



Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 7875919
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS OF STCWO FOR 3RD QTR 2021
Area of Delivery Metro Manila

Solicitation Number:	2021-07-268	Status	Pending
Trade Agreement:	Implementing Rules and Regulations		
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Associated Components	1
Classification:	Goods	Bid Supplements	0
Category:	Office Equipment Supplies and Consumables		
Approved Budget for the Contract:	PHP 300,465.00	Document Request List	0
Delivery Period:	15 Day/s		
Client Agency:		Date Published	28/07/2021
Contact Person:	VADM Rene V. Medina AFP (Ret) The BAC Chairperson MARINA Building, A. Bonifacio Drive corner 20th St Port Area, Manila Manila Metro Manila Philippines 1018 63-2-85246518 63-2-85246518 2021marinabac@gmail.com	Last Updated / Time	27/07/2021 16:09 PM
		Closing Date / Time	02/08/2021 13:00 PM
Description PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS OF STCWO FOR 3RD QTR 2021 Please see attached file. You may visit our website at marina.gov.ph (under transparency tab)			

Created by VADM Rene V. Medina AFP (Ret)
Date Created 27/07/2021

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Republic of the Philippines
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



REQUEST FOR QUOTATION

The Maritime Industry Authority (MARINA) – Bids and Awards Committee (BAC), will undertake a Shopping - Ordinary/Regular Office Supplies & Equipment for the **PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS OF STCWO FOR 3RD QTR 2021** in accordance with Section 52.1.b of the 2016 Revised Implementing Rules and Regulation of Republic Act No. 9184

Please quote your **best offer** for the item 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 you or your representative at the address below:

MARINA RECORDS SECTION
2nd Floor, MARINA Bldg.
Bonifacio Drive cor. 20th Street, Port Area, Manila

**“PROCUREMENT OF VARIOUS SUPPLIES AND
MATERIALS OF STCWO FOR 3RD QTR 2021”**

A copy of your **2021 Business/Mayor's Permit¹**, **PhilGEPS Registration Number**, **Latest Income Tax Return** and **Omnibus Sworn Statement²** are required to be submitted along with your quotation/proposal.

For any clarification, you may contact us at cellphone no. (0906) 805-4489 or email address at 2021marinabac@gmail.com


ATTY. KORINA MAE V. PIMENTEL
Head, BAC Secretariat

¹ In case of recently expired Mayor's/Business permit, it shall be accepted together with its official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted after award of contract but before payment in accordance with item 6.2 of Government Procurement Policy Board (GPPB) Resolution No. 09-2020.

² In case of Unnotarized Omnibus Sworn Statement, it shall be accepted, provided that the notarized Omnibus Sworn Statement shall be submitted after award of contract but before payment in accordance with item 6.3 of GPPB No. 09-2020.

DATE: _____

NAME OF COMPANY:

ADDRESS:

COMPANY ADDRESS:

COMPANY TIN NUMBER:

PHILGEPS REGISTRATION NUMBER:

NAME OF REPRESENTATIVE & DESIGNATION:

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.

Bidder's must state here either "Comply" or any equivalent term in the column "Bidder's Statement of Compliance" against each of the individual parameters of each specification.

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:

PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS OF STCWO FOR 3RD QTR 2021					
ITEM NO.	UNIT	ITEM DESCRIPTION	QTY	UNIT COST	BIDDER'S STATEMENT OF COMPLIANCE
1.	ream	Paper, Multi-Purpose (copy) Legal, 70gsm	300		
2.	ream	Paper, Multi-Purpose (copy) A4, 70gsm	300		
3.	book	Record Book, 500 pages size: 214mm x 278mm min	100		
4.	pack	Toilet Tissue Paper, 2-ply (12 rolls /pack)	200		
5.	pack	Battery, dry cell, AA, 2 pcs per blister pack	45		
6.	pack	Battery, dry cell, AAA, 2 pcs per blister pack	45		
7.	box	Staple Wire, Standard, (26/6)	90		
8.	roll	Tape, Masking, width 24mm	65		
9.	roll	Tape, Masking, width 48mm	65		
10.	pc	Tape, Packaging, width 48mm	90		
11.	roll	Tape, Transparent, width 24mm	90		
12.	roll	Tape, Transparent, width 48mm	60		
13.	roll	Tape, Double Sided Tape 2"	10		
14.	roll	Tape, Duct tape	10		
15.	roll	Flash Drive, 16GB capacity	25		
16.	roll	Marker, Fluorescent, 3 assorted color per set (yellow/green/orange)	75		
17.	roll	Marker, whiteboard, black, felt tip, bullet type	150		
18.	box	Marker, whiteboard, blue, felt tip, bullet type	150		
19.	box	Marker, whiteboard, red, felt tip, bullet type	50		
20.	pc	Marker, Permanent, black, bullet type	100		
21.	pc	Marker, Permanent, blue, bullet type	100		

22	box	Marker, Permanent, red, bullet type	50		
23	box	Paper Clip, vinyl/plastic coat, length:32mm min	25		
24	pc	Paper Clip, vinyl/plastic coat, length:50mm min	25		
25	box	Scissors, symmetrical, blade length: 65mm min	20		
26	box	Staple Remover, plier type	20		
27	box	Clip, Back fold, all metal clamping:25mm	40		
28	box	Clip, Back fold, all metal clamping 50mm	40		
29	pcs	Correction Tape, film base type, UL 6m min	150		
30	box	Envelope for Documentary, a4 size (500pcs/box)	3		
31	box	Envelope for Documentary, legal size (500 pcs/box)	3		
32	pack	Folder, Pressboard, size, 240mm x 370mm (100pcs/pack)	9		
33	pack	Folder, Tagboard, for A4 size documents (100pcs/pack)	5		
34	box	Folder, Tagboard, for Legal size documents(100pcs/pack)	5		
35	box	Index Tab, self-adhesive, transparent	25		
36	pc	Sign Pen, liquid/gel 0.5m needle tip- black	100		
37	pc	Sign Pen, liquid/gel 0.5m needle tip- blue	100		
38	pc	Sign Pen, liquid/gel 0.5m needle tip- red	25		
39	pc	Sign Pen, Blue, V10 0.7m	10		
40	pc	Sign Pen, Black, V10 0.7m	10		
41	pc	Ball Pen, black	500		
42	pc	Ball Pen, blue	500		
43	pc	Ball pen, red	150		
44	can	Air freshener, aerosol type	35		
45	pc	Waste Basket	50		
46	pc	Note Pad, Stick On, 50mm x 76mm (2x3)	50		
47	pc	Mouse, wireless	20		
48	pc	Notebook, Stenographer, Spiral, 40 leaves	50		

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

The delivery schedule expressed as week/months stipulates hereafter a delivery date, which is the date to the project site.

PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS OF STCWO FOR 3RD QTR 2021				
CONTRACT PACKAGE	ITEM DESCRIPTION	QTY	UNIT	DELIVERY DATE
1 LOT	1. Paper, Multi-Purpose (copy) Legal, 70gsm	300	ream	Fifteen (15) days upon receipt of NTP and PO
	2. Paper, Multi-Purpose (copy) A4, 70gsm	300	ream	
	3. Record Book, 500 pages size: 214mm x 278mm min	100	book	
	4. Toilet Tissue Paper, 2-ply (12 rolls /pack)	200	pack	
	5. Battery, dry cell, AA, 2 pcs per blister pack	45	pack	
	6. Battery, dry cell, AAA, 2 pcs per blister pack	45	pack	
	7. Staple Wire, Standard, (26/6)	90	box	
	8. Tape, Masking, width 24mm	65	roll	
	9. Tape, Masking, width 48mm	65	roll	
	10. Tape, Packaging, width 48mm	90	pc	
	11. Tape, Transparent, width 24mm	90	roll	
	12. Tape, Transparent, width 48mm	60	roll	
	13. Tape, Double Sided Tape 2"	10	roll	
	14. Tape, Duct tape	10	roll	
	15. Flash Drive, 16GB capacity	25	roll	
	16. Marker, Flourescent, 3 assorted color per set (yellow/green/orange)	75	roll	
	17. Marker, whiteboard, black, felt tip, bullet type	150	roll	
	18. Marker, whiteboard, blue, felt tip, bullet type	150	box	
	19. Marker, whiteboard, red, felt tip, bullet type	50	box	
	20. Marker, Permanent, black, bullet type	100	pc	
	21. Marker, Permanent, blue, bullet type	100	pc	
	22. Marker, Permanent, red, bullet type	50	box	
	23. Paper Clip, vinyl/plastic coat, length:32mm min	25	box	
	24. Paper Clip, vinyl/plastic coat, length:50mm min	25	pc	
	25. Scissors, symmetrical, blade length: 65mm min	20	box	
	26. Staple Remover, plier type	20	box	
	27. Clip, Back fold, all metal clamping:25mm	40	box	
	28. Clip, Back fold, all metal clamping 50mm	40	box	
	29. Correction Tape, film base type, UL 6m min	150	pcs	
	30. Envelope for Documentary, a4 size (500pcs/box)	3	box	
	31. Envelope for Documentary, legal size (500 pcs/box)	3	box	
	32. Folder, Pressboard, size, 240mm x 370mm (100pcs/pack)	9	pack	
	33. Folder, Tagboard, for A4 size documents (100pcs/pack)	5	pack	
	34. Folder, Tagboard, for Legal size documents(100pcs/pack)	5	box	
	35. Index Tab, self-adhesive, transparent	25	box	
	36. Sign Pen, liquid/gel 0.5m needle tip- black	100	pc	
	37. Sign Pen, liquid/gel 0.5m needle tip- blue	100	pc	
	38. Sign Pen, liquid/gel 0.5m needle tip- red	25	pc	
	39. Sign Pen, Blue, V10 0.7m	10	pc	
	40. Sign Pen, Black, V10 0.7m	10	pc	
	41. Ball Pen, black	500	pc	
	42. Ball Pen, blue	500	pc	
	43. Ball pen, red	150	pc	
	44. Air freshener, aerosol type	35	can	
	45. Waste Basket	50	pc	
	46. Note Pad, Stick On, 50mm x 76mm (2x3)	50	pc	
	47. Mouse, wireless	20	pc	
	48. Notebook, Stenographer, Spiral, 40 leaves	50	pc	

FINANCIAL OFFER:

Please quote your **best for** the item below. Please do not leave any blank items. Indicate “0” if item being offered is for free.

PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS OF STCWO FOR 3 RD QTR 2021	
Approved Budget for the Contract (ABC)	Total Offered Quotation
Three Hundred Thousand Four Hundred Sixty-Five Pesos (Php300,465.00)	In words: _____ _____ _____ In figures: _____ _____ _____ _____

PAYMENT DETAILS:

Banking Institution:	_____
Account Number:	_____
Account Name:	_____
Branch:	_____

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

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. 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.
6. 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.
7. The item/s shall be delivered according to the requirements specified in the Technical Specifications.
8. The MARINA shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.
9. 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.
10. **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 contractor's account.**
11. 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

TERMS OF REFERENCE **FOR THE PROCUREMENT OF VARIOUS SUPPLIES AND MATERIALS OF** **STCWO FOR 3RD QRT 2021**

1. INTRODUCTION

The Maritime Industry Authority (MARINA), a government agency established pursuant to Presidential Decree No. 474 (1974) and an attached agency to the Department of Transportation (DOTr), wishes to invite quotations from interested persons and entities for the following:

CONTRACT PACKAGE	ITEM DESCRIPTION	QTY	UNIT
1 LOT	1. Paper, Multi-Purpose (copy) Legal, 70gsm	300	ream
	2. Paper, Multi-Purpose (copy) A4, 70gsm	300	ream
	3. Record Book, 500 pages size: 214mm x 278mm min	100	book
	4. Toilet Tissue Paper, 2-ply (12 rolls /pack)	200	pack
	5. Battery, dry cell, AA, 2 pcs per blister pack	45	pack
	6. Battery, dry cell, AAA, 2 pcs per blister pack	45	pack
	7. Staple Wire, Standard, (26/6)	90	box
	8. Tape, Masking, width 24mm	65	roll
	9. Tape, Masking, width 48mm	65	roll
	10. Tape, Packaging, width 48mm	90	pc
	11. Tape, Transparent, width 24mm	90	roll
	12. Tape, Transparent, width 48mm	60	roll
	13. Tape, Double Sided Tape 2"	10	roll
	14. Tape, Duct tape	10	roll
	15. Flash Drive, 16GB capacity	25	roll
	16. Marker, Flourescent, 3 assorted color per set (yellow/green/orange)	75	roll
	17. Marker, whiteboard, black, felt tip, bullet type	150	roll
	18. Marker, whiteboard, blue, felt tip, bullet type	150	box
	19. Marker, whiteboard, red, felt tip, bullet type	50	box
	20. Marker, Permanent, black, bullet type	100	pc
	21. Marker, Permanent, blue, bullet type	100	pc
	22. Marker, Permanent, red, bullet type	50	box
	23. Paper Clip, vinyl/plastic coat, length:32mm min	25	box
	24. Paper Clip, vinyl/plastic coat, length:50mm min	25	pc
	25. Scissors, symmetrical, blade length: 65mm min	20	box
	26. Staple Remover, plier type	20	box
	27. Clip, Back fold, all metal clamping:25mm	40	box

	28. Clip, Back fold, all metal clamping 50mm	40	box
	29. Correction Tape, film base type, UL 6m min	150	pcs
	30. Envelope for Documentary, a4 size (500pcs/box)	3	box
	31. Envelope for Documentary, legal size (500 pcs/box)	3	box
	32. Folder, Pressboard, size, 240mm x 370mm (100pcs/pack)	9	pack
	33. Folder, Tagboard, for A4 size documents (100pcs/pack)	5	pack
	34. Folder, Tagboard, for Legal size documents(100pcs/pack)	5	box
	35. Index Tab, self-adhesive, transparent	25	box
	36. Sign Pen, liquid/gel 0.5m needle tip-black	100	pc
	37. Sign Pen, liquid/gel 0.5m needle tip-blue	100	pc
	38. Sign Pen, liquid/gel 0.5m needle tip-red	25	pc
	39. Sign Pen, Blue, V10 0.7m	10	pc
	40. Sign Pen, Black, V10 0.7m	10	pc
	41. Ball Pen, black	500	pc
	42. Ball Pen, blue	500	pc
	43. Ball pen, red	150	pc
	44. Air freshener, aerosol type	35	can
	45. Waste Basket	50	pc
	46. Note Pad, Stick On, 50mm x 76mm (2x3)	50	pc
	47. Mouse, wireless	20	pc
	48. Notebook, Stenographer, Spiral, 40 leaves	50	pc

2. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **THREE HUNDRED THOUSAND FOUR HUNDRED SIXTY-FIVE PESOS HUNDRED ONLY (P300,465.00)** is available which will be charged against the MARINA Central Office funds FY 2021.

3. CONDITIONS AND SUPPLIER RESPONSIBILITIES:

- 3.1 The prospective supplier shall bid in the above-listed items;
- 3.2 All bids shall be considered as fixed prices and not subject to price escalation during contract implementation;
- 3.3 The prospective supplier shall replace the defective items within ten (10) days upon receipt of notification of the defect with the same quality and specifications at no cost to the MARINA; and
- 3.4 The prospective supplier shall submit the following documents:
 - a. Copy of PhilGEPS Registration;
 - b. Mayor's/Business Permit

c. Copy of Business/ Income Tax Return (ITR)

4. PERIOD OF DELIVERY:

The delivery shall be fifteen (15) calendar days from the receipt of Notice to Proceed and Purchase Order.

5. TERMS OF PAYMENT:

5.1 Send Bill Arrangement;

5.2 Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);

5.3 The supplier shall provide the bank Account wherein payment will be credited.

5.4 Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.



Republic of the Philippines
DEPARTMENT OF TRANSPORTATION

MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE

Division/Section: ASD

Date Request: 30 June 2021

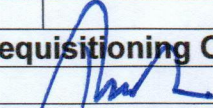
PR No. : 2021-07-2687

SAI No. : JUL 07 2021

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	ream	Paper, Multi-Purpose (copy) Legal, 70gsm	300	220.00	66,000.00
2	ream	Paper, Multi-Purpose (copy) A4, 70gsm	300	190.00	57,000.00
3	book	Record Book, 500 pages size: 214mm x 278mm min	100	120.00	12,000.00
4	pack	Toilet Tissue Paper, 2-ply (12 rolls /pack)	200	185.00	37,000.00
5	pack	Battery, dry cell, AA, 2 pcs per blister pack	45	40.00	1,800.00
6	pack	Battery, dry cell, AAA, 2 pcs per blister pack	45	30.00	1,350.00
7	box	Staple Wire, Standard, (26/6)	90	45.00	4,050.00
8	roll	Tape, Masking, width 24mm	65	60.00	3,900.00
9	roll	Tape, Masking, width 48mm	65	110.00	7,150.00
10	roll	Tape, Packaging, width 48mm	90	35.00	3,150.00
11	roll	Tape, Transparent, width 24mm	90	30.00	2,700.00
12	roll	Tape, Transparent, width 48mm	60	35.00	2,100.00
13	roll	Tape, Double Sided Tape 2"	10	50.00	500.00
14	roll	Tape, Duct tape	10	250.00	2,500.00
15	pcs	Flash Drive, 16GB capacity	25	420.00	10,500.00
16	set	Marker, Fluorescent, 3 assorted color per set (yellow/green/orange)	75	80.00	6,000.00
17	pc	Marker, whiteboard, black, felt tip, bullet type	150	25.00	3,750.00
18	pc	Marker, whiteboard, blue, felt tip, bullet type	150	25.00	3,750.00
19	pc	Marker, whiteboard, red, felt tip, bullet type	50	25.00	1,250.00
20	pc	Marker, Permanent, black, bullet type	100	28.00	2,800.00
21	pc	Marker, Permanent, blue, bullet type	100	28.00	2,800.00
22	pc	Marker, Permanent, red, bullet type	50	28.00	1,400.00
23	box	Paper Clip, vinyl/plastic coat, length:32mm min	25	20.00	500.00
24	box	Paper Clip, vinyl/plastic coat, length:50mm min	25	30.00	750.00
25	pcs	Scissors, symmetrical, blade length: 65mm min	20	50.00	1,000.00
26	pcs	Staple Remover, plier type	20	50.00	1,000.00
27	box	Clip, Back fold, all metal clamping:25mm	40	35.00	1,400.00
28	box	Clip, Back fold, all metal clamping 50mm	40	40.00	1,600.00

29	pcs	Correction Tape, film base type, UL 6m min	150	30.00	4,500.00
30	box	Envelope for Documentary, a4 size (500 pcs/box)	3	830.00	2,490.00
31	set	Envelope for Documentary, legal size (500 pcs/box)	3	900.00	2,700.00
32	box	Folder, Pressboard, size:240mm x 370mm (100pcs/pack)	9	1,150.00	10,350.00
33	box	Folder, Tagboard, for A4 size documents (100pcs/pack)	5	350.00	1,750.00
34	box	Folder, Tagboard, for Legal size documents(100pcs/pack)	5	400.00	2,000.00
35	box	Index Tab, self-adhesive, transparent	25	65.00	1,625.00
36	pc	Sign Pen, liquid/gel 0.5m needle tip- black	100	34.00	3,400.00
37	pc	Sign Pen, liquid/gel 0.5m needle tip- blue	100	34.00	3,400.00
38	pc	Sign Pen, liquid/gel 0.5m needle tip- red	25	34.00	850.00
39	pc	Sign Pen, Blue, V10 0.7m	10	90.00	900.00
40	pc	Sign Pen, Black, V10 0.7m	10	90.00	900.00
41	pc	Ball Pen, black	500	6.00	3,000.00
42	pc	Ball Pen, blue	500	6.00	3,000.00
43	pc	Ball pen, red	150	6.00	900.00
44	can	Air freshener, aerosol type	35	150.00	5,250.00
45	pc	Waste Basket	50	55.00	2,750.00
46	pad	Note Pad, Stick On, 50mm x 76mm (2x3)	50	55.00	2,750.00
47	pcs	Mouse, Wireless	20	350.00	7,000.00
48	pad	Notebook, Stenographer, Spiral, 40 leaves	50	25.00	1,250.00
		X-X-X-X-X-X-X-X			300,465.00

Requisitioning Officer

Signature:	
Printed Name:	VADM RENE V MEDINA AFP (Ret)
Designation	Executive Director - STCW Office
Purpose:	For official use of the different STCW Offices (for 3 rd Quarter 2021)
Note:	The items are currently not available from PS-DBM. Said items will be procured from other sources/suppliers.

CERTIFICATION

- ☒ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

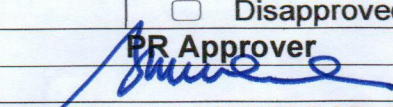
RALPH A. NARVAEZ

Chief, Budget Division

☐ Approved

☐ Disapproved

PR Approver

Signature:	
Printed Name:	VADM ROBERT A EMPEDRAD AFP (Ret)
Designation	Administrator

Note: Please indicate specific purpose other than "for official use of the Office."

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 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]