : Proportionate to share form with respect
- e) Bid Securing Declaration (Please see Form Below)

REPUBLIC OF THE PHILIPPINES)  
CITY OF SAN CARLOS, NEGROS OCCIDENTAL) S.S.

**BID SECURING DECLARATION**  
Project Identification No. / Purchase Request (PR) No. : 1-24-02-0440

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]*

Republic of the Philippines  
City Government of San Carlos  
Province of Negros Occidental

For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator

LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental

**7. OMNIBUS SWORN STATEMENT**

for

**Purchase Request (PR) No. 1-24-02-0440**

REPUBLIC OF THE PHILIPPINES)  
CITY OF SAN CARLOS, NEGROS OCCIDENTAL) 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

**[Jurat]**

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



Republic of the Philippines  
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**BIDS AND AWARDS COMMITTEE  
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**BIDDING DOCUMENTS**

**PURCHASE REQUEST NO. 1-24-02-0440**

**For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator**

**Approved Budget of the Contract (ABC): ₱ 10,730,000.00**

**(Second Envelope: Financial Component)**

SUBMITTED BY : \_\_\_\_\_  
ADDRESS : \_\_\_\_\_  
CONTACT NO. : \_\_\_\_\_  
EMAIL AD : \_\_\_\_\_

\_\_\_\_\_  
DATE OF SUBMISSION



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**Bid and Awards Committee  
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Republic of the Philippines  
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**For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator**

**LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental**

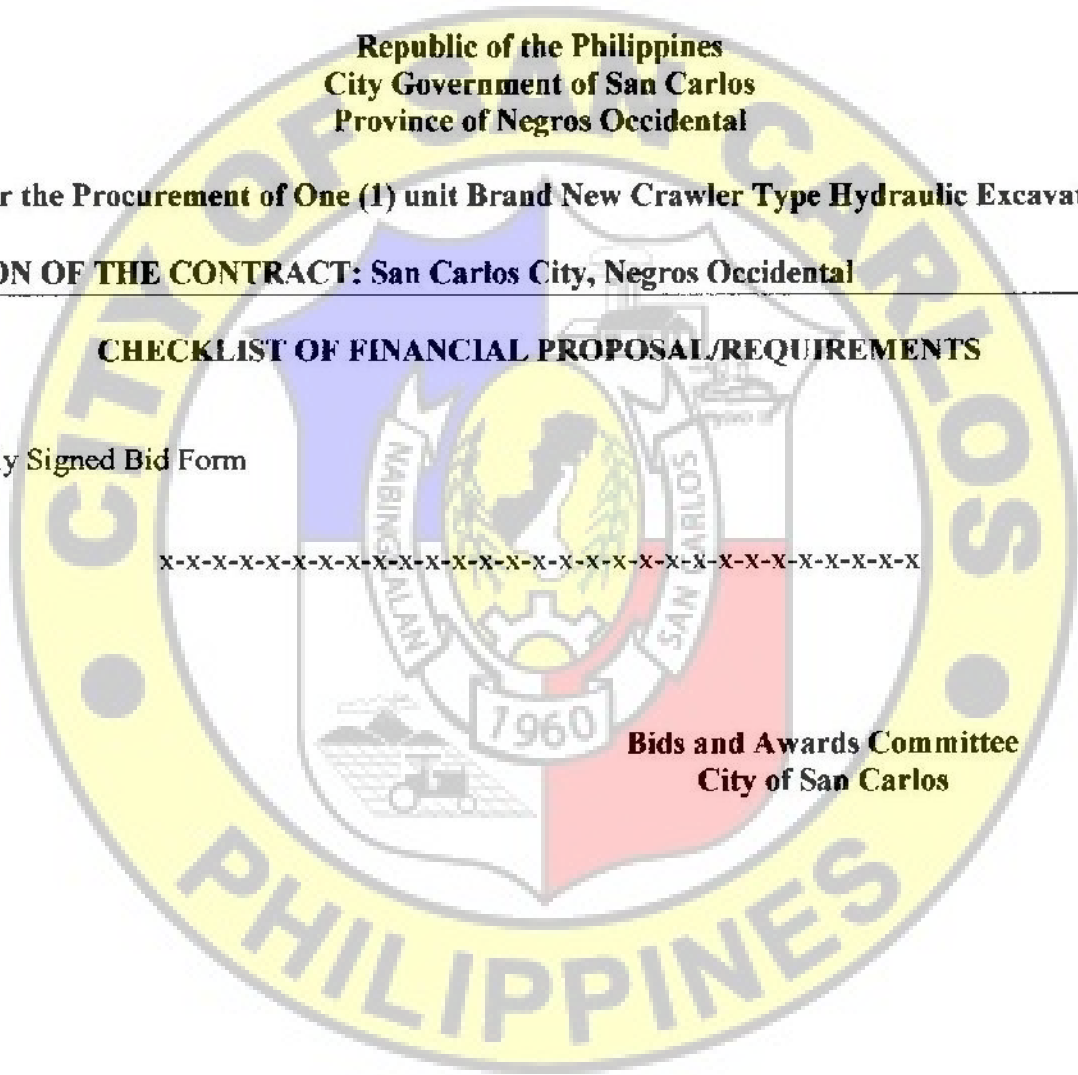
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**CHECKLIST OF FINANCIAL PROPOSAL/REQUIREMENTS**

1. Duly Signed Bid Form

X-X

Bids and Awards Committee  
City of San Carlos



**Republic of the Philippines  
City Government of San Carlos  
Province of Negros Occidental**

**For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator**

**LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental**

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**1. DULY SIGNED BID FORM**

Project Identification / Purchase Request No. 1-24-02-0440 Date: \_\_\_\_\_

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 Amount and Purpose of  
Of agent Currency 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: \_\_\_\_\_

Republic of the Philippines  
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For the Procurement of One (1) unit Brand New Crawler Type Hydraulic Excavator

**LOCATION OF THE CONTRACT: San Carlos City, Negros Occidental**

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ITEM #	QTY	UNIT	SPECIFICATION
1	1	unit	<b>Brand New Crawler Type Hydraulic Excavator</b> <b>ENGINE :</b> 6 cylinders, 2 valves per cylinder <i>vertical injectors, watercooled, turbo charged with air to air intercooler</i> Engine Output : 160-180HP @ 1900 – 2000rpm Piston Displacement : 5.50 – 6.00 cc Bucket Capacity 1.00 – 1.20 cu.m. Operating Weight : 21-22 tons <b>Working Range :</b> Max. digging reach : 9800 – 9900 mm Max. digging depth : 6500 – 6600 mm Max. digging height : 9600 – 9700 mm <b>Inclusions :</b> Breaker Line Telematic System (GPS) 3 years monitoring. Long Carriage Windshield Guard (Upper & Lower) Equipped with VBO for added fuel efficiency Warranty of 4,000 hours or 2 years whichever comes first With 4000 hrs. worry free maintenance. With free machine inspection every 500 hours, maximum of 2000 hours. With service technician available anytime. With service center within Visayas Area.

- With markings City of San Carlos and Logo
- Delivery on Site

x-x