DEPARTMENT OF ENERGY
(Kagawaran ng Enerhiya)
Energy Center, Rizal Drive Bonifacio
Global City, Taguig City, Philippines 1632

RFQ No.	RFQ-05-0101-2026-07-0492-0919-0154
Purchase Request No.:	05-0101-2026-07-0492

REQUEST FOR QUOTATION

Title of Procurement/End-user	**: PROCUREMENT OF APPLICATION MANAGEMENT SUPPORT (HRIPS)/AS-HRMD**
Approved Budget for the Contract	**: Php800,000.00**
Mode of Procurement	**: Small Value Procurement (Sec.34) R.A. 12009**
Award Criterion	**: LCRB**
Bidding Terms	**: Per Lot**
Delivery Terms/Schedule	**:** Based on the Terms of Reference
Delivery Location : Department of Energy Main Office, BGC Taguig City Payment Terms : Based on the Terms of Reference	

SUBMISSION OF PROPOSALS/ QUOTATION and RELATED DOCUMENTS SHOULD BE COLLATED AND SUBMITTED IN A ONE (1) PDF FILE FORMAT

Please quote your lowest price on the items/s listed below, subject to the compliance with the Terms of Reference and Specifications. Submit the quotation following the format of the Quotation Submission Form (Annex A) in a sealed envelope duly signed by your representative at the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig or through email at the following address: bacsecretariat@doe.gov.ph not later than **(28 September 2026, 4:00PM)**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	TOR of Procurement of Application Management System (HRIPS) attached			800,000.00

BACKGROUND

1. The Department of Energy (DOE) as a national government agency is required to comply with Civil Service Commission (CSC) Memorandum Circular (MC) No. 3, series of 2012 on the Program to Institutionalize Meritocracy and Excellence in the Human Resource Management (PRIME-HRM). This mechanism empowers government agencies by developing their human resource management competencies, systems, and practices toward HR excellence. It aims to transform the agencies' Human Resource Management (HRM) to a level of excellence that fosters good governance.

2. The maturity level of an agency's competencies, systems, and practices is assessed in four HR systems, namely: (1) recruitment, selection, and placement; (2) learning and development; (3) performance management; and (4) rewards and recognition.

3. Based on the assessment, a government agency may be classified according to four maturity levels:
   - **Transactional HRM** – HR assumes personnel function that is mostly separate from agency/business and talent needs

- **Process-Defined HRM –** There is a set of defined and documented SOPs established, though it still needs improvement. It is characterized by goal-oriented decision making. There is some automated system but little integration of data.
- **Integrated HRM –** Uses process metrics for continuous improvement, e.g., HR management tool kit, and data-driven decision making. HR function supports agency business needs.
- **Strategic HRM** – HR processes are focused on continually improving process performance. It is also systematically managed by a combination of process optimization and continuous improvement. At this level, HR helps to drive agency business decision on people, data, and insight. HR strategy is already part of the agency strategy.

The DOE aims to achieve the highest maturity level of agency status by integrating and automating all four core HR management areas, elevating the DOE-HRM to a level of excellence for good governance and efficient public service.

4. RATIONALE

The benefits of a Human Resource Information System (HRIS) go beyond the expected gains to the Human Resource Management Division (HRMD). Its benefits apply across the whole agency. Streamlining and automating routine processes results to time and cost savings through efficiency. A well-designed HR system can be a catalyst in creating a strategic HRM and supports the agency's long-term goals.

Productivity: On-boards people faster so they start delivering value more quickly. Reduce time wasted on HR admin using automated procedures and self-service, so employees may focus on their areas of expertise and more important tasks.

Insight and Decision-Making: Sophisticated analytics capabilities enable the management to derive strategic insight from their HR data, continually measuring and improving productivity and engagement by understanding and anticipating employee behaviors and trends.

Efficiency: Compared to manual or spreadsheet-based record-keeping, an HRIS can support fast, accurate and automated processing across these functions: people and performance management, leave and attendance management, payroll, compensation and benefits, recruitment and on-boarding, and HR analytics.

5. The Human Resource Information and Payroll System (HRIPS) was procured to streamline and automate routine processes of the Human Resource Management Division and Accounting Division for fast and efficient delivery of service and has been implemented since August 2022.

The AMS is to efficiently handle concurrent access by all DOE employees, including external clients, ensuring a seamless experience without hang-ups, downtime, slowdowns or bugs/glitches, will ensure that the existing systems/modules/features remain capable, reliable, more secure and efficient. And upgrading the software will make the system more capable as well as accommodate additional users or features such as integration of certain features of one module to other modules.

EXISTING HRIPS MODULES

- Electronic Employee Database / Records
- Employee Self-Service Portals
- Recruitment and On-boarding Systems
- Performance Management
- Benefits Management
- Training Management
- Automated Payroll System
- Learning and Development / Budget Appropriation
- Learning and Competency Management System
- Employees Clearance
- Travel Order/Travel Authority
- Division Performance Commitment and Review (DPCR)
- Citizen's Charter/ARTA Clients Satisfaction Measurement (CSM)
- Additional Enhancements in existing modules
- Enhanced Security Features

II. OBJECTIVE

The primary objective of the contract is to provide Application Management Support (AMS) to the HRIPS, an integrated program of the HRMD and Accounting Division.

III. SCOPE OF PROJECT

1. User Support, Incident and Recovery Management
2. Application Monitoring and Performance Management
3. Security and Compliance Management

Details:

1. **User Support, Incident and Recovery Management**
   - 1.1 Provide both on-site and remote technical support as needed. The SP shall assume all expenses related to on-site visits and services.
   - 1.2 Maintain a helpdesk that provides support (24/7 or as required based on incident criticality) through phone, email and a secure online ticketing management tool.
   - 1.3 Provide a root cause analysis of all incidents of all incidents and submit a report within five (5) working days a.
   - 1.4 Escalation protocol for unresolved critical issues using the online ticketing management tool.
   - 1.5 Resolution within agreed Service Level Agreement (SLA) timelines as defined under **Annex B.**
   - 1.6 Apply necessary fixes for errors, bugs, or other system issues, as well as resolutions to performance problems related to design, configuration, system malfunctions, and other related concerns.
   - 1.7 Perform regular backups, and manage recovery and restoration procedures in case of system failures, data loss or disasters. Restore affected systems using available backups and document all recovery activities.
   - 1.8 Conduct monthly scheduled backup restoration drills including but not limited to: verification of backup completion success, restoration of backup, and validation of data integrity and system functionality after restoration. Submit a Backup Restoration Drill Report within five (5) working days after the completion of each drill.
   - 1.9 Establish and maintain a documented baseline of the system: the initial system and after performing major system changes. Submit the updated documented system baseline to the DOE within five (5) working days after the initial system deployment and within five (5) working days after completion of each major system change.

2. **Application Monitoring and Performance Management**
   - 2.1 Continuously monitor the status and performance of the application, servers, and databases to ensure availability and efficiency.
   - 2.2 Use a secure remote support software solution for system monitoring and maintenance. The secure remote support software must have no reported incidents for the past three years.
   - 2.3 Perform regular backup maintenance, including testing of backup files and verification of successful restoration.
   - 2.4 Conduct preventive maintenance to identify and correct potential issues before they affect system operations.

3. **Security and Compliance Management**

   3.1 Apply regular system and application updates to maintain security and reliability based on the following sources:

   3.1.1 Mitigation of any vulnerability detected by the cybersecurity solutions and recommendations of the ITMS-ITD.

IV. Manpower requirements:

1. The SP must submit notarized Curriculum Vitae (CV) of the proposed staff, clearly highlighting their education, IT certifications, and work experience. These CV must be provided at the time of bid opening and shall be validated during the post-qualification evaluation. The SP may propose additional staffing to complement the skills of their proposed staff at no additional cost to the DOE.

2. The SP's proposed staff must consist of at least three (3) qualified personnel covering all required roles. One personnel may assume multiple roles subject to compliance with qualification requirements and approval of the End-User.

3. A single individual may perform up to two (2) roles simultaneously, provided he/she fully meets the qualifications and experience required for both.

Personnel	**Role/Qualification**		**Min. No.**
Project Manager/ Business Analyst	Role:	Responsible for the execution of the project analyzing business processes, identifying areas for improvement, and implementing solutions to enhance operational efficiency	1
	Experience:	At least five (5) years in project management for IT/software development or application maintenance projects or at least three (3) years in business analysis	
	Education:	CS/IT Degree or related fields	
	Certification:	Preferably trained or certified in Scrum, Agile Project Management, PMP, or equivalent within the last three (3) years.	
Full Stack Developers	Role:	Responsible for developing and testing both the front-end and back-end components of web applications, designing, developing, installing, administering, maintaining and performance tuning of databases	1
	Experience:	At least three (3) years in software development	
	Education:	CS/IT Degree or related fields	
	Training:	Preferably trained in Full Stack Development, Web Application Development, or Equivalent	
Quality Assurance Engineer	Role:	Responsible for ensuring that software products and systems meet established quality standards and are free of defects	1
	Experience:	At least three (3) years of experience in software testing , or software quality assurance	
	Education:	CS/IT Degree or related fields	
	Training:	Preferably trained in Software Quality Assurance, Software Testing, or Equivalent.	
Compliance Officer	Role:	Responsible for ensuring that the organization complies with data protection laws and regulations and serves as the Data Privacy Officer (DPO) in accordance with applicable laws and policies. Acts as the point of contract of the DOE and DICT for	1

		cybersecurity and data privacy activities and incidents. In charge of protecting the system against vulnerabilities and the firmware of the systems running the application. Monitors and confirms compliance with VAPT requirements and the implementation of recommended corrective actions	
	Experience:	At least two (2) years in Information Security and data privacy and threat prevention and handling.	
	Certification:	Certified Information Systems Security Professional Comptia Security+ or equivalent	

V. ROLES AND RESPONSIBILITIES

1. **The SP shall:**
   1.1 Coordinate with the End-User as required;
   1.2 Ensure timely delivery of outputs;
   1.3 Provide all necessary manpower needed for the completion of the project;
   1.4 Shoulder the cost of conducting training, and other costs associated with the completion of the project;
   1.5 Undertake a Non-Disclosure Agreement (NDA), including Personal and Confidential Information, in line with the DOE Data Privacy Policy and Information Security Policy;
   1.6 Provision of requirements as detailed under the Scope of Works under **ANNEX A**;
   1.7 SP shall configure SSL certificates, if applicable.

2. **The End-User shall:**
   2.2 Provide code repository to the SP and VPN access if needed;
   2.2 Conduct briefings and call for a coordination meeting with the SP monthly, or as needed;
   2.3 Oversee the overall management and direction of the project;
   2.4 Determine the acceptability of the deliverables.

VI. OTHER REQUIREMENTS

1. Inception Meeting
The SP shall conduct an inception meeting within ten (10) calendar days upon receipt of the Notice to Proceed (NTP) to align all stakeholders on the project's objectives, scope, and deliverables; clarify roles and responsibilities; review and confirm requirements; identify potential risks and mitigation strategies; and set expectations for communication, timelines, and project milestones. The SP shall provide the Inception Report within ten (10) calendar days right after the inception meeting.

2. Support to the DOE Automation
In addition to the standard maintenance and support services, the SP shall provide technical assistance to support the DOE's automation initiatives related to HRIPS. The SP shall provide technical assistance to ensure HRIPS remains integration-ready and capable of supporting future automation initiatives. This includes maintaining and documenting APIs, supporting interoperability with external systems, providing integration testing support, ensuring API security and compliance, coordinating interface-related changes, and delivering technical advisory and knowledge transfer services as may be required by the DOE.

ANNEX A: Scope of Works Documentary requirements

1. **User Support, Incident and Recovery Management**
   - 1.1 Incident Support Matrix and Service Report (for on-site visits)
   - 1.2 Incident reports
   - 1.3 Root Cause Analysis report
   - 1.4 Escalation protocol matrix
   - 1.5 Updated Documentation and source code for any update on the system relevant to the implementation of fixes and related concerns.
     - 1.5.1 User Acceptance Certificate
   - 1.6 System restoration procedure
   - 1.7 Restoration report (if applicable)

2. **Application Monitoring and Performance Management**
   - 2.1 Weekly monitoring report checklist detailing the following but not limited to:
     - 2.1.1 Check CPU and memory utilization, disk space usage and ensure that adequate space is available.
     - 2.1.2 Monitor system performance and resource usage trends.
     - 2.1.3 Review system logs for any recurring errors or issues.
   - 2.2 Secure remote support software installation report (inclusion of details such as software name, manufacturer and software size.
   - 2.3 Backup completion checklist and quarterly backup restoration test report
     - 2.3.1 Daily incremental backup
     - 2.3.2 Weekly full backup
   - 2.4 Preventive Maintenance Plan and quarterly preventive maintenance report
     - 2.4.1 Quarterly preventive maintenance report including but not limited to:
       - 2.4.1.1 Assessment of system performance
       - 2.4.1.2 Service report (if applicable)
       - 2.4.1.3 Recommendations for optimization or improvements (record archival, change in configuration, etc.)

3. **Security and Compliance Management**
   - 3.1 Updated system documentation and source code
     - 3.1.1 Issue Mitigation Report detailing corrective actions taken

4. **Other requirements**
   - 4.1Inception Report

ANNEX B: SLA Matrix

1. **Resolution Time of Reported Application Issue**

Severity Level	**Initial Response Time**	**Agreed Resolution Time to End User**
1 – Very High	Within **30 minutes**	Within 4 hours from notification
2 – High	Within **1 hour**	Within 8 hours from notification
3 – Medium	Within **4 hours**	Within 48 hours from notification
4 – Low	Within **8 hours**	Within 72 hours from notification

2. **Priority Level Classifications**

Priority Level	**Description**	**Example Request**
Critical	The system is unavailable, compromised, or experiencing severe performance degradation affecting a significant number of users (e.g. more than 10 users or an entire office/unit), resulting in the inability to perform critical business functions. No acceptable workaround exists. Immediate action is required.	Complete system outage; database corruption; ransomware attack; unauthorized access/data breach; application inaccessible to all users; system response exceeding acceptable thresholds resulting in more than 10 concurrent users being unable to complete transactions.
High	One or more critical business functions are unavailable, affecting multiple users or an entire office. Business operations can continue only through temporary workarounds	Login failure for all user; approval workflow not functioning; specific modules unavailable; integration with external systems not working.
Medium	Non-critical functions are degraded or unavailable. Business operations continue using available workarounds with limited impact on productivity	Slow system performance; report generation errors; intermittent upload/download failures; email or SMS notification failures; issues affecting a limited number of users.
Low	Cosmetic issues, documentation errors, or minor functional defects that have little or no impact on business operations.	Typographical errors; UI alignment issues; incorrect labels, formatting inconsistencies; minor report layout issues; enhancement requests

IV. PAYMENT TERMS AND SCHEDULE:

- Payment shall be made monthly and duly acknowledged by the DOE
- Official Receipt to be issued to the Department of Energy
- Five (5) months contract starts on August-December 2026
- Retention fee is 5% of the total contract price to be released upon issuance of Completion and Acceptance of the End-User

VI. BUDGET APPROPRIATION

The AMS of HRIPS has a budget appropriation amounting to Eight Hundred Thousand Pesos (Php 800,000.00) inclusive of VAT and other government taxes. The Budget for the AMS of HRIPS is included in the 2026 HRMD Budget under RM-ICT Equipment, such as Work and Financial Plan, Project Procurement Management Plan (PPMP), Annual Procurement Plan and DOE Information Systems Strategic Plan (ISSP).

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. ***(As stated in the Terms of Reference/ Specifications)***
3. The following documents shall be attached/included in the submission of proposal/quotation:
   a) Mayor's / Business Permit
   b) PhilGEPS Registration Number/Certificate
   c) Income /Business Tax Return ***(For ABCs above 500k)***
   d) Omnibus sworn Statement (Annex C)
4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 12009 otherwise the Supplier may be sanctioned under the provision of RA 12009 and its IRR.

Annex A - Department of Energy Suppliers Quotation Submission Form

Solicitation No. _____
Purchase Request No. _____

Please quote your lowest price on the item/s under the specific Request for Quotation, subject to the terms, conditions and specifications as stated in the RFQ. Submit the quotation following the format below in a sealed envelope duly signed by your representative not later than the time and date as indicated in the RFQ at the Procurement Management Division Office, Department of Energy, G/F-Annex Building, Energy Center, Rizal Drive cor. 34th Street, Bonifacio Global City, Taguig City. LATE SUBMISSION WILL NOT BE ACCEPTED.

Company Logo/Letterhead

Date :
Company Name :
Procurement Title :
Delivery Date/Delivery Terms : [No. of Days] calendar days upon receipt of Purchase Order
Delivery Location : Department of Energy Main Office, BGC Taguig City
Payment Terms :

Price Quotation:

Terms of Reference/Specifications				
Item No.	Description/ Specification:	Quantity	Unit Price	Total Bid
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				

General Conditions:

1. Quotation shall be valid for sixty (60) days from submission
2. Sample/brochure of the item complying with the Specifications shall be submitted together with the quotation/proposal. Non-submission of actual sample/brochures in the proposal is a ground for disqualification. ***(As stated in the Terms of Reference/ Specifications)***
3. The following documents shall be attached/included in the submission of proposal/quotation:
    a) Mayor's / Business Permit
    b) PhilGEPS Registration Number
    c) Income / Business Tax Return
    d) Omnibus sworn Statement (Annex C)

4. Payment is through LDDAP through a Government Servicing Bank (GSB) and will be processed upon final acceptance of the end users and submission of complete documents. If not a GSB should shoulder all associated Bank Transaction Fee.
5. The Supplier shall clearly state the company name and account name for payment.
6. The price quoted is inclusive of all taxes and other charges.
7. The Supplier shall receive the Notice of Award and Purchase Order/Notice to Proceed within the required time under RA 12009, otherwise the Supplier may be sanctioned under the provision of RA 12009 and its IRR.

The above quoted prices are inclusive of all cost and applicable taxes.

After having carefully read and accepted your Terms of Reference/Specification we are submitting our quotation/proposal on the items at prices indicated above.

Name and Signature of Authorize Representative _____

<u>Company Name/Business Name and Address</u> that will be used in the Notice of Award and Purchase Order/Notice to Proceed _____

Tel. No. / Cellphone No./ email address _____

Date _____

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), 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), 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), 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, and controlling stockholders 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 backlisting 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 _____.