



Republic of the Philippines  
Department of Health  
**CENTRAL OFFICE BIDS AND AWARDS COMMITTEE**

## **REQUEST FOR BEST AND FINAL OFFER**

This is in reference to the Department of Health's Negotiated Procurement (Two Failed Biddings) for the Procurement of Rubber Shoes under NP No. 2019-038.

The Central Office Bids and Awards Committee (COBAC)-D is requesting for the submission of Best and Final Offer for the item listed below with a Total Approved Budget for the Contract of One Million Four Hundred Ninety Two Thousand Five Hundred Philippine Pesos (PhP1,492,500.00):

Item No.	Description	Qty.	Unit	Total ABC (PhP)
1	Rubber Shoes	995	Piece	1,492,500.00

Attached are the Schedule of Requirement and Technical Specification forms indicating the actual requirements for this engagement.

The following shall be submitted in sealed envelopes one (1) original and two (2) duplicate copies, marked as Original, Copy 1 and Copy 2) at the **COBAC Conference Room, Bldg. 6, Ground Floor, Department of Health San Lazaro Compound, Sta. Cruz, Manila** on or before **19 November 2019 at 10:00 AM**, addressed to the undersigned:

All submitted documents (original and the two (2) copies) shall be originally duly certified by the bidder or his duly authorized signatory, arranged, numbered and tabbed as enumerated below:

1. Price Quotation, inclusive of taxes;
2. Duly accomplished and signed Technical Specifications using the attached form;
3. Duly signed Schedule of Requirements, using the attached form;
4. 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.
5. 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 (2016 Revised IRR of RA9184) **together with corresponding copy of receipt(s) of payments of the said permit;***

Acceptability of the recently expired Mayor's or Business permits and the Official Receipt as proof that the Bidder has applied and paid for the renewal of the permit within January 20 or of each subsequent quarter; Provided that, the current and valid Mayor's or Business Permit as renewed, will be submitted by the bidder with the LCRB as a condition to the award of contract (GPPB Circular 01-2015, dated 30 January 2015).

6. Tax clearance per Executive Order No. 398, Series of 2005 issued by BIR main office Accounts Receivable Monitoring Division (ARMD), as finally reviewed and approved by the BIR pursuant to RR 01-2016 of BIR.

NOTE: In case of a foreign JV Partner either Delinquency Verification Certification to Non-Resident Foreign Corporations (NRFC) or Non-Resident Aliens Not Engaged in Trade or Business (NRANETB), the Tax Clearance form required under BIR RR 3-2005, the CED of the BIR issues NRFC / NRANETB attesting to the fact that the taxpayer has no outstanding Final Assessment Notice and/or delinquent account or may be substituted by the appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned.

7. Audited financial statements, **showing, among others, the 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 the date of bid submission*;

**NOTE:**

- *Bidders may still submit the Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2. of the 2016 Revised IRR; or*
- *If already registered in the PhilGEPS under Platinum category, the Certificate of Registration and Membership in lieu of the uploaded file of Class "A" Eligibility Documents;*  
*or*
- *A combination thereof in case any of the earlier uploaded Class "A" Eligibility Documents has been expired;*

*In the event the bidder opted to submit only the Class "A" Eligibility Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 (Pursuant to GPPB Circular 07-2017 DATED 31 July 2017)*

8. **Statement of all its ongoing 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; and

**Statement of the Bidder's Single Largest Completed Contract (SLCC)** similar to the contract to be bid *within two (2) years from the Submission and Opening of Bids, must be at least 25% of the ABC.*

For this purpose, similar contracts shall refer to *media placements*.

The two (2) *statements* required shall indicate for each contract the following **using the attached prescribed COBAC Standard Form Nos. 1 and 2:**

- a. Name of contract;
- b. Date of the contract;
- c. Contract duration;
- d. Owner's name and address;
- e. Kinds of Goods;
- f. For Statement of Ongoing Contracts - amount of contract and value of outstanding contracts;
- g. For Statement of SLCC - amount of completed contracts, adjusted by the Bidder to current prices using PSA's consumer price index, if necessary for the purpose of meeting the SLCC requirement;
- h. Date of delivery; and
- i. End-user's acceptance or official receipt or sales invoice for the contract, if completed, which shall be attached to the statements.

*Note: Failure to include an immaterial ongoing contract or failure to disclose complete information in the statement of contracts shall result in the following (GPPB Resolution No. 29-2012 dated 23 November 2012:*

- (a) Disqualification of the bidder for non-compliance with the eligibility requirement under Section 23.1 or 24.1 of the revised IRR.
  - (b) Blacklisting under Section 65.3 (a) or (b) of the revised IRR.
9. The Bidder must submit a computation of its Net Financial Contracting Capacity (NFCC) which must be at least equal to the ABC to be bid, calculated as follows **using the prescribed COBAC Standard Form No. 3 as provided:**

NFCC = [(Current Assets minus Current Liabilities) **(15)**] minus the value of all outstanding or uncompleted portions of the projects under on-going 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.

**OR**

If the prospective bidder submits a Committed Line of Credit (CLC), it must be at least equal to ten percent (10%) of the ABC to be bid issued by Universal or Commercial Bank; Provided, that if the same is issued by a foreign Universal or Commercial Bank, it shall be confirmed or authenticated by a local Universal or Commercial Bank.

**NOTE:**

In case of a Joint Venture Agreement (JVA), the entity using its Audited Financial Statement (AFS) shall submit a statement of its on-going contracts including contracts awarded and not yet started, if any, provided that, its on-going contracts shall be reflected in the computation of NFCC. Provided further, that the Current Assets and Current Liabilities of foreign bidders shall be based on their AFS accomplished in compliance with International Financial Reporting Standards (Circular 02-2014 dated 20 June 2014 pursuant to GPPB Resolution 14-2014 dated 20 June 2014).

10. If applicable, valid Joint Venture Agreement (JVA) in case of the joint venture is already in existence. ***In the absence of a JVA, duly notarized statements from all the potential joint venture partners should be included in the bid, stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful. Failure to enter into a Joint Venture in the event of a contract award shall be ground for the forfeiture of the bid security (2016 IRR of RA 9184).***

**NOTE:**

**Based on ITB Clause 24.6, in case of a JVA, each partner shall submit the following documents. All the documents shall be submitted arranged, numbered and tabbed as enumerated below:**

- (1) SEC/DTI or appropriate equivalent documents, if any, issued by the country of the foreign bidder concerned;
- (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 together with corresponding copy of receipt(s) of payments of the said permit;

Acceptability of the submission of the bidder's recently expired Mayor's Permit or Business Permit and the Official Receipt as proof that the bidder has applied and paid for the renewal of the permit within January 20 or of each subsequent quarter; Provided that, the current and valid Mayor's Permit as renewed, will be submitted by the bidder with the LCRB as a condition to the award of contract (GPPB CIRCULAR 01-2015, dated 30 January 2015).

- (3) Tax Clearance per Executive Order No. 398, Series of 2005 issued by BIR main office Accounts Receivable Monitoring Division (ARMD), as finally reviewed and approved by the BIR pursuant to RR 01-2016 of BIR or Delinquency Verification Certificate for Non-Resident Foreign Corporations (NRFC) or Non-Resident Aliens Not Engaged in Trade or Business (NRANETB) (GPPB NPM 045-2013, dated 07 June 2013).
- (4) Audited financial statements, **showing among others, the 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 the date of bid submission*;

**NOTE:** The submission of technical and financial eligibility documents by any of the joint venture partners constitutes compliance: *Provided that the partner responsible submits a computation of its NFCC and shall likewise submit the Statement of all of its ongoing contracts and Audited Financial Statements.*

**NOTE:**

- Bidders may still submit the Class "A" Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2. of the 2016 Revised IRR; or
- If already registered in the PhilGEPS under Platinum category, the Certificate of Registration and Membership in lieu of the uploaded file of Class "A" Eligibility Documents;  
or
- A combination thereof in case any of the earlier uploaded Class "A" Eligibility Documents has been expired;

*In the event the bidder opted to submit only the Class "A" Eligibility Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 (Pursuant to GPPB Circular 07-2017 DATED 31 July 2017)*

11. The Omnibus Sworn Statement executed by the Bidder or its duly authorized representative using the attached prescribed format;
12. Duly notarized authority of the signatory :
  - a. Secretary's Certificate (i.e. Corporation; Joint Venture Agreement); or
  - b. Special Power of Attorney (i.e. Sole Proprietor; Partnership). **(Please refer to the attached prescribed forms)**

Should your company be declared as the Lowest Calculated Bidder (LCB), the following documentary requirements should be submitted within non-extendible period of **five (5) calendar days** upon receipt of notice:

- (a) Latest Annual Tax Return filed thru Electronic Filing and Payment Systems (EFPS) and must be duly validated with the tax payments made thereon for the preceding Tax Year be it on a calendar or fiscal year income (per Revenue Regulations 3-2005);
- (b) Latest Business Tax Return filed thru Electronic Filing and Payment System (EFPS) duly validated with the tax payments made thereon also refers to the Value Added Tax (VAT) or Percentage Tax Returns covering the previous **six (6) months** (per Revenue Regulations 3-2005);

*The latest income and business tax returns are those within the last six months preceding the date of bid submission*

- (c) Articles of Incorporation and General Information Sheet (GIS), in case the Bidder has submitted a SEC registration as part of the Eligibility Documents, if applicable;
- (d) Valid and current Certificate of PhilGEPS Registration and Membership – Platinum (In the event the bidder opted to submit only the Class “A” Eligibility Documents (Pursuant to GPPB Circular 07-2017 dated 31 July 2017)

**NOTE:**

1. *In case of a JVA, each joint venture partners shall submit the above-cited Post-qualification Documentary Requirements (GPPB NPM 006-2010 dated 04 February 2010).*
2. *As the possible Lowest Calculated Responsive Bid (LCRB), please provide the COBAC-D, soft copy in “Word” and in PDF format the Technical Specifications you submitted during the Submission and Opening of Bids for the above-cited procurement project.*
3. *All submitted documents during the Submission and Opening of Bids (original and the two (2) copies) by the LCB must be true copies of the original certified as such by the Bidder’s duly authorized signatory.*

*Failure of the Bidder declared as LCB to duly submit the requirements stated above or a finding against the veracity of such shall be ground for forfeiture of the bid security and disqualify the Bidder for award.*

Posting of Performance Security is required upon issuance of Notice of Award. Performance security shall be limited to the following categories below that bidder may opt to use, denominated in the Philippine Pesos and posted in favor of the Procuring Entity not less than the required percentage of the total contract price in accordance with the following schedule:


Form of Performance Security	Amount of Performance Security (Not less than the required Percentage of the Total Contract Price)
a) Cash/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 <i>the Insurance Commission as authorized to issue such security.</i>	Thirty percent (30%)
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The Performance Security shall be valid until the issuance of the **Certificate of Inspection and Acceptance Report by the Department of Health (DOH)** which must form part of the terms and conditions of *the Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank or Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security* when opted to be used by the bidder. Otherwise, the award of contract shall be cancelled without prejudice of the institution of blacklisting proceeding or other administrative cases, civil or criminal cases with the forfeiture of the bid security.

**Please use the attached Price Quotation, Technical Specification, Schedule of Requirement, Omnibus Sworn Statement and Authority of the Signatory Forms.**

  
**LILIBETH C. DAVID, MD, MPH, MPM, CESO I**  
Undersecretary of Health  
Chairperson, COBAC-D

### PRICE QUOTATION

Item No.	Item Description	Qty.	Unit	Unit Cost	Total Cost
1	Rubber Shoes	995	Piece		

**All price offered (inclusive of local taxes) must be type or written indelible ink.**

After having carefully read and accepted your conditions, I / We quote you on the item/s at prices noted above.

\_\_\_\_\_  
Signature over Printed Name

*[date of signing]*

In the capacity of:

Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*

*[Name of Company]*

*[Complete office address]*

*[Contact No.]*

*[Fax No.]*

*[Email address]*

## *Schedule of Requirements*

Item No.	Description	Quantity/Unit	Total ABC (PhP)	Delivery Site	Delivery period in, Calendar Days
1	Rubber Shoes	995 pieces	1,492,500.00	DOH Warehouse(s)	<p>Sixty (60) calendar days upon receipt of approved Notice to Proceed (NTP) and approved sample.</p> <p><b>Delivery must be completed and accepted including request for payment with complete documents not later than 30 June 2020 pursuant to Executive Order (EO) No. 91</b></p>

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of:  
 Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email No.]*



## Technical Specifications

Item	Specification	Statement of Compliance
		<p>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. <b><u>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.</u></b> 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.</p>

# Technical Specifications

Republic of the Philippines  
Department of Health  
**TECHNICAL SPECIFICATIONS**

Item No. 1	Rubber Shoes	Qty./Unit	995 pieces																		
ABC: PhP1,492,500.00		Brand:																			
PURCHASER’S SPECIFICATION		STATEMENT OF COMPLIANCE																			
<p>1. <b>Job Title:</b> Purchase of rubber shoes for male and female</p> <p>2. <b>Kind:</b> Pair of Rubber Shoes, Rubber</p> <p>3. <b>Specification</b></p> <ul style="list-style-type: none"><li>a. Low Cut Cross Fitness Rubber Shoes</li><li>b. Breathable mesh upper for durability and ventilation</li><li>c. Foam padded mesh collar for added comfort</li><li>d. Traditional lace-up closure</li><li>e. Breathable mesh tongue, with sublimation ID print “DOH” in lieu of the Manufacturer’s name of logo, with shoe size chart at the back</li><li>f. Lightweight midsole</li><li>g. Optimized Insole reinforce cushioning – flattening resistant for long lasting shock absorption</li><li>h. Embroidered “DOH” word on the tongue</li><li>i. Size of the “DOH” is proportional to the actual size of the tongue</li><li>j. Color of the word “DOH” is dark green if the tongue is light in color, apple green if the tongue is dark in color</li></ul> <p>4. <b>Sizes:</b></p> <table><tr><th>Size (US)</th><th>Male</th><th>Female</th></tr><tr><td>4.5</td><td>0</td><td>5 pcs</td></tr><tr><td>5</td><td>2 pcs</td><td>43 pcs</td></tr><tr><td>5.5</td><td>1 pc</td><td>29 pcs</td></tr><tr><td>6</td><td>8 pcs</td><td>66 pcs</td></tr><tr><td>6.5</td><td>5 pcs</td><td>43 pcs</td></tr></table>		Size (US)	Male	Female	4.5	0	5 pcs	5	2 pcs	43 pcs	5.5	1 pc	29 pcs	6	8 pcs	66 pcs	6.5	5 pcs	43 pcs		
Size (US)	Male	Female																			
4.5	0	5 pcs																			
5	2 pcs	43 pcs																			
5.5	1 pc	29 pcs																			
6	8 pcs	66 pcs																			
6.5	5 pcs	43 pcs																			

Republic of the Philippines  
Department of Health  
**TECHNICAL SPECIFICATIONS**

Item No. 1	<b>Rubber Shoes</b>	Qty./Unit	995 pieces
ABC: <b>PhP1,492,500.00</b>		Brand:	
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>	
7	30 pcs	125 pcs	
7.5	26 pcs	46 pcs	
8	46 pcs	109 pcs	
8.5	52 pcs	48 pcs	
9	59 pcs	59 pcs	
9.5	44 pcs	20 pcs	
10	48 pcs	11 pcs	
10.5	18 pcs	2 pcs	
11	30 pcs	3 pcs	
11.5	1 pc	1 pc	
12	12 pcs	1 pc	
13	2 pcs	0	
<b>5. Item Color:</b> Black dominant color with white or any light color lining			
<b><u>Additional Requirements to be attached with this form:</u></b>  1. Sworn Statement using the prescribed form in Section VIII. Bidding Forms.			
<b><u>Upon delivery the following shall be complied:</u></b>  <b>Packaging Instructions:</b>  a. Primary Packaging (individual): Each item is individually wrapped in plastic and box b. Secondary Packaging (bundle): Each bundle contains ten (10) individual boxes			
<b><u>Additional Requirement for Post-qualification in case declared as LCB:</u></b>  During post-qualification, the supplier shall submit actual sample of the item for evaluation and to be returned thereafter. The sample submitted and approved during evaluation shall be the same item/brand to be delivered upon award of contract.			

Republic of the Philippines  
Department of Health  
**TECHNICAL SPECIFICATIONS**

Item No. 1	Rubber Shoes	Qty./Unit	995 pieces
ABC: PhP1,492,500.00		Brand:	
PURCHASER’S SPECIFICATION		STATEMENT OF COMPLIANCE	
<u>Instruction before mass production:</u>			
<ul style="list-style-type: none"><li>• Sample of shoes is subject to the approval of End User before mass production</li></ul>			

\_\_\_\_\_  
Signature over Printed Name  
[date of signing]

In the capacity of  
Duly authorized to sign bid for and on behalf of

:[title or other appropriate designation]  
:[Name of Company]  
[Complete office address]  
[Contact No.]  
[Fax No.]  
[Email Address]

**Statement / List of all Ongoing Government and Private Contracts  
including contracts awarded but not yet started  
(IF ANY)**

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name of Contract Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works/ Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Total Cost								

**Note:** Indicate "no ongoing contracts" if there are none.

\_\_\_\_\_  
Signature over Printed Name  
[date of signing]

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]  
[Name of Company]  
[Complete office address]  
[Contact No.]  
[Fax No.]  
[Email No.]

**Statement identifying the Bidder's Single Largest Completed Contract similar to the contract to be bid**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Amount Awarded at b. Amount Completion at c. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government / Private</u>						

**Note:** This statement shall be supported with any of the following documents:

1. Purchase Order and/or Contract of Agreement;
2. Certificate of Completion or End-user's Acceptance;
3. Official Receipt/s issued for the contract

\_\_\_\_\_  
 Signature over Printed Name  
*[date of signing]*

In the capacity of:  
 Duly authorized to sign bid for and on behalf of:

*[title or other appropriate designation]*  
*[Name of Company]*  
*[Complete office address]*  
*[Contact No.]*  
*[Fax No.]*  
*[Email No.]*



## COMPUTATION OF NET FINANCIAL CONTRACTING CAPACITY

Summary of the Supplier's/Distributor's/Manufacturer's assets and liabilities on the basis of the income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year.

		Year 20__
1	Total Assets	
2	Current Assets	
3	Total Liabilities	
4	Current Liabilities	
5	Net Worth (1-3)	
6	Net Working Capital	

The Net Financial Contracting Capacity (NFCC) based on the above data is computed as follows:

*NFCC = [(Current Assets minus Current Liabilities) (15)] minus the value of all outstanding or uncompleted portions of the projects under on-going contracts, including awarded contracts yet to be started coinciding with the contract to be bid.*

Where:

K = 15

NFCC = PhP \_\_\_\_\_

\_\_\_\_\_  
Signature over Printed Name  
[date of signing]

In the capacity of:  
Duly authorized to sign bid for and on behalf of:

[title or other appropriate designation]  
[Name of Company]  
[Complete office address]  
[Contact No.]  
[Fax No.]  
[Email No.]

## Omnibus Sworn Statement

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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 \_\_\_\_\_

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

REPUBLIC OF THE PHILIPPINES )

CITY OF \_\_\_\_\_ ) S.S.

X-----X

### SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

(Resolution No. \_\_\_\_\_)

**RESOLVED**, that \_\_\_\_\_ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; and in connection therewith hereby appoint \_\_\_\_\_, acting as duly authorized and designated representatives of \_\_\_\_\_, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully and effectively as the \_\_\_\_\_ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

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

\_\_\_\_\_  
[Corporate Secretary]

**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 \_\_\_\_.



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

X-----X

### SPECIAL POWER OF ATTORNEY

**KNOW ALL MEN BY THESE PRESENTS** that the undersigned [name], [title] of [name of Company], is lawfully authorized to represent and act on behalf of the [name of company], a company registered under the laws of the Republic of the Philippines with its registered office at [complete office address], do hereby APPOINT, NAME and CONSTITUTE, [name], [title] of [name of company] as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of [Name of Project and reference number].
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

**HEREBY GIVING AND GRANTING** unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to done under and by virtue of these presents.

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

\_\_\_\_\_  
[Principal]

\_\_\_\_\_  
[Legal Representative/s]

Attorney-in-Fact SIGNED IN THE PRESENCE OF

\_\_\_\_\_  
\_\_\_\_\_  
**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]

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## SWORN STATEMENT

I, \_\_\_\_\_, the Authorized Representative of  
\_\_\_\_\_, with an office address at  
\_\_\_\_\_, after having  
been sworn in accordance with the law, hereby depose and say, That:

I, on behalf of our company, is participating in the Public Bidding of the Department of Health (DOH) for the procurement of \_\_\_\_\_;

I, hereby pledge to observe and respect the Code of Conduct of the DOH such as but not limited to the rule of "Conflict of Interest" and "No gift-giving policy";

I, confirm that our company does not have any current engagement and/or partnership, joint sponsorship or any other activity with the tobacco industry;

In the event that our company violated the afore-mentioned rules or found to have a misrepresentation against this pledge, it shall be a ground for an automatic disqualification of our bid without prejudice to the institution of an administrative, civil or criminal action.

That I am executing this affidavit to attest to the truthfulness of the foregoing and to comply with the post-qualification requirement for the procurement of \_\_\_\_\_.

In witness whereof, I have hereunto affixed my signature this \_\_\_\_ day of \_\_\_\_\_ 20\_\_ at the \_\_\_\_\_.

\_\_\_\_\_  
Affiant

Subscribed and sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 2015 at \_\_\_\_\_, affiant exhibiting to me his (Valid ID) No. \_\_\_\_\_ issued on \_\_\_\_\_ at the City of \_\_\_\_\_.

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