

## INVITATION TO BID

### **Invitation to Bid for Expansion of the Consular Office and Waiting Area and Upgrading of Electrical Supply of the Philippine Embassy in Singapore**

1. The Philippine Embassy in Singapore, through the Building Fund of the Department of Foreign Affairs<sup>1</sup> intends to apply the sum of **PHP 7, 532, 910.20** being the Approved Budget for the Contract (ABC) to payments under the contract for the Expansion of the Consular Office and Waiting Area of the Philippine Embassy in Singapore. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Philippine Embassy in Singapore now invites bids for Expansion of the Consular Office and Waiting Area of the Philippine Embassy in Singapore<sup>2</sup> Completion of the Works is required within three (3) months. Bidders should have completed, within ten (10) 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 Instruction to Bidders (ITB).
3. Bidding will be conducted through open competitive bidding procedures using non-discretionary pass/fail criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”.
4. Interested bidders may obtain further information from the BAC Secretariat of the Philippine Embassy in Singapore and inspect the Bidding Documents at the address given below from 9:00 am to 5:00 pm.
5. A complete set of Bidding Documents may be purchased directly by interested Bidders from the BAC Secretariat of the Philippine Embassy in Singapore at the address below or downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Philippine Embassy in Singapore at <http://www.philippine-embassy.org.sg/wp-content/uploads/Expansion2.pdf>. In both cases, the bidder shall pay in cash the nonrefundable fee for the Bidding Documents in the amount of Fifty Thousand Pesos (PhP 50,000.00) or its equivalent in Singapore Dollars, not later than the deadline for the submission of its bid.
6. The Philippine Embassy in Singapore will hold a Pre-Bid Conference at 2:00 pm on 30 June 2016 at 20 Nassim Road, Singapore 258395, which shall be open to all interested parties.
7. Bids must be delivered to the address below on or before 27 July 2016 at 20 Nassim Road, Singapore 258395. All bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in ITB Clause 18.

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<sup>1</sup> In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective *Sanggunian*. (Section 5(a), R.A. 9184)

<sup>2</sup> A brief description of the scope of Works should be provided, including quantities, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

Bids will be opened in the presence of the bidders' representatives who choose to attend at the address below. Late bids shall not be accepted.

8. The project also entails the upgrading of the requisite electrical supply.
9. The Philippine Embassy in Singapore reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders. It likewise assumes no responsibility whatsoever to compensate or indemnify the prospective bidders for any expenses incurred in the processing of their eligibility to bid and/or in the preparation of the bid.
10. For further information, please refer to:

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Philippine Embassy in Singapore  
20 Nassim Road, Singapore 258395  
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(Original Signed)  
**EDNA MAY G. LAZARO**  
Chair, Bids and Awards Committee

## **BIDDING REQUIREMENTS**

1. Bidders should have completed, within the last ten (10) years from the date of submission and receipt of bids, a single contract that is similar to the Project, equivalent to at least fifty percent (50%) of the ABC.
2. For this purpose, similar projects shall refer to Design and Construct and/or Expand an Infrastructure Building in Singapore.

### Eligibility Requirements

1. The Bidder shall submit the following eligibility and technical documents:

#### Class "A" Documents:

##### a. Legal Documents

- i. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the BDS or its equivalent in Singapore;
- ii. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located or its equivalent in Singapore;
- iii. a valid Philippine Contractors Accreditation Board (PCAB) license and registration for the type and cost of the contract for this Project or in the case of Singapore, registration with the Building and Construction Authority;

##### b. Technical Documents

- i. Statement of all its ongoing and completed government and private contracts within ten (10) years from the submission of bids, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following:
  - i.1 name of the contract;
  - i.2 date of the contract;
  - i.3 contract duration;
  - i.4 owner's name and address;
  - i.5 nature of work;

- i.6 contractor's role (whether sole contractor, subcontractor, or partner in a JV) and percentage of participation;
  - i.7 total contract value at award;
  - i.8 date of completion or estimated completion time;
  - i.9 total contract value at completion, if applicable;
  - i.10 percentages of planned and actual accomplishments, if applicable;
  - i.11 value of outstanding works, if applicable;
  - i.12 the statement shall be supported by the notices of award and/or notices to proceed issued by the owners; and
  - i.13 the statement shall be supported by the Constructors Performance Evaluation System (CPES) rating sheets, and/or certificates of completion and owner's acceptance, if applicable;
- ii. Bid security as prescribed in ITB Clause 18. The Bidder may opt to submit the bid security in the form of:
  - ii.1 a bank draft/guarantee or an irrevocable letter of credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
  - ii.2 a surety bond accompanied by a certification coming from an authorized Insurance Commission that a surety or insurance company is authorized to issue such instrument; or
  - ii.3 Bid Securing Declaration or any other bid security in the form and amount enumerated under ITB Clause 18.1 pursuant to GPPB Resolution No. 03-2012 dated 27 January 2012.
- iii. Project Requirements, which shall include the following:
  - iii.1 Organizational chart for the contract to be bid;
  - iii.2 List of contractor's personnel (*viz.*, Project Manager, Project Engineers, Architects, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data; and
  - iii.3 List of contractor's equipment units, which are owned, leased, and/or under purchase agreements, supported by certification of availability of equipment from the equipment lessor/vendor for the duration of the project; and

- iv. Sworn statement in accordance with Section 25.2(b) (iv) of the IRR of RA 9184 and using the form prescribed in Section IX: Bidding Forms.

c. Financial Documents

- i. Audited financial statements, showing, among others, the prospective total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions or its equivalent in a foreign country, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;
- ii. NFCC computation at least equivalent to the ABC computed as follows:

NFCC= [(Current Assets minus 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 to be bid.

Where:

$K = 10$  (For a contract duration of one (1) year or less).

**Class “B” Documents**

- a) Valid Joint Venture Agreement (JVA), if the prospective bidder is a joint venture, with the agreement containing a statement on who the joint venture/association has constituted and appointed as the lawful attorney-in-fact to sign the contract, if awarded the project, and on who among the members is the lead representative of the joint venture;

All members of the joint venture should submit all the Class “A” eligibility documents. All members of the joint venture should comply with all the legal eligibility requirements, but compliance by one of the joint venture members with the technical and financial requirements will suffice.

- b) Letter authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify any or all of the documents submitted for the eligibility check.

Other Requirements:

- a) A notarized certification, under oath, by the bidder or its duly authorized representative, that each of the documents submitted in satisfaction of the eligibility requirements is an authentic and original copy, or a true and faithful reproduction or copy of the original, complete, and that all statements and information provided therein are true and correct.

