



Republic of the Philippines

Department of Health

## CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

14 July 2022

Name of the Procuring Entity: **Department of Health**

Name of the Project: **Procurement of Service Provider for the Preventive and Corrective Maintenance of Fire Alarm System of the Philippine Blood Center**

---

Name of Company

---

Address

Please submit your lowest price quotation on the lot listed below, duly signed by your Representative not later than **20 July 2022; 9:00 A.M. at the Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila:**

Lot No.	Item Description	Qty.	Unit	Total Approved Budget for the Contract (ABC)
1	Service Provider for the Preventive and Corrective Maintenance of Fire Alarm System of the Philippine Blood Center	1	lot	PhP100,000.00

Your quotation is subject to the following General Conditions:

- Price validity shall be for a period of Ninety (90) calendar days from the Opening of Quotations.**
- Delivery period/Contract Duration:** Thirty (30) calendar days upon receipt of Notice to Proceed (NTP).
- DELIVERY SITE:** Philippine Blood Center 6512 Quezon Avenue, Diliman, Quezon City.
- Bidders are entitled to one (1) bid only; otherwise, all bids made shall automatically be rejected.**
- The prospective bidder shall submit three (3) sets of the original certified as such by the bidder or his duly authorized signatory the following requirements arranged, numbered and tabbed in one sealed envelope as enumerated below:**
  - Duly accomplished and signed Price Quotation, inclusive of all taxes;
  - Duly accomplished and signed Technical Specifications;

Note: In case of award, kindly send a soft copy of the technical specification

being offered (in “Word” and PDF” format) to this email address:  
**cobachsecretariat@doh.gov.ph**

- c) Duly signed Schedule of Requirements and Terms of Reference;
- d) PhilGEPS Registration Number;
- e) 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 RA No. 9184) together with the corresponding copy of receipt of payments of the said permit.

*In consideration of the limited access to financial institutions, regulatory and other offices, as well as the implementation of government restrictions on transport and travel, 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 ; Provided that, the current and valid Mayor’s or Business Permit as renewed, will be submitted by the bidder with the LCRB after the award of contract but before payment (GPPB Circular No. 09-2020)*

- f) Latest Annual Income Tax/Business Tax Return also refers to Value Added Tax (VAT) or Percentage Tax Return covering the previous six (6) months;
- g) Omnibus Sworn Statement (Refer to the attached forms); and
- h) Duly notarized authority of the signatory, whichever is applicable:
  - 1. Secretary’s Certificate (i.e. Corporation; Joint Venture Agreement); or
  - 2. Special Power of Attorney (i.e Sole Proprietorship; Partnership); or
  - 3. In case the signatory is the sole proprietor, copy of the DTI Certificate of Registration

***Acceptability of Unnotarized Omnibus Sworn Statement and Authority of the Signatory subject to compliance therewith after award of contract but before payment, for procurement activities during a State of Calamity, or implementation of community quarantine or similar restrictions declared or being implemented either in the locality of the PE or of the Bidder. (GPPB Resolution No. 09-2020)***

**NOTE:** Bidders may submit their bid proposal on or before **06 July 2022, 9:00 AM** to the COBAC-B Secretariat through any of the following options:

1. **Preferably**, in printed copy to be submitted at the *G/F, Bldg. No. 6, Department of Health, San Lazaro Compound, Sta. Cruz, Manila*; or
2. In soft copy via e-mail to **cobacbsecretariat@doh.gov.ph** provided that it complies with the following condition:
  - i. It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected Bidding Documents in compressed archive folders *pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 Revised IRR of RA No. 9184*;
  - ii. A generated bid receipt page or email acknowledgement indicating the time of submission must be secured and printed as a reference;
  - iii. The documentary requirements are arranged accordingly based on the Eligibility Checklist using the standard file name indicated therein.
  - iv. *For electronic bid submission, the password for accessing the Bidding Documents will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology. (GPPB Resolution No. 09-2020 and Section 29 of the 2016 Revised IRR of RA No. 9184)*

The BAC shall open the bid envelopes using a non-discretionary “pass/fail” criterion. *In case of electronic bid submission, Bidding Documents not in compressed archive folders and are not password protected, shall be rejected. However, bid envelopes that are not properly sealed and marked or not properly compressed and password-protected, as required in the Request for Quotation, shall be accepted, provided that the bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked bid, or improperly compressed or password-protected folder, or for its premature opening. (GPPB Resolution No. 09-2020 and Section 25.9 of the 2016 Revised IRR of RA 9184)*

Further, once the Community Quarantine is lifted or the Bidder is determined as the Single/Lowest Calculated and Responsive Quotation, whichever comes first, the Bidder shall submit three (3) sets of printed copies of the eligibility documents, certified as such by the bidder or his duly authorized representative.

6. Pursuant to Section 62.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 a warranty security shall be required from the contract

awarded for a minimum period of One (1) year, in case of Non-Expendable Supplies, after acceptance by the Procuring Entity of the delivered supplies.

The Obligation for the warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period or, after the consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been full met.

**Please use the attached Price Quotation, Technical Specifications, Schedule of Requirements, Sworn Statement and Authority of the Signatory Forms.**

**SGD**

**MAYLENE M. BELTRAN, MPA, CESO III**

Assistant Secretary of Health

COBAC-B Chairperson

## PRICE QUOTATION

**PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE AND  
CORRECTIVE MAINTENANCE OF FIRE ALARM SYSTEM SET OF THE  
PHILIPPINE BLOOD CENTER  
SVP NO. 2022-034**

Lot No.	Item Description	Qty.	Unit	Bid Price (PhP)
1	Service Provider for the Preventive and Corrective Maintenance of Fire Alarm System of the Philippine Blood Center	1	Lot	

- All price offered (unit price and total bid price) must be type or written indelible ink.
- Bids will be valid until *Ninety (90) calendar days from the Opening of Bids.*

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]  
[Telephone No./Facsimile No.]  
[Official Email Address]

## ***Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project site.

<b>Lot No.</b>	<b>Description</b>	<b>Qty.</b>	<b>Unit</b>	<b>Total ABC (PhP)</b>	<b>Delivery Site</b>	<b>Delivery Schedule, on months</b>
1	Service Provider for the Preventive and Corrective Maintenance of Fire Alarm System of the Philippine Blood Center	1	lot	100,000.00	Philippine Blood Center 6512 Quezon Avenue, Diliman, Quezon City	Thirty (30) calendar days upon the receipt of Notice to Proceed (NTP)

**\*Please include the attached Terms of Reference with signature of the authorized representative as part of the submission of the bid proposal.**

\_\_\_\_\_  
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]

[Telephone No./Facsimile No.]

[Official Email Address]

## **TERMS OF REFERENCE**

**I. Project Name: Procurement of Service Provider for the Preventive and Corrective Maintenance of Fire Alarm System of the Philippine Blood Center**

**II. Type of Service:**    ☐Maintenance Service    ☐Managed Service    ☒General Service  
☐Others (Specify) Contract of Service (Outsource)

**III. ABC:    PHP 100,000.00 inclusive of all taxes**

**IV. Background and Rationale:**

The DOH-Philippine Blood Center (PBC) is mandated to provide safe, adequate, and accessible blood and blood products to patients in need. The General Services Unit (GSU) vital role is to monitor and provide services to maintain the facility and equipment in good condition to continuously perform its mandate and not to hamper the operations. The PBC is continuously operating since year 2012.

The DOH-Philippine Blood Center (PBC) intends to engage the services of a capable Contractor for the Preventive and Corrective Maintenance of Fire Alarm System.

**V. Scope of Work**

The scope of work shall cover:

1. General check-up, inspection, calibration, cleaning, and testing of all indicating and initiating devices including its Fire Alarm Control Panel (FACP), field devices, as well as its accessories (i.e., indicator lamp, smoke/heat detectors, alarm bell, back-up batteries, switches, contacts, power supply, wiring, etc.), which are included in the entire system.
2. Tightening of loose terminals and screws. Tracing of wires.
3. Upgrade, rectification, repair of the system (including replacement of defective devices) is not included, unless it is due to the negligence of the contractor.
4. To test and commission the system and train the personnel and/or maintenance crew for the Fire Detection and Operation.

Other Requirements:

1. The contractor may use electricity and water (free of charge) in connection with the project within the PBC premises.
2. The contractor hereby warrants the honesty, fitness and reliability of its personnel and shall strictly observe safety precaution measures within the duration of the contract. The contractor shall always abide the security rules and regulations of PBC.

## Devices Installed in the System

1. Fire Alarm Control Panel
2. Fire Suppression Control Panel
3. Primary and secondary power supply
4. Initiating devices such as smoke and heat detectors, etc.
5. Notification devices/appliances such as Alarm Bell/ Horn and Strobe Light, etc.

## **VI. Deliverables**

The Contractor after delivering the work stated in Item V of this TOR shall submit a monthly report to Philippine Blood Center which shall include the following:

1. Condition of all devices installed in the system including accessories (indicator lamp, back-up batteries, switches, contacts, etc.)
2. List of defective devices, etc. (if there are any) and recommendation on how to restore defective devices.

## **VII. Proposed Terms of Payment and Expected Output to support payment**

1. The Contractor shall bill the Agency after completion of the whole contract.
2. The Contractor shall submit the invoice, service reports and other supporting documents required by Agency for processing of payment.
3. Billing/Payment for extra work rendered and/or supply of parts during emergency or major repairs shall be made separately and shall be done after the End-user's acceptance, subject to usual Audit requirements.

## **VIII. Service Standard Requirement**

The Contractor shall submit its proposal in accordance with this Terms of Reference (TOR). And must have at least two (2) years' experience in Fire Detection and Alarm System.

## **IX. Warranty**

The Service Provider guarantees a period of one (1) year for the workmanship.

## **X. Project Duration**

Thirty (30) calendar days upon receipt of Notice to Proceed (NTP)

## **XI. Proposed Start of Service**

The Contractor upon receipt of the notice to proceed shall commence immediately

## **XII. Project Site/s**

Philippine Blood Center 6512 Quezon Avenue, Diliman, Quezon City



### **XIII. Implementation Agreements**

#### **PBC End User Representative**

##### **Neil Gannaban**

Chief Administrative Services, Philippine Blood Center  
6512 Quezon Ave, Diliman, Quezon City  
995-3846 local 212

### **XIV. Qualification of Service Provider**

The Service Provider must have the required experience and expertise to carry out fire alarm system services. The following must be submitted as part of the post-qualification:

1. Must be in business of Fire Detection and Alarm System (FDAS) maintenance services for the past three (3) years (SEC/DTI Registration, Business Permit) and a distributor of the brand of Fire Alarm gets installed in Philippine Blood Center.
2. Certified technician/s with at least three (3) years working experience in preventive maintenance of fire alarm to be assigned in Philippine Blood Center.
3. Must have attended relevant training within the last three (3) years, as evidenced by Training Certificates of technicians who will be assigned to Philippine Blood Center (submit certification of the fire alarm system technician).
4. Proven track record in rendering satisfactory provision of fire alarm system maintenance services (submit a copy of certificate of satisfactory rating issued by current or previous client, other than Philippine Blood Center).

### **XV. Additional Requirements**

1. Company Profile
2. Technical or Industrial Certification / Capabilities of Firm / Service Provider
3. CV of Proposed Staff and Certificate of Training
4. Warranty Certificate of one (1) year for the workmanship

---

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]

[Telephone No./Facsimile No.]

[Official Email Address]

# Technical Specifications

<p style="text-align: center;">Republic of the Philippines Department of Health</p> <p style="text-align: center;"><b>TECHNICAL SPECIFICATIONS</b></p>			
Lot No. 1		Quantity	
Name of Manufacturer:		Country of Origin:	
ABC:			
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE	
		<p><b>Bidders must state here either “Comply” or “Not Comply”</b> against each of the individual parameters of each Specifications stating the corresponding performance parameter of the equipment/item offered. Statement 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.</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]  
[Telephone No./Facsimile No.]  
[Official Email Address]

# Technical Specifications

<p>Republic of the Philippines Department of Health</p>		
TECHNICAL SPECIFICATIONS		
Lot No. 1	Service Provider for the Preventive and Corrective Maintenance of Fire Alarm System of the Philippine Blood Center	Qty./Unit: 1 Lot
Total ABC : <b>PhP100,000.00</b>		
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE
<p><b>I. Technical Specifications</b></p> <p>The Contractor shall submit its proposal in accordance with this Terms of Reference (TOR). And must have at least two (2) years experience in Fire Detection and Alarm System.</p> <p><b>A. Scope of Work</b></p> <p>The scope of work shall cover:</p> <ol style="list-style-type: none"> <li>1. General check-up, inspection, calibration, cleaning, and testing of all indicating and initiating devices including its Fire Alarm Control Panel (FACP), field devices, as well as its accessories (i.e. indicator lamp, smoke/ heat detectors, alarm bell, back-up batteries, switched, contacts, power supply, wiring, etc.) which are included in the entire system.</li> <li>2. Tightening of loose terminals and screws. Tracing of wires.</li> <li>3. Upgrades, rectification, repair of the system (including replacement of defective devices) is not included, unless it is due to the negligence of the contractor</li> <li>4. To test and commission the system and train personnel and/or maintenance crew for the Fire Detection and Operation.</li> </ol> <p>Other Requirements:</p> <ol style="list-style-type: none"> <li>1. The contractor may use electricity and water (free of charge) in connection with the project within the PBC premises.</li> </ol>		

<p style="text-align: center;">Republic of the Philippines Department of Health</p> <p style="text-align: center;"><b>TECHNICAL SPECIFICATIONS</b></p>		
Lot No. 1	Service Provider for the Preventive and Corrective Maintenance of Fire Alarm System of the Philippine Blood Center	Qty./Unit: 1 Lot
Total ABC : <b>PhP100,000.00</b>		
<b>PURCHASER'S SPECIFICATION</b>		<b>STATEMENT OF COMPLIANCE</b>
<p>2. The contractor hereby warrants the honesty, fitness and reliability of its personnel and shall strictly observe safety precaution measures within the duration of the contract. The contractor shall always abide the security rules and regulations of PBC.</p> <p>Devices Installed in the System:</p> <ol style="list-style-type: none"> <li>1. Fire Alarm Control Panel</li> <li>2. Fire Suppression Control Panel</li> <li>3. Primary and secondary power supply</li> <li>4. Initiating devices such as smoke and heat detectors, etc.</li> <li>5. Notification devices/ appliances such as Alarm Bell/ Horn and Strobe Light, etc.</li> </ol> <p><b>B. Deliverables</b></p> <p>The Contractor after delivering the work stated in Item V of this TOR shall submit a monthly report to the Philippine Blood Center which shall include the following:</p> <ol style="list-style-type: none"> <li>1. Condition of all devices installed in the system including accessories (indicator lamp, back-up batteries, switches, contacts, etc.)</li> <li>2. List of defective devices, etc. (if there are any) and recommendation on how to restore defective devices.</li> </ol> <p><b>C. Qualification of Service Provider</b></p> <p>The Service Provider must have the required experience and expertise to carry out fire alarm system services. The following must be submitted:</p> <ol style="list-style-type: none"> <li>1. Must be in business of Fire Detection and Alarm</li> </ol>		

<p style="text-align: center;">Republic of the Philippines Department of Health</p>		
<p style="text-align: center;"><b>TECHNICAL SPECIFICATIONS</b></p>		
Lot No. 1	Service Provider for the Preventive and Corrective Maintenance of Fire Alarm System of the Philippine Blood Center	Qty./Unit: 1 Lot
Total ABC : <b>PhP100,000.00</b>		
PURCHASER'S SPECIFICATION		STATEMENT OF COMPLIANCE
<p>System (FDAS) maintenance services for the past three (3) years (SEC/DTI Registration, Business Permit) and a distributor of the brand of Fire Alarm installed in Philippine Blood Center</p> <p>2. Certified technician/s with at least three (3) years working experience in preventive maintenance of fire alarm to be assigned in Philippine Blood Center.</p> <p>3. Must have attended relevant training within the last three (3) years, as evidenced by Training Certificates of technicians who will be assigned to Philippine Blood Center (submit certification of the fire alarm system technician)</p> <p>4. Proven track record in rendering satisfactory provision of fire alarm system maintenance services (submit a copy of certificate of satisfactory rating issued by current or previous client, other than Philippine Blood Center).</p>		
<p><b>II. Additional Requirements to be attached with this form arranged, numbered and tabbed as enumerated below:</b></p> <p>1. Company Profile;</p> <p>2. Technical of Industrial Certification/ Capabilities of Firm/ Service Provider;</p> <p>3. CV of Proposed Staff and Certificate of Training;</p> <p>4. Warranty Certificate of one (1) year for the workmanship</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]*

*[Telephone No./Facsimile No.]*

*[Official Email Address]*

**ELIGIBILITY REQUIREMENTS CHECKLIST**  
**PROCUREMENT OF SERVICE PROVIDER FOR THE PREVENTIVE AND**  
**CORRECTIVE MAINTENANCE OF FIRE ALARM SYSTEM OF THE PHILIPPINE**  
**BLOOD CENTER**  
**SVP NO. 2022-034**

ITEM NO.	REQUIREMENTS
A.	Duly accomplished and signed Price Quotation inclusive of all taxes;
B.	Duly accomplished and signed Technical Specifications using the attached form
B.1	Company Profile
B.2	Technical or Industrial Certification/ Capabilities of Firm/ Service Provider
B.3	CV of Proposed Staff and Certificate of Training
B.4	Warranty Certificate of one (1) year for the workmanship
C.	Duly signed Schedule of Requirements and Terms of Reference using the attached form;
D.	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 Executive Economic zones or areas (2016 Revised IRR of RA9184) together with corresponding copy of the receipt of payment of the said permit;  <b>NOTE:</b> 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 ( <i>GPPB Circular No. 01-2015, dated 30 January 2015</i> ).
E.	PhilGEPS Registration Number;
F.	Latest Annual Income Tax / Business Tax Return also refers to Value Added Tax or Percentage Tax Return covering the previous six (6) months (if applicable);
G.	Omnibus Sworn Statement;
H.	Duly notarized authority of the signatory using the attached form, whichever is applicable:  1. Secretary's Certificate (i.e. corporation; joint venture agreement); or 2. Special Power of Attorney (i.e. sole proprietor, partnership); or 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate

**Omnibus Sworn Statement (Revised)**  
*[shall be submitted with the Bid]*

---

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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
  - a. Carefully examining all of the Bidding Documents;
  - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

*[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]*

*[Insert signatory's legal capacity]*  
Affiant

**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. \_\_\_\_\_.

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

### 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 be 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*]

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