



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

REQUEST FOR QUOTATION

Date : **MAY 07, 2026**

RFQ No. : **2605-0025**

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 **Procurement for the Development, Deployment and Maintenance of the Finance and Administrative Division System** 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. For emailed submissions, ensure that all bidding documents are consolidated into a single PDF file (you may use 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
Copy of 2026 Mayor's or Business Permit	Updated
Notarized Omnibus Sworn Statement (GPPB-Prescribed Form)	If unable to have the document notarized, you may submit a signed unnotarized Omnibus Sworn Statement (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)
PhilGEPS Certificate of Registration and Membership	Red or Updated Platinum Certificate
Income/Business Tax Return	Updated

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

JOHN QUERZEE C. GUITIERREZ
Designated Procurement Officer

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:

Development, Deployment and Maintenance of the Finance and Administrative Division System			
Technical Specifications	QTY	Offered Technical Specification/ Service	Statement of Compliance ("Comply" or "Not Comply")
Note: Non-compliance with the minimum required specifications shall be rejected			
<p>SCOPE OF SERVICES:</p> <p>The Service Provider shall:</p> <ul style="list-style-type: none"> • Conduct detailed system requirements validation • Design and develop a web-based enterprise system • Provide system architecture and technical design • Supply and configure all required software components • Set up centralized database and system environment • Develop and integrate all system modules • Conduct testing, debugging, and quality assurance • Facilitate User Acceptance Testing (UAT) • Deploy and commission the system • Conduct user and administrator training • Provide documentation including user manuals, technical documentation, system architecture, and database design • Provide warranty, technical support, and maintenance services 	1 lot		
<p>GENERAL SYSTEM REQUIREMENTS:</p> <ul style="list-style-type: none"> • The system shall be web-based and accessible through standard web browsers • The user interface shall be responsive and automatically adapt to different screen sizes. • The system shall support role-based access for different users • The system shall be centralized with a single database • Core functionalities including viewing, approval workflows, and basic transactions shall be usable on mobile devices. • The system shall be scalable to support future expansion • System uptime shall be at least ninety-nine percent (99%) 			

SYSTEM MODULES AND FUNCTIONAL REQUIREMENTS:

A. Human Resource Management Information System (HRMIS)

The Human Resource Management Information System (HRMIS) is a web-based module designed to automate and manage the agency's human resource processes, including employee records, attendance monitoring, leave administration, and payroll-related processing. It shall serve as a centralized platform for maintaining accurate and updated employee information, streamlining HR workflows, and improving overall efficiency in personnel management. The module shall support employee self-service, approval workflows, monitoring, and generation of HR-related reports, while ensuring compliance with applicable government rules and regulations.

The system shall provide:

- Employee self-service portal
- Online filing of leave, overtime, CTO, travel, and other requests
- Personnel records management including PDS, Service Record, and SALN
- Attendance and leave management with biometric integration capability.
- Payroll processing including computation of salaries, allowances, and statutory government deductions such as GSIS, Pag-IBIG, PhilHealth, and other applicable contributions, including withholding taxes, loans, and other deductions, with configurable settings to accommodate additional or future-required deductions as may be implemented by the agency or mandated by law.
- Workforce analytics and reporting
- Managerial approval workflows

B. Inventory and Disposal System (IDS)

The Inventory Disposal System (IDS) is a web-based module designed to manage and monitor the agency's supplies, properties, and other inventory items from acquisition to disposal. It shall provide a centralized system for tracking, receiving, issuance, transfer, utilization, and inventory audit processes. The module shall enhance accountability, improve asset visibility, and support accurate recording and monitoring of government resources. It shall also facilitate the generation of inventory and property reports in accordance with established standards and procedures.

The system shall support:

- Item catalog and UACS coding
- Procurement lifecycle tracking
- Receiving and inspection processes
- Stockroom and supply monitoring
- Property and asset management
- QR code-based asset tagging
- Property issuance and transfer tracking
- Physical inventory and audit processes
- Disposal and write-off management
- Reports shall include RPCI, RPCPPE, inventory reports, asset valuation, and procurement monitoring.

<p>C. Budget Management System (BMS)</p> <p>The Budget Management System is a web-based module designed to support the planning, allocation, monitoring, and control of the agency's budget utilization. It shall provide a centralized platform for recording budget allocations, tracking obligations, monitoring available balances, and enforcing budget controls to prevent overspending. The module shall enhance financial control and decision-making by providing timely and accurate budget information, and shall support coordination and data integration with the agency's existing accounting system. It shall also generate budget-related reports necessary for management monitoring and internal control.</p> <p>The system shall support:</p> <ul style="list-style-type: none"> • Budget allocation per program, project, and responsibility center. • Fund allocation and distribution tracking • Budget availability checking prior to approval of transactions • Automatic deduction of budget upon approval of requests and obligations • Monitoring of obligations, disbursements, and remaining balances • Prevention of transactions exceeding available budget • Budget utilization tracking (Budget vs Actual) • Generation of budget monitoring and utilization reports • Support for integration of financial data from HRMIS, IDS 			
<p>SYSTEM ARCHITECTURE REQUIREMENTS:</p> <ul style="list-style-type: none"> • The system shall be web-based and accessible through standard web browsers. • The architecture shall support integration among the Human Resource Management Information System (HRMIS), Inventory and Disposal System (IDS), and Budget Management System • The architecture shall be capable of integration with the agency's existing Accounting System through API, database connection, or other secure data exchange methods • The architecture shall support modular design, allowing future enhancement, addition of new modules, and expansion of system functionalities without major redesign • The system shall support role-based access across all modules with centralized user authentication and access management • The architecture shall provide audit trail capability to record all transactions, updates, approvals, and user activities across the system • The architecture shall support data backup, restoration, and disaster recovery mechanisms to ensure business continuity in case of system failure • The architecture shall be scalable to accommodate increasing users, transactions, and data volume over time. • It shall follow a modular and scalable architecture. • It shall support API integration and centralized database management. • It shall allow future integration with other government systems. 			
<p>SECURITY AND DATA PRIVACY REQUIREMENTS:</p> <p>The system shall:</p> <ul style="list-style-type: none"> • Implement role-based access control • Maintain complete audit trails • Support secure authentication mechanisms • Use HTTPS/SSL encryption • Ensure data encryption at rest and in transit • Comply with the Data Privacy Act (RA 10173) • Provide backup and recovery mechanisms • Support vulnerability and security testing 			

<p>CLOUD HOSTING REQUIREMENTS:</p> <p>The Service Provider shall provide cloud hosting services for the FAD System for a period of two (2) years from system acceptance</p> <p>The hosting environment shall ensure:</p> <ul style="list-style-type: none"> • High availability and reliability of the system • Data protection and security compliance • Scalability to accommodate system growth • Disaster recovery capability 			
<p>DATA MIGRATION REQUIREMENTS:</p> <p>The Service Provider shall:</p> <ul style="list-style-type: none"> • Assess existing data sources • Perform data cleansing and validation • Migrate legacy data to the new system • Ensure accuracy and completeness of migrated data • Conduct migration testing 			
<p>TRAINING AND KNOWLEDGE TRANSFER:</p> <ul style="list-style-type: none"> • Training shall be conducted for HR personnel, property custodians, Budget Officers, accounting staff, employees and system administrators. • Deliverables shall include user manuals, administrator guides, and training materials. 			
<p>PROJECT IMPLEMENTATION</p> <p>Implementation shall include:</p> <ul style="list-style-type: none"> • Project initiation • Requirements validation • System configuration • Data migration • Testing and debugging • User Acceptance Testing • Training (User and Admin) • System deployment and Go-Live 			
<p>SERVICE LEVEL AGREEMENT</p> <p>The Service Provider shall provide technical support, issue resolution within agreed timelines, system maintenance, and ensure system availability.</p> <ul style="list-style-type: none"> • Critical issues: within 4 hours • Major issues: within 24 hour • Minor issues: within 2 working days 			
<p>WARRANTY AND MAINTENANCE</p> <p>Minimum of one (2) year warranty covering bug fixes, technical support, and minor enhancements.</p>			

<p>MINIMUM QUALIFICATION OF THE SERVICE PROVIDER</p> <p>The service provider must:</p> <ul style="list-style-type: none"> • The bidder must be a reputable Information Technology service provider with at least five (5) years of continuous operation in the IT industry Have experience in developing web-based information systems • Have a qualified technical team including system developers and database specialists • Supporting documents such as company profile, list of completed projects, shall be submitted as part of the bid. <p>Note:</p> <ul style="list-style-type: none"> • Kindly attach the necessary supporting documents and/or other means of verification to substantiate compliance with the requirements specified above(Part XIV of the TOR) 															
<p>OWNERSHIP AND INTELLECTUAL PROPERTY</p> <ul style="list-style-type: none"> • The system, including source code and database, shall be owned by NCDA. • Full turnover of source code and documentation shall be required. • All data shall remain the property of NCDA. 															
<p>MODE OF PROCUREMENT</p> <p>The procurement shall be undertaken through "Small Value Procurement" pursuant to RA No. 12009, otherwise known as the "New Government Procurement Act."</p>															
<p>TIMELINE OF DELIVERABLES AND SCHEDULE OF PROGRESS BILLING</p> <table border="1" data-bbox="57 1216 817 1529"> <thead> <tr> <th>Deliverables</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>Downpayment after Signing of the Contract and Notice to Proceed.</td> <td>10%</td> </tr> <tr> <td>After system design approval</td> <td>20%</td> </tr> <tr> <td>After development completion (Pilot Testing)</td> <td>30%</td> </tr> <tr> <td>Upon final delivery and acceptance</td> <td>40%</td> </tr> <tr> <td>TOTAL</td> <td>100%</td> </tr> </tbody> </table> <p>Payment shall be made upon successful completion, inspection, and acceptance of the project deliverables by NCDA, subject to existing government accounting and auditing rules and regulations.</p>	Deliverables	Payment	Downpayment after Signing of the Contract and Notice to Proceed.	10%	After system design approval	20%	After development completion (Pilot Testing)	30%	Upon final delivery and acceptance	40%	TOTAL	100%			
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<p>Note:</p> <ul style="list-style-type: none"> • Please see attached Terms of Reference for full Specifications, Terms and Conditions. 															
<p>***Nothing Follows***</p>															

FINANCIAL OFFER:

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

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

Development, Deployment and Maintenance of the Finance and Administrative Division System	
APPROVED BUDGET FOR THE CONTRACT (ABC)	TOTAL OFFERED QUOTATION
<u>ONE MILLION EIGHT HUNDRED THOUSAND PESOS ONLY</u> <u>(Php 1,800,000.00)</u>	In Words: _____ _____ In Figures: _____

Signature over Printed Name

Position/Designation

Office Telephone/Fax/Mobile Nos.

Email address/es



TERMS OF REFERENCE

Project Title:	DEVELOPMENT, DEPLOYMENT, AND MAINTENANCE OF THE FINANCE AND ADMINISTRATIVE DIVISION SYSTEM (FAD SYSTEM)
Approved Budget: for the Contract	ONE MILLION EIGHT HUNDRED THOUSAND (P1,800,000.00) PESOS
Source of Fund:	GENERAL APPROPRIATIONS ACT (GAA) FY2025
Contracting Agency:	NATIONAL COUNCIL ON DISABILITY AFFAIRS (NCDA) MANAGEMENT INFORMATION SYSTEM (MIS) SECTION

I. PROJECT BACKGROUND:

The National Council on Disability Affairs (NCDA) aims to enhance the efficiency, transparency, and accountability of its administrative and financial operations.

Current processes in human resource management, inventory tracking, cashiering, and accounting are partially manual and fragmented across different tools and systems, resulting in inefficiencies, data inconsistencies, and delays in reporting.

To address these challenges, NCDA intends to implement an integrated Finance and Administrative Division System (FAD System) that will unify and automate core administrative and financial processes into a centralized, secure, and web-based platform.

The system shall integrate the following modules:

- Human Resource Management Information System (HRMIS)
- Inventory Disposal System (IDS)
- Budget Management System (CBMS)

The Service Provider shall conduct requirements validation, system design, development, testing, deployment, training, and post-implementation support.

The Service Provider shall ensure that the FAD System is capable of integration with the existing Accounting System of the agency.

II. OBJECTIVES:

The project aims to:



1. Automate administrative and financial workflows
2. Establish a centralized and reliable database system
3. Improve accuracy, transparency, and accountability of records
4. Enable real-time monitoring and reporting
5. Ensure compliance with government regulations and audit requirements
6. Enhance operational efficiency and decision-making capability

III. SCOPE OF SERVICES:

The Service Provider shall:

- Conduct detailed system requirements validation
- Design and develop a web-based enterprise system
- Provide system architecture and technical design
- Supply and configure all required software components
- Set up centralized database and system environment
- Develop and integrate all system modules
- Conduct testing, debugging, and quality assurance
- Facilitate User Acceptance Testing (UAT)
- Deploy and commission the system
- Conduct user and administrator training
- Provide documentation including user manuals, technical documentation, system architecture, and database design
- Provide warranty, technical support, and maintenance services

IV. GENERAL SYSTEM REQUIREMENTS:

- The system shall be web-based and accessible through standard web browsers
- The user interface shall be responsive and automatically adapt to different screen sizes.
- The system shall support role-based access for different users
- The system shall be centralized with a single database
- Core functionalities including viewing, approval workflows, and basic transactions shall be usable on mobile devices.
- The system shall be scalable to support future expansion
- System uptime shall be at least ninety-nine percent (99%)

V. SYSTEM MODULES AND FUNCTIONAL REQUIREMENTS:



A. Human Resource Management Information System (HRMIS)

The Human Resource Management Information System (HRMIS) is a web-based module designed to automate and manage the agency's human resource processes, including employee records, attendance monitoring, leave administration, and payroll-related processing. It shall serve as a centralized platform for maintaining accurate and updated employee information, streamlining HR workflows, and improving overall efficiency in personnel management. The module shall support employee self-service, approval workflows, monitoring, and generation of HR-related reports, while ensuring compliance with applicable government rules and regulations.

The system shall provide:

- Employee self-service portal
- Online filing of leave, overtime, CTO, travel, and other requests
- Personnel records management including PDS, Service Record, and SALN
- Attendance and leave management with biometric integration capability.
- Payroll processing including computation of salaries, allowances, and statutory government deductions such as GSIS, Pag-IBIG, PhilHealth, and other applicable contributions, including withholding taxes, loans, and other deductions, with configurable settings to accommodate additional or future-required deductions as may be implemented by the agency or mandated by law.
- Workforce analytics and reporting
- Managerial approval workflows

B. Inventory and Disposal System (IDS)

The Inventory Disposal System (IDS) is a web-based module designed to manage and monitor the agency's supplies, properties, and other inventory items from acquisition to disposal. It shall provide a centralized system for tracking, receiving, issuance, transfer, utilization, and inventory audit processes. The module shall enhance accountability, improve asset visibility, and support accurate recording and monitoring of government resources. It shall also facilitate the generation of inventory and property reports in accordance with established standards and procedures.

The system shall support:

- Item catalog and UACS coding
- Procurement lifecycle tracking
- Receiving and inspection processes



- Stockroom and supply monitoring
- Property and asset management
- QR code-based asset tagging
- Property issuance and transfer tracking
- Physical inventory and audit processes
- Disposal and write-off management
- Reports shall include RPCI, RPCPPE, inventory reports, asset valuation, and procurement monitoring.

C. Budget Management System (BMS)

The Budget Management System is a web-based module designed to support the planning, allocation, monitoring, and control of the agency's budget utilization. It shall provide a centralized platform for recording budget allocations, tracking obligations, monitoring available balances, and enforcing budget controls to prevent overspending. The module shall enhance financial control and decision-making by providing timely and accurate budget information, and shall support coordination and data integration with the agency's existing accounting system. It shall also generate budget-related reports necessary for management monitoring and internal control.

The system shall support:

- Budget allocation per program, project, and responsibility center.
- Fund allocation and distribution tracking
- Budget availability checking prior to approval of transactions
- Automatic deduction of budget upon approval of requests and obligations
- Monitoring of obligations, disbursements, and remaining balances
- Prevention of transactions exceeding available budget
- Budget utilization tracking (Budget vs Actual)
- Generation of budget monitoring and utilization reports
- Support for integration of financial data from HRMIS, IDS

VI. SYSTEM ARCHITECTURE REQUIREMENTS:

- The system shall be web-based and accessible through standard web browsers.
- The architecture shall support integration among the Human Resource Management Information System (HRMIS), Inventory and Disposal System (IDS), and Budget Management System
- The architecture shall be capable of integration with the agency's existing Accounting System through API, database connection, or other secure data exchange methods
- The architecture shall support modular design, allowing future enhancement, addition of new modules, and expansion of system functionalities without major redesign



- The system shall support role-based access across all modules with centralized user authentication and access management
- The architecture shall provide audit trail capability to record all transactions, updates, approvals, and user activities across the system
- The architecture shall support data backup, restoration, and disaster recovery mechanisms to ensure business continuity in case of system failure
- The architecture shall be scalable to accommodate increasing users, transactions, and data volume over time.
- It shall follow a modular and scalable architecture.
- It shall support API integration and centralized database management.
- It shall allow future integration with other government systems.

VII. SECURITY AND DATA PRIVACY REQUIREMENTS:

The system shall:

- Implement role-based access control
- Maintain complete audit trails
- Support secure authentication mechanisms
- Use HTTPS/SSL encryption
- Ensure data encryption at rest and in transit
- Comply with the Data Privacy Act (RA 10173)
- Provide backup and recovery mechanisms
- Support vulnerability and security testing

VIII. CLOUD HOSTING REQUIREMENTS:

The Service Provider shall provide cloud hosting services for the FAD System for a period of two (2) years from system acceptance

The hosting environment shall ensure:

- High availability and reliability of the system
- Data protection and security compliance
- Scalability to accommodate system growth
- Disaster recovery capability

IX. DATA MIGRATION REQUIREMENTS:

The Service Provider shall:

- Assess existing data sources
- Perform data cleansing and validation
- Migrate legacy data to the new system
- Ensure accuracy and completeness of migrated data
- Conduct migration testing



X. TRAINING AND KNOWLEDGE TRANSFER:

- Training shall be conducted for HR personnel, property custodians, Budget Officers, accounting staff, employees and system administrators.
- Deliverables shall include user manuals, administrator guides, and training materials.

XI. PROJECT IMPLEMENTATION

Implementation shall include:

- Project initiation
- Requirements validation
- System configuration
- Data migration
- Testing and debugging
- User Acceptance Testing
- Training (User and Admin)
- System deployment and Go-Live

XII. SERVICE LEVEL AGREEMENT

The Service Provider shall provide technical support, issue resolution within agreed timelines, system maintenance, and ensure system availability.

- Critical issues: within 4 hours
- Major issues: within 24 hour
- Minor issues: within 2 working days



XIII. WARRANTY AND MAINTENANCE

Minimum of one (2) year warranty covering bug fixes, technical support, and minor enhancements.

XIV. MINIMUM QUALIFICATION OF THE SERVICE PROVIDER

The service provider must:

- The bidder must be a reputable Information Technology service provider with at least five (5) years of continuous operation in the IT industry. Have experience in developing web-based information systems
- Have a qualified technical team including system developers and database specialists
- Supporting documents such as company profile, list of completed projects, shall be submitted as part of the bid.

XV. OWNERSHIP AND INTELLECTUAL PROPERTY

- The system, including source code and database, shall be owned by NCDA.
- Full turnover of source code and documentation shall be required.
- All data shall remain the property of NCDA.

XVI. MODE OF PROCUREMENT

The procurement shall be undertaken through "Small Value Procurement" pursuant to RA No. 12009, otherwise known as the "New Government Procurement Act."



XVII. TIMELINE OF DELIVERABLES AND SCHEDULE OF PROGRESS BILLING

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

Payment shall be made upon successful completion, inspection, and acceptance of the project deliverables by NCDA, 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]

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

OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

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

2. *Select one, delete the others:*

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

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

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

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

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

Select one, delete the rest:

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

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

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

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

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, *[date issued]*, *[place issued]*

IBP No. __, *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____.