Philippine Economic Zone Authority
CAVITE ECONOMIC ZONE
Rosario, Cavite

Reference No.	CEZRFQ 2026-08-036
PR No.	2026-08-0017
Date	August 13, 2026

REQUEST FOR QUOTATION

(Sec.34 Small Value Procurement)

The **PEZA – CEZ**, through the Bids and Awards Committee (BAC) intends to apply the sum of **₱ 617,700.00** being the Approved Budget for the Contract (ABC) for the "**Procurement of Annual Physical Examination (APE) Services for PEZA Employees in Cluster 1 Zones (Except Zone Office NCR)"** pursuant to Sec. 34 – Small Value Procurement of the Implementing Rules and Regulations of Republic Act No. 12009.

Name of Project	**Procurement of Annual Physical Examination (APE) Services for PEZA Employees in Cluster 1 Zones (Except Zone Office NCR)**
Terms of Reference / Technical Specifications / Scope of Work	Attached Annex A (Terms of Reference)
Approved Budget for the Contract (ABC)	**₱ 617,700.00**
Project Duration	The contract shall commence upon receipt of the Notice to Proceed (NTP) and shall be completed within seventy (70) calendar days from receipt of the NTP.

PEZA-CEZ accepts open quotations which shall be submitted **MANUALLY** to the address indicated below. Quotations should not exceed the Approved Budget for the Contract of **₱ 617,700.00** inclusive of all taxes and other lawful charges. The below documents should be submitted to the CEZ-Bids and Awards Committee on or before **04:00 PM, 18 AUGUST 2026.**

1)	Signed Quotation (Price Quotation Form) and Terms and Conditions
2)	Signed Terms of Reference (TOR) / Technical Specifications and Scope of Works - **Annex A**
3)	PhilGEPS Registration Number/Certificate
4)	Valid and Current Mayor's / Business Permit / Municipal License
5)	Notarized Omnibus Sworn Statement (OSS)
6)	Valid Department of Health (DOH) License to Operate (LTO) appropriate to the services being offered.
7)	**(a) Latest Income Tax Return** filed through the Electronic Filing and Payment System (eFPS), with proof of filing and payment, as applicable. For bidders that have already filed an Annual Income Tax Return (ITR), the latest ITR shall refer to the return for the immediately preceding taxable year, whether based on a calendar or fiscal year. For newly established entities that have not yet filed an Annual ITR, the requirement shall refer to the two (2) most recent quarterly Income Tax Returns immediately preceding the deadline for bid submission. **(b) Latest Business Tax Return** filed through the eFPS, with proof of filing and payment. This shall refer to the Value-Added Tax (VAT) Return or Percentage Tax Return covering the immediately preceding six (6) months. For entities with less than six (6) months of operations, this shall refer to the monthly Business Tax Returns filed immediately preceding the deadline for bid submission.
	Technical Requirements - *Additional Documents for Submission*
8)	Company Profile indicating the bidder's capability and organizational experience in providing Annual Physical Examination (APE) or similar medical diagnostic services.

9)	Proposed APE Schedule/Work Plan indicating the methodology and implementation timeline for the conduct of the on-site APE.
10)	Deployment List of Healthcare Personnel indicating the names, positions, and corresponding assignments of the personnel to be deployed.
11)	List of Assigned Healthcare Professionals, together with copies of their valid Professional Regulation Commission (PRC) Identification Cards (IDs) and professional licenses or certificates, as applicable.
12)	Certificate of Employment or Deployment Order for each healthcare professional.
13)	Inventory/List of Medical Equipment, Diagnostic Equipment, Laboratory Supplies, Reagents, Consumables, and Other Resources to be deployed for the conduct of the APE and Certification that these will be available during the conduct of the APE.
14)	Written Specimen Collection, Handling, Processing, Transport, and Storage Protocol or Standard Operating Procedure (SOP) duly signed by the Medical Facility's authorized Medical professional, including a sample Chain of Custody or Specimen Transmittal Form, where applicable.
15)	Documentary proof of at least one (1) successfully completed contract involving the conduct of an Annual Physical Examination (APE) or similar medical diagnostic services for at least two hundred (200) employees within the last three (3) years immediately preceding the bid submission, or any equivalent document demonstrating the bidder's capability to undertake the project.

Award of contract shall be made to the lowest calculated responsive bidder which complies with the minimum technical specifications and other terms and conditions stated herein.

For further information, please refer to:

Secretariat, CEZ-BAC
1st Floor, New Administration Building
Cavite Economic Zone, Rosario, Cavite
Tel Number :(046) 4376936 / 4376070
E-mail Address: cezbac@peza.gov.ph

—original signed—
Engr. ALEJO F. MACARAEG
Chairperson, CEZ BAC

Reference No.	CEZRFQ 2026-08-036
PR No.	2026-08-0017
Date	August 13, 2026

PRICE QUOTATION FORM (PQF)
(Bid Form)

_____
Date

Engr. ALEJO F. MACARAEG
Chairperson, Bids and Awards Committee
1st Floor New Administration Building
Cavite Economic Zone,
Rosario, Cavite

Thru: The BAC Secretariat

Dear Sir,

After having carefully read and accepted the Terms and Conditions of this Request for Quotation (RFQ) under **Reference No. CEZRFQ 2026-08-036**, I/we _____ submit our quotation/s for the item/s as follows:
Business Name

Name of Project	**Procurement of Annual Physical Examination (APE) Services for PEZA Employees in Cluster 1 Zones (Except Zone Office NCR)**
Terms of Reference / Technical Specifications / Scope of Work	Attached Annex A
Project Duration	**The contract shall commence upon receipt of the Notice to Proceed (NTP) and shall be completed within seventy (70) calendar days from receipt of the NTP.**
Total Bid Amount	**In words:** _____
	In figures: _____

**THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT INCLUSIVE OF VAT AND OTHER CHARGES.*

_____
Bidder's authorized signature over printed name

Designation : _____

Name of Company : _____

Address : _____

Contact No. / Mobile No. : _____

TERMS AND CONDITIONS:

1. Terms of Payment: Cheque Payment - 15 working days processing upon receipt of valid documents. Corresponding tax shall be deducted from the value / cost of the above item/s upon processing of payment.

2. Processing of Payment shall be made after completion of delivery and upon submission of the required supporting documents (i.e request for payment, original invoice, billing statement, delivery receipt)

3. Price quotation/s to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.

4. Price quotation/s must be valid for a period of thirty (30) calendar days from the date of submission.

5. Quotations exceeding the Approved Budget for the Contract shall be rejected.

6. Award of contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.

7. Any interlineations, erasures or overwriting shall be valid only if they are signed by you or any of your duly authorized representative/s.

8. The CEZ TWG and its End-User shall have the right to inspect and/or to test the goods to confirm their conformity to the technical specifications.

9. Liquidated damages equivalent to one tenth of one percent (0.1%) of the value of the goods not delivered within the prescribed delivery period shall be imposed per day of delay. The CEZ-BAC shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.

10. CEZ-BAC reserves the right to reject any or all bids, waive any informality in the bids received, to accept or reject item/s of any bid and to make an award to the bidders whose proposal is most advantageous to the government.

11. CEZ-BAC assumes no responsibility whatsoever to compensate or indemnify bidders for expenses incurred in the preparation of their bid proposal.

_____
Signature over Printed Name

_____
Position / Designation

_____
Office Telephone No.

_____
Fax/Mobile No.

_____
Email Address

ANNEX A

Reference No.	CEZRFQ 2026-08-036
PR No.	2026-08-0017
Date	August 13, 2026

TERMS OF REFERENCE (TOR), TECHNICAL SPECIFICATIONS AND SCOPE OF WORK FOR THE

PROCUREMENT OF ANNUAL PHYSICAL EXAMINATION (APE) SERVICES FOR PEZA EMPLOYEES IN CLUSTER 1 ZONES (EXCEPT ZONE OFFICE NCR)

I. BACKGROUND & OBJECTIVES

Pursuant to PEZA Administrative Order No. 2022-008, otherwise known as the PEZA Occupational Safety and Health (OSH) Program, issued on 18 August 2022, in relation to the applicable provisions of DOLE-CSC-DOH Joint Memorandum Circular No. 01, series of 2020, or the Occupational Safety and Health (OSH) Standards for the Public Sector, and consistent with the Authority's commitment to promoting the health, safety, and well-being of its workforce, PEZA-Cavite Economic Zone (PEZA-CEZ) intends to procure the services of a qualified medical service provider to conduct the 2026 Annual Physical Examination (APE) for PEZA employees assigned in the Cluster 1 ecozones *(CEZ and Special Zones under the Area of Responsibility of the Cluster Head, excluding the Zone Office NCR).*

The APE aims to assess the overall health status of PEZA-Cluster 1 employees through comprehensive physical, laboratory, and diagnostic examinations, facilitate the early detection of illnesses and other health conditions, provide appropriate medical interpretation, recommendations, and referrals, when necessary, and generate consolidated health information to support employee wellness initiatives while ensuring the confidentiality of individual medical records.

II. APPROVED BUDGET FOR THE CONTRACT (ABC)

The Approved Budget for the Contract (ABC) shall be **Six Hundred Seventeen Thousand Seven Hundred Pesos (Php 617,700.00)** inclusive of all applicable taxes, duties, transportation, mobilization, equipment, consumables, personnel services, and other incidental expenses necessary for the satisfactory completion of the project.

III. PROJECT DURATION

The contract shall commence upon receipt of the Notice to Proceed (NTP) and shall be completed within seventy (70) calendar days from receipt of the NTP.

IV. PROJECT COVERAGE

The project covers the provision of Annual Physical Examination (APE) services for **213 PEZA-Cluster 1 employees**.

V. SCOPE OF SERVICES

1. The Service Provider shall conduct the Annual Physical Examination, including the conduct, processing, interpretation, and reporting of the required laboratory and diagnostic examinations in **two (2) batches.**

2. The APE package shall include, at a minimum, the following services:
    a. Physical examination and medical consultation by a duly licensed physician;
    b. Complete Blood Count (CBC);
    c. Urinalysis;

d. Fecalysis;
e. Chest X-ray;
f. Electrocardiogram (ECG);
g. Fasting Blood Sugar (FBS);
h. Lipid Profile;
i. Blood Chemistry, consisting of:
    i. Creatinine;
    ii. Uric Acid; and
    iii. Serum Glutamic-Pyruvic Transaminase (SGPT);
j. Clinical Breast Examination (Ultrasound)
k. Pap Smear for qualified female employees, as determined or authorized by the Procuring Entity; and
l. Professional interpretation of all laboratory, diagnostic, and examination results, including post-examination medical consultation and appropriate medical recommendations or referrals, as necessary.

3. The Service Provider shall furnish each employee with the corresponding laboratory and diagnostic results together with the physician's findings and recommendations.

4. Employees who are unable to participate during the scheduled on-site APE shall be accommodated at the Service Provider's facility or designated branch within the contract period, upon presentation of an authorized referral from PEZA-CEZ.

VI. MINIMUM SERVICE REQUIREMENTS

Service Provider's Responsibility	**Required Documentary Requirement / Proof of Compliance**	**Period of Submission**
1. Conduct the APE primarily on-site at the PEZA-CEZ premises on the schedule approved by the Procuring Entity.	APE Schedule/Work Plan	To be submitted **together with the bids**
2. Provide all necessary personnel, medical equipment, diagnostic equipment, supplies, reagents, consumables, and logistical requirements necessary to perform the required examinations.	1. Deployment List of Personnel; 2. Inventory/List of Medical Equipment and Supplies to be Brought On-site;	To be submitted **together with the bids**
3. Ensure that all examinations are performed by duly licensed and competent healthcare professionals in accordance with applicable laws, rules, regulations, and accepted medical standards.	1. List of Assigned Healthcare Professionals with Professional Identification Card (PRC ID) numbers and validity, Professional Licenses/Certificates (as applicable), and 2. Certificate of Employment or Deployment Order.	To be submitted **together with the bids**
4. Submit employee preparation guidelines at least five (5) calendar days prior to the scheduled APE.	1. Employee Preparation Guidelines with transmittal or acknowledgment of receipt by PEZA-CEZ.	To be submitted **within five (5) calendar days** prior to the scheduled APE.

5. Ensure proper identification, handling, processing, transport, and storage of specimens to preserve specimen integrity and reliability of laboratory results.	1. Written Specimen Collection and Handling Protocol or Standard Operating Procedure (SOP); 2. Chain of Custody/Specimen Transmittal Form (if specimens are transported off-site).	To be submitted **together with the bids**
6. Maintain the confidentiality of all medical records and comply with Republic Act No. 10173, otherwise known as the Data Privacy Act of 2012, and its Implementing Rules and Regulations.	1. Data Privacy Compliance Undertaking or Non-Disclosure Agreement (NDA); 2. Copy of the Service Provider's Privacy Notice or Data Privacy Policy; 3. Designation of Data Protection Officer (if applicable).	To be **submitted during the conduct of the APE.**
7. Submit complete laboratory and diagnostic results within the period specified in the Schedule of Requirements.	1. Complete Individual Laboratory and Diagnostic Reports; 2. Consolidated Submission Transmittal;	Within **thirty (30) calendar days** from the conduct of the APE.
8. Provide professional interpretation of all laboratory, diagnostic, and examination results, including a medical assessment of each employee's health status, and conduct post-examination medical consultation to explain the findings, discuss identified health risks or abnormalities, and recommend appropriate treatment, further diagnostic evaluation, lifestyle modifications, or specialist referral, as necessary.	1. Individual Medical Examination Report signed by the examining physician, including interpretation of findings, medical assessment, recommendations, and fitness classification (if applicable); 2. Consultation Log or Certification that post-examination consultation was conducted. 3. Certificate of Completion issued by PEZA-CEZ.	Within fifteen (15) calendar days from the issuance of the Complete Individual Laboratory and Diagnostic Reports

VII. RESPONSIBILITIES OF THE PROCURING ENTITY

PEZA-CEZ shall:

1. Provide the Service Provider with the official list of employees covered by the APE.
2. Designate an authorized focal person to coordinate all project implementation activities.
3. Provide a suitable venue and reasonable access to utilities necessary for the conduct of the on-site APE.
4. Inspect and verify the completeness of the deliverables prior to issuance of Certificate of Completion and Acceptance and recommendation for payment.

VIII. DELIVERABLES

The Service Provider shall submit the following:

Stage	Required Deliverables
During Project Implementation	a. Employee Preparation Guidelines; b. Deployment of qualified healthcare personnel; c. Deployment of medical equipment, diagnostic equipment, supplies, reagents, consumables, and logistical requirements; d. Conduct of the on-site APE; e. Compliance with specimen handling and transport protocols; and f. Compliance with data privacy requirements throughout project implementation.
Upon Project Completion	a. Complete Individual Laboratory and Diagnostic Reports; b. Consolidated Submission Transmittal; c. Individual Medical Examination Reports containing the physician's interpretation, medical assessment, recommendations, and fitness classification, where applicable; d. Completion of post-examination medical consultations supported by a Consultation Log or Certification; and e. Certificate of Completion duly issued by PEZA-CEZ.

IX. INSPECTION, ACCEPTANCE, AND PAYMENT

1. Inspection and acceptance shall be based on compliance with the Technical Specifications, Schedule of Requirements, and the completeness of the required deliverables.
2. Payment shall be made only for the actual number of employees who have undergone the Annual Physical Examination (APE), as duly certified by the Procuring Entity, upon completion of the required services, submission of the complete documentary requirements, and issuance of the corresponding Certificate of Completion and Acceptance, subject to applicable government accounting and auditing laws, rules, and regulations.

X. OTHER CONDITIONS

1. The contract price shall be deemed to include all costs necessary for the complete implementation of the project.
2. The Service Provider shall immediately rectify, at no additional cost to PEZA-CEZ, any deficiency or error attributable to its services.
3. Any delay in the performance of the contract shall be subject to the applicable liquidated damages and other remedies provided under the contract and existing procurement laws, rules, and regulations.
4. The Procuring Entity reserves the right to inspect the conduct of the APE and verify compliance with the requirements of this Terms of Reference.

XI. TECHNICAL SPECIFICATIONS / COMPLIANCE MATRIX

1. The bidder shall indicate ***"Comply"*** or ***"Not Comply"*** in the appropriate column and, when applicable, provide supporting remarks or documentary evidence. Failure to comply with any of the minimum technical requirements may be a ground for disqualification.

Minimum Technical Requirement	STATEMENT OF COMPLIANCE (Comply / Not Comply)	Remarks
A. Legal and Technical Requirements		
1. The Service Provider shall possess a valid License to Operate (LTO) issued by the Department of Health (DOH) appropriate to the services being offered.		
2. The Service Provider shall be registered with the Philippine Government Electronic Procurement System (PhilGEPS).		
3. The Service Provider shall have the capability to conduct on-site Annual Physical Examination (APE).		
B. Scope of Medical Services		
4. Conduct of Physical Examination and Medical Consultation by a duly licensed Physician.		
5. Complete Blood Count (CBC).		
6. Urinalysis.		
7. Fecalysis.		
8. Chest X-ray.		
9. Electrocardiogram (ECG).		
10. Fasting Blood Sugar (FBS).		
11. Lipid Profile.		
12. Blood Chemistry consisting of Creatinine, Uric Acid, and SGPT.		
13. Clinical Breast Examination and Pap Smear for qualified female employees, upon request of the Procuring Entity.		
14. Provide interpretation of laboratory and diagnostic results, including post-examination medical consultation and appropriate medical recommendations or referrals, as necessary.		
C. Personnel and Equipment		
15. Deployment of duly licensed Physicians, Medical Technologists, Radiologic Technologists, Nurses, and other qualified personnel necessary to perform the required services.		
16. Provision of all equipment, laboratory supplies, reagents, consumables, and personal protective equipment necessary for the conduct of the APE.		
D. Service Delivery Requirements		
17. Conduct the on-site APE at the PEZA-CEZ premises on the schedule approved by the Procuring Entity.		

18. Accommodate employees who are unable to attend the scheduled on-site APE at the Service Provider's clinic or branch during the contract period, upon presentation of an authorized referral from PEZA-CEZ.		
19. Submit employee preparation guidelines at least five (5) calendar days prior to the scheduled APE.		
20. Ensure proper collection, handling, transport, processing, and storage of specimens in accordance with accepted laboratory practices.		
E. Deliverables		
21. During Project implementation: a. Employee Preparation Guidelines; b. Deployment of qualified healthcare personnel; c. Deployment of medical equipment, diagnostic equipment, supplies, reagents, consumables, and logistical requirements; d. Conduct of the on-site APE; e. Compliance with specimen handling and transport protocols; and f. Compliance with data privacy requirements throughout project implementation.		
22. Upon Project Completion: a. Complete Individual Laboratory and Diagnostic Reports; b. Consolidated Submission Transmittal; c. Individual Medical Examination Reports containing the physician's interpretation, medical assessment, recommendations, and fitness classification, where applicable; d. Completion of post-examination medical consultations supported by a Consultation Log or Certification; and e. Certificate of Completion duly issued by PEZA-CEZ.		
F. Confidentiality and Data Privacy		
23. Ensure the confidentiality of all medical records and comply with Republic Act No. 10173 (Data Privacy Act of 2012) and other applicable laws, rules, and regulations.		

2. The following shall be attached together with the bids during submission as part of its proposal:

A. Legal Requirements

1. Valid Department of Health (DOH) License to Operate (LTO) appropriate to the services being offered.
2. Valid PhilGEPS Registration.
3. Valid Mayor's/Business Permit
4. Omnibus Sworn Statement (OSS) – RA 12009 format
5. **(a) Latest Income Tax Return** filed through the Electronic Filing and Payment System (eFPS), with proof of filing and payment, as applicable. For bidders that have already filed an Annual Income Tax Return (ITR), the latest ITR shall refer to the return for the immediately preceding taxable year, whether based on a calendar or fiscal year. For newly established entities that have not yet filed an Annual ITR, the requirement shall refer to the two (2) most recent quarterly Income Tax Returns immediately preceding the deadline for bid submission.

(b) Latest Business Tax Return filed through the eFPS, with proof of filing and payment. This shall refer to the Value-Added Tax (VAT) Return or Percentage Tax Return covering the immediately preceding six (6) months. For entities with less than six (6) months of operations, this shall refer to the monthly Business Tax Returns filed immediately preceding the deadline for bid submission.

B. Technical Requirements

1. **Company Profile** indicating the bidder's capability and organizational experience in providing Annual Physical Examination (APE) or similar medical diagnostic services.
2. **Proposed APE Schedule/Work Plan** indicating the methodology and implementation timeline for the conduct of the on-site APE.
3. **Deployment List of Healthcare Personnel** indicating the names, positions, and corresponding assignments of the personnel to be deployed.
4. **List of Assigned Healthcare Professionals,** together with copies of their valid Professional Regulation Commission (PRC) Identification Cards (IDs) and professional licenses or certificates, as applicable.
5. **Certificate of Employment or Deployment Order** for each healthcare professional.
6. **Inventory/List of Medical Equipment, Diagnostic Equipment, Laboratory Supplies, Reagents, Consumables, and Other Resources** to be deployed for the conduct of the APE and **Certification** that these will be available during the conduct of the APE.
7. **Written Specimen Collection, Handling, Processing, Transport, and Storage Protocol or Standard Operating Procedure (SOP) duly signed by the Medical Facility's authorized Medical professional,** including a sample Chain of Custody or Specimen Transmittal Form, where applicable.
8. **Documentary proof of at least one (1) successfully completed contract** involving the conduct of an Annual Physical Examination (APE) or similar medical diagnostic services for **at least two hundred (200) employees within the last three (3) years** immediately preceding the bid submission, or any equivalent document demonstrating the bidder's capability to undertake the project.

3. Bid Price Schedule

1. The Bidder shall quote its **lump-sum package price**, **inclusive of all applicable taxes, labor, professional fees, equipment, transportation, mobilization, consumables, administrative costs, and all other incidental expenses** necessary for the complete and satisfactory delivery of the required services.
2. Payment shall be based on the **actual number of employees served** and **the corresponding accepted services rendered.**

Item No.	Description	Estimated Quantity	Unit	Unit Price (₱)	Total Price (₱)
1	Annual Physical Examination (APE) Package ***(Male Employees)*** (No Clinical Breast examination)	105	Package*		
2	Annual Physical Examination (APE) Package ***(Female Employees) with Clinical Breast Examination*** (excluding Pap Smear)	108	Package*		
3	Pap Smear for qualified female employees, upon request of the Procuring Entity	108	Procedure		
				Grand Total	**₱**

***Scope of the APE Package.** The quoted package price for male and female employees shall, at a minimum, include the following services:*

a. *Physical examination and medical consultation by a duly licensed physician;*
b. *Complete Blood Count (CBC);*
c. *Urinalysis;*
d. *Fecalysis;*
e. *Chest X-ray;*
f. *Electrocardiogram (ECG);*
g. *Fasting Blood Sugar (FBS);*
h. *Lipid Profile;*
i. *Blood Chemistry, consisting of:*
    i. *Creatinine;*
    ii. *Uric Acid; and*
    iii. *Serum Glutamic-Pyruvic Transaminase (SGPT);*
j. *Clinical Breast Examination (Ultrasound)*
k. *Pap Smear for qualified female employees (as consented by these employees)*
l. *Professional interpretation of all laboratory, diagnostic, and examination results, including post-examination medical consultation and appropriate medical recommendations or referrals, as necessary.*

CONFORMITY WITH THE TERMS OF REFERENCE

We hereby certify that we have carefully read, understood, and examined the provisions of this Terms of Reference (TOR). We agree to comply fully with all the requirements, specifications, terms, and conditions set forth herein should our bid be declared the Lowest Calculated and Responsive Bid and the contract be awarded to us.

By signing below, we signify our full conformity with and acceptance of all the provisions of this TOR.

_____

Bidder's Authorized Representative
Signature over printed name

Designation : _____

Name of Company : _____

Address : _____

Contact No. / Mobile No. : _____

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

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

   - *If 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]*;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity][insert* "as supported by the attached duly notarized Special Power of Attorney" *for authorized representative]*;

   - *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable*;*

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;

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 others:*

   - *If sole proprietorship :* The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If partnership :* The partnership itself and the partners of ***[****Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If cooperative:* The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If corporation, or joint venture:* The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

   - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations: [Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

- *In case of Foreign Bidders: [Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

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

9. *[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 *[Project Title]*.

10. *[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.

11. In case advance payment was made or given to ***[Name of Bidder]***, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of ___, 20__ at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

JURAT

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
Notarial Commission No. _____
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 _____.