

ANNEX “A”

TERMS OF REFERENCE

SCOPE OF SERVICES	
1	Driver for SSS Branches of the Luzon Operations Group
	1.1 Facilitates the preventive maintenance schedule of the assigned vehicle.
	1.2 Reports complaints to the dispatcher / immediate supervisor any found trouble in the assigned vehicle.
	1.3 Maintains daily cleanliness of the assigned vehicle before going out from the Motor pool to attend on the scheduled trip.
	1.4 Inspects daily the vehicle brakes, lights, oil, water, battery, tire air pressure and gas before proceeding on the scheduled trip.
	1.5 Gets daily trip ticket from the dispatcher/ admin officer of branch for the daily schedule of the assigned trips within Metro Manila/Branch Office.
	1.6 Gets trip ticket and travel order from the dispatcher/ admin officer of branch for the assigned trips outside Metro Manila/Branch Office.
	1.7 Secures the signature of the passengers on every trip ticket assigned per trip/travel.
	1.8 Submits trip tickets upon completion to the dispatcher for the fuel consumption validation.
	1.9 Prepares/submits daily performance report to the dispatcher for the time rendered per trip/travel.
	1.10 Canvasses defective parts for replacement in the vehicle as supporting document and attachment on the driver's complaints before the procurement is to be made.
	1.11 Assists the in-house mechanic for the replacement of defective parts of the vehicle.
	1.12 Monitors status of vehicle undergoing major repair until its completion.
	1.13 Attends on the yearly renewal of the vehicle's emission test and registration.
	1.14 Possesses the basic tools supplied by the service provider, such as: <ul style="list-style-type: none"> a. Mechanical Plier, 8” b. Screw Drivers (Phillip and Flat), 10” c. Open /Box Wrench (#10 & #12) d. Vice Grip/Adjustable Wrench, 12”
	1.15 Performs other tasks assigned by the immediate supervisor relative to the operations of the office.
2	All around Carpenter/Painter/ Welder/Plumber for SSS Branches of the Luzon Operations Group
	2.1 Performs inspection of the building, roof, facilities, utilities and fixtures, equipment and furniture.
	2.2 Performs preventive maintenance and repairs of the building, roof, facilities, utilities and fixtures, equipment and furniture.
	2.3 Performs declogging and leak repair of sewer, drainage and water lines.
	2.4 Performs welding repair of steel and iron works.

	2.5 Performs repair in plastering and tileworks.
	2.6 Assists the Pest Control Service Provider and other Contractors in their scope of activities to be done.
	2.7 Possesses the basic tools supplied by the service provider, such as: <ul style="list-style-type: none"> a. Mechanical Plier, 8” b. Screw Drivers (Phillip and Flat), 10” c. Vice Grip/Adjustable Wrench , 12” d. Hammer, 12” e. Saw, 12” f. Pipe Wrench (Plumber), 14
	2.8 Performs other tasks that maybe assigned by the immediate supervisor relative to the operations of the office.
3	Electro -Mechanical Technician for SSS Branches of the Luzon Operations Group
	3.1 Performs preventive maintenance services of the building including its facilities, utilities and fixtures, equipment and furniture of SSS Branches in the Division.
	3.2 Performs continuous implementation of maintenance programs for SSS Branch facilities, utilities, equipment and furniture under the Division.
	3.3 Performs maintenance and servicing /repair of electrical, plumbing, carpentry, locksmith and painting works of SSS Branches in the Division.
	3.4 Responds to emergency maintenance request as needed in SSS Hubs/Branches under the Division.
	3.5 Performs canvassing and cost estimate for the repair of facilities, utilities and fixtures, equipment, furniture and service vehicle of SSS Branches in the Division.
	3.6 Prepares DTR and daily performance records and other reports required by the job under the Division.
	3.7 Possesses the basic tools supplied by the service provider, such as: <ul style="list-style-type: none"> a. Mechanical-Plier b. Long-Nose-Plier, 8” c. Cutter-Plier, 8” d. Screw Drivers (Phillip and Flat), 10” e. Vice Grip/ Adjustable Wrench, 12” f. Hammer, 12” g. Hacksaw, 12” h. Multi-Tester
	3.8 Performs other work-related duties that may be assigned by the Building Administrator or Hub/Branch Heads of the Division.
QUALIFICATIONS OF DRIVERS/TECHNICIANS	
1	Transportation Maintenance Services The Winning Bidder shall provide:
	1.1 Licensed professional drivers at SSS Branches of the Luzon Operations Group to transport officials and employees to their particular destinations and back to the



	office thru trip tickets and travel orders if destination is outside their areas of jurisdiction.
	1.2 Drivers of good moral character with no derogatory records and who are able, capable and physically fit to drive. Drivers must submit latest copy of Medical Certificate issued within three (3) months prior to deployment.
	1.3 Drivers with a minimum experience of three (3) years.
	1.4 Drivers who shall strictly attend to the preventive maintenance schedule of the assigned vehicle.
	1.5 Drivers who are willing to undergo overtime if there is a need for extra works or late / extended travel time.
	1.6 Drivers who are willing to undergo overtime if there is a need for extra works or late / extended travel time.
	1.7 Drivers who shall perform other official driving errands that are relevant to the operations of the office / division they are assigned to.
	1.8 Drivers who are fully vaccinated and negative from COVID-19 (Antigen Test) within three (3) months prior to the deployment and must submit Antigen Test result every year thereafter.
	1.9 Drivers who are negative from DRUG test and must submit DRUG Test result every year thereafter.
2	Building and Facilities Maintenance Services The winning Bidder shall provide:
	2.1 Skilled technicians, i.e., plumber, carpenter, welder, painter, tile setter and electro-mechanical technicians for SSS Branches of the Luzon Operations Group with TESDA certificate.
	2.2 Skilled technicians who are able, capable, physically fit to perform the assigned tasks. Skilled technicians must submit latest copy of Medical Certificate issued within three (3) months prior to deployment.
	2.3 Skilled technicians with a minimum experience of three (3) years.
	2.4 Skilled technicians of good moral character with no derogatory records.
	2.5 Skilled technicians who are willing to undergo overtime if there is a need for extra works.
	2.6 Skilled technicians who shall perform other maintenance services that are relevant to the operations of the office / division they are assigned to.
	2.7 Skilled technicians who are fully vaccinated and are negative from COVID-19 (Antigen Test) within three (3) months prior to the deployment and must submit Antigen Test result every year thereafter.
	2.8 Drivers who are negative from DRUG test and must submit DRUG Test result every year thereafter.
OBLIGATIONS OF THE WINNING BIDDER	
1.	The Winning Bidder shall provide the Transportation and Building and Facilities Maintenance Services for SSS Branches of the Luzon Operations Group in accordance with the scope of services, manpower complements and deployment schedules
2.	The Winning Bidder shall maintain a satisfactory level of performance throughout the term of the contract.
3.	The Winning Bidder shall provide Project Manager/ Supervisor/s who shall act and make decisions in behalf and for the account of the Winning Bidder on matters arising

	from questions or complaints by the offices (SSS Branches under Luzon Operations Group) or by the service personnel themselves, at no cost to SSS. The salary of which shall be charged to the expense of the winning bidder.
4.	The Winning Bidder shall make available for: <ul style="list-style-type: none"> a) Twenty-four (24) hours relievers and/or replacement to ensure continuous rendition of the SERVICES for Luzon Central 1&2 and Luzon South 1&2 Divisions b) Seventy-two (72) hours relievers and/or replacement to ensure continuous rendition of the SERVICES for Luzon North 1&2 and Luzon Bicol Divisions.
5.	The Winning Bidder shall immediately provide additional qualified driver/s and/or technician/s to replace those regular SSS employees that have resigned, retired or died upon notice by the SSS based on the following: <ul style="list-style-type: none"> a). Luzon North 1&2 – 72 hours b). Luzon Central 1&2 – 24 hours c). Luzon South 1&2 – 24 hours d). Luzon – Bicol – 72 hours
6.	The Winning Bidder shall, at his own account, shoulder three (3) sets of uniforms, name tags, basic tools and the pre-deployment expenses such as but not limited to medical exam/test and training, and shall not be passed on to, or deducted from the salary of the service personnel to be assigned to SSS.
7.	The Winning Bidder shall require all its service personnel to wear their IDs and uniforms at all times while inside the SSS premises. Service personnel without ID and not in uniform shall be barred from entering the work site.
8.	The Winning Bidder shall, within twenty-four (24) hours upon receipt of the written request by SSS, increase or decrease the number of the assigned service personnel.
9.	The Winning Bidder shall furnish to SSS the names, work shifts, time schedule, training certificates and other personnel records (yearly medical certificate that is free from any sickness) of the service personnel assigned and shall give a written notice of any change in such personnel.
10.	The Winning Bidder shall require its service personnel to render a minimum of eight-hour service daily. Only when required by the SSS shall service personnel be allowed to work during holidays. In case of exigencies, the service personnel may be required to extend their services beyond their regular office hours subject to an agreement on the additional charges, which shall be paid in separate billing based on actual services performed.
11.	The Winning Bidder shall submit voluntarily its service personnel for frisking and inspecting their bags by the guard on duty when entering or going out of the working area at all times.
12.	The Winning Bidder shall strictly comply with all its obligations under the law, other related pertinent statutes, whether national, provincial, municipal; and existing SSS internal rules and regulations presently in force and effect, such as, but not limited to the following prohibited activities: <ul style="list-style-type: none"> a. Bringing of firearms and deadly weapons; b. Bringing of any member of the family, friends, relatives or any person not connected with the task; c. Cooking/reheating or water heating; d. Staying/sleeping/taking a bath in the work site or roaming around the SSS premises during or after his duty;

	<ul style="list-style-type: none"> e. Bringing out from SSS premises any supplies, materials, tools or equipment without the EFMD Head/Branch Head written approval and clearance; f. Bringing in their personal belongings not necessary in the performance of their job. Personal bags or food containers shall be placed in the SSS designated area.
13.	The Winning Bidder shall inform its service personnel that SSS shall not extend any and all forms of financial assistance to the said personnel over and above those expressly stipulated in the contract.
14.	The Winning Bidder shall immediately restore/repair/replace/pay any loss/es or damage/s caused to SSS-owned properties/premises pending investigation by bidder and validated by SSS as to the determination of liability/person liable.
15.	The Winning Bidder shall make all payments of salaries/ compensation to service personnel through individual Automated Telling Machine (ATM) services.
16.	Once damages were proven/determined that the cause was made by the driver/technician, the cost of replacement, repair and maintenance of all tools, devices and equipment required shall be for the account of the bidder.
17.	<p>The Winning Bidder shall submit the billing and all the documentary requirements, including, but not limited to, the following:</p> <ul style="list-style-type: none"> a) Deployment of Service Personnel/Relievers, b) Daily Time Record (DTR) for Branches of the Luzon Operations Group countersigned by the SSS representative, c) Reports on other necessary incident/matters that are deemed necessary and that should be known by SSS.
18.	<p>Others:</p> <ul style="list-style-type: none"> a) The Winning Bidder shall provide its personnel the basic tools needed as shown in the Technical Specifications.
19.	<p>The Winning Bidder shall within Fifteen (15) calendar days upon receipt of Notice to Proceed submit the following:</p> <ul style="list-style-type: none"> a) List of absorbed JO personnel. b) If there are NO absorbed JO Personnel, provide a list of applicants to be interviewed by SSS Branch Office within Seven (7) calendar days prior the contract effectivity. c) Results of the Antigen and Drug Tests. d) Training Certificates, i.e. Tesda.
20.	The Winning Bidder shall perform such duties as required in the Transportation and Building and Facilities Maintenance Services which are provided under the government rules and regulations, and those which may, from time to time, or on special occasions, be requested by SSS to be performed.
WARRANTIES OF THE WINNING BIDDER	
1.	Fulfill and comply with all its obligations under the contract.
2.	All its licenses, certificate of registrations, permits and clearances from national and local government agencies/units (Securities and Exchange Commission (SEC), Department of Labor and Employment (DOLE), and Mayor's Office) to operate as service provider shall remain valid and subsisting.
3.	Continue to possess while the contract subsists substantial capital and investment, such as, but not limited to skilled, qualified, and well-trained service personnel, independent office, tools, equipment, supplies, materials and other paraphernalia which it has and

	will directly and actually use in the conduct of its operations and shall undertake its business on its own account and responsibility.
4.	Maintain its good standing as an independent business enterprise and as a qualified and competent service provider, financially capable of rendering to the public all the services herein contracted, and shall, obtain all necessary licenses, permits, authorizations and registrations, and comply with all laws, ordinances, and regulations required of all similar agencies. As proof of its financial capacity, it shall submit its audited financial statements and income tax returns to SSS when the latter so requests.
5.	Upon written request of SSS, submit within five (5) calendar days such sworn statements, papers, documents or information pertaining to its compliance of its warranties and guarantees. Execute a sworn statement that at no point has it given anything to any official and employee of SSS in the course of obtaining approval of the Transportation and Building and Facilities Maintenance Services or the contract.
6.	The service personnel assigned in SSS Branches of the Luzon Operations Group are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS;
7.	The service personnel assigned in SSS Branches of the Luzon Operations Group have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of 65; and that they possessed the training, experience and skills required performing the job.
8.	If SSS has any reason to believe that the Winning-Bidder has failed to comply with any of the foregoing warranties and guarantees, or if it believes that the Winning Bidder has failed to comply with any law, rule or regulation governing or regulating its employment relationship with its assigned personnel, SSS may then notify the Winning Bidder accordingly, and should the latter refuse or fail to present satisfactory proof to the contrary within five (5) calendar days from its receipt of such notice from SSS, SSS shall have the right to immediately terminate the contract, without prejudice to any other remedies available to SSS under the law and the contract. Provided, that any misrepresentation or violation by the Winning Bidder of any of the above warranties and guarantees, or any of the terms and conditions of the contract, shall constitute sufficient basis to terminate the contract without need of prior notice.
9.	The Winning Bidder shall maintain a satisfactory level of performance throughout the term of the contract. Before end of each year, the SOCIAL SECURITY SYSTEM Branch Heads of the Luzon Operations Group shall conduct an assessment or evaluation of the performance of the Winning Bidder using the Performance Evaluation Form (Please see FORM 05)
CONTRACT TERM	
Services shall be rendered in three (3) years, which shall commence after fifteen (15) days for the mobilization and transition period, upon receipt of Notice to Proceed (NTP) and signed contract.	



Coverage of Services/Requirements			
DIVISION /OFFICES	ADDRESS	Drivers	Technicians
• Luzon North 1	SSS Bldg., Harrison Road, Baguio City	5	2
• Luzon North 2	2F, Puregold Cauayan, Don Juan Dacanay St., San Fermin, Cauayan City, Isabela	3	0
• Luzon Central 1	SSS Bldg., Macabulos Drive, San Vicente, Tarlac City	11	2
• Luzon Central 2	SSS Bldg., Diosdado Macapagal Govt. Center, Brgy. Maimpis, San Fernando City, Pampanga	5	2
• Luzon South 1	SSS Bldg., Balagtas Blvd. corner Paulino St., San Pablo City	11	1
• Luzon South 2	SSS Bldg., National Highway, Kumintang Ilaya, Batangas City	6	2
• Luzon Bicol	SSS Bldg., Concepcion, Pequeña, Naga City	4	1

DOCUMENTARY REQUIREMENTS	
1	PhilGEPS Registration
2	SEC Registration including Articles of Incorporation and General Information Sheet (GIS)
3	Mayor's Permit
4	Tax Clearance
5	Copy of DOLE Registration
6	Affidavit that the company is engaged in the supply of allied positions and manpower services
7	Latest income tax return corresponding to the Audited Financial Statements submitted, filed electronically (EFPS)
8	Bid Form (Form 01)
9	Price Schedules/Bid Breakdown (Form 02)
10	Bid Securing Declaration (Form 03)
11	Omnibus Sworn Statement (Form 04)



Bid Form for the Procurement of Goods

BID FORM

OUTSOURCING OF 3-YEAR CONTRACT FOR TRANSPORTATION AND BUILDING AND FACILITIES MAINTENANCE SERVICES FOR LUZON OPERATIONS GROUP (NEGOTIATED PROCUREMENT)

Date: _____

Project Identification No.: _____

To: **SOCIAL SECURITY SYSTEM**
East Avenue, Diliman, Quezon City

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [insert numbers], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] OUTSOURCING OF 3-YEAR CONTRACT FOR TRANSPORTATION AND BUILDING AND FACILITIES MAINTENANCE SERVICES FOR LUZON OPERATIONS GROUP (NEGOTIATED PROCUREMENT) in conformity with the said PBDs for the sum of _____ (P _____) or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules/Bid Breakdown attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: [specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties], which are itemized herein or in the Price Schedules/Bid Breakdown,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner:

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state "None")

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of [name of the bidder] as evidenced by the attached [state the written authority].

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices/Bid Breakdown, shall be a ground for the rejection of our bid.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____

Date: _____



Price Schedule(s)/Bid Breakdown

Name of Bidder: _____

Invitation to Bid No. _____

INSTRUCTION: PLEASE TYPE DATA FROM THE FIELDS HIGHLIGHTED WITH YELLOW

PARTICULARS	DRIVER	TECHNICIAN
Employee's Rate Per Day	671.55	593.50
Amount Payable to the Employee (APE)		
Basic Pay (5d/wk for drivers & 6d/wk for technicians)	14,606.29	15,480.46
13th Month Pay *	1,217.19	1,290.04
Service Incentive Leave	279.81	247.29
COLA		
Meal Allowance		
Sub-Total	16,103.29	17,017.79
Amount Payable to the Government		
(ER Share in Contribution – Based on APE Net of 13th Mo. Pay)	14,886.10	15,727.75
Pag-ibig Contribution	100.00	100.00
SSS Contribution	1,275.00	1,317.50
PHIC	260.51	275.24
ECC	30.00	30.00
Sub-Total	1,665.51	1,722.74
Total Payable to Contractual & Gov't.	17,768.80	18,740.53
Add: Administrative Expenses	-	-
Billing per Month per EE	-	-
Add: Value Added Tax (12%)	-	-
Total Billing Per Month per EE	-	-
No. of Months	-	-
	12	12
Total Billing Per Day	-	-
Total Number of Personnel	45	10
Total Billing Amount Per Month	-	-
Plus Extra Services Per Month	173,974.55	20,753.49
TOTAL COST OF 1ST YEAR	-	-
COST OF 2ND YEAR	-	-
COST OF 3RD YEAR	-	-
TOTAL COST FOR 3 YEARS	-	-
AVERAGE YEARLY COST for 3 years	-	-
AVERAGE MONTHLY COST for 3 years	-	-
GRAND TOTAL FOR 3 YEARS	-	-

Pls type your percentage here:

Automatic 12%

Pls type your percentage here:

NOTES:

1. Any bid exceeding the ABC, as follows shall not be accepted:
Year 1 - ₱ 16,928,563.47
Year 2 - ₱ 17,436,420.39
Year 3 - ₱ 17,959,513.01
2. Fill up all required items/field in the bid breakdown. Failure to indicate any of the following shall mean outright disqualification since bid is considered Non-Responsive.

- If the item is given for free, indicate dash (-), zero (0) or free
- If the item is not applicable, indicate N/A
3. This form is for bidding purposes only. A monthly billing template shall be issued separately as well as the OT billing template.
4. Please use the softcopy of the Bid Breakdown provided to the bidders.
5. All documents shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the Bidder.
4. Bid proposal must be inclusive of all applicable taxes.
7. Warranty requirement is at no cost to SSS.

Name: _____

Legal capacity: _____

Signature: _____

Duly authorized to sign the Bid for and in behalf of: _____

FORM FOR THE SEPARATE BILLING OF OVERTIME



OVERTIME COMPUTATION

DIVISION:					MONTH:		YEAR:		
NAME	RATE/Day	RATE/Hr	OT (hrs)	AMOUNT					TOTAL
				Regular Day (Max-3hrs)	Rest Day (Max-8 hrs)	Special Day (Max-8 hrs)	Special Holiday (Max-8 hrs)	Night Shift Diff'l (Max-8 hrs)	
				125%	130%	150%	260%	10%	
Prepared By:		Validated By:			Approved By:				
Authorized Representative of Service Provider		SSS Authorized Representative			Division Head				

Bid Securing Declaration Form

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

BID SECURING DECLARATION

Project Identification No.: [Insert number]

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We 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/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we 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 No. 9184; without prejudice to other legal action the government may undertake.
3. I/We 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/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of *[month]* *[year]* at *[place of execution]*.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity] Affiant

[Jurat]

*[Format shall be based on the latest Rules on Notarial Practice]
GPPB Resolution No. 16-2020, dated 16 September 2020*



Omnibus Sworn Statement (Revised)

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

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 or authorized representative of [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 [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, or authorized representative of [Name of Bidder], I have 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 [Name of the Project] of the [Name of the Procuring Entity] as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached documents showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [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, **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. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

[If a sole proprietorship:] The owner or sole proprietor is not 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;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] 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;



[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* 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. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Consultant]* 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.**

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]
GPPB Resolution No. 16-2020, dated 16 September 2020





Republic of the Philippines
SOCIAL SECURITY SYSTEM

FORM-05

PERFORMANCE EVALUATION OF SERVICE PROVIDER

INSTRUCTION: Please require proponent to submit this form every Semester per Lot

Sem	Year

RATING SCALE		
Score	Numerical	Adjectival
100	5	Outstanding (O)
90 - 99.99	4	Very Satisfactory (VS)
75 - 89.99	3	Satisfactory (S)
60 - 74.99	2	Unsatisfactory (US)
59.99 - below	1	Poor (P)

CRITERIA	POINTS	REMARKS
I. CONTRACT ADMINISTRATION AND MANAGEMENT		
A. COMPLETION OF WORKDAYS		
- Availability of Reliever	10	
- Compliance to required number of working days	10	
B. SALARIES AND WAGES		
- Paid in accordance to schedule	10	
- Full settlement of salaries	10	
C. TIMELY SUBMISSION OF ACCURATE BILLINGS	10	
II. EFFECTIVE SERVICE		
- Compliance to Scope of Services	10	
- Supply of manpower complement and deployment	10	
III. TIME MANAGEMENT		
- Punctuality of personnel	10	
IV. MANAGEMENT & SUITABILITY OF PERSONNEL		
- Courtesy, discipline, efficiency, honesty and cooperation	10	
- Complete uniform, ID and good grooming	10	
OVERALL RATING	100	
OBSERVATIONS:	RECOMMENDATIONS:	
Rated By:	Approved By:	
Signature over printed name Section Head/ Administrative Assistant	Signature over printed name Dept Head/ Branch Head	