



REPUBLIC OF THE PHILIPPINES

# DEPARTMENT OF AGRARIAN REFORM

Tunay na Pagbabago sa Repormang Agraryo

July 31, 2019

MS. MICHELLE SAMONTE  
Authorized Representative  
Copylandia Office Systems Corporation  
718 Sgt. Bumatay, Mandaluyong City

**BIDS AND AWARDS COMMITTEE (BAC-Primary)**  
**INVITATION FOR NEGOTIATED PROCUREMENT FOR THE LEASE**  
**AGREEMENT OF FIFTY-FIVE (55) UNITS OF DIGITAL**  
**PHOTOCOPYING MACHINES**  
**Reference No. INP-19-07**

Dear Ms. Samonte:

1. The Department of Agrarian Reform (DAR) invites PhilGEPS-registered suppliers to participate in the negotiation for the Procurement of Lease Agreement for fifty-five (55) units of digital photocopying machines with an Approved Budget for the Contract (ABC) of Philippine Pesos Nine Hundred Seventy-Five Thousand Eight Hundred only (PhP975,800.00), inclusive of taxes, for a period of four (4) months for the DAR Central Office for CY 2019, in accordance with Section 53.1 of the Implementing Rules and Regulations of R.A. 9184, otherwise known as the Government Procurement Reform Act.
2. For more details on this procurement activity, please refer to the attached Schedule of Requirements (Annex "A") and Technical Specifications {Annex "B"}. A Negotiation Conference shall be held on **August 9, 2019 at 10:00 a.m.** at the FAPsO Conference Room, Ground Floor, FAPsO Building, DAR Compound, Elliptical Road, Diliman, Quezon City.
3. The following Eligibility and Technical Documents, as well as the Financial Proposal Form (Annex "C") shall be submitted on or before **August 9, 2019 at 9:00 a.m.** at the Procurement Division, DAR Central Office, Ground floor, DAR Compound, Elliptical Road, Diliman, Quezon City.

**ELIGIBILITY DOCUMENTS:**

- A. Bidders may submit their valid PhilGEPS Platinum Membership Certificate or valid **Class "A"** documents (refer to GPPB Circular 07-2017 dated 31 July 2017) such as:
  - A.1. Registration Certificate from the Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperative

- A.2. Mayor's/Business Permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas
- A.3. Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
- A.4. Audited Financial Statements showing among others, the prospective bidder's total and current assets and liabilities, 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

If the PhilGEPS Platinum Membership Certificate is valid but the Class "A" documents that have been uploaded/reflected are for 2018, the said certificate should be accompanied by the bidder's updated/valid Class "A" documents (as enumerated in items A.1-A.4 above)

- A.5. Statement of all Ongoing Government and Private Contracts, including contracts awarded but not yet started (Annex "D"), if any, whether similar or not similar in nature and complexity to the contract to be bid, and Statement of the Bidder's Single Largest Completed Contract (SLCC-Annex "E") similar to the contract to be bid except under conditions provided for in Section 23.4.1.3 of the IRR:

The above statements shall include for each contract, the following:

- (i) Name of the contract
- (ii) Date of the contract
- (iii) Contract duration
- (iv) Owner's name and address
- (v) Kinds of goods/nature of contract
- (vi) For Statement of Ongoing Contracts – amount of contract/s and value of outstanding contract/s
- (vii) For Statement of SLCC – amount of completed contract/s adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement
- (viii) Date of delivery
- (ix) End-user's acceptance or official receipt(s) or sales invoice issued for the contract, if completed, which shall be attached to the statements

- B. Computation of Net Financial Contracting Capacity (NFCC), which must be at least equal to the ABC to be bid, calculated as follows:

NFCC = [(current assets minus current liabilities) (15)] 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.

The values of the domestic bidder's current assets and current liabilities shall be based on the latest Audited Financial Statements submitted to the BIR.

For purposes of computing the foreign bidders' NFCC, the value of the current assets and current liabilities shall be based on their audited financial statements prepared in accordance with international financial reporting standards.

If the prospective bidder opts to submit a committed Line of Credit, it must be at least equal to ten percent (10%) of the ABC to be bid. If issued by a foreign universal or commercial bank, it shall be confirmed or authenticated by a local universal or commercial bank.

- C. **Class "B" Document:** 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 in accordance with Section 23.1(b) of the IRR.

**TECHNICAL DOCUMENTS:**

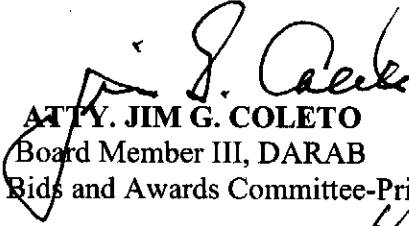
- D. Bid Security issued in favor of the DAR shall be either in the following forms and amounts:
- D.1. Bid Securing Declaration in accordance with the prescribed form which is attached as Annex "F"
  - D.2. 2% of the ABC, if in the form of cash or cashier's/manager's check issued by a Universal or Commercial Bank, or a bank draft/guarantee, or an irrevocable letter of credit issued by a foreign bank which shall be accompanied by a confirmation from a Universal or Commercial Bank
  - D.3. 5% of the ABC, if in the form of a surety bond, which shall be accompanied by a certification by the Insurance Commission that the surety or insurance company is authorized to issue such instruments
- E. Conformity with Schedule of Requirements (Annex "A")
- F. Conformity with Technical Specifications (Annex "B")
- G. Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of R.A. 9184 (Annex "G")
4. Delivery of the Goods is required, thirty (30) calendar days upon receipt of Notice to Proceed (NTP).
- Bidders should have completed a contract similar to the Project, within three (3) years from the date of submission and receipt of bids.
5. Opening of the Eligibility and Technical Documents and Financial Proposal will be conducted on **August 9, 2019 at 10:00 a.m.** at the FAPsO Conference Room, Ground floor, FAPsO Bldg., DAR Compound, Elliptical Road, Diliman, Quezon City.

6. Interested bidders may obtain further information from the DAR-BAC Secretariat through the following contact information:

Telephone Numbers: 453-8300/455-5849/928-1011

Email addresses: [darbacsec@gmail.com](mailto:darbacsec@gmail.com)  
[darbacsec.primary2019@gmail.com](mailto:darbacsec.primary2019@gmail.com)  
[procurementdivision.darco2013@gmail.com](mailto:procurementdivision.darco2013@gmail.com)

7. The Department of Agrarian Reform reserves the right to reject any and all bids, declare a failure of negotiations, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

  
**ATTY. JIM G. COLETO**  
Board Member III, DARAB  
Chair, Bids and Awards Committee-Primary

## Schedule of Requirements – Annex “A”

The delivery schedule and the requirements shall be as follows:

### A. Equipment

Description	Total Quantity	Place of Delivery	Period of Delivery
Digital photocopying machines with scanning function	55 units	DAR Central Office (see distribution list below)	Within thirty (30) calendar days from receipt of Notice to Proceed (NTP)

### Distribution List:

Item No.	Number of Units		Name and Location of Officers
	With min. speed of 45 copies/minute	With min. speed of 35 copies/minute	
1	2 units	1 unit	Office of the Secretary, 5 <sup>th</sup> floor, Main Building
2		1 unit	OSEC Conference Area, 5 <sup>th</sup> floor, Main Building
3	1 unit		Accounting Division, 3 <sup>rd</sup> floor, Main Building
4	1 unit		Budget Division, 3 <sup>rd</sup> floor, Main Building
5	1 unit		Personnel Division, 1 <sup>st</sup> floor, Main Building
6	1 unit		Legal Service, 2 <sup>nd</sup> floor, Main Building
7	1 unit		Legal Division, 2 <sup>nd</sup> floor, Main Building
8	1 unit		Procurement Division, 1 <sup>st</sup> floor, Main Building
9	1 unit		Procurement Division-BAC Secretariat, 1 <sup>st</sup> floor, FAPSO Building
10	1 unit		DARAB Secretariat, Annex 1
11		1 unit	DARAB – ASEC Cua, Annex 1
12		1 unit	DARAB – BM Coletto, Annex 1
13		1 unit	DARAB – BM Cristobal, Annex 1
14	1 unit		Records Division, 1 <sup>st</sup> floor, Main Building
15	1 unit		General Services Division, 1 <sup>st</sup> floor, Main Building
16	1 unit		PARC Secretariat, 4 <sup>th</sup> floor, Main Building
17		1 unit	PARC - OD, 4 <sup>th</sup> floor, Main Building
18	1 unit		BARBD, 4 <sup>th</sup> floor, Main Building
19	1 unit		ARCDS – OD, 2 <sup>nd</sup> floor, Main Building
20		1 unit	ARCDS, 2 <sup>nd</sup> floor, Main Building
21		1 unit	ARCDS, 2 <sup>nd</sup> floor, Main Building
22	1 unit		BLTI – Documentation, Annex 2
23		1 unit	BLTI Monitoring, Annex 2
24		1 unit	BLTI OD, Annex 2
25		1 unit	BLTI AD, Annex 2
26	1 unit		PAMRS – OD, 2 <sup>nd</sup> floor, Main Building
27		1 unit	PAMRS, 2 <sup>nd</sup> floor, Main Building

28	1 unit		BALA-ARBLAD, 3 <sup>rd</sup> floor, Main Building
29	1 unit		BALA – CCD, 3 <sup>rd</sup> floor, Main Building
30	1 unit		BALA – LUCD, 3 <sup>rd</sup> floor, Main Building
31	1 unit		BALA – LIMD, 3 <sup>rd</sup> floor, Main Building
		1 unit	BALA - OD, 3 <sup>rd</sup> floor, Main Building
32	1 unit		Project Management Service, 1 <sup>st</sup> floor, FAPsO Building
33		1 unit	USEC – LAO, 5 <sup>th</sup> floor, Main Building
34		1 unit	ASEC – LAO, Annex 1
35		1 unit	PPS – OD, 4 <sup>th</sup> floor, Main Building
36		1 unit	PPS, 4 <sup>th</sup> floor, Main Building
37		1 unit	PPS, 4 <sup>th</sup> floor, Main Building
38		1 unit	MISS, 4 <sup>th</sup> floor, FAPsO Building
39		1 unit	USEC – FOO, 5 <sup>th</sup> floor, Main Building
40		1 unit	ASEC - FOO, 5 <sup>th</sup> floor, Main Building
41		1 unit	USEC – SSO, 4 <sup>th</sup> floor, Main Building
42		1 unit	ASEC - SSO, 4 <sup>th</sup> floor, Main Building
43		1 unit	Cashiering Unit, 1 <sup>st</sup> floor, Main Building
44		1 unit	Internal Audit Division, 5 <sup>th</sup> floor, Main Building
45		1 unit	USEC – PPRO, 2 <sup>nd</sup> floor, FAPsO Building
46		1 unit	PRS, 4 <sup>th</sup> floor, Main Building
47		1 unit	USEC- FMAO, 3 <sup>rd</sup> floor, Main Building
48		1 unit	Management Division, 3 <sup>rd</sup> floor, Main Building
49		1 unit	Administrative Service – OD, 1 <sup>st</sup> floor, Main Building
50		1 unit	FAPsO Conference Area, 1 <sup>st</sup> Floor, FAPsO Building
51		1 unit	USEC – Foreign Assisted Projects, 4 <sup>th</sup> floor, Main Building
52		1 unit	USEC – Special Concerns Office, 5 <sup>th</sup> floor, Main Building
	22 units	33 units	
<b>Total</b>	<b>55 units</b>		

B. **Maintenance/Service Technician** – one on-call service/maintenance technician who shall respond to emergency service calls.

C. **Training** – Provide training on proper use and maintenance to end-users who have no assigned machine operators.

I hereby commit to comply and deliver all the above requirements in accordance with the above-cited schedules.

\_\_\_\_\_  
Signature over Printed Name of Authorized Representative

Designation \_\_\_\_\_

Name of Company \_\_\_\_\_

Date \_\_\_\_\_

## Technical Specifications – Annex “B”

### Statement of Compliance

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. 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 as provided in Republic Act 3019.

1. The digital photocopying machines shall be delivered in accordance with the delivery schedule specified in Schedule of Requirements – Annex “A”. The technical specifications required by the Procuring Entity are indicated below. The bidder shall indicate in the appropriate column its statement of compliance to each of the requirement below:

Item Description	Specification
<p>55 units of digital photocopying machines</p> <p>Note: Bidder should indicate here the Brand and Model Number/s of the offered digital photocopying machines</p>	<ol style="list-style-type: none"> <li>1. Multi-function copier/scanner/printer</li> <li>2. Must be from the same company and operate in a manner similar to one another</li> <li>3. Must not be older than ten (10) years from the manufacturing date, provided that there will be no delays in the response time in case of machine/service unit replacement and comply with the requirements in Item 2. Other requirements (d, e, f)</li> <li>4. Thirty-three (33) units with a rated minimum speed of 35 copies per minute (cpm) and/or faster based on A4 or short bond paper at portrait position</li> <li>5. Twenty-two (22) units with a rated minimum speed of 45 copies per minute (cpm) and/or faster based on A4 or short bond paper at portrait position</li> <li>6. Capable of printing on stock ranging from 20-lb. bond to 110-lb. index, on the following sizes: <ul style="list-style-type: none"> <li>• Letter (8-1/2 x 11)</li> <li>• Legal (8-1/2 x 14)</li> <li>• Ledger (11 x 17)</li> </ul> </li> <li>7. Capable of producing double-sided prints/copies</li> <li>8. Should possess an automated document feeder, with a minimum capacity of 50 sheets of 20-lb. bond paper</li> <li>9. Should have a bypass tray for the purpose of printing on specialized stock</li> </ol>

	<p>10. Capable of enlarging/zooming documents in pre-set increments ranging from 101% - 400%</p> <p>11. Capable of reducing documents in pre-set increments to ranging from 99% - 25%</p> <p>12. Should have the following paper capacity using standard 20-lb. copy paper:</p> <ul style="list-style-type: none"> <li>• 8-1/2 x 11 paper supply – minimum of 500 sheets</li> <li>• 8-1/2 x 14 paper supply – minimum of 500 sheets</li> <li>• The trays for the above paper supplies should be adjustable to load the 11 x 17 paper size or an auxiliary /bypass tray could be included for the said paper size</li> </ul> <p>13. Should have image shift capabilities</p> <p>14. Should have programmable cost center/accounting meters</p> <p>15. Capable of scanning and network printing</p> <p>16. Should have a descriptive literature on the proposed multifunction services</p> <p>17. Memory: at least 1GB RAM, 60GB HDD</p>
--	--

2. Other Requirements:

- a. Lessor shall be required to provide demonstrations of proposed machines prior to selection of award or during post-qualification.
- b. The Lessor/winning bidder shall deliver, install and make the machines ready for use within thirty (30) calendar days from receipt of Notice to Proceed (NTP). In addition, the Lessor, winning bidder shall:
  - Deliver the machines at no additional fee
  - Provide proper training to the end-users/DAR staff at no additional cost
  - Provide routine maintenance and repair services without cost
  - Include proposed method of managing service calls including:
    - Service organization background and qualification
    - Method for history of call on each device/logging
    - Level of service specifications
    - Number of trained technicians for each machine type
- c. The Lessor shall provide, at its own expense, all machine parts, toner, drum, fusers, and other consumables necessary for the operations and use of the copiers regardless of operating time/number of copies.
- d. The Lessor shall provide one (1) fully-trained customer service technician who shall respond within four (4) hours between 8:00 a.m. to 5:00 p.m. Mondays thru Fridays, upon receipt of end-user's call requesting for emergency service. Only fully trained and qualified technicians shall perform the maintenance on the copiers.
- e. The Lessor shall maintain copiers in continuous good running and operating conditions and conduct regular rigid cleaning/overhauling and maintenance of copiers preferably during non-working days.



- f. The Lessor shall provide within twenty-four (24) hours, a service unit with an equal or better specifications at no cost to DAR in the event of a machine breakdown that necessitates pull-out of the machine. If the Lessor fails to correct the non-performance, the DAR reserves the right to terminate the contract by giving a ten (10) day notice to the Lessor, after which no further obligation is due from the DAR.
- g. The Lessor shall provide a monthly statement of account and original copies of sales invoice with monthly consumption report and meter reading report witnessed and verified by the end-user representative/s as basis for the monthly payment.

**I hereby certify that the statement of compliance to the foregoing technical specifications are true and correct, otherwise, if found to be false either during bid evaluation or post-qualification, the same shall give rise to automatic disqualification of our bid.**

---

Name of Company/Bidder

---

Signature over Printed Name of  
Authorized Representative

---

Date

## Bid Form – Annex “C”

---

Date: \_\_\_\_\_  
Invitation to Bid No.: INP-19-07

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

Gentlemen and/or Ladies:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said Bidding Documents for the sum of *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the Schedule of Prices attached herewith and made part of this Bid.

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements – Annex “A”.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period which is one hundred twenty (120) calendar days from the receipt and opening of the bids, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:<sup>1</sup>

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

(if none, state “None”)

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

\_\_\_\_\_

We certify/confirm that we comply with the eligibility requirements as per **Invitation to Bid, Reference Number: INP-19-07.**

We likewise certify/confirm that the undersigned, *[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for the Name of Project of the Name of the Procuring Entity] [for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for Name of Project of the Name of the Procuring Entity].*

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices (Annex "C-1"), shall be a ground for the rejection of our bid.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

## Bid Price Schedule – Annex “C-1”

**For the Lease of Fifty-Five (55) Units of Digital Photocopying Machines  
for a Period of Four (4) Months for the Department of Agrarian Reform  
Central Office for CY 2019 (Negotiated Procurement)  
Reference Number: INP-19-07**

ITEM NUMBER	DESCRIPTION OF GOODS AND SERVICES	QUANTITY	BID PRICE (INCLUSIVE OF VAT AND OTHER APPLICABLE TAXES)
1	Supply of Goods and Services for the lease of fifty-five (55) units of digital photocopying machines for a period of four (4) months		
2	Cost per Copy	1	PhP _____
3	Average copies per month (est.)	342,400	PhP _____
4	Total Bid Price for four (4) months for CY 2019		PhP _____

**Submitted By:**

Company Name: \_\_\_\_\_

Authorized Representative: \_\_\_\_\_

Designation: \_\_\_\_\_

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

**Annex "D"**

**Statement of Single Largest / Completed Contracts Similar to the Contract to be Bid**

This is to certify that \_\_\_\_\_ (Company) \_\_\_\_\_ has the following completed contract/s for the period CY2016-2019.

Date of the Contract	Contracting Party	Name of Contract	Nature/Scope	Amount of Contract	Date Awarded	Date Completed

\_\_\_\_\_ Date

**Name and Signature of  
Authorized Representative**

**Instructions:**

a) Cut-off date as of:

Up to the day before the deadline of submission of bids.

b) In the column under "Dates", indicate the dates of Delivery/End-user's Acceptance and Official Receipt.

c) "Name of Contract". Indicate here the Nature/Scope of the Contract for the Procuring Entity to determine the relevance of the entry with the Procurement at hand. Example: "Supply and Delivery of Generator Set"

**Annex "E"**

**Statement of : (i) Ongoing Contracts; and (ii) Awarded But Not Yet Started Contracts**

This is to certify that \_\_\_\_\_ (Company) \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts.

Date of the Contract	Contracting Party	Name of Contract	Nature and Scope	Amount of Contract	Date Awarded	Value of Outstanding Contracts

\_\_\_\_\_  
**Name and Signature of  
 Authorized Representative**

\_\_\_\_\_  
**Date**

**\*Instructions:**

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for bidding) as of: **The day before the deadline of submission of bids.**
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.
- c) The total amount of the ongoing and awarded but not yet started contracts should be consistent with those used in the Net Financial Contracting Capacity (NFCC) in case an NFCC is submitted as an eligibility document.
- (d) "Name of Contract". Indicate here the Nature/Scope of the Contract for easier tracking of the entries/representations. Example: "Supply and Delivery of Generator Set"

**Omnibus Sworn Statement – Annex “G”**  
**Reference Number: INP-19-07**

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

**AFFIDAVIT**

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached duly notarized *Special Power of Attorney*;

*If a partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable:)]*;

3. *[Name of Bidder]* is not “blacklisted” or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

*If a sole proprietorship:* The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a partnership or cooperative:* None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

*If a corporation or joint venture:* None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and

8. *[Name of Bidder]* is aware of and has undertaken the 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 activity.

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

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory



**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_

**Bid Securing Declaration – Annex “F”**  
**Reference Number: INP-19-07**

**REPUBLIC OF THE PHILIPPINES)**  
**CITY OF \_\_\_\_\_) S.S.**  
X-----X

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

I/We<sup>1</sup>, 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.
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 are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed 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 BIDDER'S AUTHORIZED  
REPRESENTATIVE]*  
*[Insert Signatory's Legal Capacity]*  
Affiant

<sup>1</sup> Select one and delete the other. Adopt the same instruction for similar terms throughout the document.

**SUBSCRIBED AND SWORN** to before me this \_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_\_\_\_ *[date issued]*, *[place issued]*

IBP No. \_\_\_\_\_ *[date issued]*, *[place issued]*

Doc. No. \_\_\_\_\_

Page No. \_\_\_\_\_

Book No. \_\_\_\_\_

Series of \_\_\_\_\_