



## BID BULLETIN 01

**Date:** 12 December 2023  
**Project Title:** Upgrading of a Mass Production Facility for Biological Control Agents in VSU (VSU-INFRA-23-06)  
**Location:** VSU Main, Visca, Baybay City, Leyte

Bidders are hereby informed/reminded of the following addendums/amendments/clarifications:

### I. LIST OF REQUIREMENTS

<b>(1st Envelope) TECHNICAL COMPONENT ENVELOPE</b>	
<i>Legal Documents</i>	
1	Valid PhilGEPS Certificate of Registration (Platinum) (all pages)
<i>Technical Documents</i>	
2	Statement of All On-Going Government & Private Contracts
3	Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules, at least 50% of the ABC or <b>at least Nine Hundred Three Thousand Six Hundred Eleven and 85/100 Pesos (PhP 903,611.85)</b>
4	PCAB License ( <b>at least Small B</b> )
5	Bid Security
6	Organizational Chart for the contract to be bid
7	List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, Safety Officer, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data ( <i>see Section III. Bid Data Sheet for the minimum requirement</i> )
8	List of contractor's major equipment units, which are owned, leased, and/or under purchase agreements, supported by proof of ownership or certification of availability of equipment from the equipment lessor/vendor for the duration of the project, as the case may be ( <i>see Section III. Bid Data Sheet for the minimum requirement</i> )
9	Original Duly Signed Omnibus Sworn Statement
<i>Financial Documents</i>	
10	The Supplier's Audited Financial Statements
11	Net Financial Contracting Capacity (at least PhP <b>1,807,223.69</b> )
<b>(2<sup>nd</sup> Envelope) FINANCIAL COMPONENT ENVELOPE</b>	
12	Original of duly signed and accomplished Financial Bid Form
13	Original of duly signed Bid Prices in the Bill of Quantities
14	Duly accomplished Detailed Estimates Form, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid
15	Cash Flow by Quarter



**II. Preparation of Electronic Bid (for bidders who prefer electronic bid submission)**

1. **Scan per document** into Portable Document Format (PDF) and should be printable ble.
2. Properly label all documents for prompt identification. Filename of documents, whichever are applicable to the bidder, should be as follows:

Document	Filename (in PDF form)
1. PhilGEPS Certificate of Registration (Platinum)	PhilGEPS
2. Statement of On-Going Government & Private Contracts	Statement of On-Going Contracts
3. Statement of Bidder's Single Largest Completed Contract	SLCC
4. PCAB License	PCAB License
5. Bid Security	Bid Security
6. Organizational Chart for the contract to be bid	Organizational Chart
7. List of contractor's key personnel	List of Contractor's Personnel
8. List of contractor's major equipment units	List of Contractor's Equipment
9. Original duly signed Omnibus Sworn Statement (OSS)	Omnibus Sworn Statement
10. Audited Financial Statements	Audited Financial Statements
11. Contractor's NFCC	NFCC
12. Financial Bid Form	Bid Form
13. Bid prices in the Bill of Quantities	Bill of Quantities
14. Detailed estimates, including a summary sheet indicating the unit prices of construction materials, labor rates, and equipment rentals used in coming up with the Bid	Detailed Estimates
15. Cash flow by quarter or payment schedule	Cash Flow

3. Create two (2) folders that are password-protected. The first folder should contain all requirements under Technical Component checklist as presented under Section VIII. The second folder should contain all requirements under Financial Component checklist.
4. Compress the two (2) folders and name as follows: a) first folder: **Technical Documents**, b) second folder: **Financial Documents**.
5. Email the 2 compressed folders to Ms. Jessamine C. Ecleo at [jessamine.ecleo@vsu.edu.ph](mailto:jessamine.ecleo@vsu.edu.ph) before the dead.

**III. Payment for Bidding Documents**

The Bidders may deposit the applicable fee for the bidding documents (PhP 5,000.00) to Visayas State University **Landbank** Account:

**Account Name:** Visayas State University Fund 164  
**Account Number:** [3572-1000-13](https://www.landbank.com.ph/branches/3572-1000-13)

Send the deposit slip to Ms. Jessamine C. Ecleo at [jessamine.ecleo@vsu.edu.ph](mailto:jessamine.ecleo@vsu.edu.ph).



Original	Amendment
<p><b>Title:</b> <b>Construction of Mass Production Laboratory for Biological Control Agents in VSU (VSU-INFRA-23-06)</b></p>	<p>Title: <b>Upgrading of a Mass Production Facility for Biological Control Agents in VSU (VSU-INFRA-23-06)</b></p>
<p><b>Section II. Instructions to Bidders</b></p> <p>15. Sealing and Marking of Bids</p>	<p><i>(Additional Instructions)</i></p> <p>Bidders are requested to submit three (3) copies of its bid – 1 Original, Copy 1, and Copy 2.</p> <p>For filing purposes, the bidders are urged to use <b>Yellow</b> envelopes for its Technical and Financial Component envelopes, including the Mother (outer) Envelope.</p>

**DILBERTO O. FERRAREN**  
BAC Chairman