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Bid Notice Abstract

Request for Quotation (RFQ)

Reference Number 9653035
Procuring Entity MARITIME INDUSTRY AUTHORITY (MARINA)
Title PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR MARINA CENTRAL OFFICE AND STCW OFFICE FOR 2ND QUARTER OF FY2023
Area of Delivery Metro Manila

Solicitation Number:	2023-03-128 & 2023-03-123	Status	Pending
Trade Agreement:	Implementing Rules and Regulations	Associated Components	1
Procurement Mode:	Shopping - Ordinary/Regular Office Supplies & Equipment (Sec. 52.1.b)	Bid Supplements	0
Classification:	Goods	Document Request List	0
Category:	Office Supplies and Devices	Date Published	13/04/2023
Approved Budget for the Contract:	PHP 186,928.00	Last Updated / Time	12/04/2023 16:47 PM
Delivery Period:	15 Day/s	Closing Date / Time	18/04/2023 16:00 PM
Client Agency:			
Contact Person:	DIR. ARSENIO F. LINGAD II The BAC Chairperson c/o BAC Office, 10th Floor, MARINA Bldg. A. Bonifacio Drive cor. 20th Street, Port Area Manila Metro Manila Philippines 1018 63-2-85246518 bacsec@marina.gov.ph		

Description

PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR MARINA CENTRAL OFFICE AND STCW OFFICE FOR 2ND QUARTER OF FY2023

Please see attached files or you may visit our website at www.marina.gov.ph (under transparency tab)

Created by DIR. ARSENIO F. LINGAD II
Date Created 12/04/2023

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MARITIME INDUSTRY AUTHORITY

REQUEST FOR QUOTATION

DATE: _____

Name of Company : _____

Address : _____

Business Permit Number : _____

Company TIN Number : _____

PhilGEPS Registration Number (required): _____

Name of Representative & Designation : _____

The **Maritime Industry Authority (MARINA)** through its Bids and Awards Committee (BAC), intends to **PROCURE VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR MARINA CENTRAL OFFICE AND STCW OFFICE FOR 2ND QUARTER OF FY 2023** in accordance with Section 52.1(b) (Shopping) of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184. The Approved Budget for the Contract (ABC) is **One Hundred Eighty-Six Thousand Nine Hundred Twenty-Eight Pesos (P186,928.00)**. 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 18 April 2023** 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 Permit¹, PhilGEPS Registration Number and Business / Income Tax Return (ITR)** are required to be submitted along with your signed quotation/proposal.

For any clarification, you may contact Ms. Ellerie Torrente or Ms. Kristen Nicole Velasco at telephone no. **(+632) 8524-6518** or email address at bacsec@marina.gov.ph


DIR. ARSENIO F. LINGAD II
BAC Chairperson

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.

²Manually filed tax returns or filed through the EFPS

BIDS AND AWARDS COMMITTEE

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

(+632) 8524-6518 | marina.gov.ph | 2021marinabac@gmail.com

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.

Suppliers 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 / D E L I V E R A B L E S

PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR MARINA CENTRAL OFFICE AND STCW OFFICE FOR 2ND QUARTER OF FY 2023						
No.	Item Description	Quantity	Unit	Supplier's Statement of Compliance	Unit Cost (Vat Inclusive)	Total Cost (Vat Inclusive)
1 LOT	1. Ballpen, Black	900	PIECE			
	2. Ballpen, Blue	900	PIECE			
	3. Ballpen, Red	900	PIECE			
	4. Battery, dry cell AAA (2pcs/pack)	218	PACK			
	5. Battery, dry cell, AA (2pcs/pack)	212	PACK			
	6. Tape, masking, 24mm	207	ROLL			
	7. Tape, masking, 48mm	197	ROLL			
	8. Tape, Transparent, 24mm	250	ROLL			
	9. Tape, Transparent, 48mm	222	ROLL			
	10. Tape, Double Sided Tape	10	ROLL			

	11. Tape, Duck Tape	10	ROLL			
	12. Notepad, stick on, 2x3, 100 sheets / pad	346	PAD			
	13. Notepad, stick on, 3x4, 100 sheets / pad	300	PAD			
	14. Notepad, stick on, 3 x3, 100 sheets / pad	426	PAD			
	15. Record Book, 300 pages, size 8.5 x 11	24	BOOK			
	16. Record Book, 500 pages, size 8.5 x 11	77	BOOK			
	17. Notebook, Stenographer	100	PIECE			
	18. Paper, Mimeo, Groundwood, A4 Size	50	REAM			

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

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

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

SCHEDULE OF REQUIREMENTS

No.	Specifications / Deliverables	Quantity	Unit	Delivery Term	Bidders Statement of Compliance in Delivery Date
1 LOT	1. Ballpen, Black	900	PIECE	Within 7-15 calendar days from the receipt of Notice to Proceed and Purchase Order.	
	2. Ballpen, Blue	900	PIECE		
	3. Ballpen, Red	900	PIECE		
	4. Battery, dry cell AAA (2pcs/pack)	218	PACK		
	5. Battery, dry cell, AA (2pcs/pack)	212	PACK		
	6. Tape, masking, 24mm	207	ROLL		
	7. Tape, masking, 48mm	197	ROLL		
	8. Tape, Transparent, 24mm	250	ROLL		
	9. Tape, Transparent, 48mm	222	ROLL		
	10. Tape, Double Sided Tape	10	ROLL		
	11. Tape, Duck Tape	10	ROLL		
	12. Notepad, stick on, 2x3, 100 sheets / pad	346	PAD		
	13. Notepad, stick on, 3x4, 100 sheets / pad	300	PAD		
	14. Notepad, stick on, 3 x3, 100 sheets / pad	426	PAD		
	15. Record Book, 300 pages, size 8.5 x 11	24	BOOK		

	16. Record Book, 500 pages, size 8.5 x 11	77	BOOK	Within 7-15 calendar days from the receipt of Notice to Proceed and Purchase Order.	
	17. Notebook, Stenographer	100	PIECE		
	18. Paper, Mimeo, Groundwood, A4 Size	50	REAM		

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

C O N D I T I O N S A N D S U P P L I E R R E S P O N S I B I L I T I E S

PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR MARINA CENTRAL OFFICE AND STCW OFFICE FOR 2ND QUARTER OF FY 2023		
Item	Description	Bidders Statement of Compliance
1 LOT	<ol style="list-style-type: none"> 1. The prospective supplier shall bid in the above-listed items; 2. All bids shall be considered as fixed prices and not subject to price escalation during contract implementation; 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 4. The prospective supplier shall submit the following documents: <ol style="list-style-type: none"> a) Copy of PhilGEPS Registration; b) Mayor's/Business Permit c) Copy of Business / Income Tax Return (ITR) 	

Signature over Printed Name

Position/Designation

Office Telephone No.

Fax/Mobile No.

Email Address/es

F I N A N C I A L O F F E R

**PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR
MARINA CENTRAL OFFICE AND STCW OFFICE FOR 2ND QUARTER OF FY 2023**

Approved Budget for the Contract (ABC)	Total Offered Quotation
One Hundred Eighty-Six Thousand Nine Hundred Twenty-Eight Pesos (P186,928.00)	In words: _____ _____ _____ In figures: _____ _____ _____ _____

Terms of Payment:

1. Within fifteen - thirty (15-30) calendar days upon receipt of billing invoice / Statement of Account and issuance of Inspection and Acceptance report by the MARINA;
2. Payment shall be made through List of Due and Demandable Accounts Payable with Advice to Debit Account (LDDAP-ADA);
3. The supplier shall provide the bank Account wherein payment will be credited.
4. Preferably Landbank Account otherwise, bank charges shall be borne by the supplier.

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 supplier'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

Project Title	PROCUREMENT OF VARIOUS OFFICE SUPPLIES AND EQUIPMENT FOR MCO & STCWO FOR 2ND QUARTER OF FY 2023		
Approved Budget of the Contract	The Approved Budget for the Contract is One Hundred Eighty-Six Thousand Nine Hundred Twenty-Eight Pesos (P186,928.00) inclusive of all applicable taxes.		
Specifications/ Deliverables	ITEM DESCRIPTION	QTY	UNIT
	1. Ballpen, Black	900	Piece
	2. Ballpen, Blue	900	Piece
	3. Ballpen, Red	900	Piece
	4. Battery, dry cell, AAA (2pcs/pack)	218	Pack
	5. Battery, dry cell, AA (2pcs/pack)	212	Pack
	6. Tape, masking, 24mm	207	Roll
	7. Tape, masking, 48mm	197	Roll
	8. Tape, Transparent, 24mm	250	Roll
	9. Tape, Transparent, 48mm	222	Roll
	10. Tape, Double Sided Tape	10	Roll
	11. Tape, Duck Tape	10	Roll
	12. Notepad, stick on, 2x3, 100sheets/pad	346	Pad
	13. Notepad, stick on, 3x4, 100sheets/pad	300	Pad
	14. Notepad, stick on, 3x3, 100sheets/pad	426	Pad
	15. Record Book, 300 pages, size 8.5 x 11	24	Book
	16. Record Book, 500 pages, size 8.5 x 11	77	Book
	17. Notebook, Stenographer	100	Piece
	18. Paper, Mimeo, Groundwood, A4 Size	50	Ream
Conditions and Supplier Responsibilities	<input type="checkbox"/> The prospective supplier shall bid in the above-listed items; and <input type="checkbox"/> All bids shall be considered as fixed prices and not subject to price escalation during contract implementation.		
Documentary Requirements	<input type="checkbox"/> Copy of PhilGEPS Registration/Number; <input type="checkbox"/> Mayor's/Business Permit <input type="checkbox"/> Copy of Business/Income Tax Return (ITR)		
Delivery Terms	Within 7-15 Calendar Days (CD) upon receipt of Purchase Order (PO) and Notice to Proceed (NTP)		
Payment Terms	Within Fifteen-Thirty (15-30) Calendar Days (CD) upon receipt of billing invoice/SOA and issuance of Inspection and Acceptance Report by MARINA.		

PREPARED BY:


MARIA LOURA P. DAGLIO
 Procurement Division, MFAS

Noted By:


MELLANIE T. BALIN
 Chief, Procurement Division - MFAS

RECOMMENDING APPROVAL:


Mr. RODOLFO R. DIAWA
 Chief, GSD-MFAS (End-User)


Dir. SAMUEL L. BATALLA
 OIC, Executive Director – STCW Office
 (End-User)

REVIEWED BY:


Ms. MADILINE JOANNA F. GALVE
 Head, Technical Working Group for
 Goods and Services


Dir. ARSENIO F. LINGAD II
 Chairperson, MARINA BAC

APPROVED / DISAPPROVED:


Atty. HERNANI N. FABIA
 Administrator



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRANSPORTATION
MARITIME INDUSTRY AUTHORITY



PURCHASE REQUEST

Office: STCW OFFICE		PR No.: 2023-03-128	
Division/Section: ASD		SAI No.: 14 MAR 2023	
Date Request: 08 MAR 2023			

Item No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
1	pcs	Ballpen, Black	500	5.00	2,500.00
2	pcs	Ballpen, Blue	500	5.00	2,500.00
3	pcs	Ballpen, Red	150	5.00	750.00
4	pack	BATTERY, dry cell. AAA	50	25.00	1,250.00
5	pack	BATTERY, dry cell. AA	45	35.00	1,575.00
6	pd	NOTEPAD, stick on, 3"x3"	100	80.00	8,000.00
7	pad	NOTEPAD, stick on, 50mmx76mm (2"x3" min	100	55.00	5,500.00
8	pad	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	100	90.00	9,000.00
9	pc	NOTEBOOK, stenographer	100	25.00	2,500.00
10	roll	TAPE, Masking, 24mm	60	62.00	3,720.00
11	roll	TAPE, Masking, 48mm	65	122.00	7,930.00
12	roll	TAPE, Transparent, 24mm	100	17.00	1,700.00
13	roll	TAPE, Transparent, 48mm	100	35.00	3,500.00
14	roll	TAPE, Double Sided Tape	10	35.00	350.00
15	roll	TAPE, Duct Tape	10	250.00	2,500.00
16	ream	PAPER, Mimeo, Groundwood, A4 size	50	250.00	12,500.00
				TOTAL:	65,775.00

Requisitioning Officer

Signature:

Printed Name:

SAMUEL L. BATALLA

Designation

OIC, Office of the Executive Director - STCW Office

Purpose:

For the official use of STCW (2nd Quarter 2023)

The said items are currently not available from PS-DBM. Hence, said items will be procured from other sources/suppliers.

CERTIFICATION

☒ FUNDS AVAILABLE
☐ NO FUNDS AVAILABLE

Atty. MARIVIC S. RAMOS

Chief, Budget Division

☒ Approved

☐ Disapproved

PR Approver

Signature:

Printed Name:

SONIA B. MALALUAN

Designation

Deputy Administrator for Planning

INCLUDED IN THE APP FY **2023**

CERTIFIED BY:

MELANIE T. BALIN

Chief, Administrative Office

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

(e.g. monthly regular supplies, as per APP. special projects, etc.)



Republic of the Philippines
Department of Transportation
MARITIME INDUSTRY AUTHORITY

Form No. QMS-10/2-1
Revision No./Date: 0/15 Nov 2010

PURCHASE REQUEST

Office		MFAS		PR No. <u>2023-03-122</u>	
Division / Section		GSD		SAI No. <u>10 MAR 2023</u>	
Item No.	Unit	Item Description	QTY	Unit Cost	Total Cost
1	piece	Ballpen, Black	400	5.00	2,000.00
2	piece	Ballpen, Blue	400	5.00	2,000.00
3	piece	Ballpen, Red	750	5.00	3,750.00
4	pack	Battery, dry cell, AAA (2pcs/pack)	168	25.00	4,200.00
5	pack	Battery, dry cell, AA (2pcs/pack)	167	35.00	5,845.00
6	roll	Tape, masking, 24mm	147	62.00	9,114.00
7	roll	Tape, masking, 48mm	132	122.00	16,104.00
8	roll	Tape, Transparent, 24mm	150	17.00	2,550.00
9	roll	Tape, Transparent, 48mm	122	35.00	4,270.00
10	pad	Notepad, stick on, 2x3, 100sheets/pad	246	55.00	13,530.00
11	pad	Notepad, stick on, 3x4, 100sheets/pad	200	90.00	18,000.00
12	pad	Notepad, stick on, 3x3, 100sheets/pad	326	80.00	26,080.00
13	book	Record Book, 300 pages, size 8.5 x 11	24	90.00	2,160.00
14	book	Record Book, 500 pages, size 8.5 x 11	77	150.00	11,550.00
		xxxxxxxxxxxxxxxxxxxxNOTHING FOLLOWSxxxxxxxxxxxxxxxxxxxx			
		GRAND TOTAL			121,153.00

Requisitioning Officer		<div>INCLUDED IN THE APP FY <u>2023</u> CERTIFIED BY: <u>[Signature]</u> MELLANIE T. BALIN Chief Administrative Officer</div>
Signature:	<u>[Signature]</u>	
Printed Name:	RODOLFO R. DIAWA	
Designation:	Chief, General Services Division	
Purpose:	For the official use of MARINA Central Office (for 2nd Qtr of 2023) The said items are currently not available from PS-DBM. Said items will be procured from other suppliers/ sources	

CERTIFICATION

- ☐ FUNDS AVAILABLE
- ☐ NO FUNDS AVAILABLE

[Signature]
ATTY. MARVIC S. RAMOS
Chief, Budget Division

	Approved	Disapproved
PR Approver		
Signature	<u>[Signature]</u>	
Printed Name	Atty. HERNANI N. TABIA	
Designation	Administrator	

[Signature] noa 4/13/23

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]