



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 : **24 April 2026**
Project Title : **Servicing of Generator Set (Genset 2 and 3)**
Reference No. : **2026-04-042**
Total ABC : **PhP 777,500.00**
Submission Deadline : **07 May 2026 / 09:00 AM**
Place of Delivery : **PNOC Industrial Park, Brgy. Batangas Dos, Mariveles Bataan**

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 address: newprocurement@pnoc.com.ph**

or

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

Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Notarized Omnibus Sworn Statement (Unnotarized copy may be submitted prior to submission deadline, but the notarized one shall be submitted after award or before payment)
- Latest Income/Business Tax Return
- Price Quotation / Proposal and Compliance Form

Additional Requirements:

- Curriculum Vitae (CV) with proof of qualification (please refer to the Key Personnel Lists)
- Bill of Quantities (BOQ)
- Proof of at least two (2) years of experience in the servicing of generator set or preventive maintenance/ repair/ replacement of all parts of generator set, which must be supported by any documents such as NTPs, POs, and similar proof of completed projects, to validate their experience
- Certificate of Site Inspection

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 / ergenoso@pnoc.com.ph.

Thank you.


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

PRICE QUOTATION / PROPOSAL AND COMPLIANCE FORM

Servicing of Generator Set (Genset 2 and 3)

ITEM NO.	UM	SCOPE OF WORK / COVERAGE / DELIVERABLES	TOTAL AMOUNT (P)
1	Lot	<p>The Contractor shall provide all necessary labor, tools, materials, testing instruments, and equipment, along with supervision and technical expertise, to execute and complete the supply, installation (if required), testing, and commissioning of generator sets, or the preventive maintenance, repair, and replacement of parts for existing generator sets.</p> <p>Additional Generator set information:</p> <p>a) For Generator Set No. 2: Brand: Westin Power / Cummins Model: TC235T Capacity: 218.50 kVA/ 175 kW Engine Model: 6CTA8.3-G2 Phasing: 460 VAC, 3-phase</p> <p>b) For Generator Set No. 3: Brand: Litch Industries (FAWDE) Model: ECO-FW120C Capacity: 120 kVA/ 96 kW Engine Model: CA4DF2-14D (010717999) Phasing: 230 VAC, 3-phase</p> <p>Based on the above-mentioned information, the Contractor will undertake the following tasks:</p> <p>A. Mobilization B. Preventive Maintenance Service (PMS)/ Repair / Parts Replacement C. Demobilization</p> <p>Note: Please see below Terms of Reference (TOR).</p>	
Total amount of ABC:	Php777,500.00		
Contract Duration:	Thirty (30) calendar days upon receipt of Notice to Proceed		
Venue:	PNOC Industrial Park, Brgy. Batangas Dos, Mariveles Bataan		
Awarding:	Per lot basis/one (1) lot		

TERMS OF REFERENCE

Project:	Servicing of Generator Set (Genset 2 and 3)
Project Location:	PNOC Industrial Park, Brgy. Batangas Dos, Mariveles, Bataan
Justification:	<p>Prevents Downtime: Regular servicing helps detect and fix issues early, reducing the risk of unexpected breakdowns and ensuring continuous operation.</p> <p>Improves Efficiency: Scheduled maintenance optimizes the genset's performance, enhancing fuel efficiency and reducing operational costs.</p> <p>Extends Equipment Lifespan: Consistent servicing prevents major damage, helping to increase the generator's longevity and overall reliability.</p> <p>Preventing Further Damage: Ignoring these problems could lead to more significant and costly damage to the generator sets over time. Addressing them now is a proactive measure to protect the equipment investment.</p>

I. SCOPE OF WORK

The Contractor shall provide all necessary labor, tools, materials, testing instruments, and equipment, along with supervision and technical expertise, to execute and complete the supply, installation (if required), testing, and commissioning of generator sets, or the preventive maintenance, repair, and replacement of parts for existing generator sets.

Additional Generator set information:

a) For Generator Set No. 2:
Brand: Westin Power / Cummins
Model: TC235T
Capacity: 218.50 kVA/ 175 kW
Engine Model: 6CTA8.3-G2
Phasing: 460 VAC, 3-phase

b) For Generator Set No. 3:
Brand: Litch Industries (FAWDE)
Model: ECO-FW120C
Capacity: 120 kVA/ 96 kW
Engine Model: CA4DF2-14D (010717999)
Phasing: 230 VAC, 3-phase

Based on the above-mentioned information, the Contractor will undertake the following tasks:

A. Mobilization

A.1. Mobilization Activities:

- a) Transport personnel, materials, tools, and equipment to the designated project site(s). The designated area or temporary facility shall be identified by the Project Proponent so that clear marking and area will be used by the contractors during the course of their project.
- b) Prepare and secure all required documents, permits, and licenses before commencing any work.
 - i. All necessary documents shall be secure prior to the start of the project.
 - ii. Safety Work Permits shall be processed three (3) days before the actual activity.

A.2. Safety Measures:

- a) Conduct thorough safety orientations for all personnel prior to the commencement of any work activities.
Note: All personnel shall undergo Safety Orientation before the start of the activity. All identified personnel of the contractor should be present during the scheduled orientation. Personnel that do not have safety orientation will not be allowed to work.
- b) Provide appropriate Personal Protective Equipment (PPE) to all workers and ensure its proper use.
Note: Depending on their activity, proper PPE shall be provided.
- c) Install necessary safety signage and barriers at the work site(s) to clearly demarcate hazards and ensure safe movement.
- d) Assign a dedicated and qualified Safety Officer to continuously monitor adherence to established safety protocols and address any potential hazards.
Note: Safety Officer should undergo the 40-HRS Basic Occupational Safety and Health Training or its equivalent. The contractor shall also provide First Aider and shall underwent Basic First Aid Training.

A.3. Kickoff Meeting:

- a) Attend a scheduled kickoff meeting with the winning bidders and the proponent (Park Management Representative) to discuss the project scope, timelines, and specific requirements. Work permits must be submitted and approved three (3) days prior to the start of the activity.

Note: Associated risks identified and additional requirements shall be complied before the start of the project. These additional requirements are based on Methodology that will be discussed during the kick off meeting.

- b) Present the proposed construction methodology (if applicable) and/ or detailed work schedule of the project.

B. Preventive Maintenance Service (PMS)/ Repair / Parts Replacement

B.1. PMS for Two (2) Generator Sets: (Genset 2 at R2 Area and Genset 3 at P1 Area)

- a) Check and Replace Consumable Parts as needed/ required:
 - i. Engine Oil
 - ii. Oil Filters
 - iii. Fuel Filters
 - iv. Air Filters (Clean the housing before replacing the Air Filters)
 - v. Coolant
 - vi. Batteries and Charger (replace only if deemed necessary based on assessment)
 - vii. Belts and Hoses
 - viii. Grease and Lubricants
 - ix. Fuel (Diesel) - check for the presence of water contamination.
Note: All consumable parts must be inspected during the site visit. Replacement shall be with the same or equivalent unit/item. Following the site inspection, the Philippine National Oil Company (PNOC) will provide a certificate detailing the required items for the Preventive Maintenance Service (PMS) works.
- b) Thoroughly clean the Radiator using pressurized water to remove dust and debris.
- c) Inspect and adjust the tension of the fan belt; make necessary adjustments to ensure optimal performance.
- d) Measure engine valve clearance and perform adjustments as required according to manufacturer specifications.
- e) Reset and configure the generator set controller to ensure accurate operation and parameter monitoring.
- f) Verify the tightening torque of all critical engine bolts and nuts to prevent loosening due to vibration.
- g) Assess the current status of the battery, including voltage and terminal condition, and provide a clear recommendation for maintenance or replacement.
- h) Thoroughly check and record critical operating parameters for each generator set during idle and loaded conditions.
- i) Ensure the proper and secure mounting, level, alignment, and correct electrical connections of all generator set components and associated wirings.

B.2. Additional Generator set parts to be repaired/ replaced:

For Generator Set No. 2:

- Overhauling and Calibration of Fuel Injection Pump

For Generator Set No. 3:

- Replacement of Engine Controller/ Panel

B.3. Testing of Generator Sets:

1. Conduct comprehensive pre-testing of Genset, including both no-load and with-load testing, to verify the functionality of the generator sets after maintenance or repair.
2. Specifically check and confirm that vibration levels are within normal operating conditions for all generator sets.
3. Perform detailed operational tests to ensure all generator sets operate within specified performance parameters, including but not limited to:

- a) Start-Up Test: Verify smooth and reliable starting of the generator set.
- b) Load Test: Gradually apply and sustain specified loads to assess performance under operational conditions.
- c) Oil Pressure and Coolant Temperature Check: Monitor and record these critical parameters to ensure they remain within acceptable ranges.
- d) Exhaust Emissions Check: Verify that exhaust emissions comply with relevant environmental standard.
Note: The contractor should ensure the genset meets the emission standards for particulate matter and Carbon Monoxide (CO) after the fuel injection pump calibration.
- e) Battery Voltage Check: Assess battery voltage stability during operation.
- f) Fuel System Check: Inspect for leaks and ensure proper fuel flow. The contractor shall provide spill kits and drip trays during the draining of engine oil and coolant to prevent soil or floor contamination at the R2 and P1 areas.
Note: Any accidental spills must be cleaned up immediately using appropriate absorbents, not just washed away with water.
- g) Safety Shutdown Test: Verify the proper functioning of all safety shutdown mechanisms in response to simulated fault conditions.
- h) Voltage Regulation Check: Ensure the generator maintains stable output voltage under varying loads.
- i) Noise and Vibration Check: Evaluate noise and vibration levels during operation.
- j) Control Panel and Alarm Check: Verify the functionality of all indicators, controls, and alarm systems on the control panel.
Note: Analyze all recorded parameters to determine if they are within the manufacturer's standard or allowable operating levels.

C. Demobilization

C.1. Housekeeping:

- a) Thoroughly clean the work site(s) and restore them to their original condition, ensuring they are free of any debris or waste generated during the project.
- b) Remove all equipment, tools, materials, and any temporary structures brought to the project site by the contractor. All generated consumable materials will be managed as waste materials by the proponent in accordance with applicable regulations of the Park Management Department and relevant local and national environmental laws.
Note: All security and property forms for equipment shall be properly processed before the delivery or pull out of equipment and materials.
- c) Check all hazardous waste and follow its proper disposal.
Note:
 1. All hazardous waste must be collected and disposed of by a DENR-accredited hauler or TSD facility with a valid **Permit to Transport**. Should any materials be left at the PNOC Industrial Park, the contractor will be billed based on the current awarded contract cost per kilogram, plus a 17.50% management fee and 12% VAT on that fee.
 2. Industrial Park will only be accepting Hazardous Wastes included in the list of HW generated (based on DENR-issued HW ID of the Park).
 3. The Contractor provides a copy of the Manifest Form and the Certificate of Treatment (CoT) from a DENR-accredited Transporter and TSD

(Treatment, Storage, and Disposal) facility to PNOC (including TSD Certification of Facility).

C.2. Final Reporting:

- a) Submit a comprehensive final project report detailing all work performed, including specific actions taken for each generator set. This report shall include:
 - i. Detailed test results for all pre-commissioning and operational tests, clearly indicating measured parameters and their comparison to standard levels.
 - ii. The Contractor shall submit Environmental Compliance Summary (This should document the total volume of used oil/coolant removed and proof of its turnover to the PNOC hazardous waste storage area or an accredited hauler).
 - iii. Warranty documentation for any replacement parts utilized during the project.
- b) Submit individual reports for each generator set, outlining the maintenance performed, repairs undertaken (if any), test results, and any observations or recommendations.
- c) Provide a separate recommendation for the scope and frequency of the next Preventive Maintenance Service for each generator set, along with a preliminary proposal/quotation outlining the estimated budgetary requirements for these future services.

II. LABOR REQUIREMENTS:

- 1. The contractor must have a minimum of two (2) years of experience in the servicing of generator set or preventive maintenance/ repair/ replacement of all parts of generator set. The contractor shall provide supporting documentation, such as Notices to Proceed (NTPs), Purchase Orders (POs), and similar proof of completed projects, to validate their experience.
- 2. The contractor shall provide qualified personnel, including a site engineer/supervisor and a safety officer, to oversee the project.
Note: Please submit proof of qualification.
- 3. The Site Engineer/ Supervisor, Team Leader/ Foreman, and the Safety Officer must be at the project site whenever work is being performed.
Note: Absence of anyone one of them shall mean that no work will be conducted for that day of work.
- 4. The Contractor may refer to the table below for the project’s Key Personnel lists.

Servicing of Generator Set Project			
Key Personnel	No. of Personnel	Years of Experience	Qualification
Site Engineer/ Supervisor	1	minimum of two (2) years’ experience	Valid PRC License (ME/REE)/ Certificate of Employment (COE)
Team Leader/ Foreman	1	minimum of five (5) years’ experience	Diesel Power Plant Operation and Maintenance NC II/ Certificate of Employment (COE)
Safety Officer and First Aider	1	minimum of three (3) years’ experience	Safety Training/s Certification (BOSH/ COSH) and Basic First Aid Training

Mechanical Technician	1	minimum of two (2) years' experience	Diesel Power Plant Operation and Maintenance NC II/ Certificate of Employment (COE)
Electrical Technician	1	minimum of two (2) years' experience	Electrical Installation and Maintenance (EIM) NC II/ Certificate of Employment (COE)
Helper/ Assistant	3	minimum of one (1) year experience	n/a

III. BILL OF QUANTITIES:

The Contractor may refer to the table below for the preparation of Bill of Quantities:

Item No.	Description	Qty	Unit	Unit Cost	Total Cost
1	General Requirements				
A.	Mobilization	1	lot		
B.	Demobilization	1	lot		
C.	Safety Requirements and Health Program	1	lot		
	SUBTOTAL:				
2	Servicing of Generator set				
	PMS of Genset 2	1	lot		
	PMS of Genset 3	1	lot		
3	Additional Repair				
	Genset 2 (Overhauling and Calibration of Fuel Injection Pump)	1	lot		
	Genset 3 (Replacement of Engine Controller/ Panel)	1	lot		
	SUBTOTAL:				
4	Markup				
	SUBTOTAL:				
5	Total Project Cost				
	SUBTOTAL				
6	Value Added Tax (VAT)				
	SUBTOTAL:				
7	TOTAL PROJECT COST (Inclusive of VAT and all other taxes)				

IV. PROJECT EXECUTION REQUIREMENTS:

IV.A. General Conditions

1. The Contractor is required to secure the required surety, performance, and guarantee bonds prior to the commencement of work.
2. The Contractor shall secure all necessary permits three (3) days before starting the activity.
3. The Contractor is required to submit the following items subject for approval of PNOC within 5 days after issuance of Notice To Proceed:
 - a. Work Schedule/ S-Curve
 - b. Safety Program; and
 - c. Waste Management Plan (to include the following: Waste Identification and Categorization, On-Site Handling and Storage, Disposal and Documentation, Spill Response and Emergency Protocols).
4. The winning Contractor shall attend a scheduled kickoff meeting before the start of the project.
5. The Contractor shall comply with the following requirements prior to execution of works:
 - a. PNOC Industrial Park Work Permit System; and
 - b. Safety and Health Orientations of all personnel to be conducted by PIP HSSE Officer during weekdays only (to be coordinated 1 week prior to the orientation and shall be conducted in 1 batch only).
6. The Contractor shall submit a list of assigned personnel prior to mobilization for security clearance/entry permit, as required PIP.

Note: All personnel shall wear proper identification, uniforms, and required PPE at all times while inside the premises.
7. Entry of personnel, tools, and vehicles shall comply with site security protocols, including log-in/log-out procedures and inspections.
8. The Contractor must conduct proper planning and safety orientation meetings with all the personnel involved in the work prior to commencement.
9. The Contractor shall coordinate with the PNOC representative for the tapping and isolation of the power supply for the equipment to be used.

Note: All isolation either mechanical and electrical shall be under the Isolation Certificate and shall be properly coordinated with the Project Proponent. All contractors' issue shall be coordinated through the project proponent.
10. The Contractor shall conduct testing and commissioning of supply devices and equipment as witnessed by PNOC representative.
11. The Contractor shall commence to work after receiving the NTP and shall carry out the work in accordance with the program of work submitted by the CONTRACTOR, as approved by the PNOC representative, and complete the project by the completion date as indicated in the TOR.
12. Servicing activities shall not obstruct security patrol routes, CCTV coverage, or access control points.
13. Any indication of tampering, forced entry, fuel loss, or unauthorized modification shall be immediately reported to the PIP representative.
14. The Contractor shall hold PNOC and its personnel free from any and all liabilities for damages arising from injuries or liabilities to persons or damages to property occasioned by any act or omissions of the contractor including any and all expenses which may be incurred by PNOC and its personnel in the defense of any claim, action or suit.
15. The Contractor must comply with RA 11058, DOLE DO 252-25, OSHS, and other requirements to include, among others, the use of personal protective equipment by all workers, installation of safety signage, proper ID, and

observe PNOC Industrial Park rules and regulations on safety, security and environment.

Note: Non-compliance with the different laws and PNOC Industrial Park protocols will be subjected to fines and penalties.

16. The work shall be executed in the best and thorough manner throughout the project timeline to the satisfaction of PNOC, as represented by its engineers and supervisors who will jointly interpret the meaning of the scope of work and its conditions and shall have the power to reject any work, method of accomplishing every part of work and material used which in their judgment are not fully in accordance with the specifications and/or description as provided in the scope of work and are deemed to be disadvantageous to PNOC.
17. The Contractor shall be liable for all direct and consequential damages arising out of any failure to perform the work in accordance with the schedule and with terms and conditions of the contract documents.
18. The Contractor shall ensure that all access points are properly secured after servicing.
19. Fuel levels shall be recorded and jointly verified with the PIP representative before and after servicing. Fuel withdrawal, replenishment, or disposal shall be properly documented.
20. The Contractor in coordination with PIP representative shall implement measures to prevent fuel pilferage or unauthorized access during servicing activities
21. The Park operations shall be given priority on the phasing of works. The Contractor should therefore coordinate with the PIP representative and/or Duty Supervisor regarding the scheduling and phasing of works so as not to interrupt the Park operations during project implementation.
22. The Contractor shall be liable for all fire and accident claims, and other related claims arising from injuries and damages, which may occur in relation to the execution of the project.
23. All accidents and incidents that would arise during the course of their project shall be properly reported to PNOC Industrial Park. All damages incurred shall be shouldered by the Contractor.

Note:

- a. Accidents resulting in lost (violations resulting in death) days from the acts of the contractors shall be charged one (1) million pesos.*
 - b. The use of emergency equipment such as the Patient Transport Vehicle shall have a separate charge to the contractor apart from all damages that will incur.*
24. Work permit renewals may be submitted a day before the start of the day.
Note: It can be done within the office hours only, and no work/ activity shall be conducted without approved safety work permit, including the approved renewal form.

V. Site Possession

1. Temporary facilities are allowed for storing materials needed for the project however, stay-in personnel within PNOC premises are not allowed. Contractor will need to provide tool cabinet with lock.

Note:

- a. PNOC shall not be liable for any loss or damage to their facilities, equipment and materials.*
- b. Temporary facility should not be located in Park facility housing gensets, pumps and fire engines.*

2. Tapping of equipment and other related work shall be properly coordinated with the PNOC representative to ensure the provision of electrical power sources for the equipment to be used. The contractor shall coordinate with the PNOC representative before and after every work activity to avoid disruptions to on-going operations.

VI. PROJECT DURATION

The work shall be completed within thirty (30) calendar days, commencing from the date of receipt of the Notice to Proceed. Standard work hours are from 8:00 AM to 5:00 PM, Mondays through Saturdays; no work shall be permitted on Sundays or Holidays.

Note: Delays due to work stoppage ordered by PNOC shall not be counted against the set completion date.

VII. WARRANTY PROVISIONS

The Contractor provides a (1) one-year warranty on the servicing of generator set workmanship and all replaced parts or consumables, effective from the date of final turnover and acceptance.

Additionally, the Contractor shall provide on-call emergency services upon request. In emergency situations, the Contractor must arrive on-site at least within three (3) days prior to inspect and repair any issues regarding the generator set units.

VIII. DEFINITION OF SIMILAR PROJECTS

Projects that involve the servicing of generator set or preventive maintenance/ repair/ replacement of all parts of generator set based on the machine/ equipment standards.

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.

We acknowledge that the proposal/quotation submitted late will result in automatic disqualification.

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 a single file portable document format (PDF) 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 single 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 as requested.
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.

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 _____.