

NOTICE FOR NEGOTIATED PROCUREMENT

(Negotiated Procurement Due to Two-Failed Biddings)

SUPPLY AND DELIVERY OF MOTOR VEHICLES FOR DSWD UCT-NPMO

– DSWD NNP No. 20-TFB-006 –
(PR No. 01-20001- PR -2019-11-00077)

1. The Department of Social Welfare and Development (DSWD), through the DSWD Funds, intends to apply the sum of Four Million Two Hundred Thousand Pesos (PhP 4,200,000.00), being the Approved Budget for the Contract (ABC), to payments under the contract for the Supply and Delivery of Motor Vehicles for DSWD UCT-NPMO, classified in accordance with the following lots:

Lot No.	Particulars	Quantity	Lot ABC (in Phil Peso)
1	Asian Utility Vehicle (AUV)	2 units	2,900,000.00
2	Multi-Purpose Vehicle (MPV)	1 unit	1,300,000.00
TOTAL ABC			4,200,000.00

2. The DSWD now invites technically, legally, and financially capable suppliers for the above-mentioned goods. The prospective service provider shall submit the following documents (Please refer to Annex A for more details of the requirements):

Eligibility and Technical Documents:

- Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives;
- Mayor's Permit;
- Statement of All Ongoing Government and Private Contracts (Form 7);
- Statement of Single Largest Completed Contract (Form 8);
- Audited Financial Statements;
- Computation of Net Financial Contracting Capacity (NFCC);
- Tax Clearance Certificate;
- Joint Venture Agreement, if applicable;
- Bid Security;
- Conformity with the Technical Specifications (Form 2);
- Schedule of Requirements (Form 1);
- Omnibus Sworn Statement (Form 5);
- Secretary's Certificate or Special Power of Attorney for sole proprietorship authorizing the service provider's representative, if applicable.

Financial Documents:

- Price Quotation Form (Form 3)
- Price Schedule Form (Form 9)

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 R.A. 5183 and subject to Commonwealth Act 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 is on 11 September 2020 at 9:00 a.m.** and must be delivered in a sealed envelope duly marked to the BAC Secretariat Office, Ground Floor, DSWD Central Office, IBP Road, Constitution Hills, Quezon City. Late quotations /proposals shall not be accepted.
6. **The opening of quotations/proposals shall be on 11 September 2020 at 10:30 a.m.,** to be held at the Auditorium, 4th Floor Magiliw Building, DSWD Central Office, IBP Road, Constitution Hills, Quezon City. **The negotiation meeting shall follow after the opening of quotations/proposals.**
7. **Award of Contract is on Per Lot basis.** The amount of Bid Security must be equivalent to the percentage of each lot to which the bidder intends to participate.
8. The DSWD reserves the right to accept or reject any proposal and to annul the procurement process at any time prior to contract award, without thereby incurring any liability to the affected suppliers.

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 123


FELICISIMO C. BUDIONGAN
Undersecretary and
Chairperson, Bids and Awards Committee

OTHER REQUIREMENTS

To ensure that DSWD negotiates contract with a technically, legally, and financially capable supplier, the prospective supplier must submit the following documents together with the Schedule of Requirements, Technical Specifications, Price Quotation Form:

1. Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration;
2. Valid mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.
3. Statement of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, **within the last three (3) years**;

Statement identifying the bidder's single largest completed contract similar to the contract to be bid **within three (3) years from the date of submission and receipt of bids** and equivalent to at least fifty percent (50%) of the ABC.

The statement shall include, for each contract, the following:

- (3.1) name of the contract;
 - (3.2) date of the contract;
 - (3.3) kinds of Goods;
 - (3.4) amount of contract and value of outstanding contracts;
 - (3.5) date of delivery; and
 - (3.6) end user's acceptance or official receipt(s) issued for the contract, if completed.
4. Audited Financial Statements (AFS), showing among others, the prospective bidder's total and current assets and liabilities, stamped "RECEIVED" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year, which should not be earlier than two (2) years from the deadline for the submission of quotations;
 5. Computation of the Net Financial Contracting Capacity (NFCC)¹;
 6. Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.²

¹ NFCC = [(Current assets minus current liabilities) (K)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

Where: K = 10 for a contract duration of one year or less, 15 for a contract duration of more than one year up to two years, and 20 for a contract duration of more than two years.

The NFCC must be equal to the amount of the ABC.

² GPPB Resolution No. 21-2013.

7. If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.
8. Bid Security³, in accordance to the following schedule (*choose what form of bid security*):

Form of Bid Security	Minimum Amount of Bid Security
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%) of ABC
b) Bank draft / guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a Foreign Bank.	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%) of ABC
d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security
e) Bid Securing Declaration that is an undertaking which states, among others, that the bidder shall enter into contract with the procuring entity and furnish the required performance security within ten (10) calendar days, or less, from receipt of the Notice of Award, and committing to pay the corresponding fine and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as required in the guidelines issued by the GPPB. ⁴ (<i>Form 4</i>)	

The bid security shall be valid for **one hundred twenty (120) calendar days**.

9. 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;

³ Should be denominated in Philippine Peso.

⁴ GPPB Resolution No. 03-2012

- 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.
9. Performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)
(d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

10. Post Qualification Documents:

- a) Latest income and business tax returns. Only tax returns filed and taxes paid through the BIR Electronic Filing and Payment System (EFPS) shall be accepted⁵.

⁵ GPPB Resolution 11-2013, amendments effective 15 June 2013.

NOTE: The latest income tax returns (ITR) are those covering the immediately preceding year, while the latest business tax returns (BTR) are those filed within the last six (6) months preceding the date of bid submission.

- b) Certificate of PhilGEPS Registration or PhilGEPS Registration Number if the procuring entity is a Philippine foreign office or post, provided that participating bidders should register with the PhilGEPS prior to deadline of submission/opening of quotation.

11. Inspection

The DSWD Inspection Committee, in coordination with the Administrative Service (AS), General Services Division (GSD) and Procurement Management Service (PMS), shall inspect the vehicle upon delivery. The Supplier shall likewise perform all the required tests and demonstrations on the vehicle units.

Further, the designated Technical Working Group (TWG) may visit the Dealer's address of the offered brand of vehicles for demonstration and actual presentation/ inspection of vehicle.

12. Warranty

The Supplier shall provide warranty for all the units delivered for a period of three (3) years or 100,000Km, whichever comes first, reckoned from the date of delivery. The Supplier shall provide DSWD-AS all the appropriate warranty certificates/forms/documents to be turned over during the inspection of the units delivered. The obligation for the warranty shall be covered by, at the Supplier's option, either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total Contract Price.

13. Liquidated Damages

If the Supplier fails to satisfactorily deliver any or all of the goods and/or to perform the services within the period(s) specified in the contract inclusive of duly granted time extensions if any, the Procuring Entity shall, without prejudice to its other remedies under the contract and under the applicable law, deduct from the contract price, as liquidated damages, the applicable rate of one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies open to it.

Schedule of Requirements

Supply and Delivery of Motor Vehicles for DSWD-UCT NPMO

Lot No.	Particular	Quantity	Unit
1	1. Asian Utility Vehicle (AUV) with Leatherette Seat Cover	1	unit
	2. Asian Utility Vehicle (AUV) with Standard Seat Cover	1	unit
2	Multi-Purpose Vehicle (MPV)	1	unit

Delivery Schedule:

- Complete delivery of goods **within thirty (30) calendar days** upon receipt of **Notice to Proceed (NTP)**.

Terms of Payment:

- Payment shall be made within **fifteen (15) to thirty (30) calendar days** upon receipt of Sales Invoice or Billing Statement with complete supporting documents (e.g. inspection reports, delivery receipts, LTO Official Receipts, Certificate of Registration, Insurance, etc.)

Delivery Site*:

- DSWD Central Office
IBP Road, Constitution Hills, Quezon City
**In coordination with the UCT NPMO and PMS-CMD*

Name of Bidder: _____

Name of Authorized Representative:

Signature of Authorized Representative:

Date: _____

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

Technical Specifications

Supply and Delivery of Motor Vehicles for DSWD Central Office

Supply and Delivery of Motor Vehicles for DSWD-UCT NPMO

Lot No.	DSWD Specifications	Bidder's Specifications ⁶
1	<p>1. Asian Utility Vehicle (AUV) with Leatherette Seat Cover</p> <p>1.1. Any self-propelled, four (4)-wheeled air-conditioned road vehicle, having dual side doors and a fifth rear door or lift-up tailgate, with its two (2) rows of front seats and foldable rear seats and an engine with a displacement not exceeding 2000 cc for gasoline fed or 2500 cc if diesel fed.</p> <p>1.2. Vehicle Curb Weight: at least 1,200 kg</p> <p>1.3. Overall Length/ Width/ Height: at least 4,100 mm x 1,600 mm x 1,600 mm</p> <p>1.4. Seating Capacity: 7-10 passengers including driver</p> <p>1.5. Engine Displacement</p> <p>1.5.1. Type: Gasoline or Diesel; 4 cylinder in-line; direct injection</p> <p>1.5.2. Displacement: not exceeding 2000 cc for gasoline fed or 2500 cc if diesel fed</p> <p>1.6. Emission rating: Must be Euro IV compliant</p>	<p>Brand:</p> <p>Model:</p> <p>Detailed Specifications:</p>

⁶ 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).

Lot No.	DSWD Specifications	Bidder's Specifications ⁶
	<p>1.7. Transmission: 5 speed for manual / 6 speed for automatic</p> <p>1.8. Steering</p> <p> 1.8.1. Power-assisted</p> <p> 1.8.2. Left-hand drive</p> <p>1.9. Suspension: Manufacturer's specifications</p> <p>1.10. Brakes: Manufacturer's specifications</p> <p>1.11. Tires and Rim: at least R15, alloy wheels</p> <p>1.12. Audio System: with at least 6.5" Capacitive Touchscreen DVD / Tuner / USB Port / Bluetooth Connectivity</p> <p>1.13. GPS Navigation: Equipped</p> <p>1.14. Digital TV Box: Equipped</p> <p>1.15. Leatherette Seat Cover: Equipped</p> <p>1.16. Windows: Power windows with central locking system</p> <p>1.17. Finish: Standard factory finish, one-tone color: Preference color (any color)</p> <p>1.18. Incidental Services</p> <p> 1.18.1. Three (3) years inclusive service Warranty</p> <p> 1.18.2. Three (3) years Third-Party Liability (TPL) GSIS insurance coverage</p> <p> 1.18.3. One (1) year comprehensive GSIS car insurance coverage</p> <p> 1.18.4. LTO Registration</p> <p>1.19. Additional Provisions:</p> <p> 1.19.1. Vehicle Manual</p> <p> 1.19.2. One (1) kit of standard tools, early warning device (EWD) and wheel equipment</p> <p>1.20. Manufacturer and its Service Centers should be at least 30 years in the industry</p>	

Lot No.	DSWD Specifications	Bidder's Specifications ⁶
	<p>2. Asian Utility Vehicle (AUV) with Standard Seat Cover</p> <p>2.1. Any self-propelled, four (4)-wheeled air-conditioned road vehicle, having dual side doors and a fifth rear door or lift-up tailgate, with its two (2) rows of front seats and foldable rear seats and an engine with a displacement not exceeding 2000 cc for gasoline fed or 2500 cc if diesel fed.</p> <p>2.2. Vehicle Curb Weight: at least 1,200 kg</p> <p>2.3. Overall Length/ Width/ Height: at least 4,100 mm x 1,600 mm x 1,600 mm</p> <p>2.4. Seating Capacity: 7-10 passengers including driver</p> <p>2.5. Engine Displacement</p> <p>2.5.1. Type: Gasoline or Diesel; 4 cylinder in-line; direct injection</p> <p>2.5.2. Displacement: not exceeding 2000 cc for gasoline fed or 2500 cc if diesel fed</p> <p>2.6. Emission rating: Must be Euro IV compliant</p> <p>2.7. Transmission: 5 speed for manual / 6 speed for automatic</p> <p>2.8. Steering</p> <p>2.8.1. Power-assisted</p> <p>2.8.2. Left-hand drive</p> <p>2.9. Suspension: Manufacturer's specifications</p> <p>2.10. Brakes: Manufacturer's specifications</p> <p>2.11. Tires and Rim: at least R15, alloy wheels</p> <p>2.12. Audio System: with at least 6.5" Capacitive Touchscreen DVD / Tuner / USB Port / Bluetooth Connectivity</p> <p>2.13. GPS Navigation: Equipped</p>	

Lot No.	DSWD Specifications	Bidder's Specifications ⁶
	<p>2.14. Digital TV Box: Equipped</p> <p>2.15. Windows: Power windows with central locking system</p> <p>2.16. Finish: Standard factory finish, one-tone color: Preference color (any color)</p> <p>2.17. Incidental Services</p> <p>2.17.1. Three (3) years inclusive service Warranty</p> <p>2.17.2. Three (3) years Third-Party Liability (TPL) GSIS insurance coverage</p> <p>2.17.3. One (1) year comprehensive GSIS car insurance coverage</p> <p>2.17.4. LTO Registration</p> <p>2.18. Additional Provisions</p> <p>2.18.1. Vehicle Manual</p> <p>2.18.2. One (1) kit of standard tools, early warning device (EWD) and wheel equipment</p> <p>2.19. Manufacturer and its Service Centers should be at least 30 years in the industry.</p>	
2	<p>Multi-Purpose Vehicle (MPV)</p> <p>1.1. Any self-propelled, four (4)-wheeled, air-conditioned multi-purpose vehicle with two (2) compartments: (i) the front cabin/cab with two (2) side doors seating three (3) passengers, including the driver, on a full width seat, and (ii) the rear deck accommodating eight (8) to 16 passengers with facing collapsible bench seats accessible through rear door(s).</p> <p>1.2. Vehicle Gross Weight: at least 2,100 kg</p> <p>1.3. Overall Length/ Width/ Height: at least 4,250 mm x 1,650 x 1,850 mm</p> <p>1.4. Seating Capacity: 8-16 passengers including driver</p> <p>1.5. Diesel engine:</p>	

Lot No.	DSWD Specifications	Bidder's Specifications ⁶
	<p>1.5.1. Type: 4 cylinder, in-line, 16 valve, Double Overhead Camshaft (DOHC), direct injection, turbocharged</p> <p>1.5.2. Displacement : at least 2000cc but not exceeding 2800cc diesel fed</p> <p>1.6. Emission Rating: must be Euro IV compliant</p> <p>1.7. Transmission: 5 speed for manual / 6 speed for automatic</p> <p>1.8. Steering</p> <p>1.8.1. Power-assisted</p> <p>1.8.2. Left-hand drive</p> <p>1.9. Suspension: Manufacturer's specifications</p> <p>1.10. Brakes: Manufacturer's specifications</p> <p>1.11. Tires and Rim: at least R14, alloy wheels</p> <p>1.12. Audio System: with at least 6.5" Capacitive Touchscreen MP3 / Tuner / USB Port/Bluetooth Connectivity</p> <p>1.13. Dash Camera: Equipped</p> <p>1.14. Digital TV Box: Equipped</p> <p>1.15. Windows: Power windows with central locking system</p> <p>1.16. Finish Standard factory finish, one-tone color Preference color (White)</p> <p>1.17. Incidental Services:</p> <p>1.17.1. Three (3) years inclusive vehicle service warranty</p> <p>1.17.2. Three (3) years Third-Party Liability (TPL) GSIS insurance coverage</p> <p>1.17.3. One (1) year comprehensive GSIS car insurance coverage</p> <p>1.17.4. LTO Registration</p> <p>1.18. Additional Provisions</p> <p>1.18.1. Workshop manuals</p>	

Lot No.	DSWD Specifications	Bidder's Specifications ⁶
	1.18.2. One (1) kit of standard tools, wheel equipment and Early Warning Device 1.18.3. One (1) vehicle manual 1.19. Manufacturer and its Service Centers should be at least 30 years in the industry	

Note: The typology, classification and specifications of motor vehicles indicated above is in accordance with the guidelines prescribed under Budget Circular (BC) No. 2017-1 dated April 26, 2017.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

PRICE QUOTATION FORM

Date: _____

Notice of Negotiated Procurement No: 20-TFB-006

Supply and Delivery of Motor Vehicles for DSWD-UCT NPMO

Lot No.	Particulars	Quantity	Unit Price (in Phil Peso)	Total Price (in Phil Peso)
1	Asian Utility Vehicle (AUV) with Leatherette Seat Cover	1 unit		
	Asian Utility Vehicle (AUV) with Standard Seat Cover	1 unit		
TOTAL CONTRACT PRICE (Lot No. 1)				
2	Multi-Purpose Vehicle (MPV)	1 unit		
TOTAL CONTRACT PRICE (Lot No. 2)				

NOTE: In case of discrepancy between unit price and total price, the unit price will prevail.
Total Contract Price is inclusive of all applicable taxes.

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

BID-SECURING DECLARATION FORM

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

x-----x

BID-SECURING DECLARATION

Notice for Negotiated Procurement: *DSWD NNP No. 20-TFB-006*

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, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the Bid Securing Declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.⁷
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**

⁷ GPPB Resolution No. 15-2014

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].
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 activity⁸.

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

Bidder's Representative/ Authorized Signatory

⁸ GPPB Resolution No. 22-2013.

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		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Date Completed			
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 (ABC)	Bidder's Role		a. Date Awarded	% of Accomplishment		Value of Outstanding Works (Undelivered Portion)
	b. Address		Description	%	b. Date Started	Planned	Actual	
	c. Contact Nos.				c. Date Completed			
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) Notice of Award and/or Contract or Purchase Order, (b) Notice to Proceed and/or Official Receipts and (c) Certificate of Acceptance/Completion

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

Statement of Single Largest Completed Contract (SLCC) 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		Description	%	b. Date Started
	c. Contact Nos.				c. Date Completed
	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) Notice of Award and/or Contract or Purchase Order, (b) Notice to Proceed and/or Official Receipts and (c) Certificate of Acceptance/Completion

Name of Bidder: _____

Name of Authorized Representative: _____

Signature of Authorized Representative: _____

Date: _____

For Goods Offered From Within the Philippines

Name of Bidder _____ . NNP Number 20-TFB-006

Page _____ of ____.

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

[signature]

[in the capacity of]

Duly authorized to sign Bid for and on behalf of _____