



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
MANILA

BIDS AND AWARDS COMMITTEE


REQUEST FOR QUOTATION

The Insurance Commission (IC) invites all interested suppliers, which are **registered in the Philippine Government Electronic Procurement System (PhilGEPS)**, to submit their *lowest price proposal/quotation* for the **Supply, Delivery, and Installation of Modular Workstations and Accessories for the Insurance Commission**, subject to the attached Terms of Reference (TOR):

NAME OF PROJECT	Supply, Delivery, and Installation of Modular Workstations and Accessories for the Insurance Commission (IC)
PURCHASE REQUEST/REF. NO.	2018 – 08 – 288
LOCATION	IC Building, 1071 United Nations Avenue, Ermita, Manila
APPROVED BUDGET	Six Hundred Five Thousand Pesos (PhP605,000.00) <i>including all applicable taxes</i>

The **SEALED QUOTATION** together with the attached Reply Slip in submitting price quotation to the Insurance Commission. The deadline of submission of the proposal/quotation is on **29 October 2018 12:00 Noon** at the following contact information:

Contact Person: Jenina Rousel A. Vergara / IC Administrative Office I
Office Address: 2/F Administrative Division
INSURANCE COMMISSION Building
1071 United Nations Ave.
Ermita, Manila
Telephone Nos.: 523-8461 to 70 local 120; 5243548
Email: jra.vergara@insurance.gov.ph


EDWIN CORNELIUS A. LAUZ
Chairperson
Bids and Awards Committee

TERMS OF REFERENCE

SUPPLY, DELIVERY, INSTALLATION OF MODULAR WORKSTATIONS AND ACCESSORIES FOR THE INSURANCE COMMISSION (IC)

I. Approved Budget for the Contract

The price proposal/quotation should not exceed the Approved Budget for the Contract of **Six Hundred Five Thousand Pesos (Php605,000.00)**. Prices are inclusive of taxes and all applicable charges.

II. Terms of Reference :

IC MINIMUM AND ESSENTIAL SPECIFICATIONS
<u>GENERAL WORK REQUIREMENTS</u>
A. The Insurance Commission invites the services of a qualified contractor/supplier for the Supply, Delivery and Installation of Modular Workstations for the following:
1. To supply, deliver, install and design modular equipment workstations for the Four (4) offices and One (1) newly created Division, namely: (a) Office of the Commissioner (OCOM); (b) Office of the Deputy Insurance Commissioner – Legal Services Group; (c) Office of the Deputy Insurance Commissioner – Financial Examination Group (FEG); (d) Office of the Deputy Insurance Commissioner – Management Support Services Group (MSSG) and (e) Health and Maintenance Organization (HMO) Division;
2. To provide equitable/uniform space allocation for each staff and Division Chief;
3. Existing Tables to be use for the: (a) Office of the Commissioner (OCOM); (b) Office of the Deputy Insurance Commissioner – Legal Services Group; (c) Office of the Deputy Insurance Commissioner – Financial Examination Group (FEG); (d) Office of the Deputy Insurance Commissioner – Management Support Services Group (MSSG)
4. Inspection/assessment of the area and preparation of initial layout and specifications of the modular workstations, office chairs and accessories;
5. Dismantling of all necessary wirings, cabling, conduits and devices and restoration of the same in the area;
6. The prospective bidder/s is advised to conduct ocular inspection to measure the actual floor area and able to come-up the exact measurement per rooms allotment;
7. The prospective bidders shall submit their initial technical floor lay-out design and the 3-dimensional presentation of the proposed office lay-out design without owner's copyright and subject for alterations/revisions by the IC;
B. Warranty of One (1) year against defects attributable to equipment/materials/accessories supplied and/or poor workmanship starting from the date of the CERTIFICATE OF FINAL ACCEPTANCE is issued.

ITEM NO.	DESCRIPTION / SPECIFICATION	QTY	U/M
I	OFFICE OF THE COMMISSIONER (OCOM)		
	1. CHIEF OF STAFF (COS)	1	lot
	a. <u>PARTITIONS</u> : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 40 cm MDF Borad with Fabric and 40 cm H Clear Glass with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 150W x 150H x 2.5D cm	2	pcs
	ii. 140W x 150H x 2.5D cm	1	pc
	iii. 120W x 150H x 2.5D cm	2	pcs
	iv. 45 cm W x 150 cm H x 2.5 cm D	1	pc
	b. <u>EXECUTIVE CHAIR</u> – Fabric seat, mesh backrest and headrest, adjustable padded armrest, adjustable tension lumbar support, pneumatic seat height adjustment, butterfly mechanism with five star nylon base and casters	1	pc
	c. <u>VISITOR'S CHAIR</u> – Fabric seat, mesh backrest fixed armrest lumbar support with steel chrome cantilever base	1	pc
	2. STAFF WORKSTATION 1	3	lots
	a. <u>PARTITIONS</u> : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 30 cm MDF Board with Fabric and 20 cm H with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 150W x 110H x 2.5D cm	1	Pc
	ii. 60 W x 110H x 2.5D cm	2	pcs
	b. <u>STAFF CHAIR</u> – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters	1	pc
	3. STAFF WORKSTATION 2	1	lot
	a. <u>PARTITIONS</u> : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 30 cm MDF Board with Fabric and 20 cm H with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 150W x 110H x 2.5D cm	1	pc
	ii. 102.5W x 110H x 2.5D cm	1	pc
	iii. 60W x 110H x 2.5D cm	2	pcs
	b. <u>STAFF CHAIR</u> – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters	1	pc
II	OFFICE OF THE DEPUTY INSURANCE COMMISSIONER – LEGAL SERVICES GROUP (LSG)		
	1. STAFFS' WORKSTATION	1	lot
	a. <u>PARTITIONS</u> : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 20 cm MDF Board with Fabric and 20 cm H with Aluminum		

	Frame in powder coat finish Wire Raceway; and accessories		
	i. 90W x 110H x 2.5D cm	6	pcs
	ii. 80W x 110H x 2.5D cm	2	pcs
	iii. 60W x 110H x 2.5D cm	2	pcs
	b. PARTITIONS : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 40 cm MDF Board with Fabric and 40 cm H with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 150W x 150H x 2.5D cm	2	pcs
	ii. 60W x 150H x 2.5D cm	2	pcs
	c. STAFF CHAIR – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters		2 pcs
III	OFFICE OF THE DEPUTY INSURANCE COMMISSIONER – FINANCIAL SERVICES GROUP (FEG)		
	1. STAFFS' WORKSTATIONS	2	lots
	a. PARTITIONS : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 20 cm MDF Board with Fabric and 20 cm H with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 150W x 110H x 2.5 cm Thick	1	pc
	ii. 90W x 110H x 2.5 cm Thick	1	pc
	i. 60W x 110H x 2.5 cm Thick	3	pcs
	b. TABLE TOP : Wood Grain Laminate Finish, Leg and Modesty in Powder coat Finish		
	i. 1500W x 600D x 740H mm	1	pc
	c. SIDE TABLE : Wood Grain Laminate Finish, Leg and Modesty in Powder coat Finish		
	i. 900W x 600D x 740H mm	1	pc
	d. STAFF CHAIR – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters		1 pc
IV	OFFICE OF THE DEPUTY INSURANCE COMMISSIONER - MANAGEMENT SUPPORT SERVICES GROUP (MSSG)		
	1. STAFFS' WORKSTATIONS	2	lots
	a. PARTITIONS : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 20 cm MDF Board with Fabric and 20 cm H with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 150W x 110H x 2.5D cm	2	pcs
	ii. 60W x 110H x 2.5D cm	2	pcs
	b. STAFF CHAIR – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters		1 pc
V	HEALTH AND MAINTENANCE ORGANIZATION (HMO) DIVISION		

	1. DIVISION MANAGER'S WORKSTATIONS	1	lot
	a. <u>PARTITIONS</u> : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 40 cm MDF Borad with Fabric and 40 cm H Clear Glass with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 120W x 150H x 2.5D cm Thick	2	pcs
	ii. 60W x 150H x 2.5D cm Thick	1	pc
	b. <u>TABLE TOP</u> : Wood Grain Laminate Finish, Leg and Modesty in Powder coat Finish		
	i. 1400mm W x 700mm D x 740mm H	1	pc
	c. <u>SIDE TABLE</u> : Wood Grain Laminate Finish, Leg and Modesty in Powder coat Finish		
	i. 1000mm W x 450mm D x 740mm H	1	pc
	d. <u>EXECUTIVE CHAIR</u> – Fabric seat, mesh backrest and headrest, adjustable tension lumbar support pneumatic seat height adjustment, butterfly mechanism with five star nylon base and casters	1	pc
	e. <u>VISITOR'S CHAIR</u> – Fabric seat, mesh backrest fixed armrest lumbar support with steel chrome cantilever base	1	pc
	2. Staff Modular Partitions – 6 Seater	1	Lot
	a. <u>PARTITIONS</u> : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 20 cm MDF Board with Fabric and 20 cm H with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 100W x 110H x 2.5 cm Thick	3	pcs
	ii. 60w x 110H x 2.5 cm Thick	8	pcs
	b. <u>TABLE TOP</u> – Wood Grain Laminate Finish		
	i. 100W x 60D x 3.0 cm Thick	6	pcs
	c. <u>STAFF CHAIR</u> – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters	6	pcs
VI	SCOPE OF WORK	1	lot
	INSTALLATION AND TESTING		
	1. The winning bidder must install the modular partitions;		
	2. Submit an installation and schedule plan to be approved by IC;		
	3. Dismantling of all necessary wirings, cabling, conduits and devices and restoration of the same in the area;		
	4. The prospective bidder/s is advised to conduct ocular inspection to measure the actual floor area and able to come-up the exact measurement per rooms allotment;		
	5. The period for correction of defects should be within seven (7) working days after testing;		
	6. All levels of testing will be conducted at the site;		

	7. The Supplier should always coordinate with Procuring Entity's representative before commencing work;
	8. Performs any other tasks that may be necessary to implement the above-mentioned scope of works or as may be instructed by the IC.
VII	WARRANTY / MAINTENANCE / TECHNICAL SUPPORT
	1. All modular partitions, and office chairs comes with 1-year limited warranty from the manufacturer's defects;
	2. Documentation of problems, isolation, cause and rectification procedures for building knowledge base for the known problems;
	3. Must submit a warranty certificate of all installed modular partitions and office chairs;
VIII	DOCUMENTATION
	The winning bidder must provide <i>Four (4) copies of AS-BUILT-PLANS</i> after the installed modular workstations, including <i>Floor Plans and Perspective View</i>
	1. Office of the Commissioner (OCOM);
	2. Office of the Deputy Insurance Commissioner – Legal Services Group (LSG);
	3. Office of the Deputy Insurance Commissioner Financial Examination Group (FEG);
	4. Office of the Deputy Insurance Commissioner Management Support Services Group; and
	5. Health and Maintenance Organization (HMO) Division
IX	ACCEPTANCE
	IC personnel must review and conduct a physical testing on the delivered modular partitions, and office chairs. All deliverables mentioned above should be checked by IC and complied by the winning bidder before the final acceptance and turnover of the project.
XI	DELIVERY ADDRESS AND DATE
	The winning bidder must deliver the goods not more than thirty (30) days upon receipt of the Notice To Proceed (NTP) and must delivered at 1071 Insurance Commission Building United Nations City

III. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 of the Revised implementing Rules and Regulations (RIRR) of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

IV. Schedule of Delivery and Installation

The schedule of delivery and installation should be completed within thirty (30) days from the receipt of Notice to Proceed (NTP).

V. Penalties

A deduction of five percent (5%) of the total contract price would be imposed for every day of extension of the delivery and installation.

VI. Other Documents Required for Awarding of Contract

1. Proof of PhilGEPS Registration
2. Business Registration (SEC/DTI/CDA)
3. Mayor's/Business Permit (1 Certified True Copy)
4. Latest Income/Business Tax Return (1 Certified True Copy)
5. Notarized Omnibus Sworn Statement (1 Original Copy)

VII. General Conditions of the Contract

1. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative;
2. All bids shall include all applicable taxes and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation; and
3. For verification purposes, the bidder with the lowest bid shall be required to present the original copy of the required documents upon submission, specified in Item VI of the Terms of Reference, as appropriate.

The IC reserves the right to reject any or all quotations/bids, to annul the procurement process, to reject all quotations/bids at any time prior to contract award, without thereby incurring any liability to the affected Bidder(s), and to accept only the offer that is most advantageous to the Government.


DIONESIO A. DIMPAS
Head, Technical Working Group

REPLY SLIP

Name of Supplier : _____
Office Address : _____
Email Address : _____
Telephone Number : _____
Business Registration No. : _____
Tax Identification No. : _____
PhilGEPS Registration/Organization No. : _____

After having carefully read and accepted the provisions under the Terms of Reference for the **SUPPLY, DELIVERY, AND INSTALLATION OF MODULAR WORKSTATIONS AND ACCESSORIES FOR THE INSURANCE COMMISSION (IC)**, I/we quote you on the item at prices noted below:

ITEM NO.	DESCRIPTION / SPECIFICATION	QTY	U/M	TOTAL COST
I	OFFICE OF THE COMMISSIONER (OCOM)			
	1. CHIEF OF STAFF (COS)	1	lot	
	a. PARTITIONS : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 40 cm MDF Borad with Fabric and 40 cm H Clear Glass with Aluminum Frame in powder coat finish; Wire Raceway; and accessories			
	i. 150W x 150H x 2.5D cm	2	pcs	
	ii. 140W x 150H x 2.5D cm	1	pc	
	iii. 120W x 150H x 2.5D cm	2	pcs	
	iv. 45 cm W x 150 cm H x 2.5 cm D	1	pc	
	b. EXECUTIVE CHAIR – Fabric seat, mesh backrest and headrest, adjustable padded armrest, adjustable tension lumbar support, pneumatic seat height adjustment, butterfly mechanism with five star nylon base and casters	1	pc	
	c. VISITOR'S CHAIR – Fabric seat, mesh backrest fixed armrest lumbar support with steel chrome cantilever base	1	pc	
	2. STAFF WORKSTATION 1	3	lots	
	a. PARTITIONS : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 30 cm MDF Board with Fabric and 20 cm H			

	with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 150W x 110H x 2.5D cm	1	pc
	ii. 60 W x 110H x 2.5D cm	2	pcs
	b. STAFF CHAIR – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters	1	pc
	3. STAFF WORKSTATION 2	1	lot
	a. PARTITIONS : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 30 cm MDF Board with Fabric and 20 cm H with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 150W x 110H x 2.5D cm	1	pc
	ii. 102.5W x 110H x 2.5D cm	1	pc
	iii. 60W x 110H x 2.5D cm	2	pcs
	b. STAFF CHAIR – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters	1	pc
II	OFFICE OF THE DEPUTY INSURANCE COMMISSIONER – LEGAL SERVICES GROUP (LSG)		
	1. STAFFS' WORKSTATION	1	lot
	a. PARTITIONS : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 20 cm MDF Board with Fabric and 20 cm H with Aluminum Frame in powder coat finish Wire Raceway; and accessories		
	i. 90W x 110H x 2.5D cm	6	pcs
	ii. 80W x 110H x 2.5D cm	2	pcs
	iii. 60W x 110H x 2.5D cm	2	pcs
	b. PARTITIONS : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 40 cm MDF Board with Fabric and 40 cm H with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	iii. 150W x 150H x 2.5D cm	2	pcs
	iv. 60W x 150H x 2.5D cm	2	pcs
	c. STAFF CHAIR – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters	2	pcs
III	OFFICE OF THE DEPUTY INSURANCE COMMISSIONER – FINANCIAL SERVICES GROUP (FEG)		
	1. STAFFS' WORKSTATIONS	2	lots

	a. <u>PARTITIONS</u> : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 20 cm MDF Board with Fabric and 20 cm H with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 150W x 110H x 2.5 cm Thick	1	pc
	ii. 90W x 110H x 2.5 cm Thick	1	pc
	ii. 60W x 110H x 2.5 cm Thick	3	pcs
	b. <u>TABLE TOP</u> : Wood Grain Laminate Finish, Leg and Modesty in Powder coat Finish		
	i. 1500W x 600D x 740H mm	1	pc
	c. <u>SIDE TABLE</u> : Wood Grain Laminate Finish, Leg and Modesty in Powder coat Finish		
	i. 900W x 600D x 740H mm	1	pc
	d. <u>STAFF CHAIR</u> – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters	1	pc
IV	OFFICE OF THE DEPUTY INSURANCE COMMISSIONER - MANAGEMENT SUPPORT SERVICES GROUP (MSSG)		
	3. STAFFS' WORKSTATIONS	2	lots
	a. <u>PARTITIONS</u> : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 20 cm MDF Board with Fabric and 20 cm H with Aluminium Frame in powder coat finish; Wire Raceway; and accessories		
	i. 150W x 110H x 2.5D cm	2	pcs
	ii. 60W x 110H x 2.5D cm	2	pcs
	b. <u>STAFF CHAIR</u> – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters	1	pc
V	HEALTH AND MAINTENANCE ORGANIZATION (HMO) DIVISION		
	1. DIVISION MANAGER'S WORKSTATIONS	1	lot
	a. <u>PARTITIONS</u> : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 40 cm MDF Borad with Fabric and 40 cm H Clear Glass with Aluminum Frame in powder coat finish; Wire Raceway; and accessories		
	i. 120W x 150H x 2.5D cm Thick	2	pcs
	ii. 60W x 150H x 2.5D cm Thick	1	pc
	b. <u>TABLE TOP</u> : Wood Grain Laminate Finish, Leg and Modesty in Powder coat Finish		
	i. 1400mm W x 700mm D x 740mm H	1	pc

	c. <u>SIDE TABLE</u> : Wood Grain Laminate Finish, Leg and Modesty_in Powder coat Finish			
	i. 1000mm W x 450mm D x 740mm H	1	pc	
	d. <u>EXECUTIVE CHAIR</u> – Fabric seat, mesh backrest and headrest, adjustable tension lumbar support pneumatic seat height adjustment, butterfly mechanism with five star nylon base and casters	1	pc	
	e. <u>VISITOR'S CHAIR</u> – Fabric seat, mesh backrest fixed armrest lumbar support with steel chrome cantilever base	1	pc	
	4. Staff Modular Partitions – 6 Seater	1	Lot	
	a. <u>PARTITIONS</u> : 2.5 cm thick partitions, 70 cm MDF Board with Fabric, 20 cm MDF Board with Fabric and 20 cm H with Aluminum Frame in powder coat finish; Wire Raceway; and accessories			
	i. 100W x 110H x 2.5 cm Thick	3	pcs	
	ii. 60w x 110H x 2.5 cm Thick	8	pcs	
	b. <u>TABLE TOP</u> – Wood Grain Laminate Finish			
	i. 100W x 60D x 3.0 cm Thick	6	pcs	
	c. <u>STAFF CHAIR</u> – Fabric seat and mesh backrest, fixed armrest, Back Tilt Tension and Seat height adjustment, butterfly mechanism with five star nylon base and casters	6	pcs	

Signature over Printed Name of Supplier/
Authorized Representative

Position: _____

Date: _____

Omnibus Sworn Statement

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

AFFIDAVIT

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

1. Select one, delete the other:

If a sole proprietorship: I am the sole proprietor of *[Name of Bidder]* with office address at *[address of Bidder]*;

If a 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]*;

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for *[Name of the Project]* of the *[Name of the Procuring Entity]*;

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the *[Name of Bidder]* in the bidding as shown in the attached *[state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)]*;

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;
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 rest:**

If a sole proprietorship: I am not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a partnership or cooperative: None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

If a corporation or joint venture: None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [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 [Name of the Project].
9. [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.

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 2018
t _____, Philippines.

Bidder's Representative/Authorized Signatory