



EU- ACCESS TO SUSTAINABLE ENERGY PROGRAMME (ASEP)

“Improving the Lives of People in Off-Grid Communities in Mindanao Through the Provision of Sustainable Energy”

This Project is funded by the European Union (EU) and Implemented by Yamog Renewable Energy Development Group, Inc.



CERTIFICATE OF SITE INSPECTION FOR WORKS

This is to certify that the bidder: _____ has
 participated in the joint site visit and inspection conducted by the
(Insert Name of Bidder)
Purchaser _____ at _____
(Insert Date of Inspection) *(Insert Location of the Project)*
 for the completion of works for
(Insert Name of Bidder)
 _____.

This is to further certify that the bidder has visited the known source of aggregates and other indigenous construction materials and has scouted labor force available in the area.

This certification is issued to support the bidder’s intent to bid for the above Project and shall be submitted as part of the bid requirements.

PORFERIO R. JABLA, JR.
Managing Director

Date: _____

Bidder's LETTERHEAD

Name of Project to be Bidded: _____

Company Name of Bidder: _____

Location: _____

Statement of All Completed Government and Private Construction Contracts Similar to the Contract to be Bid

Name of the Contract or Title of the Sub-Project	a. Owner Name b. Address c. Telephone Nos.	Nature / Scope of Work	a. Amount at Award b. Amount at Completion c. Duration	a. Date of Award b. Contract Effectivity c. Date of Completion
<u>Government</u>				
<u>Private</u>				

Prepared by:

Date:

Name and Signature of Bidder

Bidder's LETTERHEAD

Name of Project to be Bidded: _____
 Location: _____

Company Name of Bidder: _____

Statement of All On-Going and Completed Government and Private Construction Contracts, Including Contracts Awarded but Not Yet Started

Name of the Contract or Title of the Sub-Project	Owner's Name and Address	Nature / Scope of Work	Total Contract Value	Date of Award	Value of Outstanding Contract	Estimated Time of Completion	% Accomplishment		Contract Duration	
							Planned	Actual	Start	Completed
A) Government Contracts i. On-going ii. Awarded but not yet started B) Private Contracts i. On-going ii. Awarded but not yet started										

Prepared by: _____
Name and Signature of Bidder

Date: _____

Bidder's LETTERHEAD

Name of Project to be Bidded: _____

Location/s of Project: _____

Net Financial Contracting Capacity Computation (For Works)

A. Summary of the Bidder's Assets and Liabilities on the basis of the attached audited Financial Statements, stamped "RECEIVED" by the Bureau of Internal Revenue or the BIR authorized collecting agent, for the preceding calendar year.

	Year
1. Total Assets	
2. Current Assets	
3. Total Liabilities	
4. Current Liabilities	
5. Net Worth (1 – 3)	
6. Net Working Capital (2 – 4)	

B.

Net Financial Contracting Capacity	Amount
Net Working Capital (6)	
Less: Value of all outstanding and uncompleted portions of sub-projects under on-going contracts including awarded contracts to be started coinciding with contract to be bid	
X K (10 for contract duration of one year or less, 15 for contract duration of more than one year up to two years)	
Computed NFCC	

Name and Signature of Bidder
Date: _____

Authorized Signing Official

Note: Please attach the certified true copies of the audited financial statements stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent for the latest /immediately preceding calendar year.

BANK LETTERHEAD

**FORM OF BID SECURITY (BANK GUARANTEE)
(FOR WORKS)**

WHEREAS, _____ hereinafter called "the Bidder" has submitted his bid dated _____ for the execution of _____ hereinafter called "the Bid" *(Name of Contract)*

KNOW ALL MEN by these presents that We _____ having our registered office at _____ *(Name of Bank)* hereinafter called "the Bank" are bound unto the **Yamog Renewable Energy Development Group, Inc.** hereinafter called "the Purchaser" in the sum of _____ *(Amount in words)* (P _____) for which payment well and truly to be made to the said Purchaser, the Bank binds himself, his successors and assigns by these presents.

SEALED with the Common Seal of the said Bank this _____ day of _____, 201_.

THE CONDITIONS of this Obligation are:

1. If the Bidder withdraws his Bid during the period of bid validity specified in the Bid Form; or
2. If the bidder having been notified of the acceptance of his Bid by the Owner during the period of bid validity:
 - a. fails or refuses to execute the Contract in accordance with the Bidding Documents, if required; or
 - b. fails or refuses to furnish the Performance Security, in accordance with the Bidding Documents.
3. If the bidder refuses to accept the correction of error in his bid;

We undertake to pay to the Owner up to the above amount upon receipt of his first written demand, without the Owner having to substantiate his demand, provided that in his demand, the Owner will note that the amount claimed by him is due to him owing to the occurrence of one or both of the two conditions, specifying the occurred condition or conditions.

This Guarantee will remain in force up to and including the date, **one hundred twenty (120) days** after the closing date for submission of bids as stated in the Bidding Documents or as extended by you at any time prior to this date, notice of which extension to the Bank being hereby waived, and any demand in respect thereof should reach the Bank not later than the above date.

Date: _____
Signature and Seal: _____
Name of Bank: _____
Address: _____
Witness: _____

Bidder's LETTERHEAD

Certificate of Compliance with Labor Laws and Standards

This is to certify that I, _____, as authorized signatory for _____, shall comply with all existing national and local labor laws and standards in the event that the _____ is awarded to my company by the **Yamog Renewable Energy Development Group, Inc.**

(Insert Name of Authorized Signatory for the Bidder)
(Insert Company name of the Bidder)
(Insert Name of Project & Location/s)

This certification is issued to support the firm's intent to bid for the above community project and is submitted as part of the bid requirements.

Name and Signature of Bidder

Authorized Signing Official

Date: _____

Republic of the Philippines
City of Davao
Province of Davao del Sur

ACKNOWLEDGMENT

BEFORE ME, Notary Public for and the City of Davao province of Davao del Sur, personally appeared **Porferio R. Jabla, Jr** with TIN No. _____ issued on _____ at _____ in his capacity as Managing Director of Yamog Renewable Energy Development Group, Inc. and _____ (Name of CEO/Chairman of the Board) with TIN No. _____ issued on _____ at _____ in his capacity as CEO/Chairman of _____ (name of firm) known to me to be the same person who executed the foregoing Contract and Agreement and they acknowledge to me that the same is their true act and deeds for and on behalf of the party they represent.

This instrument consists of (three) pages including this page on which the ACKNOWLEDGMENT is written duly signed by the Contracting Parties and their witnesses.

IN WITNESS WHEREOF, I have hereunto affixed my signature and seals this _____ day of _____, 201_ at _____.

NOTARY PUBLIC

Until December ____, 201__

PTR NO. _____

Issued at _____

Issued on _____

Bidder's LETTERHEAD

FORM OF BID (Bid Offer Letter for Works)

Date: _____

To: **YAMOG RENEWABLE ENERGY DEVELOPMENT GROUP, INC.**
3rd Floor.Room 5&6.BEP Prime Properties Inc.
Corner Ecowest Drive, Quimpo Blvd.,
Davao City 8000

We offer to execute the _____ in accordance
(Name of Projects & Location/s of Project)
with the Conditions of Contract accompanying this Bid for the Contract Price of
_____ (_____) Philippine Pesos.

(Amount in words)
We propose to complete the Contract within a period of _____ (words and numbers)
_____ calendar days from the Start Date.

This Bid and your written acceptance will constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any Bid receive.

We hereby confirm that this Bid complies with the Validity of the Bid required by the proposal documents.

Authorized Signature: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Phone Number: _____

Fax number _____

Bidder's LETTERHEAD

Name of Project to be Bid: _____

Location of Project: _____

List of Construction Equipment (For Works Contracts)

Description	Model/Year	Capacity / Performance / Size	Plate No.	Motor No. / Body No.	Location	Condition	Proof of Ownership / Lessor or Vendor
A. Owned							
1.							
2.							
3.							
B. Leased							
1.							
2.							
C. Under Purchase Agreements							
1.							
2.							

Prepared by: _____

Date: _____

Name and Signature of Bidder

Bidder's LETTERHEAD

Name of Project to be Bidded: _____

Location/s of Project: _____

LIST OF KEY CONSTRUCTION PERSONNEL (For Works Contracts)

No.	Position	Total Related Work Similar Experience (years)	Experience in Similar Works (years)
1			
2			
3			
4			
5			
6			
7			

Please attach Organizational Chart showing lines of communications as well as communications plan for managing communications with key stakeholders.

Prepared by:

Date:

Name and Signature of Bidder

Bidder's LETTERHEAD

Name of Project to be Bidded: _____

Location/s of Project : _____

CURRICULUM VITAE OF KEY PERSONNEL (For Works Contracts)

Position:		
Personnel information	Name:	Date of birth:
	Professional qualifications:	
Present employment	Name of employer:	
	Address of employer:	
	Telephone:	Contact: (manager / personnel officer)
	Fax:	E-mail:
	Job title:	Years with present employer:

Summarize professional experience over the last 10 years, in reverse chronological order. Indicate particular experience relevant to the project.

From	To	Company / Project / Position / Relevant technical and management experience
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----
-----	-----	-----

Prepared by:

Date:

Name and Signature of Key Personnel

Note: Please prepare one for each key personnel. All CVs must be signed and dated.

**DRAFT CONTRACT AGREEMENT
FOR WORKS**

AGREEMENT

This Agreement, made the _____ day of _____ 201__, by and between **Yamog Renewable Energy Development Group, Inc.** with official address at **3rd Floor. Room 5&6.BEP Prime Properties Inc. Corner Ecowest Drive, Quimpo Blvd. Davao City 8000**, herein represented by Managing Director **Porferio R. Jabla, Jr.** hereinafter called "the Purchaser".

and

_____ with official address at
(Name of Firm)

_____ represented by _____
(Name of Authorized Signing Official)

hereinafter called "the Contractor" of the other part.

Whereas the Purchaser is desirous that the Contractor execute the

(Name of Contract hereinafter called "the Works")

And the Purchaser has accepted the bid/quotation submitted by the Contractor for the execution and completion of such Works and remedying of any defects therein.

Now this Agreement witnesseth as follows:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to, and they shall be deemed to form and be read and construed as part of this Agreement.
2. The following document shall be deemed to form and be read and construed as part of this Agreement, viz: (Note: select only appropriate method and applicable documents):

For Local Open Bidding

- Form of Bid (incl. detailed costing)
- Invitation to Bid
- Instruction to Bidders (for works)
- Conditions of Contract (for works)
- Engineering Drawings
- Technical Specification
- Program of Works/Scope of Works
- Bid Security
- Schedule of Construction
- List of Equipment/Personnel
- Omnibus Sworn Statement
- Sub-contracting Agreement (if applicable)
- BAC Resolution of Award
- Abstract of Bids

- Notice of Award (conforme signed)
- Performance Security
- Notice to Proceed
- Bank Guarantee (if any)

- 1 In consideration of the payments to be made by the Purchaser to the Contractor as hereinafter mentioned, the Contractor hereby covenants with Purchaser to execute and complete the works within 180 calendar days and remedy any defects therein in conformity in all respects with the provisions of the Contract.
- 2 The Purchaser hereby covenants to commit to pay the Contractor in consideration and completion of the Works and remedying of defects wherein the Contract Price or such other sum as may become payable under the provisions of the Contract at the time and in the manner prescribed by the Contract.

In Witness whereof the parties thereto have caused this Agreement to be executed this _____ day of _____ 201_.

For the Contractor

For the Purchaser

Registered/Authorized Signing Officer

Porferio R. Jabla, Jr.
Managing Director

Republic of the Philippines
City of Davao
Province of Davao del Sur

ACKNOWLEDGMENT

BEFORE ME, Notary Public for and the City of Davao province of Davao del Sur, personally appeared **Porferio R. Jabla, Jr** with TIN No. _____ issued on _____ at _____ in his capacity as Managing Director of Yamog Renewable Energy Development Group, Inc. and _____ (Name of CEO/Chairman of the Board) with TIN No. _____ issued on _____ at _____ in his capacity as CEO/Chairman of _____ (name of firm) known to me to be the same person who executed the foregoing Contract and Agreement and they acknowledge to me that the same is their true act and deeds for and on behalf of the party they represent.

This instrument consists of (three) pages including this page on which the ACKNOWLEDGMENT is written duly signed by the Contracting Parties and their witnesses.

IN WITNESS WHEREOF, I have hereunto affixed my signature and seals this _____ day of _____, 201_ at _____.

NOTARY PUBLIC
Until December ____, 201__
PTR NO. _____
Issued at _____
Issued on _____
Doc. No. _____
Page No. _____
Book No. _____
Series of _____

LETTERHEAD OF BANK

BANK GUARANTEE: PERFORMANCE SECURITY

To: **YAMOG RENEWABLE ENERGY DEVELOPMENT GROUP, INC.**
3rd Floor.Room 5&6.BEP Prime Properties Inc.
Corner Ecowest Drive, Quimpo Blvd.,
Davao City 8000

WHEREAS _____, hereinafter called "the Contractor" has
(Name and Address of Contractor)
undertaken, in pursuance of Contract No. _____ dated _____ to execute
_____, hereinafter called "the Contract";
(Name of Contract and brief description of Works)

AND WHEREAS it has been stipulated by you in the said Contract that the Contractor shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligation in accordance with the Contract;

AND WHEREAS we have agreed to give the Contract such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Contractor, up to a total of _____, such sum being payable in the
(Amount of Guarantee in Words)
types and proportions of currencies in which the Contract Price is payable, and we undertake to pay you, upon your first written demand and without cavil or argument, any sum or sums within the limits of _____ as aforesaid without your needing to prove or to show
(Amount of Guarantee)
grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Contractor before presenting us with the demand.

We further agree that no change or addition to or other modifications of the terms of the Contract or of the Works to be performed hereunder or of any of the Contract documents which may be made between you and the Contractor shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date of completion and acceptance of the contract on _____.

Signature and Seal of Guarantor: _____

Name of Bank: _____

Address: _____



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Name of Project: _____
Company Name of Bidder: _____
Project Location/s: _____

CHECKLIST OF BID REQUIREMENTS FOR BIDDERS (For Works Contracts)

1. ELIGIBILITY

- _____ Valid license issued by the Philippine Contractors Accreditation Board (PCAB);
- _____ Statement of experience in completing similar government and private contracts;
- _____ Statement of all ongoing and completed government and private contracts, including contracts awarded but not yet started
- _____ Statement on the availability of key personnel that may be used for construction contracts;
- _____ Statement on the availability of equipment may be used for construction contracts;
- _____ Audited financial statements, stamped “received” by the BIR or its duly accredited and authorized agents, for the immediately preceding calendar year;
- _____ Computation of Net Financial Contracting Capacity (NFCC)
- _____ Certificate of Site Inspection

2. TECHNICAL PROPOSAL

- _____ Bid Security
- _____ Authority of the signing official
- _____ Construction schedule (bar chart or PERT/CPM) and S-curve;
- _____ Manpower schedule;
- _____ Construction methods;
- _____ Organizational chart for the contract to be bid;
- _____ List of contractor’s key personnel;
- _____ List of contractor’s equipment units pledged for the contract to be bid;
- _____ Equipment utilization schedule;
- _____ Construction safety and health program of the contractor;
- _____ Duly Notarized Certificate in compliance with existing labor laws and standards,
- _____ Omnibus Sworn Statement
- _____ Sub-contracting Agreement (if applicable)

3. FINANCIAL PROPOSAL

- _____ Bid prices in the Bill of Quantities in the prescribed Bid Form;
- _____ Detailed estimates including a summary sheet indicating the unit prices
- _____ Cash flow by the quarter and payments schedule.

Prepared by:

Date:

Name and Signature of Bidder

Omnibus Sworn Statement 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 of **[Registered Business 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 **[Registered Business 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 of **[Registered Business Name of Bidder]**, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for **[Name of the Project]** of the **Yamog Renewable Energy Development Group, Inc.** located at

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 and/or to represent the **[Registered Business Name of Bidder]** in the bidding as shown in the attached **[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]**;

3. **[Registered Business 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;
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. **[Registered Business Name of Bidder]** is authorizing the **Yamog Renewable Energy Development Group, Inc.** or its duly authorized representative(s) the BAC, TWG, and/or its Funder to review and examine the records and accounts related to all the documents submitted;
6. None of the officers / directors / controlling stockholders / members /owners of the **[insert Registered Business Name of Bidder]** are related by consanguinity or affinity up to the 1st civil degree to the **Yamog Renewable Energy Development Group, Inc.** or its employees or staff who *have* direct access to information that may substantially affect the result of the bidding, such as, but not limited to, the members of the Bids and Awards Committee (BAC), the members of the Technical Working Group (TWG), and the designer/s of the Project.
7. **[Registered Business Name of Bidder]** complies with existing labor laws and standards;
8. **[Registered Business Name of Bidder]** is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;

- b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the **[Name of the Project]**; and
9. **[Registered Business 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.

SIGNATURE OVER PRINTED NAME

[Bidder's Authorized Signatory]

Republic of the Philippines
 City of Davao
 Province of Davao del Sur

ACKNOWLEDGEMENT

BEFORE ME, Notary Public for and the City of Davao province of Davao del Sur, personally appeared _____ (name of bidder) with TIN No. _____ issued on _____ at _____ in his capacity as Authorized Signing Official or (state the designation of bidder) of _____ (name of Bidder's firm) known to me to be the same person who executed the foregoing Certification and acknowledge to me that the same is his/her true act and deeds for and behalf of the firm he/she represents.

This instrument consists of one page including this page on which the ACKNOWLEDGEMENT is written duly signed by the Authorized Signing Officer.

IN WITNESS WHEREOF, I have hereunto affixed my signature and seal this _____ day of _____, 201__ at _____.

NOTARY PUBLIC

Until December ____, 201__

PTR NO. _____

Issued at _____

Issued on _____