



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to **PROCURE SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE AND SERVICE (PMS) OF THE FIRE DETECTION AND ALARM SYSTEM (FDAS)** in accordance with Section 53.9 (Negotiated Procurement – Small Value Procurement) of the Updated 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **Two Hundred Eighty Thousand Pesos (Php 280,000.00)**. The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your **best offer** for the item/s described herein, **subject to the Terms and Conditions** provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your representative **not later than ¹³ February 2024** at the MARINA BAC Office located at 10th Floor MARINA Building, Bonifacio Drive cor., 20th Street, Port Area, Manila, Philippines.

A copy of your **Valid Business/Mayor's Permit, Valid PhilGEPS Registration/PhilGEPS Registration Number, and Omnibus Sworn Statement** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact BAC Secretariat at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph


ATTY. SHARON L. DE CHAVEZ-ALEDO
BAC Chairperson

BIDS AND AWARDS COMMITTEE

A. Bonifacio Avenue corner 20th Ave. corner Railroad Street, South Harbor, Port Area, Manila

(+632) 8524-6518 | marina.gov.ph | bacsec@marina.gov.ph

INSTRUCTIONS:

- (1) Accomplish this RFQ correctly and accurately.
- (2) Do not alter the content of this form in any way.
- (3) All technical specifications are mandatory. Failure to comply with any of the mandatory requirements will disqualify your quotation.
- (4) Failure to follow these instructions will disqualify your entire quotation.

Supplier must state here either **"Comply"** or **any equivalent term** in the column "Supplier's Statement of Compliance" against each of the individual parameters of each specification. Please quote your **best offer** for the item/s below. Please do not leave any blank items. Indicate **"0"** if item being offered is for free.

After having carefully read and accepted the Terms and Conditions in the Request for Quotation, hereunder is our quotation for the item/s as follows:

S P E C I F I C A T I O N S

PROCUREMENT OF A SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE AND SERVICE (PMS) OF THE FIRE DETECTION AND ALARM SYSTEM (FDAS)

Item	Description	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
	<p>SCOPE OF WORK</p> <p>A. The supply of supervision, labor, equipment, tools, and expertise for the Monthly Preventive Maintenance of Three Hundred Sixteen (316) units of Smoke Detectors, Twenty-six (26) units of Heat Detectors, fifty-six (56) units of manual pull alarms, and fifty-three (53) units of horn strobe located at the MARINA Central Office building, for a period of ten (10) months from March to December 2024.</p> <p>B. Conduct periodic inspection, preventive maintenance, incidental servicing, and emergency service, of the above-mentioned FDAS equipment as specified in the preceding paragraph.</p> <p>C. Systematically examine clean, system/program, and operational and functional tests including FDAS Control panel check.</p> <p>D. Provide twenty-four (24) hour service without additional charge and respond immediately to MARINA's report of any malfunction, inoperability, or false alarm.</p>			

**The above quoted prices are inclusive of all costs and applicable taxes.*

Signature over Printed Name

The schedule of requirements shall be the period of delivery of the items covered by the RFP to the official address of the procuring entity. Deliveries should be made during regular working hours and on regular working days or on the date as may be stipulated in a contract.

SCHEDULE OF REQUIREMENTS

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

PROCUREMENT OF A SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE AND SERVICE (PM3) OF THE FIRE DETECTION AND ALARM SYSTEM

Item	Description	Delivery Term	Period of Completion in Delivery Date
	<p>SCOPE OF WORK</p> <p>A. The supply of supervision, labor, equipment, tools, and expertise for the Monthly Preventive Maintenance of Three Hundred Sixteen (316) units of Smoke Detectors, Twenty-six (26) units of Heat Detectors, fifty-six (56) units of manual pull stations, and fifty-three (53) units of horn strobe located at the MARINA Control Office building for a period of ten (10) months from March to December 2014.</p> <p>B. Conduct periodic inspection, preventive maintenance, accidental servicing, and emergency service of the above-mentioned FDAS equipment as specified in the preceding paragraph.</p> <p>C. Systematically examine alarm system program and operational and functional tests including FDAS Control panel check.</p> <p>D. Provide twenty-four (24) hour service with(3) additional charge and respond immediately to MARINA's notice of any malfunction, inoperability or false alarm.</p>	<p>All regular services will be conducted during regular working hours, Monday to Friday from 8:00 a.m. to 5:00 p.m., Saturday and Holidays when necessary, with no extra cost to MARINA.</p>	
	<p>RESPONSIBILITIES OF SERVICE PROVIDER</p> <p>A. The Service Provider shall not make any changes or alterations to the existing mechanical equipment, electrical wiring, or sequencing, nor alter the original alarm or wiring design without the prior consent of MARINA.</p> <p>B. The Service Provider shall maintain records which shall include among others repair work performed, preventive maintenance activity, spare parts replacement, any modifications to the equipment and emergency services.</p> <p>C. The Service Provider shall advise the MFAS-CSD Maintenance Team of all defective and worn-out parts to be replaced, work done and the expected downtime to be undertaken to put the FDAS into normal operating condition.</p>		

This schedule of requirements stipulates the period of delivery of the items covered by the RFQ to the official address of the procuring entity. Deliveries should be made within office hours and on regular working days or on the date as may be stipulated in the contract.

SCHEDULE OF REQUIREMENTS

PROCUREMENT OF A SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE AND SERVICE (PMS) OF THE FIRE DETECTION AND ALARM SYSTEM (FDAS)			
Item	Description	Delivery Term	Bidders Statement of Compliance in Delivery Date
	<p>SCOPE OF WORK</p> <p>A. The supply of supervision, labor, equipment, tools, and expertise for the Monthly Preventive Maintenance of Three Hundred Sixteen (316) units of Smoke Detectors, Twenty-six (26) units of Heat Detectors, fifty-six (56) units of manual pull alarms, and fifty-three (53) units of horn strobe located at the MARINA Central Office building, for a period of ten (10) months from March to December 2024.</p> <p>B. Conduct periodic inspection, preventive maintenance, incidental servicing, and emergency service, of the above-mentioned FDAS equipment as specified in the preceding paragraph.</p> <p>C. Systematically examine clean, system/program, and operational and functional tests including FDAS Control panel check.</p> <p>D. Provide twenty-four (24) hour service without additional charge and respond immediately to MARINA's report of any malfunction, inoperability, or false alarm.</p>	<p>All regular services will be conducted during regular working hours, Monday to Friday from 8:00 a.m. to 5:00 p.m., Saturday, and Holidays when necessary, with no extra cost to MARINA.</p>	
	<p>RESPONSIBILITIES OF SERVICE PROVIDER</p> <p>A. The Service Provider shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without the prior consent of MARINA.</p> <p>B. The Service Provider shall maintain records which shall include among others repair work performed, preventive Maintenance activity, spare parts replacement/utilized, any modifications to the equipment, and emergency services.</p> <p>C. The Service Provider shall advise the MFAS-GSD Maintenance Team of all defective and worn-out parts to be replaced, works done and the specified downtime to be undertaken to put the FDAS into normal operating condition.</p>		

	<p>D. The Service Provider will carry out such repair and worn-out parts upon written approval by the Administrative MFAS Director.</p>		
	<p>OTHER CONDITIONS</p> <p>A. The Service Provider represents and warrants that it can perform its obligations and undertakings according to the terms and conditions of this project, and hereby agrees and warrants that it shall faithfully observe and comply therewith.</p> <p>B. The Service Provider shall assign trained and skilled personnel in its employ who are qualified to perform preventive maintenance of the FDAS and shall submit the curriculum vitae of the supervisor/s and operators assigned to the MARINA for approval before being assigned to the MARINA. The MARINA has the right to request for replacement of the Service Provider's personnel for whatever reason.</p> <p>C. The Service provider shall furnish tools, equipment, and cleaning supplies to carry out their duties and responsibilities.</p> <p>D. All the components and consumables to be supplied by the Service Provider have to be approved by the MARINA before use/installation.</p> <p>E. All work and services provided in this project are to be performed during normal working hours on regular working days. The MARINA may request the Service Provider in writing, for work outside such times at no extra cost if it affects the operation at the MARINA Central Office Building. All works and services are not required to be carried out on public holidays except when the MARINA finds it necessary in its operation.</p> <p>F. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service it has rendered is substandard and/or unsatisfactory;</p> <p>G. The Contractor nor the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.</p> <p>H. The Service Provider shall provide necessary Proper Protective Equipment to its employee and shall remove and dispose of gloves, gowns (suits), and other PPE being careful not to contaminate the wearer of office surfaces. All used PPE and cleaning materials shall be disposed of in sealed, plastic disposal.</p>		

	<p>MARINA REQUIREMENTS</p> <p>Prospective bidders shall submit together with the quotation the following requirements/documents stated below:</p> <p>A. Minimum two (2) years in the FDAS maintenance and repair industry.</p> <p>B. Have sufficient, qualified service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively (documents have to be submitted to MARINA).</p> <p>C. Service Provider must submit a Client Satisfaction Rating as proof of satisfactorily providing a similar service with another government agency or private entity within one (1) year preceding the submission of the quotation.</p>		
	<p>ELIGIBILITY REQUIREMENTS</p> <p>Prospective bidders shall have to submit the following documents:</p> <ol style="list-style-type: none"> 1. Valid Business/Mayor's Permit 2. Valid PhilGEPs Registration/PhilGEPs Registration Number 3. Omnibus Sworn Statement <ol style="list-style-type: none"> 3.1 To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship). 3.2 To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint venture). 		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

FINANCIAL OFFER

PROCUREMENT OF A SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE AND SERVICE (PMS) OF THE FIRE DETECTION AND ALARM SYSTEM (FDAS)	
Approved Budget for the Contract (ABC)	Total Offered Quotation
<p style="text-align: center;">Two Hundred Eighty Thousand Pesos Only (Php 280, 000.00)</p>	<p>In words: _____</p> <p>_____</p> <p>_____</p> <p>In figures: _____</p> <p>_____</p>

Terms of Payment:

The Preventive Maintenance Service Fee shall be paid monthly upon submission of the following documents from the Service Provider subject to all applicable taxes:

- Letter Request for Payment; and,
- Monthly Service Reports on the Preventive Maintenance of the FDAS complete with findings, recommendations, parts, and equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative.

LIQUIDATED DAMAGES

- When the Service Provider fails to satisfactorily deliver services within the specified service schedule, inclusive of duly granted time extensions, if any, the Service Provider shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed services, for every day of delay until such services are finally delivered and accepted by the procuring entity concerned

Payment Details:

Banking Institution : _____

Account Number : _____

Account Name : _____

Branch : _____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Price quotation/s must be valid for a period of *thirty (30) calendar days* from the date of submission.
3. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
4. Quotations exceeding the Approved Budget for the Contract shall be rejected.
5. Quotations, including documentary requirements, received after the deadline shall not be accepted. For quotations submitted via electronic mail, the date and time of receipt indicated in the e-mail shall be considered.
6. Award of contract shall be made to lowest calculated and responsive quotation (for goods and infrastructure) or, the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
7. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
8. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
9. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
10. In case two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the MARINA-BAC shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
- 11. Payment shall be processed after delivery and upon the submission of the required supporting documents, in accordance with existing accounting rules and regulations. Please note that the corresponding bank transfer fee, if any, shall be chargeable to the supplier's account.**
12. Liquidated damages equivalent to one tenth of one percent (0.1%) of value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The MARINA shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract without prejudice to other courses of action and remedies open to it.

 Signature over Printed Name

 Position/Designation

 Office Telephone No.



REQUEST FOR QUOTATION

DATE: _____

Name of Company: _____

Address: _____

Business Permit Number: _____

Company TIN: _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation: _____

The Maritime Industry Authority (MARINA) through its Bids and Awards Committee (BAC), intends to **PROCURE SERVICE PROVIDER FOR THE PREVENTIVE MAINTENANCE AND SERVICE (PMAS) OF THE FIRE DETECTION AND ALARM SYSTEM (FDAS)** in accordance with Section 53.9 (Mandatory Procurement - Small Value Procurement) of the Updated 2018 Revised Implementing Rules and Regulations of Republic Act No. 9154. The Approved Budget for the Contract (ABCC) is Two Hundred Eighty Thousand Pesos (Php 280,000.00). The period for the performance of the obligations shall not go beyond of the appropriations for this Procurement Project.

Please quote your best offer for the items described herein, subject to the Terms and Conditions provided at the last page of this Request for Quotation (RFQ). Submit your quotation duly signed by your authorized representative not later than February 2024 at the MARINA BAC Office located at 40th Floor MARINA Building, Gen. Ariberto Eustasio Drive cor. 20th Street, Port Area Manila, Philippines.

A copy of your Valid Business/Mayor's Permit, Valid PhilGEPS Registration/PhilGEPS Registration Number, and Omnibus Sworn Statement are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact BAC Secretariat at telephone no. (632) 8574-5518 or email address at bacsecretariat@marina.gov.ph


ATTY. SHARON L. DE CHAVEZ ALFARO
BAC Chairperson



Republic of the Philippines
Department of Transportation and Communications
MARITIME INDUSTRY AUTHORITY

PURCHASE REQUEST

Office:		MFAS	PR No. : 2024-01-016		
Division/Section:		BUILDING MAINTENANCE	SAI No.: JAN 15 2024		
Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	months	Preventive Maintenance and Service (PMS) of the FIRE DETECTION AND ALARM SYSTEM (FDAS) for the 2024	10		280,000.00
		XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX			
				Total	280,000.00

Requisitioning Officer:

Signature:

Printed Name:

MR. RALPH A. NARVAEZ

Designation:

CHIEF-DIRECTORS, MFAS

Purpose:

To ensure continuous operation and prolong the useful life of the FIRE DETECTION AND ALARM SYSTEM (FDAS) at the MARINA Central Office Building

CERTIFICATION

☒
☐

FUNDS AVAILABLE

NO FUNDS AVAILABLE

Atty. MARIVIC S. RAMOS, CPA

Chief, Budget Division

☒

Approved

☐

Disapproved

PR Approver:

Signature:

Printed Name:

SONIA B. MALALUAN

Designation

ADMINISTRATOR

50010000 E

INCLUDED IN THE APP FY 2024

CERTIFIED BY:

MELLANIE T. BALIN 1/15/24

Chief, Administrative Center

TERMS OF REFERENCE (TOR)

**PROCUREMENT OF A SERVICE PROVIDER FOR THE PREVENTIVE
MAINTENANCE AND SERVICE (PMS) OF THE FIRE DETECTION AND
ALARM SYSTEM (FDAS)**

**MARINA Building, 20th street cor. A Bonifacio Drive,
Port Area (South), Manila**

TERMS OF REFERENCE (TOR)

PREVENTIVE MAINTENANCE AND SERVICE (PMS) OF THE FIRE DETECTION AND ALARM SYSTEM (FDAS) OF THE MARINA Building at 20th Street cor. Rail Road Street cor. Bonifacio Drive, South Harbor Manila

1. PURPOSE

The purpose of the Preventive Maintenance of THE FIRE DETECTION AND ALARM SYSTEM (FDAS) is to have periodic preventive maintenance to ensure continuous operation and prolong the useful life of the FDAS.

2. APPROVED BUDGET OF THE CONTRACT

The total Approved Budget for the Contract (ABC) for this procurement is Two Hundred Hundred Eighty Thousand Pesos (P280,000.00), inclusive of all applicable national and local taxes.

3. CONTRACT PERIOD

The term of the Service Agreement will be for the period of ten (10) months, from March to December 2024 effective upon receipt of the Notice to Proceed by the winning bidder, extendable on a monthly basis while MARINA is procuring the new contract for the Preventive and Maintenance Service (PMS) of FDAS subject to the availability of funds.

4. SCOPE OF WORK

- a. The supply of supervision, labor, equipment, tools, and expertise for the Monthly Preventive Maintenance of Three Hundred Sixteen (316) units of Smoke Detectors, Twenty-six (26) units of Heat Detectors, fifty-six (56) units of manual pull alarms, and fifty-three (53) units of horn strobe located at the MARINA Central Office building, for a period of ten (10) months from March to December 2024.
- b. Conduct periodic inspection, preventive maintenance, incidental servicing, and emergency service, of the above-mentioned FDAS equipment as specified in the preceding paragraph.
- c. Systematically examine clean, system/program, and operational and functional tests including FDAS Control panel check.
- d. Provide twenty-four (24) hour service without additional charge and respond immediately to MARINA's report of any malfunction, inoperability, and false alarm.

5. RESPONSIBILITIES OF SERVICE PROVIDER

- a. The Service Provider shall not make any changes or alterations to the existing mechanical equipment, circuits, circuit wiring, or sequencing, nor alter the original circuit or wiring design without the prior consent of MARINA.
- b. The Service Provider shall maintain records which shall include among others repair work performed, preventive Maintenance activity, spare parts replacement/utilized, any modifications to the equipment, and emergency services.
- c. The Service Provider shall advise the MFAS-GSD Maintenance Team of all defective and worn-out parts to be replaced, works done and the specified downtime to be undertaken to put the FDAS into normal operating condition.
- d. The Service Provider will carry out such repair and worn-out parts upon written approval by the Administrative MFAS Director.

6. OTHER CONDITIONS

- a. The Service Provider represents and warrants that it has the capacity to perform its obligations and undertakings according to the terms and conditions of this project, and hereby agrees and warrants that it shall faithfully observe and comply therewith.
- b. The Service Provider shall assign trained and skilled personnel in its employ who are qualified to perform preventive maintenance of the FDAS and shall submit the curriculum vitae of the supervisor/s and operators assigned to the MARINA for approval prior to being assigned to the MARINA. The MARINA has the right to request for replacement of the Service Provider's personnel for whatever reason.
- c. The Service provider shall furnish tools, equipment, and cleaning supplies to carry out their duties and responsibilities.
- d. All the components and consumables to be supplied by the Service Provider have to be approved by the MARINA prior to use/installation.
- e. All work and services provided in this project are to be performed during normal working hours on regular working days. The MARINA may request the Service Provider in writing, for work outside such times at no extra cost if it affects the operation at the MARINA Central Office Building. All works and services are not required to be carried out on public holidays except when the MARINA finds it necessary in its operation.
- f. MARINA shall have the sole option to cancel/terminate the contract at any time for violation of any of the terms and conditions thereof and/or, if in its judgment, the service it has rendered is substandard and/or unsatisfactory;
- g. The Contractor nor the MARINA will not allow any third party to do any repair work or replace any part or component of the subject equipment without written consent/approval of both parties.

- h. The Service Provider shall provide necessary Proper Protective Equipment to its employee and shall remove and dispose of gloves, gowns (suits), and other PPE being careful not to contaminate the wearer of office surfaces. All used PPE and cleaning materials shall be disposed of in sealed, plastic disposal.

7. SERVICE SCHEDULE

All regular services will be conducted during regular working hours, Monday to Friday from 8:00 a.m. to 5:00 p.m., Saturday, and Holidays when necessary, with no extra cost to MARINA.

8. MARINA REQUIREMENTS

Prospective bidders shall submit together with the quotation the following requirements/documents stated below:

- a. Minimum two (2) years in the FDAS maintenance and repair industry.
- b. Have sufficient, qualified service technician personnel, equipment, and materials to address all MARINA's issues/concerns effectively (documents have to be submitted to MARINA).
- c. Service Provider must submit a Client Satisfaction Rating as proof of satisfactorily providing a similar service with another government agency or private entity within one (1) year preceding the submission of the quotation.

9. ELIGIBILITY REQUIREMENTS

Prospective bidders shall have to submit the following documents:

- 1. Valid Business/Mayor's Permit
- 2. Valid PhilGEPs Registration/PhilGEPs Registration Number
- 3. Omnibus Sworn Statement
 - 3.1 To attach duly notarized Special Power of Attorney (If representing the owner of a sole proprietorship).
 - 3.2 To attach duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable if representing a Partnership, Corporation, Cooperative, or Joint venture).

10. PAYMENT TERM

- a. The **Preventive Maintenance Service Fee** shall be paid monthly upon submission of the following documents from the Service Provider subject to all applicable taxes:

- Letter Request for Payment; and,
- Monthly Service Reports on the Preventive Maintenance of the FDAS complete with findings, recommendations, parts, and equipment that needs to be repaired or replaced duly signed by a MARINA authorized representative.


11. LIQUIDATED DAMAGES

- a. When the Service Provider fails to satisfactorily deliver services within the specified service schedule, inclusive of duly granted time extensions, if any, the Service Provider shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed services, for every day of delay until such services are finally delivered and accepted by the procuring entity concerned


Prepared by:


VIEN CONSTANTINE C. MESINA
Building Supervisor

Recommending Approval


RALPH A. NARVAEZ
OIC-Director, MFAS

Reviewed by:


BUENA G. RAMOS
IT Officer IV, MISS as
Head TWG


Atty. SHARON D. ALEDO
Director II, LS as
BAC Chairperson

APPROVED / DISAPPROVED:


SONIA B. MALALUAN
Administrator

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 document 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. *[Name of Bidder]* 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]