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

RFQ No.	RFQ-02-0151-2026-05-0338-1006-0168
Purchase Request No.:	02-0151-2026-05-0338

REQUEST FOR QUOTATION

Title of Procurement/End-user	**: PROCUREMENT OF SERVICES FOR THE CONDUCT AND MANAGEMENT OF TECHNICAL WORKSHOP AND CONSULTATIVE MEETING FOR NATIONAL ENERGY EFFICIENCY AND CONSERVATION COORDINATING OFFICERS UNDER GOVERNMENT ENERGY MANAGEMENT PROGRAM THROUGH HYBRID SET-UP/EUMB-EPSMD**
Approved Budget for the Contract	**: Php 1,500,000.00**
Mode of Procurement	**: Small Value Procurement (Sec.34) R.A. 12009**
Award Criterion	**: LCRB**
Bidding Terms	**: One (1) Lot**
Delivery Terms/Schedule	**:** All deliverables shall be completed within Two (2) months (60 days) from the date of the Notice to Proceed (NTP).
Delivery Location : Luzon Payment Terms : Payments shall be released in three (3) tranches upon issuance of a Certificate of Acceptance by the EU for each billing milestone as indicated in the TOR.	

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 **(Date and Time)**. LATE SUBMISSION WILL NOT BE ACCEPTED.

Terms of Reference/Specifications				
	Description/ Specification:	Quantity	Unit Price	Total ABC
1.	**I. BACKGROUND** Republic Act No. 11285, otherwise known as the Energy Efficiency and Conservation (EEC) Act, institutionalizes energy efficiency and conservation as a national way of life. It mandates the Department of Energy (DOE) to develop and implement energy efficiency and conservation plans and programs to ensure energy supply sufficiency, protect the environment, and support national development goals. Pursuant to Section 30 of Department Circular No. DC2019-11-0014, or the Implementing Rules and Regulations (IRR) of Republic Act No. 11285, the National Energy Efficiency and Conservation (NEE&C) Office shall be established to support and assist the National Energy Efficiency and Conservation Coordinating Officer (NEECCO). The NEE&C Office shall assist in the integration of Local Energy Efficiency and Conservation Plans (LEECPs) and in matters pertaining to the Government Energy Management Program (GEMP) for Local Government Units (LGUs) through the Inter-Agency Energy Efficiency and Conservation Committee.			Php 1,500,000.00

Furthermore, pursuant to Section 15 of the EEC Act IRR, the Department of the Interior and Local Government (DILG) shall endorse the appointment of the NEECCO from among the EEC officers of various LGUs, upon the recommendation of the leagues of LGUs.

In accordance with Section 4 of the EEC Act IRR, the DOE shall spearhead the creation and updating of the National Energy Efficiency and Conservation Plan in coordination with relevant government agencies and LGUs. This shall be carried out through coordination with the NEECCO to ensure the integration, consistency, and alignment of Local Energy Efficiency and Conservation Plans with the National EE&C Plan.

II. PARTICIPANTS

The event shall accommodate a minimum of Two Hundred (200) onsite participants, comprising of National Energy Efficiency and Conservation Coordinating Officers and EEC Professionals (EEC Officers, Focal Persons, and Coordinators) of Local Government Units from Luzon, Visayas, and Mindanao. Online participations shall be open to additional attendees as identified and confirmed by the End-User (EU); the number of online participants shall be determined by the EU and communicated to the SP during the inception phase. All participants – onsite and online – shall be identified and confirmed by the EU.

III. SCOPE OF WORK

The SP shall organize and manage one (1) event including Technical Workshop, Training, and other related activities for NEEC Coordinating Officers and EEC Professionals under GEMP, with the following scope of work:

No.	Activity	Particulars	Output / Deliverable
1	Inception Phase	• Conduct Inception Meeting with EU within 15 calendar days from NTP; present program flow for the event and identify resource speakers for EU confirmation; all inception and pre-event deliverables due within fifteen (15) calendar days from NTP. • Submit Inception Report — work plan and schedule, proposed list of resource persons, inventory of equipment and technical requirements, and proposed venue layout and design for the activity.	• Approved Inception Report
2	Pre-Event Preparatory Requirements	The SP shall: • Provide a proposed venue, and meals for the participants and DOE Secretariat in accordance with the approved program and schedule of activities.	• Approved Hotel Venue, including meals and refreshments, and other necessary facilities and services required for the

				• Provide an online meeting platform (e.g., Zoom) capable of accommodating at least 1,000 participants, including an online registration system and a dedicated online moderator to manage and facilitate the participation of virtual attendees. • Shall provide a list of proposed resource persons. • Prepare and submit a draft invitation letter to the participants and the speakers subject of the approval of the end-user. Once approved the SP shall send invitations accordingly; End-User shall provide the list of participants. • Coordinate with the resource persons regarding the submission of their draft presentation materials, consolidate all submitted presentations, and submit the consolidated materials to the End-User for review and approval. • Develop the design and layout for event posters, venue setup, and audiovisual (AV) requirements, subject to the review and approval of the End-User. • Prepare and submit a draft Program of Activities and the corresponding event program design, subject to the review and approval of the End-User. • Prepare and provide participant kits consisting of a folder, notebook, pen, and identification (ID) card for onsite participants. • Prepare and distribute an Online Platform User Guide and access credentials to virtual participants at least five (5) days prior to the event.	successful conduct of the activity. • Fully operational online meeting platform with a capacity of at least 1,000 participants, including online registration and dedicated online moderation services for virtual participants. • Approved list of proposed resource persons • Approved Invitation Letter and Disseminated Invitations • Consolidated draft presentation materials submitted to the End-User for review and approval. • Approved designs and layouts for event posters, venue setup, and audiovisual (AV) requirements, specifications of the End-User.		

					• Approved program of activities • Complete participant kits consisting of folders, notebooks, pens, and ID cards provided to all onsite participants. • Online Platform User Guide and access credentials provided to all virtual participants at least five (5) days prior to the event.		
		3	Conduct of the NEEC Coordinating Officer's Technical Workshop and Consultative Meeting	The SP shall: • Manage onsite and online registration by deploying at least two (2) registration staff for onsite participants and maintaining a separate online registration and attendance tracking system for virtual participants. • Provide an experienced event host/emcee who shall facilitate the activity in accordance with the approved Program of Activities and assist in delivering the event through the designated online platform. • Provide a dedicated online moderator to manage the virtual conference room, facilitate the Q&A portion, monitor the chat, and assist with real-time interaction with virtual participants. • Provide full technical and event facilitation support throughout the activity, including the smooth implementation of the approved program flow.	• Organized onsite registration and attendance monitoring. • Event host/emcee who successfully facilitates the activity in accordance with the approved program. • Dedicated online moderator throughout the activity.		

				• Provide participant kits consisting of a folder, notebook, pen, and identification (ID) card for all onsite participants. • Provide professional fees and tokens to invited resource persons/speakers. • Provide all online participants with an Online Platform User Guide and activity kits/materials necessary for their participation in the activity. • Document event via photo, video, and session recording; deploy dedicated photographer and videographer.	• Complete technical and event facilitation support throughout the activity. • Complete participant kits consisting of a folder, notebook, pen, and identification (ID) card provided to all onsite participants. • Professional fees and tokens • Online Platform User Guide and activity kits/materials distributed to all registered online participants prior to the activity. • Same Day Edit Video, Raw Photo and Video Files		
		4	**Post-Event Requirements**	• Submit Post-Activity Report of the event • Submit onsite and online attendance sheets, feedback forms, and evaluation instruments of the event • Submit photo and video documentation within seven (7) calendar days after the event. • Submit consolidated Sector Insights and Recommendations	• Approved Post-Activity Report for all events • Complete Attendance Records and Evaluation Instruments • Photo Library and Video Files • Approved Consolidated		

		Report within ten (10) calendar days after the last event. • Deliver digital Knowledge Repository of all materials, presentations, and recordings.	Sector Insights and Recommendations Report • Digital Knowledge Repository — accessible to EU

IV. EQUIPMENT AND ONLINE PLATFORM REQUIREMENTS

The SP shall provide, deploy, and operate all equipment, technical systems, and an Interactive Online Platform necessary for the seamless delivery of the NEEC Coordinating Officer's Technical Workshops, Trainings, and other GEMP related Activities through a Hybrid Set-up. The Interactive Online Platform — which shall be developed or procured by the SP, subject to EU approval — shall serve as the primary digital conference environment for all online participants.

All equipment and platform systems shall be fully tested through the pre-event dry-run and operated by qualified technical personnel. The SP shall ensure the availability and preparation of the following support hardware/software for the implementation of the event:

Category	Minimum Requirements
Audio-Visual Equipment (Onsite)	• Wireless handheld microphones (min. 2 units); • Condenser or conference microphone for panel table; • 8-channel professional audio mixing console with dedicated sound engineer; • Active PA speaker system with adequate coverage for the full onsite venue; and • Minimum two (2) presentation laptops (1 primary, 1 backup). • LED Wall (9x12) (min. 2 units)
Video, Photography, and Documentation Equipment	• Minimum two (2) professional video cameras (Full HD/4K, tripod-mounted) for wide-angle and roving coverage; • One (1) DSLR or mirrorless camera (min. 24 MP) with dedicated photographer for event photography; and • External HDMI capture device for archival screen recording independent of cameras.
Interactive Online Platform (Developed or Procured by the SP)	**The SP shall develop or procure a dedicated Interactive Online Platform as the primary digital conference environment for online participants. The platform shall be proposed by the SP and approved by the EU prior to deployment. Minimum features and capabilities required:** • Virtual venue or conference room layout with real-time visibility of participants through avatar or video-tile representation; • Spatial or zone-based interaction areas: (i) plenary session hall for main presentations, (ii) breakout or consultation rooms for group discussions, and (iii) networking or open interaction zones; • Integrated participant-to-participant and participant-to-speaker audio and video interaction;

	• Digital resource booths or information kiosks for EEC reference materials, DOE issuances, and event handouts — accessible during and after the event; • Live Q&A, polling, chat moderation, and virtual hand-raise features; • Full session recording capability; • Web browser-based access — no software installation required from participants; • Capacity to accommodate all online participants as identified by the EU, with scalability as may be required; • Pre-event platform orientation session for online participants at least one (1) day before each event; and • Post-event access to session recordings and materials maintained for a minimum of thirty (30) days.
Connectivity and Network	• Primary wired internet connection: minimum 100 Mbps dedicated symmetric line (fiber-optic preferred); • Backup mobile broadband (4G LTE/5G, minimum 50 Mbps) from a different ISP for automatic failover; • Audio interface or hybrid audio bridge to eliminate echo and feedback loops; and • Remote participant display monitor (minimum 32 inches) at the facilitator and online moderator station.
Support Equipment	• Minimum three (3) UPS units (1,500 VA each) covering all critical equipment nodes; • Surge-protected grounded extension cords and power distribution units; • Minimum two (2) wireless presentation remotes (clicker) with laser pointer; • Digital countdown timer visible to speakers and facilitators; and • Digital registration and attendance tracking system (QR code or web-based, RA 10173-compliant, covering both onsite and online participants).

All equipment and platform systems shall be available and operational at least six (6) hours before each event. In case of failure, the SP shall deploy backup units or implement contingency protocols within fifteen (15) minutes.

V. QUALIFICATIONS OF THE SERVICE PROVIDER

The Service Provider (SP) shall demonstrate the following minimum qualifications. All qualifications must be substantiated by the mandatory supporting documents listed below. Failure to submit any mandatory document shall render the bid non-responsive.

Qualification Area	Minimum Requirements	Supporting Documents
Relevant Experience	• Minimum of three (3) years of experience in event management, learning and development, training program delivery, IEC campaigns, or related activities; • At least three (3) completed contracts for the organization of capacity-building events, workshops, or training programs for government agencies, industry	• Signed contracts or Purchase Orders for each cited project; • Certificates of Completion or Acceptance

			associations, or private sector entities within the last five (5) years; and • At least one (1) completed contract for the delivery of a hybrid event (simultaneous onsite and virtual/online format) within the last three (3) years.	issued by the client; • Client certifications or reference letters; and • Portfolio summary or event documentation (photos, reports, or proceedings) for at least one (1) hybrid event.	
		Technical Team Composition	• Project Manager — minimum five (5) years of experience in event or program management; • ICT/Platform Coordinator — experienced in hybrid event platforms, videoconferencing, and live streaming; • Content Development Specialist — experienced in instructional design or training material development; and • Support staff: Logistics Coordinator, Event Host, Cameraman, Documenter, and Technical Crew for AV, streaming, and platform operations.	• Complete list of proposed team members with assigned roles; • Curriculum Vitae (CV) of each proposed key personnel; • Organizational chart showing roles and reporting structure; • Proof of relevant experience for key positions (training certificates, employment records, or client certifications).	
		Equipment and Online Platform Capability	• Capability to provide all equipment specified under Section IV of this TOR • Capability to develop or procure the Interactive Online Platform specified under Section IV	• Submission of Attested Capability to provide all equipment specified and to develop or procure the Interactive Online Platform under Section III of this TOR	

		in the Technical Proposal
Technical Proposal	• A written Technical Proposal describing the SP's overall approach, methodology, and implementation plan for the NEEC Coordinating Officer's Technical Workshop and Consultative Meeting events, covering: event planning and coordination, content development process, resource person engagement, hybrid set-up and platform deployment, risk management and contingency measures, and post-event reporting.	• Technical Proposal document — including proposed work plan, implementation timeline, team deployment plan, and methodology narrative; • Proposed event program template or sample program flow; and • Sample or draft of proposed Interactive Online Platform (screenshots, demo link, or prototype documentation).

VI. DATA PROTECTION

The SP shall abide by RA 10173 (Data Privacy Act) in all data collection activities. Participants shall be informed of and provide consent to the DOE data privacy notice prior to data collection. (See: https://www.doe.gov.ph/dataprivacynotice/clients)

VII. TIMELINE, DELIVERABLES, AND PAYMENT SCHEME

All deliverables shall be completed within Two (2) months from the date of the Notice to Proceed (NTP). The Inception Report and all Pre-Event Preparatory Requirements shall be delivered within thirty (30) calendar days from NTP. Payments shall be released in three (3) tranches upon issuance of a Certificate of Acceptance by the EU for each billing milestone:

Activity	**Deliverable / Condition for Payment**	**Deadline**	**Timeline**								**% of Contract**
			M1				**M2**				
			1	2	3	4	1	2	3	4	
Inception and Pre-Event Preparatory	Approved Inception Report	30 calendar days from NTP									**25%**

Conduct of the Technical Workshops, Trainings, and other related Activities	Successful conduct of Event *(Refer to Scope of Work for Complete list of Deliverables)*	45 calendar days from NTP										**50%**
Post-Event Requirements	Approved Post-Activity Reports, Attendance Records, Evaluation Instruments, Photo/Video Documentation, Consolidated Sector Insights and Recommendations Report, and Digital Knowledge Repository for all six (6) events	60 calendar days from NTP										**25%**

The SP shall issue an official billing statement for each tranche, accompanied by signed acceptance certificates, photographs, screenshots, receiving copies, and other documentation required by the EU and the Commission on Audit.

VIII. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is One Million Five Hundred Thousand Pesos (PHP 1,500,000.00), inclusive of all applicable government taxes and service charges. The ABC covers all costs associated with the full scope of services. Progress payments will be released only upon the issuance of the Certificate of Acceptance from the End-User.

IX. METHOD OF PROCUREMENT AND EVALUATION

The procurement shall be conducted through Small Value Procurement (SVP) under RA 12009, evaluated using the Lowest Calculated Responsive Bid (LCRB) methodology, in accordance with applicable GPPB rules and regulations.

X. RESPONSIBILITIES OF BOTH PARTIES

In addition to the responsibilities in the Bidding Documents,

The Service Provider shall:

1. Coordinate with the End-User as per request and attend coordination meetings as scheduled;
2. Ensure timely delivery of outputs;

	3. Provide all necessary services, equipment, materials, and the Interactive Online Platform for all pre-event, event, and post-event activities; and 4. Maintain all equipment and platform systems throughout each event with contingency measures in place. **The End-User shall:** 1. Conduct briefings and/or call for a coordination meeting with the SP from time to time; 2. Oversee the overall management and direction of the materials; 3. Conduct briefings to the SP on all End-User related programs and projects; and 4. Determine the acceptability of the deliverables **XI. OWNERSHIP** **ALL MATERIALS** developed and used under this contracted-out service delivery shall be owned by the DOE with all copyright and other intellectual property rights associated with the deliverables under the project, with the exemption of the devices and equipment that are included in the attested list of devices and equipment used for pre-production, production, and post-production as submitted by the Service Provider. XII. **GENDER SENSITIVITY** The participatory role of women in every aspect of project implementation is encouraged. The SP shall apply gender-sensitive approaches in event design, materials, and documentation, consistent with applicable GAD policies.	

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)

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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 _____.