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CLASS "A" DOCUMENTS

# **LEGAL DOCUMENT**

**A. PHILGEPS PLATINUM CERTIFICATE**

REVISED PhilGEPS CERTIFICATE OF PLATINUM REGISTRATION AND MEMBERSHIP

Republic of the Philippines  
Department of Budget and Management  
PROCUREMENT SERVICE

CERTIFICATE OF PHILGEPS REGISTRATION  
(Platinum Membership)

*THIS IS TO CERTIFY THAT*

(NAME OF BIDDER)  
Address

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on (date of registration) pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that (name of the prospective bidder) has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A which document is attached hereto and made an integral part hereof.

**For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.**

**By submitting this Certificate, the Bidder certifies:**

- 1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;**
- 2. the veracity of the statements and information contained therein;**
- 3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it evidence that the Bidder has passed the post-qualification stage; and**
- 4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.**

This Certificate is valid until (date of expiration).

Issued this (date) day of (month), year.

This is a system-generated certificate. No signature is required.

Documentary Stamp Tax Paid 30.00  
Certificate Reference No:

(QR Code)

# **TECHNICAL DOCUMENTS**

**B. STATEMENT OF ALL ONGOING AND  
COMPLETED GOVERNMENT AND  
PRIVATE CONTRACTS**



SAMPLE ONLY

REPUBLIC OF THE PHILIPPINES  
PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE  
Tanggapanang Pampanguluhan sa Operasyong Komunikasyon  
Ermita, City of Manila

### Statement of ALL Ongoing Government and Private Contracts (Including Contracts Awarded but not yet Started)

NAME OF PROJECT: Procurement of Customized Shirts  
BIDDER'S COMPANY NAME: JDelaCruz Apparels and Accessories  
COMPANY ADDRESS: 123 Quiapo, Manila

Government Contracts								
Item No.	Name of Contract	Date of Contract	Contract Duration	Agency Name and Address (Party Contracting with the Bidder)	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
1	Contract for Supply and delivery of Drift Shirts for Palarong Pambansa	5 Jan 2022	1 month	DepEd Central Office Ortigas Center, Pasig City	Drift Shirts	2,500,235.00	250,350.00	5 Feb 2022
Private Contracts								
Item No.	Name of Contract	Date of Contract	Contract Duration	Owner's Name/Company Name and Address (Party Contracting with the Bidder)	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery
1	Delivery of Team Jersey	14 Jan 2022	10 days	DONUT BUY CO. 787 Calle Onse, Caloocan City	Jersey	500,256.00	102,000.00	24 Jan 2022

Instructions:

- 1 Please indicate the correct and complete information required for each contract.
- 2 Date of Delivery indicates the projected date/s provided in their respective contracts.
- 3 In case there are no ongoing contracts, pls. put N/A or None.
- 4 Kindly provide all contact information of the party contracting with bidder.

Submitted by: Bilrubin V. Lume  
Designation: Sales Executive  
Date: 21 January 2022

**C. STATEMENT OF THE SINGLE  
LARGEST COMPLETED CONTRACT  
SIMILAR TO THE CONTRACT TO BE  
BID**





REPUBLIC OF THE PHILIPPINES  
**PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE**  
*Tanggapang Pampangaluluhan sa Operasyong Komunikasyon*  
 Ermita, City of Manila

### **Statement of the Single Largest Completed Contract**

NAME OF PROJECT: Procurement of Customized Shirt  
 BIDDER'S COMPANY NAME: JDelaCruz Apparels and Accessories  
 COMPANY ADDRESS: 123 Quaiipo, Manila

Item No.	Name of Contract	Date of Contract	Contract Duration	Owner's/Company/Agency Name and Address (Party Contracting with the Bidder)	Kinds of Goods	Amount of Completed Contract	Date of Delivery
1	Supply and Delivery of Corp Shirts	24 March 2020	March 24 to April 18, 2020	Department of National Defense DND Building, Segundo Ave. Camp General Emilio Aguinaldo Quezon City	Corp Shirts	9,000,200.00	18 April 2020

**Instructions:**

- 1 Please indicate the correct and complete information required for each contract.
- 2 Attach End-user's Acceptance OR Official Receipt(s) OR Sales Invoice issued for the Contract.
- 3 If no completed contract, please put N/A or None.
- 4 Kindly provide all contact information of the party contracting with bidder.

Submitted by: Bilardo E. Lyne  
 Designation: Sales Executive  
 Date: 21 January 2022

## **D. BID SECURITY OR BID SECURING DECLARATION**

**BID SECURING DECLARATION**  
Project Identification No.: 2020-PCOO-I-006a


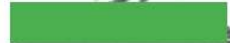
To: **Presidential Communications Operations Office**


Bids and Awards Committee  
Basement Level, New Executive Building, J.P. Laurel Street,  
Malacañang Complex, Manila

I, the undersigned, declare that:

1. I 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 accept that: (a) I 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 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 9184; without prejudice to other legal action the government may undertake.
3. I 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 declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I failed to timely file a request for reconsideration or (ii) I filed a waiver to avail of said right;
  - (c) I am declared as the bidder with the Lowest Calculated and Responsive Bid and I have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I have hereunto set my hand this        day of FEB 15 2021 at QUEZON CITY, Philippines.

  
  
Name of Bidder's Authorized Representative  
General Sales Manager  
Affiant

FEB 15 2021  
SUBSCRIBED AND SWORN to before me this        day of        at QUEZON CITY, Philippines.  
Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her Unified Multi-Purpose ID with his/her photograph and signature appearing thereon, with 

Witness my hand and seal this        day of FEB 15, 2021

NAME OF NOTARY PUBLIC

Serial No. of Commission         
Notary Public for        until         
Roll of Attorneys No.         
PTR No.         
IBP No.       

  
  
Notary Public for Quezon City  
Valid Until Dec 31, 2021

IBP No.         
PTR No. 5242104, 04 January 2020, Pasig City  
Adm. Matter No. 055 (2020-2021)  
Roll No. 46063 / TIN - 214-859-846  
MCLE Comp. No. VI-0020608, March 25, 2018  
Lot 8 Blk 1 Hito Street, Silvina Subdivision  
Brgy. Talipapa, Quezon City



## **E. CONFORMITY WITH THE TECHNICAL SPECIFICATIONS**

## Technical Specifications

Item	Description	Statement of Compliance
<b>1.0</b>	<b>WORK GANG COMPOSITION</b>	
	In order to render the needed janitorial and allied services, the number of personnel required shall be as follows:  Total Number of Personnel : 13	COMPLY
1.1	Working Supervisor: 1	COMPLY
1.2	Janitors: 12 (6 males and 6 females)	COMPLY
<b>2.0</b>	<b>DEPLOYMENT</b>	
2.0.1	The Contractor shall render, undertake and perform janitorial and other allied services for and at the premises used by and under the responsibility of the Client, specifically in the areas identified below, with the corresponding personnel deployment.	COMPLY
2.0.2	The Contractor agrees to undertake the availability of its services and personnel in the event there is a need to transfer or relocation of the assigned areas or offices. Any incidental expenses that may be incurred in view of such transfer or relocation shall be on the account of the contractor and without additional cost to PCOO.	COMPLY
	<b>AREA</b>	<b>JANITOR</b>
	<b>TIME</b>	
	<b><i>PCOO Main Office</i></b>	
2.1	All offices in the main floor (including garbage collection in the morning)	1 6:00AM - 3:00PM
2.2	All offices in the main floor (including garbage collection in the afternoon)	1 8:00AM - 5:00PM
2.3	All common area, stairway, staff area, hallway, and female comfort rooms	1 6:00AM - 3:00PM
2.4	All common area, stairway, staff area, hallway, and male comfort rooms	1 8:00AM - 5:00PM
2.5	Office of the Secretary (will also serve as errand/utility personnel)	1 7:00AM - 4:00PM
2.6	Office of the Undersecretaries, Assistant Secretaries, Directors and other officials	2 8:00AM - 5:00PM
2.7	Offices of Support Group, Administration, Finance, and IT/EDP	2 8:00AM - 5:00PM
	<b><i>PCOO Extension Office: New Executive Building</i></b>	
2.8	NEB Ground Floor: MARO, PND, and Press Working Area, female comfort rooms	1 8:00AM - 5:00PM
2.9	NEB Ground Floor: MARO, PND, and Press Working Area, male comfort rooms	1 6:00AM - 3:00PM
	<b><i>PCOO Extension Office: Solano Office</i></b>	
2.10	All common area, stairway, staff area, hallway, and female comfort rooms	1 8:00AM - 5:00PM
2.11	All common area, stairway, staff area, hallway, and male comfort rooms	1 6:00AM - 3:00PM
	<b><i>PCOO Extension Office: BFB Building (FOI)</i></b>	
2.12	BFB Units 102, 103, and 104	1 7:00AM - 4:00PM

## **F. OMNIBUS SWORN STATEMENT**

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES )  
CITY/MUNICIPALITY OF QUEZON CITY ) S.S.


AFFIDAVIT


I, [REDACTED], of legal age, Single, Filipino, and residing at [REDACTED] after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of [REDACTED] CORPORATION with office address at # [REDACTED] Diliman, Quezon City;
2. 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 Procurement for the Supply and Delivery of Two (2) Units of Motor Vehicles for use of PCOO Officials and Employees – LOT 2 for the Presidential Communications Operations Office, as shown in the attached Secretary Certificate
3. [REDACTED] 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. [REDACTED] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of [REDACTED] CORPORATION 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. [REDACTED] complies with existing labor laws and standards; and
8. [REDACTED] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - 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 securing Supplemental/Bid Bulletin(s) issued for the Procurement for the Supply and Delivery of Two (2) Units of Motor Vehicles for use of PCOO Officials and Employees – LOT 2 for the Presidential Communications Operations Office.
9. [REDACTED] 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.

FEB 15 2021  
IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 2021 at QUEZON CITY, Philippines.

  
Bidder's Representative/Authorized Signatory  
[JURAT]


FEB 15 2021  
SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_, at QUEZON CITY, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his/her Unified Multi-Purpose ID with his/her photograph and signature appearing thereon, with 

FEB 15 2021  
Witness my hand and seal this \_\_\_ day of \_\_\_.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_  
BP No. \_\_\_\_\_

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Series of 2021

  
Notary Public for Quezon City  
Valid Until Dec 31, 2021  
IBP No. \_\_\_\_\_ January 2020, Quezon City  
PTR No. 5242104; 04 January 2020, Pasig City  
Adm. Matter No 055 (2020-2021)  
Roll No. 46083 / TIN - 214-859-946  
MCLE Comp. No. VI-0020608; March 25, 2018  
Lot 8 Blk 1 Hilo Street, Silvina Subdivision  
Brgy. Talipapa, Quezon City



# **AUTHORITY OF SIGNATORY**

(duly notarized Special Power of Attorney, Board/Partnership Resolution or Secretary's Certificate, whichever is applicable)

REPUBLIC OF THE PHILIPPINES)  
CITY OF QUEZON CITY) S.S.

X-----X

SECRETARY'S CERTIFICATE

I, [REDACTED], a duly elected and qualified Corporate Secretary of [REDACTED] CORPORATION, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with place of business at [REDACTED] Quezon City DO HEREBY CERTIFY, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on February 15, 2021 at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that [REDACTED] be, as it hereby is, authorized to participate in the bidding of the PROCUREMENT FOR THE SUPPLY AND DELIVERY OF TWO (2) UNITS OF MOTOR VEHICLES FOR USE OF PCOO OFFICIALS AND EMPLOYEES – LOT 2 and that if awarded the project shall enter into a contract with the PRESIDENTIAL COMMUNICATIONS OPERATIONS OFFICE; and in connection therewith hereby appoint [REDACTED] GENERAL SALES MANAGER AND/OR [REDACTED] – ACCOUNT SPECIALIST, acting as duly authorized and designated representatives of [REDACTED] are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent [REDACTED] in the bidding as fully and effectively as the [REDACTED] MOTOR CORPORATION might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this 15 day of FEBRUARY 2021 at Quezon City.

[Signature]  
[REDACTED]  
Corporate Secretary

SUBSCRIBED AND SWORN to before me this 15 day of FEBRUARY, 2021 at Quezon City, Philippines. Affiant/s is/are personally known to me and was/were identified by me 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 SOCIAL SECURITY SYSTEM ID, with his/her photograph and signature appearing thereon, with ID no. [REDACTED].

Witness my hand and seal this 15 day of FEBRUARY, 2021.

NAME OF NOTARY PUBLIC \_\_\_\_\_  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_, [date issued], [place issued]  
IBP No. \_\_\_\_\_, [date issued], [place issued]

[Signature]  
Notary Public for Quezon City  
Valid Until Dec. 31, 2021

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Series of 2021

IBP No. \_\_\_\_\_  
PTR No. 5242104, 04 January 2020, Pasig City  
Adm. Matter No. 055 (2020-2021)  
Roll No. 46083 / TIN - 214-859-948  
MCLE Comp. No. VI-1020808; March 25, 2018  
Lot 8 Bldg 1 Hijo Street, Sininga Subdivision  
Barangay Talambuhay, Quezon City

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**G. NET FINANCIAL  
CONTRACTING CAPACITY  
(NFCC) or A COMMITTED LINE  
OF CREDIT**

**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY**

		Year 2020
1	Total Assets	P 21,506,196.00
2	Current Assets	P 20,260,022.00
3	Total Liabilities	P 1,868,882.00
4	Current Liabilities	P 1,868,882.00
5	Net Worth (1-3)	P 19,637,314.00
6	Net Working Capital (2-4)	P 18,391,140.00

**NFCC = 15 (P 20,260,022.00 - P 1,868,882.00) - P 125,256,310.90**  
**15 (P 18,391,140.00) - P 125,256,310.90**  
**P 275,867,100.00 - P 125,256,310.90**

**NFCC = P 150,610,789.10**

This is to certify that our Net Financial Contracting Capacity (NFCC) is Philippine Pesos One Hundred Fifty Million Six Hundred Ten Thousand Seven Hundred Eighty Nine Pesos and 10 / 100 Pesos Only (P 150,610,789.10) which is at least equal to the total ceiling price we are negotiating. The amount is computed as follows:

NFCC = [(Current asset minus liabilities) (k)] minus 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 = (CA - CL) (K) - C

Where :

K = 15

Issued this May day of 28, 2021.

\_\_\_\_\_  
 Name and Signature of Authorized Representative

**President and General Manager**  
 Position