



EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
AMBASCIATA DELLA REPUBBLICA DELLE FILIPPINE  
ROME

**BIDS AND AWARDS COMMITTEE**

**REQUEST FOR SUBMISSION OF DOCUMENTARY REQUIREMENTS  
FOR SPECIFIC SCOPE OF WORKS INCLUDED IN THE PROCUREMENT PROJECT  
ENTITLED “EXTRAORDINARY MAINTENANCE INTERVENTIONS AND CONSERVATIVE  
RESTORATION (RENOVATION/IMPROVEMENT) OF THE PROPERTY AT VIA AURELIA,  
290/A-294/B AND PURCHASE OF FURNITURE AND FIXTURES”**

1. The Embassy of the Philippines in Rome, Italy (“Embassy”), through the Department of Foreign Affairs’ Building Fund for FY 2019, intends to apply the following **Approved Budgets for the Contract (ABCs)** for the specific Scope of Works below to be contained in the contract for the “**Extraordinary Maintenance Interventions and Conservative Restoration (Renovation/Improvement) of The Property At Via Aurelia, 290/A-294/B and Purchase of Furniture And Fixtures**” described below:

Quantity	General Description of Scope of Work included in the ABC	Approved Budget for the Contract (ABC)
1	Windows and Shuttering System	€ 186,800.00
1	Wood Structures	€ 39,732.00
1	Landscaping Works	€ 38,021.00

2. The Embassy - Bids and Awards Committee (BAC) now requests submission, in addition to the price quotations, of the following documents (**preferably in the English language**), for the “**Extraordinary Maintenance Interventions and Conservative Restoration (Renovation/Improvement) of The Property At Via Aurelia, 290/A-294/B and Purchase of Furniture And Fixtures**”:

**ELIGIBILITY AND TECHNICAL DOCUMENTS**

1. **NOTARIZED SWORN STATEMENT** containing the following:

**“(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:**

**A. Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor of (Name of Participant) with office address at (Address of Participant);

*If a partnership, corporation, or joint venture:* I am the duly authorized and designated representative of (Name of Participant) with office address at (Address of Participant);

**B. Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor of (Name of Participant), I have full power and authority to do, execute and perform any and all acts necessary to represent it in the procurement for (Name of Procurement Project) of the (Name of Procuring Entity);

*If a partnership, corporation, 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 (Name of Participant) in the procurement 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))

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- C. (Name of Participant) is not “blacklisted” or barred from bidding by the Government of the Republic of the Philippines or any of its agencies, offices, corporations, or Local Government Unites, foreign government/foreign or international financing institutions whose blacklisting rules have been recognized by the Philippine Government Procurement Policy Board;
- D. Each of the documents submitted in satisfaction of the procurement requirements is an original or authentic copy of the original, complete, and all statements and information provided therein are true and correct;
- E. (Name of Participant) is authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
- F. (Name of Participant) complies with local and international labor laws and standards;
- G. None of the officers, directors, and controlling stockholders of (Name of Participant) is related to the Head of 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; and
- H. (Name of Participant) is aware of and has undertaken the following responsibilities as a Participant:
- i. Carefully examine all the Bidding Documents;
  - ii. Acknowledge all conditions, local or otherwise, affecting the implementation of the procurement project;
  - iii. Made an estimate of the facilities and needed for the contract being procured, if any;
  - iv. Inquire or secure Supplemental Notices issued for the (Name of Procurement Project).

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2020 at \_\_\_\_\_.”

**2. LETTER OF INTENT TO PARTICIPATE IN THE PROCUREMENT PROJECT**

**LEGAL ELIGIBILITY DOCUMENTS**

**1. Original or certified true copy of ANY of the following:**

- **Philippine Securities and Exchange Commission (SEC) Certificate of Registration** (for Partnership or Corporation); or
- **Philippine Department of Trade and Industry (DTI) Certificate of Business Name Registration** (for Sole Proprietorship); or
- **Philippine Cooperative Development Authority Registration Certificate** (for Cooperatives)

**FOR FOREIGN PARTICIPANTS: APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE**

**2. Original or certified true copy of valid and current mayor’s permit** issued by the city/municipality where the principal place of business of the participant is located.

**3. Original or certified true copy of current and valid Tax Clearance** (reviewed and approved by the Bureau of Internal Revenue).

**FOR FOREIGN PARTICIPANTS: APPROPRIATE EQUIVALENT DOCUMENT/S REVIEWED BY THE EQUIVALENT FOREIGN OFFICE**

**TECHNICAL ELIGIBILITY DOCUMENTS**

**1. Statement of all major and related contracts** within the **last three (3) years** prior to the deadline for submission and receipt of quotations.

The statement shall include the following:

- a) Name of the contract; b) date of the contract; c) kind of project; d) amount of contract.

**2. Declaration of Single Largest Completed Contract (SLCC)**, preferably similar to the procurement project at hand, completed prior to the deadline for submission of price quotation for the procurement project.

<b>FINANCIAL ELIGIBILITY DOCUMENTS</b>	
1.	<b>Audited Financial Statements</b> for the preceding calendar year, which should not be earlier than two (2) years from bid submissions; received by the Philippine Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.  <b>FOR FOREIGN PARTICIPANTS: APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE</b>
2.	<b>Statement of Compliance</b> with all the Scope of Work (Design Plans) for which the Participant submitted price quotation/s.
3.	<b>Original or certified true copy of Latest Income and Business Tax Return</b>  <b>FOR FOREIGN PARTICIPANTS: APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE</b>
4.	<b>Net Financial Contracting Capacity (NFCC)</b> computed based on the industry standards and practice in Italy.  <b>FOR FOREIGN PARTICIPANTS: APPROPRIATE EQUIVALENT DOCUMENT/S ISSUED BY THE EQUIVALENT FOREIGN OFFICE</b>

3. Participants shall also comply with the basic documentary requirements in competitive bidding or equivalent process in Italy.
4. Interested participants may obtain further information from the Embassy – BAC Secretariat and inspect the documents relating to the Scope of Work included in the ABC at the address given below from Mondays to Fridays, 9:00 a.m. to 4:00 p.m., except on legal Philippine and Italian Holidays.
6. The above-mentioned documents must be submitted to the Embassy-BAC Secretariat on or before **07 February 2019 until 12:00 noon**.
7. The Embassy reserves the right to reject any and all price quotations, failure of procurement, or not award the contract at any time prior to contract award in accordance with Republic Act No. 9184, its Implementing Rules and Regulations, and Government Procurement Policy Board (GPPB) Resolution No. 28-2017 dated 31 July 2017, without thereby incurring any liability to the affected participant or participants.
8. For further information, please refer to:

**Embassy of the Philippines – BAC Secretariat**

Viale delle Medaglie d'Oro 112-114,

00136 Rome, Italy

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**NADINE ROSARIO M. MORALES**

Chairperson

Bids and Awards Committee

Rome, Italy, 17 January 2020