



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 : **02 October 2026**
Project Title : **Procurement of Geodetic Surveying Services for PNOC Properties**
Reference No. : **2026-08-101**
Total ABC : **PhP 1,000,000.00**
Submission Deadline : **12 October 2026 / 09:00 AM**
Place of Delivery : **PNOC-Main Office, BGC, Taguig**

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

Documentary Requirements:

- Mayor's/Business Permit
- PhilGEPS Registration Number
- Latest 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
- Curriculum Vitae for Personnel to be assigned. (**see attached Annex "B"**)

Additional Requirements:

- For Land Surveyor (Single proprietor)
 - i. Valid license issued by Philippine Regulations Commission (PRC) for Geodetic Engineer.
 - ii. Department of Trade and Industry (DTI) Certificate.
- For Land Surveying Companies (Corporation/partnership)
 - i. Valid license issued by the Philippine Regulations Commission (PRC) for Geodetic Engineers.
 - ii. Securities and Exchange Commission (SEC) Certificate.
- Proof that Land Surveyor have at least five (5) years minimum experience in land surveying services including their Geodetic Engineer/s to be assigned to undertake the actual land survey.

- List of various land surveying services fully completed for the last five (5) years. Listing should be submitted with details of amount of contract, duration, certification/proof of completion and contact person (**see attached Annex "C"**)
- List of on-going contract/s (government & private, if any) and awarded contract/s but not yet started, if any (**see attached Annex "D"**).
- Work plan and/or Methodology of the land survey with emphasis on the clarity, and comprehensiveness.

Requirements after Award:

- Performance Security (shall be submitted within ten (10) days upon receipt of the Notice of Award based on RA 12009)

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

Procurement of Geodetic Surveying Services for PNOC Properties

LOT NO.	LOT AREA (sqm)	LOCATION	ABC (P)	TOTAL AMOUNT OF QUOTATION (P)
1	2,446	Brgy. Dolores, San Fernando City Pampanga	70,000.00	
	1,019	Poblacion, Lingayen Pangasinan	70,000.00	
	965 866	Brgy. Sta Rosa, Cainta Rizal	100,000.00	
	1.5 has	Sitio Carbonsite, Lamao, Limay, Bataan	110,000.00	
	499	Cor Colon & Borromeo Sts, Cebu City	150,000.00	
	1,240	Lapu-Lapu City, Cebu		
TOTAL ABC:			500,000.00	
LOT NO.	LOT AREA (sqm)	LOCATION	ABC (P)	
2	21,931	Purok 3 Brgy. Gusa, Cagayan De Oro City	130,000.00	
	147	Mississippi St. Carolina Subdivision Brgy Sta Cruz Antipolo City, Rizal	45,000.00	
	279	Brgy. Pasong Buaya II, Imus Cavite	45,000.00	
	155	32 Benevolence St., Goodwill Homes, San Bartolome Novaliches, Quezon City	60,000.00	
	278.6	79-A Magat Salamat Brgy. Marilag, Proj 4, Quezon City	60,000.00	
	1,888	Lopez Jaena St. Brgy. Capasigan Pasig City	60,000.00	
	213	Miramar Subd, Dungon B, San Isidro Jaro, Iloilo City	100,000.00	
TOTAL ABC:			500,000.00	
Total amount of ABC: Php 1,000,000.00				
Delivery Schedule:		Sixty (60) calendar days from receipt of the Notice to Proceed		
Delivery Place:		PNOC-Main Office, BGC, Taguig		
		Awarding on per lot basis/one (1) lot		

TERMS OF REFERENCE

PROCUREMENT OF GEODETIC SURVEYING SERVICES FOR PNOC PROPERTIES

Location: Several Provinces (Metro Manila, Bataan, Cavite, Rizal, Cebu, Pangasinan, Pampanga, Iloilo City and Cagayan de Oro City)

Justification: The Philippine National Oil Company (PNOC) shall engage services of an independent licensed Geodetic Engineer or land surveying company formed by a licensed geodetic engineer/s, to undertake land survey services for purposes of identifying boundaries of the lot; placing of markings/concrete monuments on the established corners; reflecting the exact location of the structures/facilities located within the lot; determine the lot status and in general to have records of survey plans for these properties.

Project Cost: One Million Pesos (Php1,000,000.00) composed of two (2) items, as follows:

1. Item I = Php500,000.00 (6 locations)
2. Item II = Php500,000.00 (7 locations)

Project cost includes the following: Research, transportation, lodging, professional fees of the contractor and its personnel, representation if any, and all applicable taxes.

Bidders should submit their bid per item (with breakdown of amount per location) and the bid amount must be inclusive of all applicable taxes. Winning bidder will be determined per Item.

Terms of Reference:

A. **Project Description with Project Cost per Location:** The land survey requirements, property description and project cost are as follows:

Item I	Lot Area (sqm)	Location	Lot Status	Project Description	Project Cost
1	2,446	Brgy. Dolores, San Fernando City Pampanga	With gasoline station	Relocation survey w as-built	70,000.00
	1,019	Poblacion, Lingayen Pangasinan	With commercial building	Relocation survey w as-built	70,000.00
	965 866	Brgy. Sta Rosa, Cainta Rizal	Vacant commercial lots (adjoining)	Relocation survey	100,000.00
	1.5 has	Sitio Carbonsite, Lamao, Limay, Bataan	Raw lot with few informal settlers/trees/shrubs	As found /built survey	110,000.00
	499	Cor Colon & Borromeo Sts, Cebu City	With Mc Donald	Relocation survey w/ as-built	150,000.00
	1,240	Lapu-Lapu City, Cebu	With gasoline station		
TOTAL PROJECT COST – ITEM I					500,000.00

Item II	Lot Area (sqm)	Location	Lot Status	Project Description	Project cost
2	21,931	Purok 3 Brgy. Gusa, Cagayan De Oro City	Agricultural lot	Relocation survey	130,000.00
	147	Mississippi St. Carolina Subdivision Brgy Sta Cruz Antipolo City, Rizal	Vacant residential lot	Relocation survey	45,000.00
	279	Brgy. Pasong Buaya II, Imus Cavite	Residential lot	Relocation survey	45,000.00
	155	32 Benevolence St., Goodwill Homes, San Bartolome Novaliches, Quezon City	Residential lot with house	Relocation survey w/ as-built	60,000.00
	278.6	79-A Magat Salamat Brgy. Marilag, Proj 4, Quezon City	Residential lot w/house	Relocation survey w/ as-built	60,000.00
	1,888	Lopez Jaena St. Brgy. Capasigan Pasig City	Residential lot w/ house	Relocation survey w/ as-built	60,000.00
	213	Miramar Subd, Dungon B, San Isidro Jaro, Iloilo City	Residential lot w/ house	Relocation w/ as-built	100,000.00
TOTAL PROJECT COST ITEM II					500,000.00

B. **Project Duration:** Sixty (60) calendar days from receipt of the Notice to Proceed.

Notes: The following instances shall not be set against the duration of the project.

1. Delays not attributable to the parties such as resistance from occupants;
2. Delays due to the compliance with LGU requirements for permitting/clearance if required;
3. Period after submission to PNOC of the initial survey plan/report until conduct of joint inspection/validation of survey work made.

C. Scope of Work:

1. Upon submission of bid – to submit work plan and/or methodology of the land survey with emphasis on the clarity, and comprehensiveness of the approach which may include among others:
 - a. Work plan / methodology in undertaking until completion of the relocation survey, as-built survey.
 - b. Preliminary site investigation and technical research.
 - c. Control establishment covering the entire survey area in accordance with the standards of the Revised Manual for Land Surveys in the Philippines (MLSP);
 - d. Establish Control Stations with the aid of Real-Time Kinematic (RTK) Global Navigation Satellite System (GNSS) and reflect all necessary data in the corresponding traverse computations.
 - e. Manner of installation of concrete monuments as prescribed in the Revised MLSP or any acceptable markings for all boundary corners.
2. Undertake research of reference documents and computations using the available technical records and other relevant documents/records of the lot with the NAMRIA, DENR, LRA, Assessor's Office, Registry of Deeds Office, pertinent to the subject property to be surveyed, and those of adjoining properties that may be used for reference/validation purposes.
3. The contractor shall secure necessary survey permits or clearances from appropriate government agencies, e.g., LGU's, DENR, BLGU, if necessary.
4. Coordinate and inform the local authorities; occupant; adjoining lot owner/s of the schedule of relocation survey and explain the land survey activities to be undertaken on-site. If assistance of Barangay personnel is necessary during the actual survey work, the Contractor shall undertake to directly coordinate with the appropriate office.
5. The contractor to provide complete land surveying equipment, manpower to undertake the land survey and service vehicle for the movement of its personnel on-site.
6. Undertake actual relocation survey and as-built to determine metes and bounds of property boundaries using RTK- GNSS.
7. Submit separate survey plan indicating the location and estimated area/s of any encroachments by DPWH / Government /Private entities projects such as road network and other government offices located within the property.
8. Contractor to coordinate with PNOC Asset Management Department (AMD) for the conduct of on-site joint inspection/validation of completed survey works (after submission of survey plan/s, field survey report). Work shall only be completed after the conduct of joint validation with PNOC representatives.
9. Should there be a need to resolve boundary conflicts and/or other related concerns relative to the survey of the property/ies, the Contractor shall provide PNOC all data and information as maybe relevant.
10. Meet with PNOC Asset Management Department representative/s for further instructions and available document for reference prior to the research/commencement of the survey works.

D. Other terms and conditions:

1. Expenses for research, transportation, lodging, personnel costs, representation cost if any, shall be on the account of the contractor/surveyor.
2. Bidders should submit their bid per item (with breakdown of amount per location) and the bid amount must be inclusive of all applicable taxes. Winning bidder will be determined per Item.

E. Deliverables:

1. Relocation plan – two (2) copies original and two (2) copies blue print.
2. Relocation plan w/ as -built - two (2) copies original and two (2) copies blue print.
3. Digital copy of the report, survey plan, pictures & videos and KMZ/KML files.
4. Two (2) copies each of all the plans reduced in A3, A4 sizes.
5. Field notes, lot data computations, and narrative report (field survey report) of the survey undertaken with descriptions of the boundary monuments of the property and the control points used in the survey.
6. Geotagged photographs of the location of corners/installed monuments, pictures of the facilities/structures within the lot.

F. Terms of Payment of Services Rendered for each Items:

Item I & II

1. Fifty (50%) percent upon completion of actual land survey and initial submission of draft plans for validation and fifty (50%) percent after validation by PNOC of survey works and submission of plans (final) and complete deliverables.
2. In case the survey of the property/ies are not completed, the bid amount for that property shall be excluded/deducted from the contract amount payable to the contractor.

G. Qualification of the land surveyor/surveying companies:

1. **For Land Surveyor (Single proprietor) –**
 - a. Must be a licensed Geodetic Engineer with valid license issued by Philippine Regulations Commission (PRC);
 - b. Firm must be duly registered with the Department of Trade and Industry (DTI).
 - c. Said land surveyor will lead in the actual survey works and signatory of all deliverables.
2. **For Land Surveying Companies (Corporation/partnership) –**
 - a. Should be owned/formed by a licensed Geodetic Engineers with valid licenses issued by the Philippine Regulations Commission (PRC).
 - b. Should be in the main business of Land Surveying Services.
 - c. Must be duly registered with the Securities and Exchange Commission (SEC).
 - d. Said Geodetic Engineers will lead and/or supervise the actual survey work.
3. Land surveyor (single proprietor/company/partnership) should have at least five (5) year minimum experience in land surveying services including their Geodetic Engineer/s to be assigned to undertake the actual land survey.

4. Have the necessary survey equipment using RTK GNSS; tools and other personal protective equipment for their personnel; and service vehicle to transport its own personnel to carry the project and during their project execution.
5. Have the capacity to supply experienced key personnel (*Geodetic, survey aide, instrument man, CAD personnel*) to assist in the actual survey work.
6. Have the financial capacity to shoulder in advance the necessary expenses for: research, transportations and lodging etc.
7. Must have various land surveying services fully completed for the last five (5) years. Listing should be submitted with details of amount of contract, duration, certification/proof of completion and contact person; b.) list of on-going contract/s (government & private, if any); and c.) awarded contract/s but not yet started.
8. Curriculum vitae of the geodetic engineers and all personnel assigned for the projects are required to be submitted for validation (duly signed by the land surveyor/land survey companies). Educational background, number of training and works experience are among the criteria considered by PNOC in the selection of winning contractor.

H. Definition of Similar Experience/Projects

- *Similar project* – refers to completed projects on particular land surveying services as required by PNOC.
- *Related project* – refers to completed projects on any other various land surveying services.

J. Criteria for Evaluation of Technical and Financial Bids - (Quality – Cost Based Evaluation Procedure) – Small Value Procurement

	Criteria	Percentage	
I.	Technical Proposal		70%
	A. Plan of approach / work plan and timeframe	25%	
	B. Experience and capability of the surveying company/firm to complete the project	25%	
	C. Quality of personnel assigned to the project	20%	
II.	Financial Proposal		30%
	Bid amount	30%	
Total			100%

Bid Evaluation of Bidders for Land Survey Services
(Quality-Cost Based Evaluation Procedure)

Criteria	Weight		Units of Measure	1	2	3	4	5
I. Technical Proposal		70%						
A. Plan of approach /Work Plan and Timeframe								
A.1 Comprehensive ness / innovativeness / clarity of the plan	15%		Inclusion of all required activities prior to and after the conduct of actual survey as specified in the TOR ; use of modern technology	x	x	Compliant to the TOR	Compliant to the TOR with added plan / approach /innovativeness for effective & efficient survey work	Compliant to the TOR with added plan / approach / innovativeness for effective/efficient survey work With added use of highly technical equipment With added plan and capability to handle issue/s concerns raised by the illegal settlers to the survey team during the actual survey work.
A.2 Timeframe for activity completion	10%		Completion within the project duration;	x	x	60 days	50-60 Days	50 days below
B. Experience and capability of the surveying company /consultant to complete the project								
B.1. Experience of the company/consultant and key personnel	10%		# years of experience of the company and the Geodetic Engineer assigned to the project	x	x	5	6-9	10 & Above

B.2 Records of previous engagement and quality of performance in similar & related projects	10%		# of years of experience of key staff (survey aide, instrument man, drone pilot)	1-2 yrs	3-4yrs	5yrs	5-9yrs	Above 10
	5%		Rating / feedback	x	Negative feedback	Satisfactory	Very Satisfactory	Outstanding
C. Quality of personnel to be assigned								
C.1 Geodetic Engineer	10%		General qualification including education and training	X	X	X	Degree holder, Licensed, w/ training	Licensed, w/ post grad & other license & 3 or more trainings
C.2 Survey Aide, Instrument Man, drone pilot, etc	10%		General qualification including education and training	X	X	Non degree holder / trained	Degree holder / trained	w/ post grad, licensed / trained
I. Financial Proposal		30%						
A. Amount of Bid (which should be below the ABC)	30%		The lowest Financial Proposal (FI) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below: $Sf = 100 \times FI/F$ Where: Sf is the financial score of the Financial Proposal under consideration; FI is the lowest Financial Proposal; and F is the Financial Proposal under consideration A. <u>Financial Ratings</u> (Sf x 2).					
TOTAL		100 %						

Notes:

1. Rating from 1 -5, 5 being the highest

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.
10. Warranty Security pursuant to Section 90.1 of RA 12009 shall not be imposed.

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 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.

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 _____.

Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position						
Personal Information						
Name of Staff						
Address				Contact No.		Email Address
Date of Birth		Citizenship			Civil Status	
Project Experience (start from the current employment, add rows if necessary) <i>Similar and Related to the Project</i>						
EMPLOYER (AGENCY / COMPANY NAME) (Write in Full)	CLIENT (COMPANY NAME) (Write in Full)	PROJECT TITLE With Brief Project Description (Write in Full)	PROJECT DURATION (MM/DD/YYYY)		POSITION TITLE (Write in Full)	DETAILED JOB DESCRIPTION
			START	END		
Relevant Training (start from the most recent, add rows if necessary)						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				
Education (start from the most recent, add rows if necessary)						
School	Inclusive Dates		Degree Course (Indicate if Completed)	Scholarships / Academic Honors Received		
	From	To				

Technical Expertise				
Database				
Operating Systems				
Application Software				
Professional Licenses, Certificates, Other Credentials				
Title			Date Received	

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

_____ Date: _____
[Printed Name and Signature of staff member] *MM/DD/YYYY*

Certified Correct:

_____ Date: _____
[Printed Name and Signature of authorized representative of the firm] *MM/DD/YYYY*

COMPLETED CONTRACTS

This is to certify that _____ (consultant) _____ has the following completed contracts:

PROJECT NAME (INCLUDING NAME, ADDRESS OF CLIENT, CONTACT NO.)	DATE OF CONTRACT (MM/DD/YYYY)	TYPE OF CONTRACT (BRIEF PROJECT DESCRIPTION)	START DATE (MM/DD/YYYY)	COMPLETION DATE (MM/DD/YYYY)	AMOUNT OF CONTRACT	CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)

Name and Signature of Authorized Representative

Date

ONGOING CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ (consultant) _____ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

Note: If the bidder does not have any on-going project, please state “None” in the form above and include the form in the submission of eligibility requirements.

Name and Signature of Authorized Representative

Date