

NOTICE OF NEGOTIATED PROCUREMENT

PROCUREMENT OF FUEL FOR DSWD VEHICLES USING FLEET CARD DISTRIBUTOR/ CREDIT FACILITY (DSWD NP NO. 18-10-002)¹ Negotiated Procurement due to Two-Failed Biddings

1. The Department of Social Welfare and Development (DSWD), through the General Administration and Support Services Group - Administrative Service - Miscellaneous and Other Operating Expenses (GASS-AS - MOOE) Funds, intends to apply the sum of Two Million Nine Hundred Twenty-Five Thousand Seven Hundred Fifty Pesos (PhP 2,925,750.00), being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Fuel for DSWD Vehicles Using Fleet Card Distributor/ Credit Facility.
2. The DSWD now invites technically, legally, and financially capable suppliers for the mentioned-goods.
3. The procurement procedure that will be adopted is Negotiated Procurement considering that there has been two failure of biddings pursuant to Section 53.1 of the Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184), otherwise known as the Government Procurement Reform Act (GPRA).

The procurement is restricted to Filipino citizens/sole proprietorships, organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to Republic Act 5183 (R.A. 5183) and subject to Commonwealth Act 138 (C.A. 138).

The Bids and Awards Committee (BAC) will engage in negotiations with a sufficient number of suppliers to ensure effective competition. **The selection of the successful offers shall be based on the best and final offer that will be submitted on a specified date, which could meet the DSWD's minimum technical requirements and does not exceed the ABC.**

4. Interested Bidders may obtain further information from the BAC Secretariat at the address given below from Monday to Friday at 8:00 am to 5:00 pm.
5. The deadline for the submission of quotations/proposals is on **31 October 2018 at 10:00 a.m. which shall be delivered at the BAC Secretariat Office, Ground Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.** Late quotations /proposals shall not be accepted.

¹ PR No. 2018103846

6. **The opening of quotations/proposals shall be on 31 October 2018 at 10:00 a.m., to be held at the Social Technology Bureau (STB) Conference Room, 3rd Floor Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City.**
7. The DSWD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its 2016 Revised IRR, without thereby incurring any liability to the affected bidder or bidders.

THE CHAIRPERSON

DSWD Bids and Awards Committee

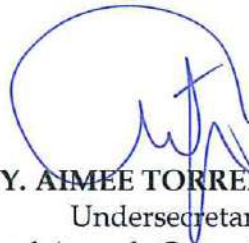
c/o BAC Secretariat

Ground Floor, DSWD Central Office

IBP Road, Constitution Hills, Quezon City

Fax No. (02) 951-7116

Telephone Nos. (02) 931-8101 to 07 Local 122 or 124



ATTY. AIMEE TORREFRANCA-NERI
Undersecretary and
Bids and Awards Committee Chairperson

**Procurement of Fuel for DSWD Vehicles using
Fleet Card Distributor/ Credit Facility**

| Lot No. | Particulars | Quantity |
|---------|---|-------------------------|
| 1 | Diesel (at least 50 Cetane Rating) | 33,100 liters per month |
| | Gasoline (at least 95 Research Octane Number [RON]) | 2,000 liters per month |

Contract Duration:

- The contract duration shall be from issuance of Notice to Proceed (NTP) to December 31, 2018 or until such time that the Approved Budget for the Contract (ABC) is fully consumed/utilized whichever comes first considering the fluctuation of fuel pump price.

Terms of Payment:

- Monthly actual fuel usage to be paid within fifteen (15) to thirty (30) days upon receipt of billing. The billing documents of the Fleet Card Distributor must be attached with the Invoice Details from the service provider.

Service Delivery Schedule:

- Refer to "Annex A" of Pages No. 7 and 8.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

*****THIS DOCUMENT MUST BE ATTACHED TO THE
TECHNICAL SPECIFICATIONS*****

TECHNICAL SPECIFICATIONS

| DSWD Specifications | Bidder's Specifications ² |
|--|--------------------------------------|
| <p>Procurement of Fuel for</p> <p>I. REQUIREMENTS</p> <p>A. Card Features</p> <ol style="list-style-type: none"> 1. Vehicle Card with Office Name and Plate Number embossed on each card 2. Lead time of fifteen (15) calendar days to produce, deliver and use the cards 3. Cards for 71 vehicles (Please see attached list in Annex A.) <p>B. Product Restriction</p> <ol style="list-style-type: none"> 1. All Fuels <p>C. Purchase Limits</p> <ol style="list-style-type: none"> 1. In liters (Please see attached list in Annex A.) <p>D. Frequency Limit of Fuel Withdrawal per Vehicle Card</p> <ol style="list-style-type: none"> 1. One withdrawal of fuel per day <p>E. Membership Fee</p> <ol style="list-style-type: none"> 1. Free membership and other fees <p>F. Other Services/Features</p> <ol style="list-style-type: none"> 1. Free 24-hour towing and Roadside Assistance. 2. Provision of reports including detailed | <p>Detailed Specifications:</p> |

² IMPORTANT NOTE: Detailed specifications must be provided. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of ITB Clause 3.1 (a) (ii) and/or GCC Clause 2.1(a) (ii).

transaction reports

3. With Odometer Checking with each fuel purchase to calculate fuel consumption and monitoring
4. Since the driver can monitor the remaining balance of the card in every use, the driver will have to inform the GSD if the monthly allocation will be consumed before the end of the month. The authorized personnel of GSD may request for additional allotment per month if needed upon checking to avoid delays during wee hours and Saturdays/Sundays/Holidays and to ensure efficient support to various offices of the Department.
5. If a particular vehicle was not able to consume its monthly allocation, the actual usage per month shall be charged to the Department.

II. SECURITY FEATURES

1. To protect the Department from possible fraud or misuse of fuel cards, the service provider will put in place security features ensuring that every transaction will be accounted through the monthly statement of account. Presentation of an approved trip ticket issued by General Services Division/Administrative Service (GSD/AS) to the driver shall be a requirement by the gas station before any transaction. For added security against loss, the Administrative Service (AS), as implementing office, may also opt for the PIN system whereby the card is assigned a 4-digit code known only to the cardholder or assigned driver to a particular vehicle. With either system, every transaction is electronically captured, providing documented details.
2. Another security feature for this Vehicle-Card type of plan is the Odometer checking by the gasoline station. This will confirm and verify if fuel has been gassed up to a particular DSWD vehicle per embossed plate number on the card. The kilometer reading of the vehicle shall be recorded every time the vehicle is gassed up. In this case, the fuel consumption and fuel efficiency of the vehicle will be validated. In addition, the Service Provider must provide DSWD Drivers a receipt/proof of transaction for every withdrawal

of fuel.

3. In the event of lost card, the GSD/AS can advise for deactivation/cancellation of the card and a replacement can be issued upon request for a minimum fee. The release of the replacement card should be within ten (10) calendar days upon reporting/filing of request. A mother/admin card must be provided to GSD/AS to ensure that the vehicle with a lost card would be filled up with POL during the replacement period. The mother/admin card will be used also in the events that a DSWD vehicle has no card due to unavailability of plate number and during official long travel wherein more than one frequency of fuel withdrawal is not enough. The Special Disbursing Officer (SDO) of the General Services Division shall be responsible for the "Admin Card".
4. In case the vehicle card is lost during travel outside Metro Manila and the vehicle needs to be gassed up, the driver will shoulder the fuel expenses subject for reimbursement.

FUEL FLEET CARD ALLOTMENT
November 15, 2018 to December 31, 2018

| | Plate No. | Make/Model | Proposed Monthly Allotment (Fuel) | | Monthly Budget Per Vehicle (Peso) | Fuel Type |
|----|-----------|--------------------------|-----------------------------------|------------|-----------------------------------|-----------|
| | | | (in liters) | (in pesos) | | |
| 1 | VQ-2180 | Toyota Fortuner '17 | 700.00 | 38,500.00 | 38,500.00 | Diesel |
| 2 | VO-3902 | Toyota Fortuner '17 | 700.00 | 38,500.00 | 38,500.00 | Diesel |
| 3 | UQS-805 | Nissan X-Trail '12 | 600.00 | 39,000.00 | 39,000.00 | Gasoline |
| 4 | SKM-811 | Toyota Hi-Lux '12 | 600.00 | 33,000.00 | 33,000.00 | Diesel |
| 5 | UPO-806 | Mitsubishi Montero '13 | 600.00 | 33,000.00 | 33,000.00 | Diesel |
| 6 | UMQ-805 | Mitsubishi Montero '13 | 600.00 | 33,000.00 | 33,000.00 | Diesel |
| 7 | SJX-777 | Toyota Innova '09 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 8 | SAA-3127 | Toyota Innova '15 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 9 | SKM-831 | Toyota Innova '12 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 10 | SKC-827 | Toyota Hi-Lux '10 | 600.00 | 33,000.00 | 33,000.00 | Diesel |
| 11 | SKC-898 | Toyota Hi-Lux '10 | 600.00 | 33,000.00 | 33,000.00 | Diesel |
| 12 | SKS-332 | Mitsubishi Adventure '12 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 13 | SKC-749 | Hyundai Sta. Fe '09 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 14 | SHY-195 | Hyundai Sta. Fe '07 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 15 | SKZ-495 | Mitsubishi Montero '13 | 600.00 | 33,000.00 | 33,000.00 | Diesel |
| 16 | UQW-602 | Toyota Fortuner '12 | 600.00 | 33,000.00 | 33,000.00 | Diesel |
| 17 | SHP-755 | Mitsubishi Adventure '05 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 18 | SHG-893 | Isuzu Crosswind '07 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 19 | SHY-210 | Isuzu Crosswind '07 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 20 | SKA-370 | Ford Ranger '10 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 21 | SEV-672 | Toyota Revo '99 | 400.00 | 26,000.00 | 26,000.00 | Gasoline |
| 22 | SKE-828 | Toyota Innova '12 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 23 | SHX-541 | Isuzu Crosswind '08 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 24 | SKS-325 | Mitsubishi Adventure '12 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 25 | SHG-808 | Toyota Revo '04 | 400.00 | 26,000.00 | 26,000.00 | Gasoline |
| 26 | SFX-514 | Toyota Revo '00 | 400.00 | 26,000.00 | 26,000.00 | Gasoline |
| 27 | SKE-664 | Toyota Hi-Lux '08 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 28 | SKS-305 | Mitsubishi Adventure '12 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 29 | SKS-335 | Mitsubishi Adventure '12 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 30 | SKP-590 | Nissan Urvan '12 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 31 | SKP-600 | Nissan Escapade '12 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 32 | SKM-821 | Toyota Hi-Lux '12 | 600.00 | 33,000.00 | 33,000.00 | Diesel |
| 33 | SKE-637 | Toyota Innova '12 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 34 | SKM-740 | Toyota Grandia '11 | 600.00 | 33,000.00 | 33,000.00 | Diesel |
| 35 | SKP-809 | Mitsubishi Strada '11 | 600.00 | 27,500.00 | 27,500.00 | Diesel |
| 36 | SLA-767 | Ford Everest '05 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 37 | SAA-3128 | Toyota Innova '15 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 38 | SKR-581 | Mitsubishi Strada '11 | 450.00 | 24,750.00 | 24,750.00 | Diesel |
| 39 | SKS-342 | Mitsubishi Adventure '12 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 40 | SKS-800 | Toyota Innova '09 | 450.00 | 24,750.00 | 24,750.00 | Diesel |
| 41 | SKS-344 | Mitsubishi Adventure '12 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 42 | SKA-373 | Ford Ranger '09 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 43 | SFD-901 | Isuzu Pajero '09 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 44 | SKS-805 | Mitsubishi Adventure '13 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 45 | SKS-806 | Mitsubishi Adventure '12 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 46 | SKC-393 | Isuzu Crosswind '07 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 47 | SKS-312 | Mitsubishi Adventure '12 | 400.00 | 22,000.00 | 22,000.00 | Diesel |

| | | | | | | |
|---------------|--------------------|-------------------------|------------------|---------------------|---------------------|----------|
| 48 | SFN-821 | Mitsubishi Truck '00 | 800.00 | 44,000.00 | 44,000.00 | Diesel |
| 49 | SFM-820 | Hyundai Truck '07 | 800.00 | 44,000.00 | 44,000.00 | Diesel |
| 50 | SLB-248 | Isuzu FVR Truck '14 | 800.00 | 44,000.00 | 44,000.00 | Diesel |
| 51 | SAA-8414 | Hino Bus '18 | 800.00 | 44,000.00 | 44,000.00 | Diesel |
| 52 | SFD-812 | Nissan Urvan '09 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 53 | SKV-637 | Hyundai Aero '12 | 800.00 | 44,000.00 | 44,000.00 | Diesel |
| 54 | SJS-238 | Mitsubishi Rosa '10 | 700.00 | 38,500.00 | 38,500.00 | Diesel |
| 55 | SKS-239 | Isuzu Passenger Van '12 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 56 | SFN-365 | Isuzu Bus '00 | 600.00 | 33,000.00 | 33,000.00 | Diesel |
| 57 | SKS-237 | Isuzu Passenger Van '12 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 58 | SDJ-915 | Toyota Commuter Van '90 | 300.00 | 16,500.00 | 16,500.00 | Diesel |
| 59 | SJC-809 | Nissan Urvan '07 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 60 | SGZ-441 | Ford Ranger '04 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 61 | SHG-892 | Isuzu Crosswind '07 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 62 | SHG-894 | Isuzu Crosswind '07 | 300.00 | 16,500.00 | 16,500.00 | Diesel |
| 63 | SJC-733 | Foton Pick-up '07 | 300.00 | 16,500.00 | 16,500.00 | Diesel |
| 64 | SFU-559 | Toyota Revo '03 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 65 | SEV-673 | Toyota Revo '99 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 66 | SGS-270 | Ford Ranger '03 | 500.00 | 27,500.00 | 27,500.00 | Diesel |
| 67 | SEE-500 | Honda Civic '95 | 200.00 | 13,000.00 | 13,000.00 | Gasolina |
| 68 | SEK-194 | Mitsubishi Pajero '92 | 300.00 | 16,500.00 | 16,500.00 | Diesel |
| 69 | SHG-872 | Isuzu Crosswind '07 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 70 | SEP-638 | Toyota Corolla '95 | 400.00 | 22,000.00 | 22,000.00 | Diesel |
| 71 | not yet registered | Land Rover Defender '11 | 200.00 | 11,000.00 | 11,000.00 | Diesel |
| TOTAL: | | | 35,100.00 | 1,950,500.00 | 1,950,500.00 | |

Computed as: P55.00 per liter (Diesel)
P27.00 per liter (Gasolina)

| PRODUCTS | QUANTITY (liters) | AMOUNT (peso) |
|---------------|-------------------|---------------------|
| Diesel | 33,100 | 1,820,500.00 |
| Gasoline | 2,000 | 130,000.00 |
| TOTAL: | | 1,950,500.00 |

monthly budget
1,950,500.00

2,925,750.00

(total monthly budget x 1.5 months)

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Price Proposal Form

Date: _____

DSWD NP No: 18-08-002

Procurement of Fuel for DSWD Vehicles using Fleet Card Distributor/Credit Facility

| Lot No. | Particulars | Quantity | Unit Price <i>(in Phil Peso)</i> | Total Price <i>(in Phil Peso)</i> |
|---|---|--------------------------|-------------------------------------|--------------------------------------|
| 1 | Diesel (at least 50 Cetane Rating) | 33,100 liters per months | | |
| | Gasoline (at least 95 Research Octane Number [RON]) | 2,000 liters per months | | |
| Total Contract Price = Total Prices X 1.5 months (Contract Duration) | | | | |
| Less: Discount offered (if any) | | | | |
| Total Bid | | | | |

Gasoline Station/ Branch: _____

Address: _____

Contact Person: _____ **Telephone Nos.:** _____

NOTES:

1. In case of discrepancy between unit price and total price, the unit price will prevail.
2. In order to determine the Lowest Calculated Bid (LCB), the basis of the Bidder's bid price for each fuel item should be the price as of cut-off date at a gasoline station/branch within seven (7) kilometers radius from DSWD-Central Office.
3. The bidder shall fill up the details indicated on this price proposal form and such details will be used for bid evaluation.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

OTHER REQUIREMENTS

To ensure that DSWD negotiates contract with a technically, legally, and financially capable supplier, the prospective supplier/service provider to submit the following documents together with the Schedule of Requirements, Technical Specifications, and Price Quotation Forms, to wit:

1. Registration Certificate from Security and Exchange Commission (SEC) for Corporations, Department of Trade and Industry (DTI) for Sole Proprietorships or Cooperative Development Authority (CDA) for Cooperatives;
2. Valid Mayor's/ Business Permit or its Equivalent Document;
3. Valid Tax Clearance; and
4. Audited Financial Statements stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from bid submission.

Or

If the prospective bidder is already registered in the PhilGEPS under Platinum category, their Certificate Registration and Membership in lieu of their uploaded file of Class "A" Documents must be submitted, or a combination thereof.

In case the bidder opted to submit their Class "A" Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as post-qualification requirements to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives, or any proof of such registration;

5. Statement of all ongoing and completed government and private contracts within the last three (3) years prior to the deadline for the submission and receipt of bids including contracts awarded but not yet started, if any;
6. Statement identifying the bidder's single largest completed contract similar to the contract to be bid within the last three (3) years from the date of submission and receipt of bids equivalent to at least fifty percent (50%) of the ABC;
7. NFCC computation with ITB Clause 5.5 or a committed Line of Credit from a universal or commercial bank;

Note: The NFCC must be at least equal to the ABC to be bid.

8. Bid Security shall be in the form of a Bid Securing Declaration, or any of the following forms and amounts:

- a. The amount not less than PhP 58,515.00 if bid security is in cash, cashier's/ manager's check, bank draft/ guarantee or irrevocable letter of credit; or
 - b. The amount of not less than PhP 146,287.50 if bid security is in Surety Bond.
9. Secretary's Certificate;
10. Sworn statement by the prospective bidder or its duly authorized representative in the form prescribed by the GPPB as to the following:
- a. It is not "blacklisted" or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
 - b. 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;
 - c. It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
 - d. The signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or represent the prospective bidder in the bidding, with the duly notarized Secretary's certificate attesting to such fact if the prospective bidder is a corporation, partnership, cooperative, or joint venture;
 - e. It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 3019;
 - f. It complies with the responsibilities of a prospective or eligible bidder provided in the PBDs; and
 - g. It complies with existing labor laws and standards.

-x-x-x-

Bid-Securing Declaration Form

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

x-----x

BID-SECURING DECLARATION
Invitation to Bid: *[Insert reference number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/We will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/We will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration , if I/we have committed any of the following actions:
 - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
 - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - (c) I am/we declared as the bidder with the Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid, and I/we have furnished the performance security signed in the Contract;

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

*(INSERT NAME OF AUTHORIZED
REPRESENTATIVE)
AFFIANT*

Omnibus Sworn Statement

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 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 of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

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 and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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;

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: I am 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 following responsibilities as a Bidder:
 - a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the [Name of the Project].

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

Bidder's Representative/ Authorized Signatory

[JURAT]

NOTE: Use this template for the required "Certification from the Insurance Commission", which shall accompany surety bonds issued for purposes of Bid Security and Performance Security.

[Insurance Commission Letterhead]

CERTIFICATION

This is to certify that [insert Name of Insurance Company] is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines as Fire, Marine, Casualty and Surety under [insert Certificate of Authority Number] effective [insert date of period of effectivity], unless sooner revoked or suspended for cause.

It is certified, moreover, that [insert Name of Insurance Company] is likewise authorized under Administrative Order No. 30 to underwrite and issue Performance Bonds, Bidder's Bonds, and Surety Bonds, callable on demand in favor of the various agencies and instrumentalities of the government pursuant to the Revised Implementing Rules of RA.9184.

It is further certified that [insert Name of Insurance Company] issued a surety bond under [insert Bond No.] to [insert Name of Service Provider or Supplier] in favor of **Department of Social Welfare and Development** in the amount of [insert amount] for the [insert Name of the Project].

This certification is issued upon the request of [insert Name of the Authorized Representative] of [insert Name of Insurance Company], pursuant to Section 39.2(c) of the Revised Implementing Rules and Regulations of RA9184.

Issued on the [insert date] in [insert Place].

For the Insurance Commissioner
[insert name of Authorized Representative]
[insert Position and Office]
Paid under [insert Official Receipt No.]

**Statement of All On-Going Government and Private Contracts,
Including Contracts Awarded but Not Yet Started, Whether Similar or
Not Similar in Nature and Complexity to the Contract to be Bid**

Business Name: _____

Business Address: _____

A. Government

| Nature of Contract (Project Title) | a. Owner's Name | Project Cost | Bidder's Role | | a. Date Awarded | % of Accomplishment | | Value of Outstanding Works (Undelivered Portion) |
|---------------------------------------|-----------------|--------------|---------------|---|-------------------|---------------------|--------|---|
| | b. Address | | | | b. Date Started | | | |
| | c. Contact Nos. | | Description | % | c. Date Completed | Planned | Actual | |
| 1. | a. | | | | a. | | | |
| | b. | | | | b. | | | |
| | c. | | | | c. | | | |
| 2. | a. | | | | a. | | | |
| | b. | | | | b. | | | |
| | c. | | | | c. | | | |

B. Private

| Nature of Contract (Project Title) | a. Owner's Name | Project Cost | Bidder's Role | | a. Date Awarded | % of Accomplishment | | Value of Outstanding Works (Undelivered Portion) |
|---------------------------------------|-----------------|--------------|---------------|---|-------------------|---------------------|--------|---|
| | b. Address | | | | b. Date Started | | | |
| | c. Contact Nos. | | Description | % | c. Date Completed | Planned | Actual | |
| 1. | a. | | | | a. | | | |
| | b. | | | | b. | | | |
| | c. | | | | c. | | | |
| 2. | a. | | | | a. | | | |
| | b. | | | | b. | | | |
| | c. | | | | c. | | | |

*Note: The following documents must be available upon request of the Bids and Award Committee (BAC) or designated Technical Working Group (TWG) during Post-Qualification to support this statement: (a) **Contract or Purchase Order**, (b) **Official Receipt(s) or Sales Invoice** or (c) **User's Certificate of Acceptance/Completion***

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Statement of Single Largest Completed Contract (SLCC)³ Similar to the Contract to be Bid

Business Name: _____

Business Address: _____

| Nature of Contract (Project Title) | a. Owner's Name | Project Cost | Bidder's Role | | a. Date Awarded |
|---------------------------------------|-----------------|--------------|---------------|---|-------------------|
| | b. Address | | | | b. Date Started |
| | c. Contact Nos. | | Description | % | c. Date Completed |
| | a. | | | | a. |
| | b. | | | | b. |
| | c. | | | | c. |

Note: The following documents must be attached to support this statement: (a) Official Receipt(s) or Sales Invoice or (b) User's Certificate of Acceptance/Completion

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

³ The Bidder must have completed, within the period specified in the Invitation to Bid and ITB Clause 12.1(a)(ii), a single contract that is similar to the project to be bid, equivalent to a percentage (%) of the ABC specified in ITB Clause 5.4.