



## NATIONAL COUNCIL ON DISABILITY AFFAIRS

NCDA Bldg., Isidora St., Brgy. Holy spirit, Q.C

Trunkline: 8-932-6422 loc 110

Email: [bacsec@ncda.gov.ph](mailto:bacsec@ncda.gov.ph)

### REQUEST FOR QUOTATION

Date : **MAY 04, 2026**

RFQ No. : **2605-0022**

Company/Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business/Mayor's Permit No.: \_\_\_\_\_

TIN: \_\_\_\_\_

PhilGEPS Registration Number **(required)**: \_\_\_\_\_

The **National Council on Disability Affairs (NCDA)**, through its Bids and Awards Committee (BAC), intends for **Development, Deployment and Maintenance of The Integrated Disability Data and Results Monitoring System (IDDRMS) including the Accessible Building Information System (ABIS), and the Complaints Referral Information System (CRIS)** through **Small Value Procurement** in accordance with Section 34 of Republic Act No. 12009.

Please submit your best offer for the item/s specified herein, subject to the Terms and Conditions outlined in this Request for Quotation (RFQ), together with all required documents, must be submitted to the National Council on Disability Affairs (NCDA), Doña Isidora St., Brgy. Holy Spirit, Quezon City, in a properly sealed envelope, accompanied by one (1) photocopy of all bidding documents and a scanned copy saved on a USB drive. Alternatively, Submissions may be sent via email to [procurementquotations@ncda.gov.ph](mailto:procurementquotations@ncda.gov.ph). For emailed submissions, ensure that all bidding documents are consolidated into a single PDF file (you may use [lovepdf.com](http://lovepdf.com) or similar tools to merge the documents). All quotations must be received no later than 19 May 2026 at 2:00PM.

The following documents are also required to be submitted along with your quotation on the specified deadline above:

Document	Remarks
<b>Copy of 2026 Mayor's or Business Permit</b>	Updated
<b>Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)</b>	If unable to have the document notarized, you may submit a signed <b>unnotarized Omnibus Sworn Statement</b> (in the prescribed template), subject to compliance -Authorized representative signed the Omnibus Sworn Statement Shall be supported by the Notarized Secretary's Certificate, Board Resolutions, Special Power of Attorney (SPA), Partnership Resolution or Joint Venture Agreement (JVA)
<b>PhilGEPS Certificate of Registration and Membership</b>	Red or Updated Platinum Certificate
<b>Income/Business Tax Return</b>	Updated

For any clarification, you may contact us at telephone no. **(02) 5310-4760**; or email address at [procurementquotations@ncda.gov.ph](mailto:procurementquotations@ncda.gov.ph).

(Originally Signed)  
**JOHN QUERZEE C. GUITIERREZ**  
Designated Procurement Officer

(Originally Signed)  
**JAYME J. MARIÑO**  
BAC Chairperson

## INSTRUCTIONS:

Note: Failure to follow these instructions will disqualify your entire quotation.

- (1) Do not alter the contents of this form in any way.
- (2) The use of this RFQ is **highly encouraged** to minimize errors or omissions of the required mandatory provisions. In case of any changes, bidders must use or refer to the latest version of the RFQ, except when the latest version of the RFQ **only** pertains to deadline extension.

If another form is used other than the latest RFQ, the quotation shall contain all the mandatory requirements/provisions including manifestation on the agreement with the Terms and Conditions below.

In case a prospective supplier/service provider submits a filled-out RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered unless there are discrepancies. In this case, provisions in the RFQ shall prevail.

- (3) **All technical specifications must be complied with.** Failure to comply with the mandatory requirements shall render the quotation ineligible/disqualified.
- (4) Quotations may be submitted through properly sealed envelope and/or electronic mail at **procurementquotations@ncda.gov.ph**.
- (5) Quotations, including documentary requirements, received after the deadline shall not be accepted.

## TERMS AND CONDITIONS:

1. Bidders shall provide correct and accurate information required in this form.
2. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
3. Price quotation/s must be valid for a period of **Sixty (60) calendar days** from the deadline of submission.
4. Price quotation/s, to be denominated in Philippine peso, shall include all taxes, duties, and/or levies payable.
5. Quotations exceeding the Approved Budget for the Contract shall be rejected.
6. In case of two or more bidders are determined to have submitted the Lowest Calculated Quotation/Lowest Calculated and Responsive Quotation, the NCDA shall adopt and employ "draw lots" as the tie-breaking method to finally determine the single winning provider in accordance with GPPB Circular 06-2005.
7. Award of contract shall be made to the lowest quotation which complies with the technical specifications, requirements and other terms and conditions stated herein.
8. The item/s shall be delivered according to the accepted offer of the bidder.
9. Item/s delivered shall be inspected on the scheduled date and time of the NCDA. The delivery of the item/s shall be acknowledged upon the delivery to confirm the compliance with the technical specifications.
10. Payment shall be made after delivery and upon the submission of the required supporting documents, e.g., Original Notarized Omnibus Sworn Statement, Order Slip and/or Billing statement, by the supplier, contractor, or consultant.
11. Liquidated damages equivalent to one-tenth of one percent (0.1%) of the value of the goods Page 3 of 5 not delivered within the prescribed delivery period shall be imposed per day of delay. The NCDA may terminate the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
12. The Procuring Entity may cancel or terminate the contract at any time in accordance with the grounds provided under RA No. 12009 and its IRR.
13. The RFQ, Purchase Order (PO), and other related documents for the above-stated Procurement projects shall be deemed to form part of the contract.

After having carefully read and accepted the Instructions and Terms and Conditions, I/we submit our quotation/s for the item/s as follows:

<b>Development, Deployment and Maintenance of The Integrated Disability Data and Results Monitoring System (IDDRMS) including the Accessible Building Information System (ABIS), and the Complaints Referral Information System (CRIS)</b>			
<b>Minimum Technical Specifications</b>	<b>QTY</b>	<b>Offered Technical Specification / Service</b>	<b>Statement of Compliance ("Comply" or "Not Comply")</b>
<b>Note: Non-compliance with the minimum required specifications shall be rejected</b>			
<p><b>SCOPE OF SERVICES:</b></p> <p>The contractor shall perform the following services:</p> <ul style="list-style-type: none"> <li>• Conduct system requirements validation with NCDA</li> <li>• Design system architecture and database structure</li> <li>• Develop the web-based IDDRMS platform</li> <li>• Develop and integrate the system modules (IDDRMS, ABIS, CRIS)</li> <li>• Conduct system testing and quality assurance</li> <li>• Provide system documentation and user manuals</li> <li>• Conduct training for system administrators and users</li> <li>• Provide warranty and technical support services</li> </ul>	1 lot		
<p><b>SYSTEM COMPONENTS</b></p> <p>The Integrated Disability Data and Results Monitoring System (IDDRMS) shall consist of the following modules:</p> <p><b>1. IDDRMS CORE MODULE – JMC SUBMISSION MONITORING AND EVALUATION</b></p> <ul style="list-style-type: none"> <li>• The system shall support monitoring and evaluation of reports submitted by partner agencies and local government units through the Joint Memorandum Circular (JMC) reporting mechanism.</li> <li>• The system shall allow authorized NCDA personnel to review and evaluate submitted JMC forms to determine completeness and compliance with reporting requirements.</li> <li>• The system shall provide functions including: <ul style="list-style-type: none"> <li>○ Viewing and review of submitted JMC reports</li> <li>○ Verification of completeness of submitted data</li> <li>○ Validation of supporting information or documents where applicable</li> <li>○ Recording of evaluation remarks or comments by NCDA evaluators</li> <li>○ Updating the evaluation status of submitted reports</li> </ul> </li> </ul>			

<ul style="list-style-type: none"> <li>• The system shall allow classification of JMC submission status including: <ul style="list-style-type: none"> <li>○ Submitted</li> <li>○ Under Review</li> <li>○ For Clarification</li> <li>○ Accepted or Validated</li> <li>○ Closed</li> </ul> </li> <li>• The system shall compute monitoring indicators including number of reports submitted, compliance rate by agency or LGU, and regional reporting statistics.</li> </ul> <p><b>2. Accessible Building Information System (ABIS)</b></p> <ul style="list-style-type: none"> <li>• Building registry</li> <li>• Accessibility audit recording</li> <li>• Compliance classification</li> <li>• Photo evidence documentation</li> <li>• Geo-tagging and mapping</li> <li>• Public accessibility portal (view-only)</li> </ul> <p><b>3. Complaints Referral Information System (CRIS)</b></p> <ul style="list-style-type: none"> <li>• Complaint recording and encoding</li> <li>• Referral and coordination tracking</li> <li>• Case monitoring and status tracking</li> <li>• Internal action log / case diary</li> <li>• Complaint analytics and reporting</li> </ul>			
<p><b>TECHNICAL SPECIFICATIONS:</b></p> <p>Software Component</p> <p>❖ <b>General Requirements</b></p> <p>The system shall:</p> <ul style="list-style-type: none"> <li>• Be a web-based application accessible through modern browsers</li> <li>• Support role-based access control</li> <li>• Provide dashboards and analytics capability</li> <li>• Allow report generation and export in PDF and Excel</li> <li>• Support mobile-responsive interface</li> <li>• Be compatible with NCDCA infrastructure</li> <li>• Provide API-ready architecture for future integration</li> <li>• Support mobile-based data entry</li> <li>• Allow uploading photos and documents using mobile devices.</li> </ul> <p>❖ <b>Functional Requirements</b></p> <p><b>IDDRMS Core Module</b></p> <p>The system shall allow:</p> <ul style="list-style-type: none"> <li>• Monitoring of disability-related program data</li> </ul>			

- Consolidation of monitoring information
- Visualization of monitoring dashboards
- User management and access control

**AI-Assisted Analytics and Reporting**

The system shall support the following AI-assisted functions:

- Automated summarization of reports and monitoring data
- Generation of narrative summaries based on system data
- Identification of trends and patterns in JMC submissions, complaints, and accessibility data
- Highlighting of key insights such as low compliance areas or high complaint regions
- Assistance in generating analytical reports and dashboards
- Providing auto-generated summaries of selected datasets
- Suggesting key findings based on available data
- Generating draft narrative reports that can be reviewed and finalized by users
- Supporting user-defined parameters for customized analysis

**ABIS Module**

The system shall allow:

- Registration of buildings for accessibility monitoring
- Recording of accessibility assessment results
- Classification of building accessibility compliance
- Uploading of photo evidence per accessibility feature
- Geo-tagging of buildings
- Visualization of buildings on an interactive map
- Public view portal for accessibility information

Accessibility assessment indicators shall be aligned with the standards provided under Batas Pambansa Blg. 344 and its Implementing Rules and Regulations.

<p><b>CRIS Module</b></p> <p>The system shall allow:</p> <ul style="list-style-type: none"> <li>• Recording of complaints received by NCDCA through email or walk-in</li> <li>• Classification of complaints by type of concern</li> <li>• Referral tracking to appropriate agencies or offices</li> <li>• Monitoring of complaint status</li> <li>• Recording of case actions through a case diary</li> <li>• Generation of complaint analytics and monitoring reports</li> </ul> <p>❖ <b>Non-Functional Requirements</b></p> <p><b>Security</b></p> <p>The system shall implement security measures consistent with the Data Privacy Act (Republic Act No. 10173) including:</p> <ul style="list-style-type: none"> <li>• Secure authentication</li> <li>• Role-based access control</li> <li>• System audit logs</li> <li>• Regular data backup</li> </ul> <p><b>Accessibility</b></p> <p>The system shall comply with Web Content Accessibility Guidelines (WCAG) to ensure accessibility for persons with disabilities.</p> <p><b>Performance</b></p> <p>The system shall support multiple concurrent users without significant performance degradation.</p> <p><b>Scalability</b></p> <p>The system architecture shall support future system expansion and additional modules.</p> <p><b>Interoperability</b></p> <p>The system shall support API-ready architecture to allow integration with future government systems or public portals.</p>			
<p><b>MINIMUM QUALIFICATION OF THE SERVICE PROVIDER:</b></p> <p>The service provider must:</p> <ul style="list-style-type: none"> <li>• Be a legally registered company</li> <li>• Have experience in developing web-based information systems.</li> <li>• Have at least three (3) years experience in software development .</li> <li>• Have a qualified technical team including system developers and database specialists (please attach curriculum vitae).</li> <li>• Have experience implementing similar ICT systems or government ICT projects.</li> </ul>			

**Note:**

- **Please see attached Terms of Reference for full Specifications, Terms and Conditions.**
- **Kindly attach the necessary supporting documents and/or other means of verification to substantiate compliance with the requirements specified in the Terms of Reference.**

**\*\*\*Nothing Follows\*\*\***

**FINANCIAL OFFER:**

*Terms of Payment: Payment shall be made to the supplier through Land Bank's Checks ( See TOR part XV Timeline of Deliverables and Schedule of Progress Billing)*

Please quote your **best offer** for the item/s above.

<b>Development, Deployment and Maintenance of The Integrated Disability Data and Results Monitoring System (IDDRMS) including the Accessible Building Information System (ABIS), and the Complaints Referral Information System (CRIS)</b>	
<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>	<b>TOTAL OFFERED QUOTATION</b>
<b><u>ONE MILLION NINE HUNDRED FIFTY THOUSAND PESOS ONLY</u></b> <b><u>(Php 1,950,000.00)</u></b>	<b>In Words:</b> _____ _____  <b>In Figures:</b> _____

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Position/Designation

\_\_\_\_\_  
Office Telephone/Fax/Mobile Nos.

\_\_\_\_\_  
Email address/es



## TERMS OF REFERENCE

Project Title:	<b>DEVELOPMENT, DEPLOYMENT, AND MAINTENANCE OF THE INTEGRATED DISABILITY DATA AND RESULTS MONITORING SYSTEM (IDDRMS), INCLUDING THE ACCESSIBLE BUILDING INFORMATION SYSTEM (ABIS) AND THE COMPLAINTS REFERRAL INFORMATION SYSTEM (CRIS)</b>
Approved Budget: for the Contract	<b>ONE MILLION NINE HUNDRED FIFTY THOUSAND PESOS (P1,950,000.00) ONLY</b>
Source of Fund:	<b>GENERAL APPROPRIATIONS ACT (GAA) FY2025</b>
Contracting Agency:	<b>NATIONAL COUNCIL ON DISABILITY AFFAIRS (NCDA) MANAGEMENT INFORMATION SYSTEM (MIS) SECTION</b>

### I. BACKGROUND:

The National Council on Disability Affairs (NCDA) is mandated to formulate policies, coordinate programs, and monitor the implementation of services for persons with disabilities in the Philippines.

To effectively perform this mandate, NCDA requires reliable monitoring mechanisms that consolidate disability-related information and support evidence-based policy evaluation and program development.

Currently, monitoring activities such as Joint Memorandum Circular (JMC) reporting, accessibility assessments of buildings and facilities, and documentation of complaints related to disability concerns are conducted through fragmented processes and manual reporting systems.

To strengthen monitoring capability, NCDA intends to develop the Integrated Disability Data and Results Monitoring System (IDDRMS).

The IDDRMS shall serve as a centralized digital platform that consolidates disability-related monitoring data from multiple sources and provides analytics, dashboards, mapping, and reporting tools that support monitoring of program implementation and accessibility compliance.

The system shall integrate the following modules:

- JMC Monitoring Module
- Accessible Building Information System (ABIS)
- Complaints Referral Information System (CRIS)

## II. OBJECTIVES:

### General Objective

To develop and implement the Integrated Disability Data and Results Monitoring System (IDDRMS) to support NCDA in monitoring disability-related programs, accessibility compliance of buildings and facilities, and complaints concerning persons with disabilities.

### Specific Objectives

- Establish a centralized monitoring platform for disability-related information.
- Support monitoring of Joint Memorandum Circular (JMC) submissions.
- Monitor accessibility compliance of buildings and facilities.
- Record and track disability-related complaints received by NCDA.
- Provide analytics and reporting tools for program monitoring.
- Support evidence-based policy evaluation and planning.

## III. SCOPE OF SERVICES:

The contractor shall perform the following services:

- Conduct system requirements validation with NCDA
- Design system architecture and database structure
- Develop the web-based IDDRMS platform
- Develop and integrate the system modules (IDDRMS, ABIS, CRIS)
- Conduct system testing and quality assurance
- Provide system documentation and user manuals
- Conduct training for system administrators and users
- Provide warranty and technical support services

#### **IV. SYSTEM COMPONENTS**

The Integrated Disability Data and Results Monitoring System (IDDRMS) shall consist of the following modules:

##### **1. IDDRMS CORE MODULE – JMC SUBMISSION MONITORING AND EVALUATION**

- The system shall support monitoring and evaluation of reports submitted by partner agencies and local government units through the Joint Memorandum Circular (JMC) reporting mechanism.
- The system shall allow authorized NCDA personnel to review and evaluate submitted JMC forms to determine completeness and compliance with reporting requirements.
- The system shall provide functions including:
  - Viewing and review of submitted JMC reports
  - Verification of completeness of submitted data
  - Validation of supporting information or documents where applicable
  - Recording of evaluation remarks or comments by NCDA evaluators
  - Updating the evaluation status of submitted reports
- The system shall allow classification of JMC submission status including:
  - Submitted
  - Under Review
  - For Clarification
  - Accepted or Validated
  - Closed
- The system shall compute monitoring indicators including number of reports submitted, compliance rate by agency or LGU, and regional reporting statistics.

##### **2. Accessible Building Information System (ABIS)**

- Building registry
- Accessibility audit recording
- Compliance classification
- Photo evidence documentation

- Geo-tagging and mapping
- Public accessibility portal (view-only)

### 3. Complaints Referral Information System (CRIS)

- Complaint recording and encoding
- Referral and coordination tracking
- Case monitoring and status tracking
- Internal action log / case diary
- Complaint analytics and reporting

## V. TECHNICAL SPECIFICATIONS:

### Software Component

#### ❖ General Requirements

The system shall:

- Be a web-based application accessible through modern browsers
- Support role-based access control
- Provide dashboards and analytics capability
- Allow report generation and export in PDF and Excel
- Support mobile-responsive interface
- Be compatible with NCDA infrastructure
- Provide API-ready architecture for future integration
- Support mobile-based data entry
- Allow uploading photos and documents using mobile devices.

#### ❖ Functional Requirements

##### IDDRMS Core Module

The system shall allow:

- Monitoring of disability-related program data

- Consolidation of monitoring information
- Visualization of monitoring dashboards
- User management and access control

### **AI-Assisted Analytics and Reporting**

The system shall support the following AI-assisted functions:

- Automated summarization of reports and monitoring data
- Generation of narrative summaries based on system data
- Identification of trends and patterns in JMC submissions, complaints, and accessibility data
- Highlighting of key insights such as low compliance areas or high complaint regions
- Assistance in generating analytical reports and dashboards
- Providing auto-generated summaries of selected datasets
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- Generating draft narrative reports that can be reviewed and finalized by users
- Supporting user-defined parameters for customized analysis

### **ABIS Module**

The system shall allow:

- Registration of buildings for accessibility monitoring
- Recording of accessibility assessment results
- Classification of building accessibility compliance
- Uploading of photo evidence per accessibility feature
- Geo-tagging of buildings
- Visualization of buildings on an interactive map
- Public view portal for accessibility information

Accessibility assessment indicators shall be aligned with the standards provided under Batas Pambansa Blg. 344 and its Implementing Rules and Regulations.

## **CRIS Module**

The system shall allow:

- Recording of complaints received by NCDA through email or walk-in
- Classification of complaints by type of concern
- Referral tracking to appropriate agencies or offices
- Monitoring of complaint status
- Recording of case actions through a case diary
- Generation of complaint analytics and monitoring reports

## **❖ Non-Functional Requirements**

### **Security**

The system shall implement security measures consistent with the Data Privacy Act (Republic Act No. 10173) including:

- Secure authentication
- Role-based access control
- System audit logs
- Regular data backup

### **Accessibility**

The system shall comply with Web Content Accessibility Guidelines (WCAG) to ensure accessibility for persons with disabilities.

### **Performance**

The system shall support multiple concurrent users without significant performance degradation.

### Scalability

The system architecture shall support future system expansion and additional modules.

### Interoperability

The system shall support API-ready architecture to allow integration with future government systems or public portals.

## VI. SYSTEM DEVELOPMENT METHODOLOGY (SDLC)

The contractor shall follow a structured Software Development Life Cycle (SDLC) approach consisting of:

- Requirements Analysis
- System Design
- System Development
- System Testing
- System Deployment
- Maintenance and Support

This approach shall ensure systematic development, testing, and deployment of the IDDRMS platform.

## VII. SYSTEM HOSTING AND DEPLOYMENT

### Hybrid Hosting and Deployment Requirement

The system shall support a hybrid deployment architecture combining on-premise infrastructure of the National Council on Disability Affairs (NCDA) and cloud-based services.

The hybrid setup shall allow core system components and sensitive data to be hosted within NCDA infrastructure, while selected services may be deployed in a secure cloud environment.

## **Cloud Service Requirements**

The contractor shall ensure that the cloud hosting environment provides:

- High availability with uptime of at least 99%
- Secure access through HTTPS with valid SSL certificates
- Scalable resources to support system usage and growth
- Regular automated backup and recovery mechanisms
- Protection against unauthorized access and cyber threats
- Compliance with applicable data privacy and security regulations including Republic Act No. 10173

## **Maintenance and Support for Hybrid Environment**

The contractor shall:

- Monitor system performance across both on-premise and cloud environments
- Perform system updates, patches, and security enhancements
- Provide technical support for both hosting environments
- Ensure continuous system availability during the contract period

## **VIII. DELIVERABLES**

The contractor shall deliver:

- System design documentation
- Fully functional system
- Source code and database schema
- User manuals and technical documentation
- System deployment and configuration
- Training for NCDA personnel
- Warranty and support services

## **IX. IMPLEMENTATION TIMELINE**

Month 1	:	Requirements validation and system design
Months 2–3	:	System development
Month 3	:	Testing and user acceptance
Month 4	:	Deployment and training



## **X. WARRANTY AND SUPPORT**

The contractor shall provide two (2) years warranty and technical support, including bug fixing and system updates.

## **XI. OWNERSHIP AND SOURCE CODE TURNOVER**

All system components including source code, database, and documentation shall become the property of NCDA upon completion of the project.

## **XII. PENALTY CLAUSE:**

In case of failure to complete the delivery and services within the stipulated time, the NCDA shall deduct the winning bidder payment an amount equal to one-tenth of one percent (1/10 of 1%) for every day of delay until the delivery and services are completed.

## **XIII. MINIMUM QUALIFICATION OF THE SERVICE PROVIDER:**

The service provider must:

- Be a legally registered company
- Have experience in developing web-based information systems
- Have at least three (3) years experience in software development
- Have a qualified technical team including system developers and database specialists
- Have experience implementing similar ICT systems or government ICT projects

## **XIV. MODE OF PROCUREMENT:**

The procurement shall be undertaken through “Small Value Procurement”, pursuant to Section 34 of Implementing Rules and Regulations (IRR) of Republic Act 12009, otherwise known as the “New Government Procurement Act”.



## **XV. TIMELINE OF DELIVERABLES AND SCHEDULE OF PROGRESS BILLING**

<b>Deliverables</b>	<b>Payment</b>
Downpayment after Signing of the Contract and Notice to Proceed.	10%
After system design approval	30%
After development completion (beta version)	40%
Upon final delivery and acceptance	20%
<b>TOTAL</b>	<b>100%</b>

Payment shall be made upon successful completion, inspection, and acceptance of the project deliverables by NCDAA, subject to existing government accounting and auditing rules and regulations.

## Omnibus Sworn Statement Form

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

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

### OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [Address of Bidder];
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of [Name of Bidder] with office address at [Address of Bidder];
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of [Name of Bidder] with office address at [Address of Bidder];

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity][insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative];
- *If partnership, corporation, cooperative, or joint venture:* I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Project Title] of the [Name of the Procuring Entity], as supported by the attached duly notarized Special Power of Attorney for authorized representative;

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting

rules have been recognized by the Government Procurement Policy Board; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. *Select one, delete the others:*
  - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

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

*Select one, delete the rest:*

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
  - *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*
8. *[Name of Bidder] complies with existing labor laws and standards; and*
9. *[Name of Bidder] is aware of and has undertaken the following responsibilities as a Bidder:*
- a) *Carefully examine all of the Bidding Documents;*
  - b) *Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;*
  - c) *Made an estimate of the facilities available and needed for the contract to be bid, if any; and*
  - d) *Inquire or secure Supplemental Bid Bulletin(s) issued for the [Project Title].*
10. *[Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.*
11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_ day of \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Affiant's Signature over Printed Name]*

*[Position/Designation]*

*[Date]*

JURAT

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

PTR No. \_\_, *[date issued]*, *[place issued]*

IBP No. \_\_, *[date issued]*, *[place issued]*

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Series of \_\_\_\_\_.