



PHILIPPINE NATIONAL OIL COMPANY

PNOC Building VI, Energy Center

Rizal Drive, BGC, Taguig City

Tel. No.: 8789 – 7662

www.philgeps.gov.ph / www.pnoc.com.ph

REQUEST FOR QUOTATION / PROPOSAL

The PHILIPPINE NATIONAL OIL COMPANY (PNOC) through its Bids and Awards Committee (BAC), invites all interested and PhilGEPS-registered suppliers / contractors / consultants to submit quotations / proposals for the following company requirements:

Date : **26 March 2026**
Project Title : **Supply, Delivery and Installation of Rental Units of Multi-Functional Printers for PNOC Offices**
Reference No. : **2026-03-031**
Total ABC : **Php 750,000.00**
Submission Deadline : **06 April 2026/9:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig City**

Accomplished **Price Quotation/Proposal and Compliance Form** together with below listed documentary requirements and information may be submitted via:

Electronic Mail; Portable Document Format (PDF) copy to email or address: newprocurement@pnoc.com.ph

Physical Submission Sealed envelope to PNOC Procurement Management Division at the above address

Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Latest Annual Income/Business Tax Return
- Omnibus Sworn Statement – Annex "A" (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted upon issuance of the Notice of Award)
- Accomplished Price Quotation and Compliance Form

Additional Requirements:

- Accomplished Rental Rate/Scheme (Please refer to page 8)
- Proof that the machines were manufactured or refurbished within the past three (3) years
- Proof that the Service Provider/Contractor have been in the printer rental business for at least five (5) years
- Proof that the Service Provider/Contractor have at least three (3) satisfactory rating from completed Printer Rental Service projects within the past five (5) years (such as a Certificate of Completion and/or Customer Satisfaction Certification, or any document applicable to the requirement.)

The PNOC reserves the right to accept or reject any or all quotations/proposals or parts thereof, to waive formality therein or to accept such or to award any that are considered most advantageous to the company.

For any clarification, you may contact the Procurement Management Division at (02) 8789-7662 or send email to newprocurement@pnoc.com.ph / crgervacio@pnoc.com.ph.

Thank you.


ATTY. JOSEPHINE CASSANDRA J. CUI
Chairperson
Bids and Awards Committee



PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Supply, Delivery and Installation of Rental Units of Multi-Functional Printers for PNOC Offices

LOT NO.	UOM	TECHNICAL SPECIFICATION/S	QTY	UNIT PRICE (P)	TOTAL AMOUNT (P)																																												
1	Units	<p>Full-Color Multi-Functional Printer</p> <table border="1"> <thead> <tr> <th colspan="2" data-bbox="320 495 932 528">Technical Specifications</th> </tr> </thead> <tbody> <tr> <td data-bbox="320 528 628 636">Type</td> <td data-bbox="628 528 932 636">Multi-Function Printer (Print/Copy/Scan)</td> </tr> <tr> <td data-bbox="320 636 628 674">Print Technology</td> <td data-bbox="628 636 932 674">Laser</td> </tr> <tr> <td data-bbox="320 674 628 712">Color</td> <td data-bbox="628 674 932 712">Full-Color</td> </tr> <tr> <td data-bbox="320 712 628 819">Control Panel:</td> <td data-bbox="628 712 932 819">7-inch electrostatic touch panel</td> </tr> <tr> <td data-bbox="320 819 628 857">Memory Capacity</td> <td data-bbox="628 819 932 857">Minimum of 2GB</td> </tr> <tr> <td data-bbox="320 857 628 927">HDD</td> <td data-bbox="628 857 932 927">Minimum of 250GB</td> </tr> <tr> <td data-bbox="320 927 628 965">Max Original Size</td> <td data-bbox="628 927 932 965">A3 (11" x 17")</td> </tr> <tr> <td data-bbox="320 965 628 1034">Output Size</td> <td data-bbox="628 965 932 1034">Maximum of A3 to A6 Lengthwise</td> </tr> <tr> <td data-bbox="320 1034 507 1184" rowspan="2">First Copy/Print Output Time</td> <td data-bbox="507 1034 628 1115">Colour</td> <td data-bbox="628 1034 932 1115">Minimum of 6.0 sec</td> </tr> <tr> <td data-bbox="507 1115 628 1184">B/W</td> <td data-bbox="628 1115 932 1184">Minimum of 5.0 sec</td> </tr> <tr> <td data-bbox="320 1184 507 1335" rowspan="2">Copy Speed</td> <td data-bbox="507 1184 628 1265">Colour</td> <td data-bbox="628 1184 932 1265">Minimum of 25 ppm</td> </tr> <tr> <td data-bbox="507 1265 628 1335">B/W</td> <td data-bbox="628 1265 932 1335">Minimum of 25 ppm</td> </tr> <tr> <td data-bbox="320 1335 628 1404">Scan/Copy Resolution</td> <td data-bbox="628 1335 932 1404">Minimum of 600x600 dpi</td> </tr> <tr> <td data-bbox="320 1404 628 1442">Print/Copy/Scan</td> <td data-bbox="628 1404 932 1442">Duplex</td> </tr> <tr> <td data-bbox="320 1442 628 1621">Paper Capacity</td> <td data-bbox="628 1442 932 1621">500 Sheets for Tray 1, 2, 3, and 4 and Minimum of 50 sheets for bypass tray</td> </tr> <tr> <td data-bbox="320 1621 628 1834">Interface</td> <td data-bbox="628 1621 932 1834">Ethernet (10BASE-T / 100BASE-TX / 1000BASE-T) USB 1.1, USB 2.0 Wi-Fi Ready</td> </tr> <tr> <td data-bbox="320 1834 628 1872">Multiple Copy</td> <td data-bbox="628 1834 932 1872">1-999 sheets</td> </tr> <tr> <td data-bbox="320 1872 628 1910">Multiple Printing</td> <td data-bbox="628 1872 932 1910">1-999 sheets</td> </tr> <tr> <td data-bbox="320 1910 628 1948">Collate Printing</td> <td data-bbox="628 1910 932 1948">Yes</td> </tr> <tr> <td data-bbox="320 1948 628 2121">Monitoring</td> <td data-bbox="628 1948 932 2121">The machine must include a feature that tracks usage for each user. This feature can</td> </tr> </tbody> </table>	Technical Specifications		Type	Multi-Function Printer (Print/Copy/Scan)	Print Technology	Laser	Color	Full-Color	Control Panel:	7-inch electrostatic touch panel	Memory Capacity	Minimum of 2GB	HDD	Minimum of 250GB	Max Original Size	A3 (11" x 17")	Output Size	Maximum of A3 to A6 Lengthwise	First Copy/Print Output Time	Colour	Minimum of 6.0 sec	B/W	Minimum of 5.0 sec	Copy Speed	Colour	Minimum of 25 ppm	B/W	Minimum of 25 ppm	Scan/Copy Resolution	Minimum of 600x600 dpi	Print/Copy/Scan	Duplex	Paper Capacity	500 Sheets for Tray 1, 2, 3, and 4 and Minimum of 50 sheets for bypass tray	Interface	Ethernet (10BASE-T / 100BASE-TX / 1000BASE-T) USB 1.1, USB 2.0 Wi-Fi Ready	Multiple Copy	1-999 sheets	Multiple Printing	1-999 sheets	Collate Printing	Yes	Monitoring	The machine must include a feature that tracks usage for each user. This feature can	12		
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			be enabled or disabled and is designed to prevent unauthorized access to the machine's functions.			
		Security	The system must include a secure locking mechanism, such as a manual key lock, coded pin lock, or equivalent. It should also support user-specific password entry, allow monitoring and track of print volume for each individual user.			
		Power Consumption	220-240V / 50/60Hz			
		Green Specification	Energy Star Certified Power Saving Mode: Automatic sleep mode when idle for 2 minutes			
<i>Please see attached Terms of Reference</i>						

Total amount of ABC: **Php 750,000.00**

Delivery Schedule:	<p>The delivery period (including installation & configuration of printers) should be completed by the winning supplier within fifteen (15) days upon the acceptance of the Notice to Proceed (NTP).</p> <p>The Contract shall also take effect upon the acceptance of the Notice to Proceed (NTP) and shall end on December 31, 2026, unless sooner terminated for a valid cause.</p>
Delivery Place/Location:	<ul style="list-style-type: none"> • PNOC-Main Office, BGC, Taguig City (11 units) • PNOC Industrial Park, Mariveles, Bataan (1 unit)
	Quoted price should be inclusive of VAT and all applicable taxes.
	Awarding on per lot basis/one (1) lot.

TERMS OF REFERENCE

I. SCOPE

The printers under this lease should have functionalities for printing, scanning, and copying. PNOC requires twelve (12) multi-function printers to be installed at different departments at various locations.

II. REQUIREMENTS

The Service Provider/Contractor shall provide twelve (12) units of brand new or refurbished printers. "Refurbished" printers, by definition, are previously owned or used printers that have been restored to a like-new condition by a manufacturer or a third-party refurbisher. This process generally involves a thorough inspection, cleaning, repair or replacement of any defective or worn parts, and rigorous testing to ensure the printer operates correctly and meets quality standards.

The printer requirements are as follows:

Item	Type of Printer	No. of Units	Aggregated no. of Copy and Print per Month (PNOC-wide)	Office Location
1	Full-Color Multi-Function Printer	12	Monochrome: 12,000 copies Colored: 6,000 copies	<ul style="list-style-type: none">• PNOC, BGC, Taguig City (11 units)• PNOC Industrial Park, Mariveles, Bataan (1 unit)

III. DETAILS OF REQUIREMENTS

A. Provision of Brand New or Refurbished Multifunction Printers for Rental Purposes.

The Service Provider/Contractor shall provide a total of twelve (12) units of brand-new or refurbished printers with multi-function capability. For refurbished, the printer's firmware must be updated to the latest version to ensure it operates efficiently and is compatible with the latest software and operating systems. The Service Provider/Contractor must submit proof that the machines were manufactured or refurbished within the past three (3) years.

The detailed specifications of the Full Color Multifunction printer are as follows:

Twelve (12) Units Full-Color Multi-Function Printer

Technical Specifications	
Type	Multi-Function Printer (Print/Copy/Scan)
Print Technology	Laser
Color	Full-Color
Control Panel:	7-inch electrostatic touch panel
Memory Capacity	Minimum of 2GB
HDD	Minimum of 250GB

Technical Specifications		
Max Original Size	A3 (11" x 17")	
Output Size	Maximum of A3 to A6 Lengthwise	
First Copy/Print Output Time	Colour	Minimum of 6.0 sec
	B/W	Minimum of 5.0 sec
Copy Speed	Colour	Minimum of 25 ppm
	B/W	Minimum of 25 ppm
Scan/Copy Resolution	Minimum of 600x600 dpi	
Print/Copy/Scan	Duplex	
Paper Capacity	500 Sheets for Tray 1, 2, 3, and 4 and Minimum of 50 sheets for bypass tray	
Interface	Ethernet (10BASE-T / 100BASE-TX / 1000BASE-T) USB 1.1, USB 2.0 Wi-Fi Ready	
Multiple Copy	1-999 sheets	
Multiple Printing	1-999 sheets	
Collate Printing	Yes	
Monitoring	The machine must include a feature that tracks usage for each user. This feature can be enabled or disabled and is designed to prevent unauthorized access to the machine's functions.	
Security	The system must include a secure locking mechanism, such as a manual key lock, coded pin lock, or equivalent. It should also support user-specific password entry, allow monitoring and track of print volume for each individual user.	
Power Consumption	220-240V / 50/60Hz	
Green Specification	Energy Star Certified Power Saving Mode: Automatic sleep mode when idle for 2 minutes	

- B. The Service Provider/Contractor shall supply, deliver, install and configure the necessary software/s of the Brand New or Refurbished Multifunction Printers as specified in the attached Distribution List (Annex A).
- C. The Service Provider/Contractor must have been in the business of Printer Rental for at least five (5) years.
- D. The Service Provider/Contractor must submit at least three (3) satisfactory rating from completed Printer Rental Service projects within the past five (5) years (include proof such as Certificate of Completion and/or Customer Satisfaction Certification).
- E. The monthly provision of all consumables (excluding paper) such as toner, drum, developer, roller, fuser oil, fuser cleaning pad, ozone filter, and cartridges includes buffer supply of all consumables sufficient for one (1) month, and which shall always be maintained at the PNOC offices and be replenished/restocked upon request.

- F. Unprinted/Unconsumed print/copy allocation per month either monochrome or colored shall be allocated or offsetted to the preceding and/or succeeding month.
- G. The Service Provider/Contractor shall deliver the consumables, such as toner, drum, developer, roller, fuser oil, fuser cleaning pad, ozone filter, and cartridges within 24 hours upon official request by the PNOC's Strategy Management Office – Management Information Systems Division (SMO-MIS), thru telephone, or email. All consumables provided must be compatible with the supplied equipment, ensuring that consistent print quality is maintained.
- H. All printers must be in very good working condition at all times.
- I. Preventive maintenance of the printers (PNOC Head Office and PNOC Industrial Park, Mariveles, Bataan) shall be made on a monthly (at least once) basis during the duration of the contract. The supply of labor, tools, and equipment for the repair and preventive maintenance of the assigned printers shall be for the account of the Service Provider/Contractor.
- J. In case of printer breakdown, the Service Provider/Contractor shall assign and deploy One (1) on-call Technician to PNOC, BGC, Taguig City within four (4) hours, and/or to PNOC ESB and PNOC Industrial Park no later than the following day from verbal or written notification from PNOC offices for immediate troubleshooting, repair, testing and commissioning of the machine/s, at no extra cost to PNOC.
- K. Repair and replacement of defective parts shall be made within twenty-four (24) hours from notice, at no cost to PNOC. In the event the faulty printer cannot be repaired within 24 hours and upon submission of a non-repairable report by the Service Provider's/Contractor's technician, the printer/s must be pulled out and be replaced with a service unit that have the same specifications or higher than the original unit. Any delay in the replacement of equipment will result to a penalty of one-tenth of one percent (0.001) of the contract total value for each day of delay.
- L. The Service Provider/Contractor shall provide the name and contacts of at least two (2) personnel who shall act as a focal point person(s) including the hotline number for official communication pertaining to the services to ensure that there is sufficient back up at all times in case the other person goes on leave or is unavailable. The focal person shall be available at all times during official working hours.
- M. The Service Provider/Contractor shall train the SMO-MIS staff, and other users on how to operate the machine and conduct basic onsite troubleshooting.
- N. Any offer for added feature, material and/or service shall be at no additional cost to PNOC.
- O. The Service Provider/Contractor shall purge the memory of the printer that is replaced and when the contract ends or terminated.

IV. Rental Rate/Scheme

The rental charges will be on a **monthly-based Fee** (inclusive of consumables, maintenance, replacement of parts, and other incidental services) **plus surcharge**, if any, for printed pages in excess of the minimum pages per month.

For uniformity of bid proposals, the computation of rate(s) shall be based on the following:

Minimum pages/month (PNOC-wide)		Monthly-based Fee	Cost per Page (based on minimum pages per month)		Surcharge (cost per page in excess of the minimum pages per month)		Other Charges (enumerate other costs, if any)	
BW	Color		BW	Color	BW	Color	Particulars	Cost
12,000	6,000							
							Total Amount (B): (Other Charges, if any)	
		Total Amount (A): Monthly-based Fee* 12 units * 9 months						
		Grand Total Amount: Total Amount (A) + Total Amount (B)						

V. Budget

The Approved Budget for the Contract (ABC) is **₱ 750,000.00**

VI. Delivery Period and Terms of Contract

The delivery period (including installation & configuration of printers) should be completed by the winning supplier within fifteen (15) days upon the acceptance of the Notice to Proceed (NTP).

The Contract shall also take effect upon the acceptance of the Notice to Proceed (NTP) and shall end on December 31, 2026, unless sooner terminated for a valid cause.

VII. Service Standard Requirement

The latest performance assessment of the bidders shall form part of the evaluation of the bids.

The PNOC's SMO-MIS shall conduct an assessment or evaluation of the Service Provider/Contractor before the end of each quarter and before the end of the service contract.

1. The Service Provider/Contractor shall maintain a satisfactory level of performance throughout the term of Contract based on the criteria prescribed as follows.
2. Performance criteria and weight:

No .	Performance Criteria	%Weight
I	Conformity to Technical Requirements	25
II	Timeliness in the Delivery of Services	25
III	Behavior of Personnel (Courteous, Professional, and Knowledgeable)	20
IV	Response to Complaints	20
V	Compliance with set office policies for such services	10
	Total	100%

3. The Service Provider/Contractor shall obtain at least 85%, the minimum score for satisfactory rating based on the following rating standards:

Adjectival Rating	Numerical Rating
Very Satisfactory	90 – 100%
Satisfactory	80 – 89%
Needs Improvement	70 – 79%
Poor	69% or below

4. Based on the assessment, the PNOC may pre-terminate the contract for failure by the Service Provider/Contractor to perform its obligation thereon following the procedure prescribed under the Guidelines on Termination of Contracts under Resolution No. 018-2004 dated 22, December 2004 issued by the Government Procurement policy (GPPB).

TERMS AND CONDITIONS

1. Payment Terms: Government Terms - full payment upon completion of delivery/implementation, or subject to the conditions specified in the Scope of Works/Activities or Terms of Reference.
2. All entries shall be typed or written in a clear legible manner.
3. Bidder shall offer one (1) bid only. Alternative bids shall be rejected.
4. All prices offered herein are valid, binding and effective for THIRTY (30) calendar days upon issuance of this document.
5. As a general rule, price quotations to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
6. In case of tie quotations, tie breaking shall be on draw lots or toss coin.
7. In case supplier pro forma quotation is submitted, conditions will be governed by the submitted signed Terms of Reference / Technical Specifications Sheet.

8. During evaluation of quotation/proposal, the project proponent may require additional documents to verify, validate and ascertain the compliance of the supplier/contractor or consultant.
9. Liquidated damages shall be imposed pursuant to Section 71.1.4 of RA 12009.

We undertake, if our Proposal is accepted, to supply/deliver the goods/services in accordance with the specifications and/or delivery schedule.

We agree to abide by this quotation/proposal for a period of thirty (30) calendar days, which is the price's validity period and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

Until a Contract or a Purchase Order is executed, this Quotation/Proposal shall be binding upon us. We understand that you are not bound to accept the lowest or any Proposal you may receive.

Signature over Printed Name : _____
 Designation / Position : _____
 Name of Organization : _____
 Address : _____
 Telephone/Mobile No. : _____
 Email Address : _____
 TIN : _____
 PhilGEPS Registration Number : _____

INSTRUCTIONS AND PROCEDURES FOR ONLINE SUBMISSION OF QUOTATIONS/PROPOSALS FOR SMALL-VALUE PROCUREMENT

1. Interested bidders must submit proposal/quotation in portable document format (PDF) file via email address newprocurement@pnoc.com.ph

File format should be:

RFQREFERENCENO_NAME OF THE COMPANY.pdf
Example: RFQ202401001_XYZCompany.pdf

Note: RFQ Reference Number is located at the front page of the request for quotation.

Email Format Instructions:

- a. The subject line must indicate the RFQ Reference Number
- b. The email body must include the following details:
 - i. Project Title
 - ii. Name of the company and its authorized representative
 - iii. Contact details such as telephone/mobile number and email

address

Proposal/quotation must be in a PDF file only and must not exceed 25 MB.

2. Bidders will be immediately notified via email of the receipt of the proposal/quotation.
3. Proposal/quotation submitted late based on system timestamp will be automatically disqualified.
4. A bid opening will take place immediately after the deadline through video conferencing. The meeting link will be sent to participating bidders upon request.
5. Upon opening, the BAC shall verify the presence or absence of the specified requirements in the quotation/proposal. All eligible quotations/proposals will undergo further evaluation.
6. The award of contract shall be made to the Lowest Calculated Responsive Quotation or Highest Rated Responsive Bid, which complies with the minimum technical specifications and other terms and conditions. The result will be posted on the website and the official social media sites of PNOC.

Annex A

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:

- Carefully examine all of the Bidding Documents;
- Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
- Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- 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 _____.