



**PROCUREMENT OF SERVICES FOR THE CONDUCT OF ANNUAL MEDICAL  
EXAMINATION OF DOF EMPLOYEES FOR CY 2024**  
**IB No. 2024-21-G**  
(NEGOTIATED PROCUREMENT - TWO-FAILED BIDDINGS)

**REQUEST FOR QUOTATION**

In view of the two (2) failed biddings, the DEPARTMENT OF FINANCE (DOF), through its Bids and Awards Committee (BAC) hereby invites all interested suppliers to submit your quotations/bids for the **Procurement of Services for the Conduct of Annual Medical Examination of DOF Employees for CY 2024** in accordance with Section 53.1 of the Revised Implementing Rules and Regulations (R-IRR) of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act".

The Approved Budget for the Contract is **Four Million One Hundred Eighty-Two Thousand Sixty-One Pesos (₱4,182,061.00)**.

The schedule of bidding activities are as follows:

<b>ACTIVITIES</b>	<b>SCHEDULE</b>
Posting of Request for Quotation	October 18, 2024
Negotiations	October 22, 2024, 1:30 PM
Last Day of Issuance of Amendments/Clarifications (if any)	October 23, 2024
Deadline for submission of Bids	October 25, 2024, 9:30 AM
Opening of Bids	October 25, 2024, 10:00 AM

The complete set of the Request for Quotation (RFQ) can be downloaded free of charge at the DOF and PhilGEPS websites.

The **Department of Finance** will hold the **Negotiations** on **October 22, 2024, 1:30 PM** through video conferencing or webcasting via **Google Meet** by sending a letter of intent containing names and email addresses of interested participants to the email stated below.

Quotations/Bids must be duly received by the BAC Secretariat through manual submission or through our Cloud-Based Electronic Procurement System for electronic submission which will be shared only upon request on or before **October 25, 2024, 9:30 AM**. Late bids shall not be accepted.

The **Department of Finance** reserves the right to reject any and all Quotations/Bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Sections 35.6 and 41 of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

**Ms. Eden C. Zamora**

DOF BAC Secretariat, Procurement Management Division  
7/F EDPC Building, BSP Complex, Roxas Boulevard, Manila  
Email Address: bac@dof.gov.ph  
Telephone No.: 5317-6363 loc. 2189  
Website: <https://www.dof.gov.ph/procurement/>

**DAKILA ELTEEN M. NAPAO**

Assistant Secretary and  
BAC Chairperson

### SCHEDULE OF REQUIREMENTS

Item Number	Description	Quantity	Delivery
	<p><b>BASIC LABORATORY/ DIAGNOSTIC EXAMINATIONS &amp; PROCESSES</b></p> <ul style="list-style-type: none"> <li>a. Complete Medical Examination               <ul style="list-style-type: none"> <li>i. Vital signs (Heart rate, Blood Pressure, Temperature, etc.);</li> <li>ii. Anthropometric Measurements (Height, Weight, and BMI);</li> <li>iii. Visual Acuity;</li> <li>iv. Medical History;</li> <li>v. Physical Assessment (male doctor for male patients and female doctor for female patients; physical setup shall ensure the privacy of the DOF Officials/employees).</li> </ul> </li> <li>b. Complete Blood Count (CBC) with Platelet Count (13 parameters with 5 parts differential count)</li> <li>c. Blood Chemistry               <ul style="list-style-type: none"> <li>i. Fasting Blood Sugar (FBS);</li> <li>ii. Blood Urea Nitrogen (BUN);</li> <li>iii. Lipid Profile (Cholesterol, Triglycerides, HDL, LDL, VDL;)</li> <li>iv. Blood Uric Acid (BUA);</li> <li>v. Serum Glutamic-Pyruvic Transaminase (SGPT);</li> <li>vi. Serum Glutamic-Oxaloacetic Transaminase (SGOT);</li> <li>vii. Creatinine.</li> </ul> </li> <li>d. Chest X-ray (PA)</li> <li>e. Urinalysis</li> <li>f. Drug Test (THC &amp; Methamphetamines)               <ul style="list-style-type: none"> <li>i. Adhere to DOH Mandate on the conduct of Drug Testing;</li> <li>ii. Entries of patients' biometrics (fingerprint scan and photo capture) through IDTOMIS onsite;</li> </ul> </li> </ul>	550	<p>Goods and services must be delivered within fifteen (15) calendar days from receipt of the Notice to Proceed by the winning bidder.</p>

Item Number	Description	Quantity	Delivery
	iii. Utilize barcoding for specimen collection. <i>*Consultation for the interpretation of results of laboratory/ diagnostic examinations</i>		
	<b>ADDITIONAL OPTIONAL LABORATORY/ DIAGNOSTIC EXAMINATIONS</b> a. Open for <b>both sexes and all ages for 550 pax</b> i. Electrocardiograph ii. Fecalysis iii. Hemoglobin A1C iv. Whole Abdomen Ultrasound v. HIV Test <i>*Consultation for the interpretation of results of laboratory/ diagnostic examinations</i>	550	
	b. <b>Females</b> i. Breast Ultrasound (for 30 years old and above) ii. Pap Smear (for 20 years old and above) <i>*Consultation for the interpretation of results of laboratory/ diagnostic examinations</i>	179	
		243	
	c. <b>Males</b> i. Prostate-Specific Antigen (PSA) (35 years old and above) <i>*Consultation for the interpretation of results of laboratory/ diagnostic examinations</i>	105	

**Note:** In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed on the undelivered item/s.

I hereby certify to comply and deliver all the above requirements.

\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
of Representative

\_\_\_\_\_  
Date

## TECHNICAL SPECIFICATIONS

Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification.

Item Number	Description	Statement of Compliance
	<p><b>Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Valid License to Operate issued by the Department of Health (DOH) following the Standards and Requirements of Administrative Order (AO) No. 2007—0027;</li> <li>2. Valid License to Operate an X-ray Facility issued by the Food and Drug Administration (FDA) of the DOH;</li> <li>3. Must have one (1) clinic/branch in Metro Manila, which is operating at least six (6) days a week.</li> <li>4. Must have a valid Certificate of Accreditation for PNS ISO 15189:2013 and conform with the Philippine Accreditation Bureau (PAB) conditions for laboratory accreditation in the field of medical testing and must be ISO 9001:2015 certified;</li> <li>5. Single largest completed contract similar to the contract to be bid, with contract amount equivalent to at least 50% of the Approved Budget of the Contract (ABC);</li> <li>6. The bidder must pass the Bids and Awards Committee (BAC) and Medical and Dental Clinic (MDC)’s ocular inspection of the Services Provider’s facility. Said facility shall be evaluated using the following criteria:               <ol style="list-style-type: none"> <li>6.1. Fully automated diagnostic equipment for processing all blood chemistry tests, urinalysis, and digital chest x-rays, for all indicated clinics/branches.</li> <li>6.2. Good and functional facilities (i.e. clean and no clutter, with adequate lighting, reception area, waiting area, proper storage and safekeeping of laboratory results, separate comfort rooms for clients/patients, and available parking lot</li> </ol> </li> </ol>	

Item Number	Description	Statement of Compliance
	<p>within 100 meters and PWD-friendly clinic).</p> <p>6.3. Accessible location (i.e. there is ease of transport from point to point within Metro Manila; availability of public transport in the area; location is safe and secured for clients/patients – i.e. facility is not located in a remote place).</p> <p>6.4. An adequate number of licensed medical technologists and other health professionals for all indicated clinics/branches.</p> <p>Note: Any rating of <b>“NON-COMPLYING”</b> shall result in the post-disqualification of the bidder.</p>	
	<p><b>SERVICE COVERAGE:</b></p> <p><b>BASIC LABORATORY/ DIAGNOSTIC EXAMINATIONS &amp; PROCESSES</b></p> <p>a. Complete Medical Examination</p> <ul style="list-style-type: none"> <li>i. Vital signs (Heart rate, Blood Pressure, Temperature, etc.);</li> <li>ii. Anthropometric Measurements (Height, Weight, and BMI);</li> <li>iii. Visual Acuity;</li> <li>iv. Medical History;</li> <li>v. Physical Assessment (male doctor for male patients and female doctor for female patients; physical setup shall ensure the privacy of the DOF Officials/employees).</li> </ul> <p>b. Complete Blood Count (CBC) with Platelet Count (13 parameters with 5 parts differential count)</p> <p>c. Blood Chemistry</p> <ul style="list-style-type: none"> <li>i. Fasting Blood Sugar (FBS);</li> <li>ii. Blood Urea Nitrogen (BUN);</li> <li>iii. Lipid Profile (Cholesterol, Triglycerides, HDL, LDL, VDL;)</li> <li>iv. Blood Uric Acid (BUA);</li> <li>v. Serum Glutamic-Pyruvic Transaminase (SGPT);</li> <li>vi. Serum Glutamic-Oxaloacetic Transaminase (SGOT);</li> <li>vii. Creatinine.</li> </ul> <p>d. Chest X-ray (PA)</p> <p>e. Urinalysis</p> <p>f. Drug Test (THC &amp; Methamphetamines)</p>	

Item Number	Description	Statement of Compliance
	<ul style="list-style-type: none"> <li>i. Adhere to DOH Mandate on the conduct of Drug Testing;</li> <li>ii. Entries of patients' biometrics (fingerprint scan and photo capture) through IDTOMIS onsite;</li> <li>iii. Utilize barcoding for specimen collection.</li> </ul> <p><i>*Consultation for the interpretation of results of laboratory/ diagnostic examinations</i></p>	
	<p><b>ADDITIONAL OPTIONAL LABORATORY/ DIAGNOSTIC EXAMINATIONS</b></p> <ul style="list-style-type: none"> <li>a. Open for <b>both sexes and all ages for 550 pax</b> <ul style="list-style-type: none"> <li>i. Electrocardiograph</li> <li>ii. Fecalalysis</li> <li>iii. Hemoglobin A1C</li> <li>iv. Whole Abdomen Ultrasound</li> <li>v. HIV Test</li> </ul> </li> </ul> <p><i>*Consultation for the interpretation of results of laboratory/ diagnostic examinations</i></p>	
	<ul style="list-style-type: none"> <li>b. <b>Females</b> <ul style="list-style-type: none"> <li>i. Breast Ultrasound (for 30 years old and above)</li> <li>ii. Pap Smear (for 20 years old and above)</li> </ul> </li> </ul> <p><i>*Consultation for the interpretation of results of laboratory/ diagnostic examinations</i></p>	
	<ul style="list-style-type: none"> <li>c. <b>Males</b> <ul style="list-style-type: none"> <li>i. Prostate-Specific Antigen (PSA) (35 years old and above)</li> </ul> </li> </ul> <p><i>*Consultation for the interpretation of results of laboratory/ diagnostic examinations</i></p>	
	<p><b>OTHER REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>1. DOF Officials and Employees may avail a maximum of five (5) additional optional laboratory/diagnostic examinations only;</li> <li>2. The onsite AME schedule will be held for three (3) consecutive days per week for two (2) weeks;</li> <li>3. DOF employees and officials who will not be able to accomplish their onsite AME will have the opportunity to continue it offsite on the Service Provider's branches from Mondays to Saturdays for two (2) weeks after the onsite AME;</li> <li>4. The Service Provider's branches will only require DOF employees and officials to use their DOF</li> </ol>	

Item Number	Description	Statement of Compliance
	<p>Identification Card for the offsite AME;</p> <p>5. To ensure smooth flow and prevention of long queuing during the onsite AME, the Service Provider will provide the necessary number of equipment and personnel for selected laboratory tests such as two (2) portable ultrasound machines each with a dedicated technician and two (2) Electrocardiogram machines each with a dedicated technician;</p> <p>6. The Service Provider shall submit to MDC the results of AME as follows:</p> <p>i. <b>Hard Copy</b> - two (2) sets of printed and duly signed results shall be delivered to the MDC on two (2) separate occasions:</p> <p style="padding-left: 40px;">a. One (1) set for employee's copy within three (3) working days after the collection of the specimen and conduct of x-ray examination;</p> <p style="padding-left: 40px;">b. One (1) set will be for the MDC's copy.</p> <p>ii. <b>Soft Copy</b> - soft copy of results in Excel format shall be provided to MDC within five (5) working days after collection of the specimen and conduct of x-ray examination. The Service Provider will (1) email the soft copy of the results to the employees' email addresses and, (2) provide a flash drive containing the same. Likewise, there shall be a provision for an online result service with online access to the MDC personnel (nurses only) and be able to print a copy of the results.</p> <p>Furthermore, the Service Provider must present a comprehensive sex-aggregated (1) tabular and, (2) graphic chart summary of the diagnosis of results.</p> <p>7. The laboratory results must contain indicators for high or low results (i.e. symbols: ↑ , ↓ or narrative descriptions: high, low).</p>	



Item Number	Description	Statement of Compliance
	<p>8. There should be a Medical Report that includes the test summary (findings and recommendations) provided for the MDC and employees based on the results of the laboratory medical examinations.</p> <p>9. The Service Provider must ensure privacy for the patients during the conduct of AME by providing drapes and dividers.</p> <p><b>NON-DISCLOSURE OF INFORMATION</b></p> <p>a. The Service Provider must maintain all medical results and other information in strict confidence and not disclose documents and information unless authorized by the MDC or the employee concerned.</p> <p>b. The Service Provider must maintain proper usage and keeping of employees' email addresses.</p> <p><b>TERMS OF PAYMENT</b></p> <p>a. The Service Provider shall provide a final billing invoice based on the services rendered to DOF employees and officials. The cost of AME shall be for a fixed rate per employee. In cases where certain test/s is/are not done, the cost pertaining to that test/s will be deducted from the amount to be paid to the Service Provider.</p> <p>b. The Service Provider will send the final billing invoice/s of the services rendered, along with the final results with the interpretation of the tests. The Billing Invoice must show the breakdown/detail (i.e. list of employees and tests conducted).</p>	

**I hereby certify to comply with all the above Technical Specifications.**

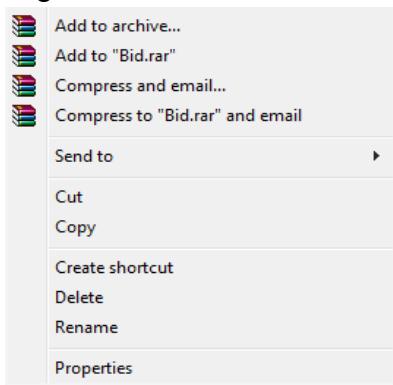
\_\_\_\_\_  
Name of Company/Bidder

\_\_\_\_\_  
Signature Over Printed Name  
of Representative

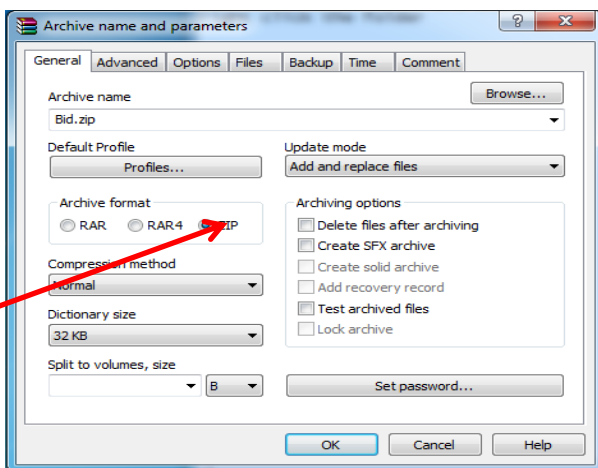
\_\_\_\_\_  
Date

## Steps on How to Zip and Upload Files using Electronic Bid Submission

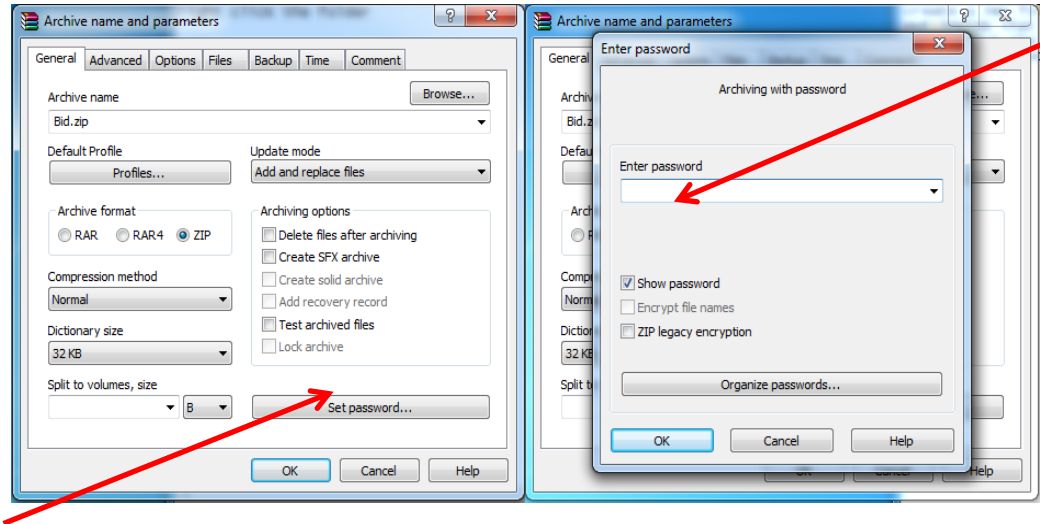
1. Scan or convert the bid documents to PDF format.
2. Download the free WinRAR software (rarlab.com) and install.
3. Create two (2) New Folders.
4. Rename the folders with these formats:
  - a. Technical Bid ITB No. 2021-01-G <Insert Name of Company>
  - b. Financial Bid ITB No. 2021-01-G<Insert Name of Company>
5. Put the scanned bid documents inside the folders in PDF format.
6. Right click the folder and select “Add to archive...”



7. Select ZIP as “Archive Format”



8. Click “Set password” and enter the password



9. Upload the ZIP file with password in the online link to be shared only to bidders who bought the bidding documents:

TECHNICAL COMPONENT (must be password protected): \*

FINANCIAL COMPONENT (must be password protected): \*

## Checklist of Technical and Financial Documents

### I. TECHNICAL COMPONENT ENVELOPE

#### **Class "A" Documents**

##### Legal Documents

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

##### Technical Documents

- (b) Statement of the prospective bidder 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**
- (c) Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents; **and**
- (d) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (e) Conformity with Section VI. Schedule of Requirements and Section VII. Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (f) Original duly signed Omnibus Sworn Statement (OSS); **and** if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

##### Financial Documents

- (g) The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);  
**or**  
A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

#### **Class "B" Documents**

- (h) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of the 2016 R-IRR of RA 9184;  
**or**  
duly notarized statements from all the potential joint venture

partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE (2<sup>nd</sup> Envelope)**

- (a) Original of duly signed and accomplished Financial Bid Form; **and**
- (b) Original of duly signed and accomplished Price Schedule(s).

**Bid Form for the Procurement of Goods**  
***[shall be submitted with the Bid]***

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**BID FORM**

Date : \_\_\_\_\_  
 Project Identification No. : \_\_\_\_\_

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or 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 PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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 pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

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

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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

## Price Schedule for Goods Offered from Within the Philippines

*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

### Procurement of Services for the Conduct of Annual Medical Examination of DOF Employees for CY 2024

For Goods Offered from Within the Philippines

Name of Bidder \_\_\_\_\_ Project ID No. IB No. 2024-21-G Page \_\_\_ of \_\_\_

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

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

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

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



## Bid Securing Declaration Form

*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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

### BID SECURING DECLARATION

**Project Identification No.: *[Insert number]***

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement 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 No. 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; and
  - 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 OR ITS AUTHORIZED  
REPRESENTATIVE]*

*[Insert signatory's legal capacity]*

Affiant

[Jurat]

*[Format shall be based on the latest Rules on Notarial Practice]*

## Contract Agreement Form for the Procurement of Goods (Revised)

*[Not required to be submitted with the Bid, but it shall be submitted within ten (10) days after receiving the Notice of Award]*

### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_ day of \_\_\_\_\_ 20\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications; and
    - iii. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 

Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (*e.g.*, Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall

likewise form part of the Contract.

3. In consideration for the sum of *[total contract price in words and figures]* or such other sums as may be ascertained, *[Named of the bidder]* agrees to *[state the object of the contract]* in accordance with his/her/its Bid.
4. The *[Name of the procuring entity]* agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.
5. Data Privacy Compliance

The PARTIES shall comply with the provisions of Republic Act (RA) No. 10173, otherwise known as the “Data Privacy Act of 2012”, its Implementing Rules and Regulations (IRR), issuances of the National Privacy Commission (NPC), and other applicable laws on processing of personal information. These shall include compliance with all relevant data protection policies of the Entity and other measures reasonably necessary to prevent any use or disclosure of personal data other than as allowed under this contract.

The PARTIES shall implement security measures aimed at maintaining the availability, integrity, and confidentiality of personal data including the protection of personal data against any accidental or unlawful destruction, alteration, and disclosure, as well as against any other unlawful processing.

6. Consent to the Processing of Personal Information

As part of the data privacy compliance, the Supplier hereby grants its consent to the Entity’s processing of his/her personal information collected under this contract, which may include the disclosure of such information to third parties, to comply with requirements of law in relation to the implementation of this contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory’s Legal Capacity]*

*[Insert Signatory’s Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

#### Acknowledgment

*[Format shall be based on the latest Rules on Notarial Practice]*

## 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*

[Jurat]  
*[Format shall be based on the latest Rules on Notarial Practice]*

Statement of all Ongoing Government and Private Contracts  
including Contracts Awarded but not yet Started

<b>Name of the Contract</b>	<b>Date of the Contract</b>	<b>Contract Duration</b>	<b>Owner's Name and Address</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Value of Outstanding Contract</b>

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Name of Company

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Signature over Printed Name of Representative

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Date

## Statement of Single Largest Completed Contract Similar to the Contract to be Bid

Name of the Contract	Date of the Contract	Contract Duration	Owner's Name and Address	Kinds of Goods	Amount of Completed Contract	Date of Delivery	End User's Acceptance or Official Receipt or Sales Invoice
							<i>(Attach a copy)</i>

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 Name of Company

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 Signature over Printed Name of Representative

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 Date

**Note:** Attach a copy of the **End User's Acceptance or Official Receipt or Sales Invoice** as proof for the SLCC as per GPPB Circular No. 04-2020 dated September 16, 2020.