



Republic of the Philippines  
**UNIVERSITY OF THE PHILIPPINES LOS BAÑOS**  
**Bids and Awards Committee**

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<http://www.bac.uplb.edu.ph/>

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## INVITATION TO BID

The University of the Philippines Los Baños (UPLB) invites interested parties to submit bids for the following under **Bid No. UPLB-S-015-14 (Revised as of 3.5.14)**.

Item	End-User	Approved Budget
<b>SUPPLY AND DELIVERY OF CONSTRUCTION AND HARDWARE MATERIALS (Revised)</b>	<b>CHE-IHNF</b>	<b>Php1,233,835.00</b>

All bids are subject to the terms, conditions, and instructions of this invitation. Late bids shall not be accepted. Bids received in excess of the ABC shall be automatically rejected at bid opening.

Required delivery date or expected contract duration is **30 days** upon receipt of Purchase Order or as indicated in the attached bid form.

Bidding will be conducted through open competitive bidding procedures using a non-discretionary "pass/fail" criterion as specified in the Implementing Rules and Regulations (IRR) of Republic Act (RA) 9184, otherwise known as the "Government Procurement Reform Act".

Reputable and bona fide bidders should secure bid documents and the checklist of qualification requirements from the Bids and Awards Committee Secretariat Office or may download them either from UPLB website (<http://bac.uplb.edu.ph>) or PhilGEPS (<https://www.philgeps.gov.ph>). A non-refundable bidding fee of **₱1,500.00** shall be collected from the bidder payable upon securing of documents from BAC-Sec Office or on the day of submission/opening of bids.

SCHEDULE OF ACTIVITIES	DATE/TIME	PLACE
1. Issuance of bid documents	starts February 19, 2014 / 9:00 am to 4:30 pm except holidays	BAC-Sec Office
2. Pre-Bid Conference	February 26, 2014/ 2:30 pm	
3. Submission & Opening of Bids	<b>March 12, 2014 / 2:05 pm</b>	

*The University of the Philippines Los Baños reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.*

### **INSTRUCTIONS TO BIDDERS**

#### **1. PREPARATION OF BIDS**

##### *A. Language of Bid*

The bid, as well as all correspondence and documents relating to the bid exchanged by the Bidder and the Procuring Entity, shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an accurate translation in English certified by the appropriate embassy or consulate in the Philippines, in which case the English translation shall govern for purposes of interpretation of the bid.

## ***B. Documents Comprising the Bid:***

During the opening of bids (date), bidders shall submit two (2) legal size envelopes. The first envelope (Brown legal size envelope) shall contain the following eligibility and technical documents:

### **B. 1. Eligibility and Technical Components Eligibility Documents**

#### Class "A" Documents:

- a. **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;
- b. **Valid Mayor's permit** issued by the city or municipality where the principal place of business of the prospective bidder is located;
- c. **Statement of all its ongoing and completed government and private contracts**, including contracts awarded but not yet started, if any. The statement shall include, for each contract, the following: name of the contract; date of the contract; kinds of Goods; amount of contract and value of outstanding contracts; date of delivery; and end-user's acceptance or official receipt(s) issued for the contract, if completed.
- d. **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;
- e. **NFCC** computation or CLC;

#### **Or**

**A Certificate of Submission of Eligibility Requirements** (For Supplies) - If a Bidder has previously secured a certification from the University of the Philippines Los Baños (UPLB) to the effect that it has previously submitted the above-enumerated Class "A" Documents. The said certification may be submitted *in lieu* of the requirements enumerated above.

#### **And**

#### Class "B" Document:

- f. If applicable, the **Joint Venture Agreement** 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

#### Technical Documents

- g. **Bid bond/ security** (original copy and two (2) photocopies of the official receipt)
- h. **Bidding Fee** (pink copy or two (2) photocopies of the original receipt)
- i. **Authority of signatory/representative** (if the person attending the public bidding is not the owner or president of the company)
- j. **Omnibus Sworn Statement** stating that:
  - (1) 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;

- (2) 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) It is authorizing the Head of the Procuring Entity or his duly authorized representative/s to verify all the documents submitted;
  - (4) 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 to 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;
  - (5) It complies with the disclosure provision under Section 47 of the Act in relation to other provisions of R.A. 3019;
- k. Proof that the bidder has completed (within 2 years) at least 2 similar contracts and the aggregate contract should be equivalent to at least the percentage of the ABC as required in Section 23.5.1.3 of the Revised IRR and the largest of these similar contracts must be equivalent to at least half of the percentage of the ABC
  - l. Summary Sheet of Lots to be bid on with the corresponding Approved Budget for the Contracts (ABC's) for the computation of Bid bonds (2% of ABC) - Annex A
  - m. Any other document related to the financial component of the bid such as brochures/manuals/illustration/catalogues/literatures/plan/certification/warranty/ samples (if applicable) -2 copies each, indicate Lot No. and Item No., company name

The second envelope or financial component of the bid shall contain the following:

- a. The duly accomplished Financial Bid Form showing the price quotation. All bids that exceed the ABC shall not be accepted.
- b. Soft-copy of the filled-up bid form (in excel file)

If the first envelope lacks the above stated requirements, the second envelope will be returned to the bidder unopened. Necessary documents such as brochures, catalogues, illustrations, etc. should be provided and labeled properly. Bidders submitting incomplete bid documents will be disqualified. The bid must be legibly written in the prescribed Bidder's Tender Form. In case the bid is illegible, the determination of the BAC will be final. All erasures shall be countersigned. The bid form must be fully accomplished. For common items in several lots, the price quotation for such items should be consistent. If an item is not available, please type "NA". Technical specifications (e.g. brand, model no., dimensions, country of origin, etc.) must be written in the bid form even if it is of the same specification stated in the item description. Using statements such as "As UPLB Specification/ Requirement" should be avoided. No entry should be left blank. In case of discrepancy between amount in figures and amount in words, the latter will prevail.

### *C. Alternative Bids*

Alternative Bids shall be rejected. For this purpose, alternative bid is an offer made by a Bidder in addition or as a substitute to its original bid which may be included as part of its original bid or submitted separately therewith for purposes of bidding. A bid with options is considered an alternative bid regardless of whether said bid proposal is contained in a single envelope or submitted in two (2) or more separate bid envelopes.

**D. Bid Prices**

The Bidder shall complete the appropriate Price Schedules included herein, stating the unit prices, total price per item, the total amount and the expected countries of origin of the Goods to be supplied under this Project.

The Bidder shall fill in rates and prices for all items of the Goods described in the Bill of Quantities. Bids not addressing or providing all of the required items in the Bidding Documents including, where applicable, Bill of Quantities, shall be considered non-responsive and, thus, automatically disqualified. In this regard, where a required item is provided, but no price is indicated, the same shall be considered as non-responsive, but specifying a "0" (zero) for the said item would mean that it is being offered for free to the Government.

Prices quoted by the Bidder shall be fixed during the Bidder's performance of the contract and not subject to variation or price escalation on any account. A bid submitted with an adjustable price quotation shall be treated as non-responsive and shall be rejected.

**E. Bid Currencies**

Prices shall be quoted in Philippine Pesos.

**F. Bid Validity**

Bids shall remain valid for and shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

**G. Bid Security**

Bidders are required to submit a bid bond\*\* which is in the same currency as the bid in the amount stated below:

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
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.	
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%)
Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

Bidders shall pay directly to the Cashier's Office the required bid amount before the opening of bids. The original receipt together with a photocopy of it shall be included in the first envelope. After the opening of bids the original copy of the receipt shall be returned to the bidder.

*\*\*The required amount of bid bond shall be 2% or 5% of the approved budget for the entirety of the lot/s being bid on, whether or not the bidder intends to bid for all items in such lot/s. Hence, if a bidder intends to bid for only 1 item in a lot of 3 items, he will still have to submit a bid bond based on all 3 items in the lot. The equivalent bid bond/s for all lots being bid on are then summed up to get the total bid bond that needs to be posted by the bidder, duly reflected in the corresponding summary sheet for computation of bid bond and enclosed in the technical envelope.*

**Example:**

Lot #	Item #	End-User	Qty	UOM	Item Description	Estimated Unit Cost	Estimated Total Cost	Requires Brochure/ Manual?	Specifications Offered by the Bidder	Unit Cost	Total Cost
1	1	SPMO-BAC	1	unit	xxxxx	20,000.00	20,000.00	yes	n/a		NO OFFER
	2		2	units	yyyyy	20,000.00	40,000.00	yes	mmmmmmmm	15,489.00	30,978.00
	3		1	unit	zzzzz	20,000.00	20,000.00	yes	n/a		NO OFFER
	PR # =	2-0000-09		APPROVED BUDGET:	80,000.00				Total Bid:	30,978.00	

Bid Bond for Lot # 1 is 2% of Approved Budget = 2% of P80,000.00= P1,600.00

If posted in the form of Cashier's/Manager's Check, the bid bond shall be in the name of University of the Philippines Los Baños must be issued by a bank which has branches in Los Baños, Calamba City or San Pablo City.

No bid securities shall be returned to bidders after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a motion for reconsideration and/or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Lowest Calculated and Responsive Bid has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period.

**H. Format and Signing of Bids**

Bidders shall submit their bids through their duly authorized representative using the appropriate forms on or before the deadline specified in the invitation in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously.

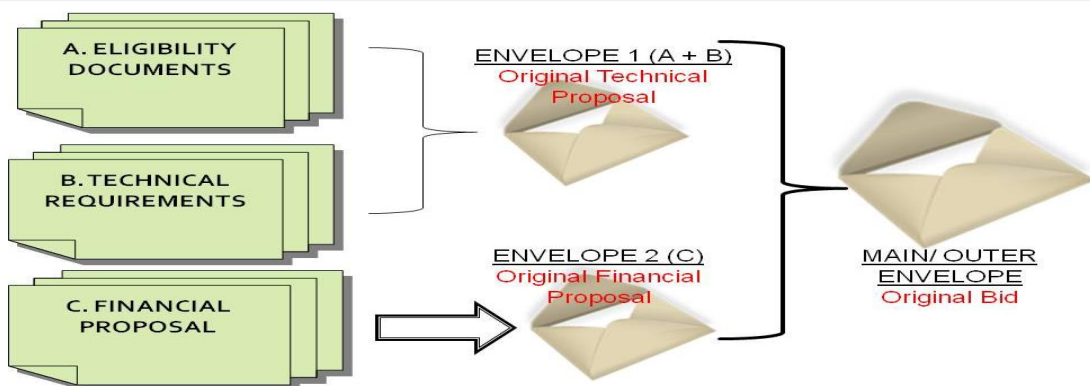
Forms must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.

The Bidder shall prepare and submit an original of the first and second envelopes.

The bidder or his duly authorized representative must sign all pages of the bid documents. Affix the complete signature, not initials, on all pages.

**I. Sealing and Marking of Bids**

Bidders shall enclose their original eligibility and technical documents in one sealed envelope marked "ORIGINAL - TECHNICAL COMPONENT", and the original of their financial component in another sealed envelope marked "ORIGINAL - FINANCIAL COMPONENT", sealing them all in an outer envelope marked "ORIGINAL BID".



All envelopes shall bear the following information:

- a. Title of the bid in capital letters; date of submission/ opening of bids
- b. Name and address of the Bidder in capital letters;
- c. must be addressed to the Chair, BAC, UP Los Baños
- d. Specific identification of this bidding process

e. written warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids,

If bids are not sealed and marked as required, the Procuring Entity will assume no responsibility for the misplacement or premature opening of the bid.

## **2. DEADLINE FOR SUBMISSION OF BIDS**

Bids must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the invitation. In case the bidder does not intend to witness the opening of bids, he may submit the first and second envelopes before bid opening at the BAC Secretariat Office, making sure that both envelopes are sealed and signed across the envelope flaps. These envelopes shall be stamped received by the BAC Secretariat indicating date and time submitted and name of company representative who submitted the bid documents.

## **3. LATE BIDS**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, shall be declared “Late” and shall not be accepted by the Procuring Entity.

## **4. MODIFICATION AND WITHDRAWAL OF BIDS**

A bidder may modify its bid, provided that this is done before the deadline for the submission and receipt of bids. A bidder shall not be allowed to retrieve its original bid, but shall only be allowed to send another bid equally sealed, properly identified, linked to its original bid and marked as a “modification” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Bidder unopened.

A bidder may, through a letter, withdraw its bid before the deadline for the receipt of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Bidder on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Bidder’s bid security. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in the implementing guidelines of the R.A. 9184.

## **5. EVALUATION AND COMPARISON OF BIDS**

Any effort by a bidder to influence the Procuring Entity in the Procuring Entity’s decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Bidder’s bid.

### *Criteria For Evaluation*

- a. Completeness and compliance/conformity of the submitted bid documents including necessary supporting documents such as brochures, certificates, catalogue, illustrations, etc.
- b. Responsiveness of bids to the tender documents based among other considerations, on the following:
  - The bid offer
  - Quality, sufficiency and necessity of product/service being offered
  - Compliance with government regulations
  - Background, past performance and number of years in the industry (at least two years) of the bidders.

### *Per Lot Bidding*

The bids will be evaluated on a per lot basis. In case no qualified bid for the lot is received, the bids will be evaluated on per item basis.

Among per lot bids, the bidder who submits the lowest responsive bid shall be awarded the contract. A bidder who separately submits bids for both the lot and for some (but not all) individual items in the same lot shall be deemed to have submitted only the per lot bid. On the other hand, should a bidder submit two separate bids with different amounts, one for the lot and the other for all individual items within the same lot, he shall be deemed to have submitted a per lot bid equivalent to the lower amount between the lot bid so submitted and the sum of all individual item bids made for the said lot.

Items bid out per lot shall be awarded to the winning bidder under only one (1) contract for the entire lot. The bidder is warned that violation of any bidding rule with respect to an item in the lot shall be deemed a violation of the terms pertaining to the entire lot.

The University reserves the right to make the appropriate determination of preference among bids as may best suit its purposes.

Bids shall be evaluated on an equal footing to ensure fair competition. For this purpose, all bidders shall be required to include in their bids the cost of all taxes, such as, but not limited to, value added tax (VAT), income tax, local taxes, and other fiscal levies and duties which shall be itemized in the bid form and reflected in the detailed estimates. Such bids, including said taxes, shall be the basis for bid evaluation and comparison. Prices being offered are considered net and include government taxes, import fees and/or duties, if any, and all incidental expenses, including freight charge. The contractor shall certify and agree that, if for any reason or another, it secures a waiver or refund of all or any portion of the said taxes, fees, etc. the refund or waiver obtained shall be paid back to UPLB.

## **6. POST-QUALIFICATION**

The Procuring Entity shall determine to its satisfaction whether the Bidder that is evaluated as having submitted the Lowest Calculated Bid (LCB) complies with and is responsive to all the requirements and conditions. The determination shall be based upon an examination of the documentary evidence of the Bidder's qualifications submitted as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion.

If the BAC determines that the Bidder with the Lowest Calculated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Lowest Calculated Responsive Bid, and recommend to the Head of the Procuring Entity the award of contract to the said Bidder at its submitted price or its calculated bid price, whichever is lower. A negative determination shall result in rejection of the Bidder's Bid, in which event the Procuring Entity shall proceed to the next Lowest Calculated Bid to make a similar determination of that Bidder's capabilities to perform satisfactorily. If the second Bidder, however, fails the post qualification, the procedure for post qualification shall be repeated for the Bidder with the next Lowest Calculated Bid, and so on until the Lowest Calculated Responsive Bid is determined for contract award.

## **7. PERFORMANCE SECURITY**

Upon award, the winning bidder is required to deposit a performance bond whose form and amount are as follows:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)

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.	
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%)
Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

The performance bond shall be in the name of the University of the Philippines Los Baños. Failure to post the performance bond within 10 days after receipt of the notice of award shall mean a refusal to accept the order or contract which is sufficient cause for the forfeiture of the bidder's bond.

The supplier's performance bond will be released in accordance with the provisions of Act No. 9184 and subject to the provisions of the contract.

Failure of the successful Bidder to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall initiate and complete the post qualification of the second Lowest Calculated Bid. The procedure shall be repeated until the LCRB is identified and selected for contract award. However if no Bidder passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement.

#### SPECIAL PROVISIONS

The issuance of the prescribed bidding form mentioned herein shall not be construed as full and final recognition of the bidder's competence, nor shall any previous recognition of competence be necessarily accepted without question for this particular bidding. The University of the Philippines Los Baños reserves the right to review the competence and qualification of the bidders anytime before the award of contract by further verification of the bidders' pre-qualification documents, or by any other satisfactory means. The competence of a bidder shall include adequate preparation of the bid documents, financial ability to undertake proper and efficient performance of the services and/or delivery of supplies or equipment for which the bids are submitted.

SGD  
**HIDELISA P. HERNANDEZ**  
Chairperson, BAC

**SGD**  
Reviewed By: Engr. Alexis C. del Rosario

Date: \_\_\_\_\_



**SECRETARY'S CERTIFICATE**

\_\_\_\_\_, of legal age, Filipino with office address at \_\_\_\_\_, being the duly elected and qualified Corporate Secretary of \_\_\_\_\_, Inc. (the "Corporation"), with principal office at \_\_\_\_\_, under oath does hereby certify:

That at the special/regular/annual meeting of the Board of Directors held on \_\_\_\_\_, at which a quorum was present and acting throughout, the following resolution was unanimously approved:

"RESOLVED that \_\_\_\_\_, Inc. (the "Corporation") participate in the bidding for goods and services requirements of the University of the Philippines Los Baños from 1 January 2014 to 31 December 2014;

RESOLVED FURTHER, That its (*position*), Mr. / Ms. \_\_\_\_\_ whose signature appears below is authorized from 1 January 2014 to 31 December 2014 to negotiate the terms and conditions of the bidding, post/withdraw all kinds of bonds required in the bidding process in accordance with RA 9184; execute, sign and deliver all documents required by law necessary to participate / complete the bidding process; and do all acts and things necessary to accomplish this authority.

\_\_\_\_\_  
(Signature of officer)

That the foregoing resolution has not been repealed amended or modified and remains to be valid and subsisting as of the date hereof.

IN WITNESS WHEREOF, this Certificate has been signed this \_\_\_ day of \_\_\_\_\_ 2014 at \_\_\_\_\_.

\_\_\_\_\_  
Corporate Secretary

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_\_\_ 2014 Affiant is exhibiting to me his Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_

**SECRETARY'S CERTIFICATE**

\_\_\_\_\_, of legal age, Filipino with office address at \_\_\_\_\_, being the duly elected and qualified Corporate Secretary of \_\_\_\_\_, Inc. (the "Corporation"), with principal office at \_\_\_\_\_, under oath does hereby certify:

That at the special/regular/annual meeting of the Board of Directors held on \_\_\_\_\_, at which a quorum was present and acting throughout, the following resolution was unanimously approved:

"RESOLVED that \_\_\_\_\_, Inc. (the "Corporation") participate in the bidding for goods and services requirements of the University of the Philippines Los Baños for the year 2014.

RESOLVED FURTHER, That its *President/General Manager*, whose signature appears below is authorized to negotiate the terms and conditions of the bidding, post/withdraw all kinds of bonds required in the bidding process in accordance with RA 9184; execute, sign and deliver all documents required by the UPLB necessary to participate complete the bidding process; do all acts and things necessary to accomplish this authority; and appoint \_\_\_\_\_, from 1 January 2014 to 31 December 2014, any employee or officer of the Corporation to accomplish this authority.

\_\_\_\_\_  
(Signature of President/ General Manager)

That the foregoing resolution has not been repealed amended or modified and remains to be valid and subsisting as of the date hereof.

IN WITNESS WHEREOF, this Certificate has been signed this \_\_\_ day of \_\_\_\_\_ 2014 at \_\_\_\_\_.

\_\_\_\_\_  
Corporate Secretary

SUBSCRIBED AND SWORN TO before me this \_\_\_ day of \_\_\_\_\_2014 Affiant exhibits to me his Community Tax Certificate No. \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_

Doc. No. \_\_\_\_  
Page No. \_\_\_\_  
Book No. \_\_\_\_  
Series of 2014

(Letterhead of Corporation)

**AUTHORITY**

To : Bids and Awards Committee on Goods and Services, UPLB

Re : Authority of \_\_\_\_\_ to represent \_\_\_\_\_ ,  
Inc. for the public bidding of \_\_\_\_\_ on  
\_\_\_\_\_, 2014.

In accordance with the authority vested on me by the Board of Directors (Secretary's certificate Form-2A), I hereby appoint Mr./Ms. \_\_\_\_\_, (position) , of \_\_\_\_\_ , Inc. whose signature appears below to

negotiate the terms and conditions of the above-captioned bidding, post/withdraw all kinds of bonds required in the bidding process in accordance with RA 9184; execute, sign and deliver all documents required by the UPLB necessary to participate complete the bidding process; and to do all acts and things necessary to accomplish this authority.

\_\_\_\_\_  
(Signature of authorized representative of the Corporation)

By: \_\_\_\_\_ , Inc.

\_\_\_\_\_  
President/General Manager

*Omnibus Sworn Statement*

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REPUBLIC OF THE PHILIPPINES            )  
CITY/MUNICIPALITY OF \_\_\_\_\_       ) S.S.

**A F F I D A V I T**

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]*

\* This form will not apply for WB funded projects.