



Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres St., Malate, Manila, Philippines
Email Address: info@buplant.da.gov.ph
Tel. No. (02) 8521-7650, (02) 8353-6976



February 4, 2025

MEMORANDUM ORDER

No. 50

Series of 2025

SUBJECT: HARMONIZATION OF PUBLIC BIDDING DOCUMENTS (PBD) FOR GOODS, SERVICES AND INFRASTRUCTURE AND PRESCRIBING OF MATRIX FORMS FOR ONGOING AND SINGLE LARGEST COMPLETED CONTRACT (SLCC)

In accordance to the General Meeting conducted by Bids and Awards Committee (BAC), so as to promote economy and efficiency of procurement under competitive bidding of Bureau of Plant Industry (BPI) pursuant to Resolution No. 16-2020 of Government Procurement Policy Board (GPPB), are hereby amended as follows:

I. THE "CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS OF PUBLIC BIDDING DOCUMENT (PBD) FOR CIVIL WORKS (INFRASTRUCTURE)"

Section IX. Checklist of Technical and Financial Documents

TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

(a) Valid PhilGEPS Registration Certificate (Platinum Membership)
(all pages);

II. THE "CHECKLIST OF TECHNICAL AND FINANCIAL DOCUMENTS OF PUBLIC BIDDING DOCUMENT (PBD) FOR GOODS AND SERVICES"

Section VIII. Checklist of Technical and Financial Documents

TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

(a) Valid PhilGEPS Registration Certificate (Platinum Membership)
(all pages);

***Certificates, Clearances and Permits are not required during the Opening of Bids but it shall be presented to BAC Member and BAC Secretariat during the Post-Qualification. Failure to present the valid and updated requirements shall be grounds for disqualification in accordance with Circular No. 03-2012 of Government Procurement Policy Board (GPPB).**

III. PRESCRIBING OF MATRIX FORMS FOR ONGOING AND SINGLE LARGEST COMPLETED CONTRACT (SLCC) FOR CIVIL WORKS (INFRASTRUCTURE)

In the interest of service, to ensure the legitimacy of our prospective suppliers and to guarantee the efficiency of bid evaluation of Philippine Bidding Documents conducted by the Bids and Awards Committee (BAC) and Technical Working Group (TWG), the BAC prescribed the following forms;

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid with sum total; using this prescribed **form, and***
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid with sum total, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; using this prescribed **form,***

IV. PRESCRIBING OF MATRIX FORMS FOR ONGOING AND SINGLE LARGEST COMPLETED CONTRACT (SLCC) FOR GOODS AND SERVICES

- (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid with sum total; using this prescribed **form, and***
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid with sum total, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; using this prescribed **form,***

****Usage of Bureau of Plant Industry – Bids and Awards Committee (BPI-BAC) prescribed forms are not required. Prospective suppliers/contractors could use their own format of Matrix Forms as long as the data required by the Philippine Bidding Documents (PBD) are provided.***

V. Prescribed forms/templates can be downloaded from this link: <https://tinyurl.com/bde65wy2>. Please be advised that the aforementioned forms are restricted to **View Only to avoid directly inputting details on the templates. Suppliers/Contractors are advised to download the aforementioned forms for usage.**

For your guidance and strict compliance.


GERALD GLENN F. PANGANIBAN, Ph.D.
Director

APPROVING THE CIRCULAR ON THE GUIDELINES IN THE PREPARATION OF THE SIMPLIFIED PHILIPPINE BIDDING DOCUMENTS FOR GOODS AND INFRASTRUCTURE PROJECTS AND SUBMISSION OF THE REQUIRED FORMS FOR THE PROCUREMENT OF GOODS, INFRASTRUCTURE PROJECTS, AND CONSULTING SERVICES WITH RELATED AMENDMENTS TO THE 2016 REVISED IMPLEMENTING RULES AND REGULATIONS OF REPUBLIC ACT NO. 9184

WHEREAS, Republic Act (RA) No. 9184, otherwise known as the "Government Procurement Reform Act," took effect on 26 January 2003, while its 2016 revised Implementing Rules and Regulations (IRR) took effect on 28 October 2016;

WHEREAS, Section 63 of RA No. 9184 and its 2016 revised IRR authorizes the Government Procurement Policy Board (GPPB) to formulate public procurement policies, rules and regulations, and amend its IRR and corresponding standard forms for procurement, whenever necessary;

WHEREAS, Section 3 (c) of RA No. 9184 mandates that all procurement of the national government, its departments, bureaus, offices and agencies, including state universities and colleges, government-owned and/or -controlled corporations, government financial institutions, and local government units, shall be governed by the principle, among others, on a "[s]treamlined procurement process that will uniformly apply to all government procurement. The procurement process shall be simple and made adaptable to advances in modern technology in order to ensure an effective and efficient method;"

WHEREAS, Section 6 of RA No. 9184 provides for the following requirement on the standardization of the procurement process and forms:

To systematize the procurement process, avoid confusion and ensure transparency, the procurement process, including the forms to be used, shall be standardized insofar as practicable. For this purpose, the GPPB shall pursue the development of generic procurement manuals and standard bidding forms, the use of which once issued shall be mandatory upon all Procuring Entities;

WHEREAS, Sections 6.1 and 6.2 of the 2016 revised IRR of RA No. 9184 further require the use the Philippine Bidding Documents by the procuring entities (PEs) as follows:

To systematize the procurement process, avoid confusion and ensure transparency the GPPB shall pursue the development and approval of generic procurement manuals, standard Bidding Documents, and forms, including those to be used for major procurement like drugs and textbooks; and

Procuring Entities are mandated to use the Generic Procurement Manuals (GPMs), Philippine Bidding Documents (PBDs), and other standard forms of the GPPB. However, whenever necessary to suit the particular needs of the Procuring Entity, modifications may be made, particularly for major and specialized procurement, subject to the approval of the GPPB;

WHEREAS, Section 4.3 of the 2016 revised IRR of RA No. 9184 also recognizes the use of the PBDs and the standard bidding forms for foreign-assisted projects (FAPs) unless a Treaty or International or Executive Agreement expressly states the use of a different set of bidding documents;

3. Amendments to Sections 30.1 and 30.2 of the 2016 revised IRR of RA No. 9184 with respect to Required Forms for online or electronic bid submissions, specifically:
 - a. The scanned copies of the Bid Securing Declaration or other forms of bid security excluding cash, and the Omnibus Sworn Statement submitted in the first bid envelope are considered compliant with the requirements for bid submission under the rules, subject to submission of the original copies thereof during the post-qualification stage; and
 - b. The scanned copies of the Bid Form, Price Schedules, or other forms in the second bid envelope are considered compliant with the requirements for bid submission under the rules.
4. Amendment to the Required Form for the Performance Securing Declaration to reflect that winning bidder accepts that it will be automatically disqualified from bidding for any procurement contract with any PE for two (2) years for the second offense based on the rules, instead of indicating "prior similar offense;" and
5. Harmonize the provisions of the 2016 revised IRR and its associated issuances specifying automatic disqualification, instead of suspension or automatic blacklisting, for offenses imposed for undertakings such as the Bid Securing Declaration and Performance Securing Declaration since this stricter penalty should be meted for violations of the terms and conditions of the undertakings, considering that these are mere commitments without any considerations.

WHEREAS, the GPPB, after careful review and due deliberation of the final comments and suggestions of the members, agreed to approve the recommendations of the GPPB-TSO on all matters on (i) the Circular on the guidelines in the preparation of PBDs, which includes the use of PBD Builder, and submission of Required Forms; (ii) the related amendments to Sections 23(a)(iv), 23(a)(vii), 23(a)(viii), 24(a)(iv), 25.3, 30.1, 30.2, and 37.2.3(f) of the 2016 revised IRR of RA No. 9184 on Required Forms, (iii) the amendment to the Performance Securing Declaration relative to the second offense; (iv) harmonizing the provisions of the 2016 revised IRR and its associated issuances on the undertakings such as the Bid Securing Declaration and Performance Securing Declaration, with respect to automatic disqualification as stricter penalty; and (v) the authority of the GPPB-TSO to issue and update procedures in the use of the said PBD Builder

NOW, THEREFORE, for and in consideration of the foregoing, **WE**, the Members of the **GOVERNMENT PROCUREMENT POLICY BOARD**, by virtue of the powers vested on **US**, by law and other executive issuances, hereby **RESOLVE**, to confirm, adopt, and approve, as **WE** hereby confirm, adopt, and approve the following:

1. **ISSUE** the Circular providing for the guidelines in the preparation of the PBDs and submission of the Required Forms, a copy of which is attached as Annex "A" with Appendix 1 containing the templates of these forms;
2. **AMEND** Sections 23 (a)(iv), 23(a)(vii), 23(a)(viii), 24.1(a)(iv), 25.3, 27.5, 30.1, and 30.2, of the 2016 revised IRR of RA No. 9184, a copy of which is attached as Annex "B;"
3. **REVISE** the Required Form for the PSD to clarify on the automatic disqualification of a supplier from bidding for any procurement contract with

any PE upon receipt of its Blacklisting Order depending on whether it is a first or second offense of violating its obligations under the Contract;

4. **HARMONIZE** the provisions of the 2016 revised IRR and its associated issuances for undertakings such as Bid Securing Declaration and Performance Securing Declaration, by indicating automatic disqualification, instead of suspension or automatic blacklisting, as the penalty for offenses of violating the terms and conditions thereof;
5. **APPROVE** the use of the PBD Builder in the GPPB Online Portal for the online preparation of PBDs for Goods and Infrastructure Projects; and
6. **AUTHORIZE** the GPPB-TSO to issue and update the procedures in the use of the said PBD Builder, as may be deemed necessary.

This Resolution shall take effect immediately following the publication in the Official Gazette or any newspaper of general nationwide circulation.

APPROVED this 16th day of September 2020 at Manila, Philippines.

Sgd.

WENDEL E. AVISADO
GPPB, Chairperson
**DEPARTMENT OF BUDGET AND
MANAGEMENT**

Sgd.

LAURA B. PASCUA
Alternate to the Chairperson
**DEPARTMENT OF BUDGET AND
MANAGEMENT**

**NATIONAL ECONOMIC AND
DEVELOPMENT AUTHORITY**

DEPARTMENT OF EDUCATION

Sgd.

DEPARTMENT OF ENERGY

Sgd.

DEPARTMENT OF FINANCE

Sgd.

DEPARTMENT OF HEALTH

Sgd.

**DEPARTMENT OF THE INTERIOR AND
LOCAL GOVERNMENT**

Sgd.

**DEPARTMENT OF NATIONAL
DEFENSE**

**DEPARTMENT OF PUBLIC WORKS AND
HIGHWAYS**

Sgd.

**DEPARTMENT OF SCIENCE AND
TECHNOLOGY**

DEPARTMENT OF TRADE AND INDUSTRY

Sgd.

DEPARTMENT OF TRANSPORTATION

**DEPARTMENT OF INFORMATION AND
COMMUNICATIONS TECHNOLOGY**

PRIVATE SECTOR REPRESENTATIVE

PHILIPPINE BIDDING DOCUMENTS

Procurement of INFRASTRUCTURE PROJECTS

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Section IX. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided under the rules; **and**
- ☐ (d) Special PCAB License in case of Joint Ventures **and** registration for the type and cost of the contract to be bid; **and**
- ☐ (e) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** original copy of Notarized Bid Securing Declaration; **and**
- ☐ (f) Project Requirements, which shall include the following:
- ☐ a. Organizational chart for the contract to be bid;
 - ☐ b. List of contractor's key personnel (e.g., Project Manager, Project Engineers, Materials Engineers, and Foremen), to be assigned to the contract to be bid, with their complete qualification and experience data;
 - ☐ c. 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; **and**
- ☐ (g) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (h) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC).

Class "B" Documents

- ☐ (i) If applicable, duly signed joint venture agreement (JVA) in accordance with RA No. 4566 and its IRR in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (j) Original of duly signed and accomplished Financial Bid Form; **and**

Other documentary requirements under RA No. 9184

- ☐ (k) Original of duly signed Bid Prices in the Bill of Quantities; **and**
- ☐ (l) 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; **and**
- ☐ (m) Cash Flow by Quarter.

PHILIPPINE BIDDING DOCUMENTS

Procurement of GOODS

Government of the Republic of the Philippines

**Sixth Edition
July 2020**

Preface

Section VIII. Checklist of Technical and Financial Documents

Notes on the Checklist of Technical and Financial Documents

The prescribed documents in the checklist are mandatory to be submitted in the Bid, but shall be subject to the following:

- a. GPPB Resolution No. 09-2020 on the efficient procurement measures during a State of Calamity or other similar issuances that shall allow the use of alternate documents in lieu of the mandated requirements; or
- b. Any subsequent GPPB issuances adjusting the documentary requirements after the effectivity of the adoption of the PBDs.

The BAC shall be checking the submitted documents of each Bidder against this checklist to ascertain if they are all present, using a non-discretionary “pass/fail” criterion pursuant to Section 30 of the 2016 revised IRR of RA No. 9184.

Checklist of Technical and Financial Documents

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) **in accordance with Section 8.5.2 of the IRR;**

Technical Documents

- ☐ (b) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- ☐ (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- ☐ (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission **or** Original copy of Notarized Bid Securing Declaration; **and**
- ☐ (e) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- ☐ (f) Original duly signed Omnibus Sworn Statement (OSS) **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC) **or** A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class "B" Documents

- ☐ (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence **or** duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

II. FINANCIAL COMPONENT ENVELOPE

- ☐ (i) Original of duly signed and accomplished Financial Bid Form; **and**
- ☐ (j) Original of duly signed and accomplished Price Schedule(s).

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ (k) [For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos] Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ (l) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.