



# NATIONAL FOOD AUTHORITY

Ilocos Regional Office (Region 1)

Urbiztondo, San Juan, La Union, 2514

Tel. No. (072) 682-9143

Email : [region1@nfa.gov.ph](mailto:region1@nfa.gov.ph)

## REQUEST FOR QUOTATION

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

Quotation No. : \_\_\_\_\_

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

\_\_\_\_\_  
Address

Sir/Madam:

Please quote your offer, inclusive of VAT, for the Provision of Services of Certification Body for the ISO 9001:2015 Certification of NFA Regional Office I and NFA La Union Branch Office (NFA-ROI-LUBO) Quality Management System for all Core and Support Processes, subject to the Terms and Conditions attached. **The contract duration shall be for a maximum period of three (3) years with an Approved Budget for the Contract (ABC) of ₱496,000.00.** Please submit your sealed quotation duly signed by you or your authorized representative on or before the opening of sealed quotations as scheduled below at the 2<sup>nd</sup> Floor, Conference Room, NFA Regional Office I, San Juan, La Union.

Prospective bidder shall submit **one (1) original/certified true copy and two (2) certified photocopies** of the following documents during submission of sealed quotation. Offer received in excess of the ABC shall be automatically rejected at bid opening:

1. Valid PhilGEPS Certificate of Registration (Platinum Membership); or

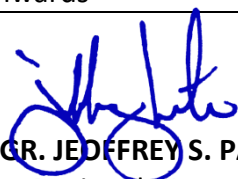
The following Class "A" eligibility documents provided that the PhilGEPS Certificate of Registration (Platinum Membership) be submitted during the post-qualification stage:

- a. Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; and
- b. 2022 Mayor's or 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; and

- c. Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
2. Quarterly Income/ Business Tax Return for the 2<sup>nd</sup> Quarter of 2022 filed and paid through the BIR Electronic Filing and Payment System (eFPS).
3. Omnibus Sworn Statement (Revised). **Annex A**
4. Accreditation Certificate issued by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) or International Accreditation Forum (IAF) members.
5. Copy of other accreditation schemes of the CB, if any (other than the aforementioned accreditation)
6. Profile or a brief description of the CB and outline of ongoing and completed government and private contracts, including contracts awarded but not yet started, of a similar and related nature, within five (5) years from the date of submission of quotation. For each project, the outline should indicate the project, contract amount and the CB's involvement. Information should be provided only for those projects for which the CB was legally contracted. The CB must have certified at least ten (10) government agencies for Quality Management System. The CB should be prepared to substantiate the claimed experience if so requested by the Procuring Entity;
7. List of CB Auditing Team (CBAT) members including their Curriculum Vitae (CV) indicating therein their name, age, nationality, educational background, trainings, and employment record, and professional experience of each nominated expert including ongoing projects. No member of the CBAT should have provided consultancy for the NFA-ROI, and NFA-LUBO within the two (2) year period prior to the audit. Auditors shall have a minimum of three (3) years auditing experience on ISO 9001:2015 Standard with active registration in international personnel registration bodies like IRCA (International Register of Certificated Auditors), PECB (Professional Evaluation and Certification Board), etc.
8. A concise, complete, and logical description of how the CB's team shall carry out the services to meet the terms and conditions of the contract, as follows:
  - a. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverable such as reports required under the TOR.
  - b. A Time Schedule for CBAT clearly indicating the estimated duration in terms of person-days and the proposed timing of each input for each nominated expert. The Time Schedule shall include the date and time of Surveillance Audit for the 2<sup>nd</sup> and 3<sup>rd</sup> year.
  - c. Comments and suggestions of the CB, if any, to improve performance in carrying out the project.
9. Duly signed Request For Quotation (RFQ).
10. Duly signed Terms of Reference.

The Schedule of activities shall be as follows:

ACTIVITY	DATE/TIME
Posting at NFA website/PhilGEPS	November 7, 2022
Deadline of Submission of Sealed Quotations	November 11, 2022; NLT 9:30 AM
Opening of Sealed Quotation	November 11, 2022; 10:00 AM onwards

  
**ENGR. JEDFREY S. PARATON**  
 Asst. Regional Manager II /  
 RBAC Chairperson

Lot No.	DESCRIPTION	Amount/Offer, (Inc. of VAT)	
		In Figures (Php)	In Words (Pesos)
1	Provision of Services of Certification Body for the ISO 9001:2015 Certification of NFA Regional Office I and NFA La Union Branch Office (NFA-ROI-LUBO) Quality Management System for all Core and Support Processes.	Total: _____	Total: _____
	<b>GRAND TOTAL</b>	<b>Total: _____</b>	<b>Total: _____</b>

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

The NFA reserves the right to reject any or all bid/offer to waive any formality herein or to accept conditions most advantageous to the agency.

\_\_\_\_\_  
Printed Name & Signature

\_\_\_\_\_  
Contact No.

\_\_\_\_\_  
Date

**IMPORTANT: ERASURES WILL INVALIDATE THE OFFER.**

***Note: To be accomplished if supplier cannot attend the opening of Quotation.***

**WAIVER**

I hereby waive my right to be present and/or to witness the opening of price quotation/Sealed Canvass to be undertaken by the procuring entity at the place and time mentioned above.

---

Printed Name/Signature

---

Date



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Ilocos Regional Office (Region 1)

Urbiztondo, San Juan, La Union, 2514

Tel. No. (072) 682-9143

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## *Terms of Reference*

### **PROCUREMENT OF SERVICES OF CERTIFICATION BODY FOR THE ISO 9001:2015 CERTIFICATION OF THE QUALITY MANAGEMENT SYSTEM (QMS) OF NFA REGIONAL OFFICE I AND NFA LA UNION BRANCH OFFICE (NFA-ROI-LUBO) Project Reference No. : NFA-2022-RBAC-REG I-017**

The NFA Region 1 Bids and Awards Committee (RBAC) hereby recommends the following Terms of Reference (TOR) to be adopted in the conduct of Small Value Procurement of Certification Body Services for the ISO 9001:2015 Certification of the Quality Management System (QMS) of the National Food Authority Regional Office I and La Union Branch Office (NFA-ROI-LUBO):

#### **I. RATIONALE/ OBJECTIVE**

1. Services to be procured: Procurement of Services of Certification Body for the ISO 9001:2015 Certification of the Quality Management System (QMS) of NFA Regional Office I and NFA La Union Branch Office (NFA-ROI-LUBO). The project is aimed to achieve the following:
  - a. Uphold transparency and accountability;
  - b. Attain equity, effectiveness, sufficiency and economy;
  - c. Maintain NFA policy in contracting CB services for the ISO 9001:2015 certification of the organization's QMS;
  - d. Award the Contract to CB whose bid is most advantageous to the government; and
  - e. Attain ISO 9001:2015 Certification for NFA Regional Office I and NFA La Union Branch Office.
2. NFA Regional Office I and NFA La Union Branch Office are the chosen target for ISO Certification in the 2022 NFA Performance Scorecard.

#### **II. SUBJECT MATTER**

The item for procurement is the Provision of professional services for the ISO 9001:2015 Certification Audit of the QMS of NFA-ROI and NFA-LUBO. They are located within Region 1 jurisdiction with office address at Urbiztondo, San Juan, La Union.

The contract pertaining to the services that will be provided by the Certification Body shall be completed for a maximum period of three (3) years, effective on the date specified in the Notice to Proceed.

### III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **Four Hundred Ninety Six Thousand Pesos (₱496,000.00)** inclusive of 12% VAT and other government taxes.

### IV. QUALIFICATIONS OF CERTIFICATION BODIES

The BAC shall prepare and send the Request for Quotation (RFQ) and Terms of Reference (TOR) to at least three (3) Certification Bodies with the following qualifications:

- a. Duly accredited by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) or International Accreditation Forum (IAF) members;
- b. Must have at least ten (10) years ISO 9001: 2015 auditing experience;
- c. Must have certified at least ten (10) government agencies for quality managementsystem.
- d. The CB Audit Teams (CBAT), including surveillance, should satisfy the following:
  - (i) Consist of auditors with actual hands-on experience on QMS who are qualified to conduct audit in the name of the CB;
  - (ii) No member of the CBAT should have provided consultancy for the NFA-ROI and NFA-LUBO within the two (2)-year period prior to the audit; and
  - (iii) Auditors shall have a minimum of three (3) years ISO 9001:2015 auditing experience.

This, notwithstanding, those who responded through any of the required postings shall be allowed to participate provided that the above minimum qualifications are met. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.

### V. SCHEDULE OF ACTIVITIES

ACTIVITIES	DATE AND TIME
Posting and sending of <b>Request for Quotation (RFQ)</b> and <b>Terms of Reference (TOR)</b>	<b>November 8, 2022</b>
Deadline for the Submission of Sealed Quotation and Required Documents	<b>November 11, 2022 NLT 9:30AM</b>
Opening of Sealed Quotations	<b>November 11, 2022, 10:00AM ONWARDS</b>

## VI. BIDDING FEES AND ISSUANCE OF REQUEST FOR QUOTATION AND TERMS OF REFERENCE

Interested offerors may purchase the complete set of Bidding Documents composed of the **Request for Quotation (RFQ)** and **Terms of Reference (TOR)** from the RBAC Secretariat at NFA Regional Office I, San Juan, La Union upon payment of the **bidding fee in the amount of ONE THOUSAND PESOS (P1,000.00)**.

The RFQ and TOR may also be downloaded free of charge from the website of the **Philippine Government Electronic Procurement System (PhilGEPS)** and the **NFA website ([www.nfa.gov.ph](http://www.nfa.gov.ph))**, provided that offerors shall pay the bidding fee not later than the submission of their bids.

## VII. SUBMISSION AND RECEIPT OF QUOTATION/S

Offerors shall manually submit their **sealed quotations** at the NFA Regional Office I, San Juan, La Union c/o the BAC Secretariat through their duly authorized representative on or before **10:00 AM of November 11, 2022**, along with a valid copy of the following required documents:

1. PhilGEPS Certificate of Platinum Membership, or

The following Class “A” eligibility documents provided that the PhilGEPS Certificate of Registration (Platinum Membership) be submitted during the post-qualification stage:

- d. Registration Certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document; and
  - e. 2022 Mayor’s or 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; and
  - f. Tax Clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)
2. Quarterly Income/ Business Tax Return for the 2<sup>nd</sup> Quarter of 2022 filed and paid through the BIR Electronic Filing and Payment System (eFPS).
  3. Omnibus Sworn Statement
  4. Accreditation Certificate issued by the Philippine Accreditation Bureau (PAB) of the Department of Trade and Industry (DTI) or International Accreditation Forum (IAF) members.
  5. Copy of other accreditation schemes of the CB, if any (other than the aforementioned accreditation)
  6. Profile or a brief description of the CB and outline of ongoing and completed government and private contracts, including contracts awarded but not yet

started, of a similar and related nature, within five (5) years from the date of submission of quotation. For each project, the outline should indicate the project, contract amount and the CB's involvement. Information should be provided only for those projects for which the CB was legally contracted. The CB must have certified at least ten (10) government agencies for Quality Management System. The CB should be prepared to substantiate the claimed experience if so requested by the Procuring Entity;

7. List of CB Auditing Team (CBAT) members including their Curriculum Vitae (CV) indicating therein their name, age, nationality, educational background, trainings, and employment record, and professional experience of each nominated expert including ongoing projects. No member of the CBAT should have provided consultancy for the NFA-ROI, and NFA-LUBO within the two (2) year period prior to the audit. Auditors shall have a minimum of three (3) years auditing experience on ISO 9001:2015 Standard with active registration in international personnel registration bodies like IRCA (International Register of Certificated Auditors), PECB (Professional Evaluation and Certification Board), etc.
8. A concise, complete, and logical description of how the CB's team shall carry out the services to meet the terms and conditions of the contract, as follows:
  - d. A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverable such as reports required under the TOR.
  - e. A Time Schedule for CBAT clearly indicating the estimated duration in terms of person-days and the proposed timing of each input for each nominated expert. The Time Schedule shall include the date and time of Surveillance Audit for the 2<sup>nd</sup> and 3<sup>rd</sup> year.
  - f. Comments and suggestions of the CB, if any, to improve performance in carrying out the project.

#### **VIII. EVALUATION AND VALIDITY OF QUOTATIONS**

1. Prospective offerors must submit the sealed quotation along with the required documents not later than **9:30AM of November 11, 2022** at the NFA Regional Office I. Insufficient and invalid documents shall render the quotation as "failed". Likewise, late submissions shall not be accepted.
2. Quotations with amount exceeding the Approved Budget for the Contract (ABC) shall be rejected outright.
3. Quotations must be up to two (2) decimal places only and shall be inclusive of taxes such as but not limited to VAT, other taxes and levies.
4. Quotations must include the transportation, living accommodations and other such and related expenses of the auditors for the entire period of audit and certification services.
5. The Quotation Form must be properly filled-out and duly accomplished by the offeror.
6. Quotations shall be ranked in ascending order with the lowest offer being declared as the Lowest Calculated Bid (LCB).
7. Identical quotations shall be resolved through toss coin or drawing of lots, as the case maybe.



8. Receipt of at least one (1) quotation is sufficient to proceed with the evaluation thereof.
9. Quotations will be valid for thirty (30) calendar days from date of opening.

## IX. POST QUALIFICATION

The Lowest Calculated Quotation shall undergo post-qualification in order to determine whether the offeror concerned complies with and is responsive to all the requirements and conditions as specified in the Terms of Reference.

The post-qualification shall verify, validate, and ascertain all statements made and documents submitted by the offeror with the Lowest Calculated Bid, using non-discretionary criteria, and shall be conducted in accordance with Section 34 of the Revised IRR of RA 9184.

The Certification Body, including the Audit Team members, must satisfy all the required ISO 9001:2015 auditing experience and qualifications as indicated in Item No. IV of this Terms of Reference to be declared as "Responsive".

The BAC shall recommend to the Head of the Procuring Entity the award of contract to the Bidder with the Lowest Calculated Responsive Quotation after the post-qualification process has been completed.

## X. PERFORMANCE SECURITY

1. To guarantee the faithful performance by the winning bidder of its obligations under the contract, it shall post a performance security prior to the signing of the contract.
2. The performance security shall be in an amount equal to a percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
Cash or cashier's/manager's check issued by a Universal or Commercial Bank	

Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreignbank.	<b>Five percent (5%)</b>
Surety Bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	<b>Thirty percent (30%)</b>
Any combination of the foregoing	<b>Proportionate to share of form with respect to total amount of security</b>

The performance security shall remain valid until the issuance of Certificate of Final Acceptance by the NFA-ROI and NFA-LUBO.

## **XI. AWARD AND IMPLEMENTATION OF THE CONTRACT**

Contract award and implementation including the Notice to Proceed shall be in accordance with the applicable provisions of the Revised IRR of RA 9184. The contract shall be fixed price and any extension of contract time shall not involve any additional cost.

## **XII. TECHNICAL SPECIFICATIONS**

### **SCOPE OF WORK**

#### **SERVICES OF CERTIFICATION BODY TO CONDUCT ISO 9001:2015 CERTIFICATION OF THE QMS OF**

#### **NFA REGIONAL OFFICE I AND NFA LA UNION BRANCH OFFICE**

Office: **1. NFA Regional Office I (NFA-ROI)**

Scope: Planning, Supervision and Monitoring of Operational, Administrative and Financial Processes pertaining to Acquisition, Maintenance, and Disposition of Buffer Stocks of NFA Region I Branch Offices.

Office: **2. NFA La Union Branch Office (NFA-LUBO)**

*(Both offices are located at Brgy. Urbiztondo, San Juan, La Union)*

Scope: Acquisition, Maintenance, and Disposition of Buffer Stocks

#### **Warehouses of NFA-LUBO**

NFA-LUBO Warehouse	Location
1. San Juan GID 1	Urbiztondo, San Juan, La Union
2. San Juan GID 2	Urbiztondo, San Juan, La Union
3. Loakan GID	Loakan Road, Baguio City

#### **A. SCOPE OF SERVICES**

1. The CB undertakes and commits that it will promptly and fully perform and deliver to NFA-ROI and NFA-LUBO certification audit for ISO 9001:2015 Standard in accordance with the following requirements and specifications:

a. Year 1 – Certification Audit:

(1) Stage 1 Audit (On-site Desk/ Documentation Audit)

(2) Stage 2 Audit (Implementation Audit)

(3) Additional Services

- Two (2) complimentary tarpaulin banners and stickers to be given upon release of Certification (for Certification Audit and Repeat Audit only)
- Electronic copy of ISO certification logo to be issued upon release of certificate
- Briefing on new standards, including hard and soft copies.

b. Year 2 – Surveillance Audit

c. Year 3 – Surveillance Audit

#### **B. PERFORMANCE PERIOD AND TERMS**

The CB shall perform and deliver the following services for a period of three (3) years.

ACTIVITY	WHEN	DELIVERABLES
<b>a. Stage 1- Audit</b>	After issuance of Notice to Proceed	Preparation stage: <ul style="list-style-type: none"> <li>• Conduct Certification Audit</li> </ul>
<b>b. Stage 2 Audit</b>	After the successful completion of the Stage 1 Audit	<ul style="list-style-type: none"> <li>• Submit Audit Report detailing audit findings (within 5 working days after conduct of on-site audit)</li> </ul>
<b>c. Issuance of ISO 9001:2015 Certificate valid for 3 years</b>	Within two (2) calendar months after the successful completion of the Stage 2 Audit and/ or acceptance of proposed corrective action for nonconformity, if any	<ul style="list-style-type: none"> <li>• ISO Certificate including Additional Services under Section I, Item a</li> </ul>
<b>d. Year 2 Surveillance Audit</b>	Within the prescribed timeframe of the ISO 9001:2015 Certificate, the number of audit and person days to be determined	<ul style="list-style-type: none"> <li>• Conduct Surveillance Audit</li> <li>• Submit Surveillance Audit Report detailing audit findings (within 5 working days after conduct of on-site audit)</li> </ul>
<b>e. Year 3 Surveillance Audit</b>	Within the prescribed timeframe of the ISO 9001:2015 Certificate, the number of audit and person days to be determined	

**XIII. PAYMENT PROCEDURES**

1. All payments shall be made at NFA Regional Office I subject to the usual accounting and auditing rules and regulations and in accordance with RA 9184. The NFA undertakes to pay the contractor the amount of the contract, inclusive of 12% VAT, and guarantees to pay on time for the actual services rendered upon submission of the applicable required supporting documents, to wit:
  - a. Original copy of Charge Invoice and Billing Statement;
  - b. Notice of Award (photo copy);
  - c. Notice to Proceed (photo copy);
  - d. Contract (photo copy);
  - e. ISO Certification (photo copy); and
  - f. Surveillance Audit Report for 2<sup>nd</sup> and 3<sup>rd</sup> year billing (photo copy)

2. The Procuring Entity shall make the following payments:



PROGRESS BILLING	% OF CONTRACT AMOUNT
<b>Year 1</b>	
a) Stage 1 audit	15
b) Stage 2 audit	35
c) Issuance of ISO 9001:2015 Certificate valid for 3 years	10
<b>Year 2</b>	20
• 1 <sup>st</sup> Surveillance Audit	
<b>Year 3</b>	20
• 2 <sup>nd</sup> Surveillance Audit, On-site Audit	
<b>TOTAL</b>	<b>100%</b>

a. *Payments shall be based on the completion of the above-mentioned activities and submission of required deliverables subject to acceptance of the Regional Manager (NFA-ROI) and Branch Manager (NFA-LUBO).*

**XIV. OBLIGATIONS OF NFA**

1. The NFA must have completed at least one (1) cycle of internal audit and management review before the Certification, Surveillance Audits and Re-Certification.
2. The NFA shall inform the CB in writing of important changes that may occur after issuance of Certificate.
3. The NFA shall inform the CB of availed consultancy services, if any.

**XV. OBLIGATIONS OF THE CERTIFICATION BODY**

1. The CB shall provide NFA with advance copy of the Audit Plan and Team’s composition, members of whom satisfying the qualification defined in the Technical Component of the Bid.
2. The CB shall provide Audit Report after the completion of audit which shall contain the results of the audit including detailed audit findings and necessary recommendation.
3. Upon successful completion of the Certification Audit, the CB shall recommend NFA-ROI and NFA-LUBO for certification and issuance of Certificate which must be valid for three (3) years.
4. The CB shall conduct surveillance audit once every year for the next two years based on the Certification Audit date to monitor the continuing implementation of the system.
5. The CB shall not be allowed to replace any pre-qualified team member except for justifiable reason as deemed appropriate and necessary by the business units’ (NFA-ROI and NFA-LUBO) Quality Management Representatives (QMRs).
6. The CB may provide comments and suggestions if any, to improve performance in carrying out the projects. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the project. In this regard, unless CB clearly states otherwise, it shall be assumed by the Procuring Entity that work required to



implement any such improvements, are included in the inputs submitted.

7. The CB shall include in their audit activities a procedure for client appeals. In the event that resolution for disputes between the Procuring Entity and the CB cannot be attained, the former shall have the right to lodge appeals on the decisions of the Audit Team to an independent arbitrator, exclusive of other legal remedies which may be available to both parties.
8. The CB shall coordinate with the Procuring Entity-QMR on all matters relating to contract implementation.
9. The CB and any member of the CBAT assigned to the Procuring Entity certification audit shall maintain strict confidentiality of the final audit results, and shall disclose the same only upon clearance of the Procuring Entity- QMR.
10. The CB shall turn over to the Procuring Entity all documents pertaining to the implementation of this project, such as, but not limited to, pending documentary request within its custody, within fifteen (15) days upon submission of report for each stage of the audit, until the end of contract.

#### **XVI. SPECIAL PROVISIONS**

1. Any obligation or payables of the contractor due to NFA shall be automatically deducted from his/her collectibles from NFA.
2. In case of litigation arising from this contract or failure of the contractor (CB) to undertake the required services, the contractor agrees to pay liquidated damages in the amount of not less than Fifty Thousand Pesos (Php50,000.00), cost of suit and actual damages.
3. A re-audit is necessary if any of the Certification/Surveillance Audit results in finding a major non-conformity.
4. NFA-ROI and NFA-LUBO may oblige the CB to replace/ reconstitute the composition of its audit team.

#### **XVII. VENUE OF COURT ACTION**

In case of litigation arising from the Contract, the CB shall pay NFA all forms of damages. The case shall be filed exclusively with the proper court.

#### **XVIII. RESERVATION CLAUSE**

The Head of the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract in the following situations:

1. If there is prima facie evidence of collusion between appropriate public officers or employees of the procuring entity, or between the BAC and any of the bidders, or if collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
2. If the BAC is found to have failed in following the prescribed bidding procedures; or

3. For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GOP, as follows:
- a. If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the Head of the Procuring Entity.
  - b. If the project is no longer necessary as determined by the Head of the Procuring Entity; and
  - c. If the source of funds for the project has been withheld or reduced through no fault of the procuring entity.



**ENGR. JEOFFREY S. PARATON**  
Asst. Regional Manager II /  
RBAC Chairperson

Conforme:

<hr/>	<hr/>
Printed Name & Signature of Contractor/Authorized Representative	Date



## 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]*

