



Republic of the Philippines
Department of Finance
INSURANCE COMMISSION
1071 United Nations Avenue, Manila



REQUEST FOR QUOTATION

The Insurance Commission (IC), invites all PhilGEPS registered suppliers and/or service providers to participate and submit their *lowest quotation* on the item listed below, subject to the attached Terms of Reference:

NAME OF PROJECT	Subscription for Talent Assessment Tool
REFERENCE NO. / PURCHASE REQUEST NO.	Purchase Request No. 2024-12-387
LOCATION	IC Main Office Building, 1071 United Nations Avenue, Ermita, Manila
MODE OF PROCUREMENT	Negotiated Procurement – Small Value Procurement (Section 53.9, Updated 2016 Revised Implementing Rules and Regulations of RA No. 9184)
APPROVED BUDGET FOR THE CONTRACT (ABC)	One Million Pesos (PhP 1,000,000.00) <i>inclusive of taxes and other charges</i>
DEADLINE OF SUBMISSION OF QUOTATION/S	<u>08</u> January 2025, 12:00 NN

The **SEALED QUOTATION** with enclosed **REPLY SLIP**, including the required documents as enumerated therein, must be submitted not later than **12:00 NN, 08 January 2025** to the Human Resource Division through the following:

**Contact Persons and
Email Addresses** : **Sandra B. Icasiano**
IC Administrative Officer II
sb.icasiano@insurance.gov.ph

Jamie Camille D. Lechuga
IC Administrative Officer II
jcd.lechuga@insurance.gov.ph

Office Address : Ground Floor, IC Main Office Building
1071 United Nations Avenue, Ermita, Manila

Telephone No. : (02) 8523-8461 local 106


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

Manila, 03 January 2025

TERMS OF REFERENCE

Subscription for Talent Assessment Tool

(Purchase Request No. 2024-12-387)

I. Approved Budget for the Contract

The price quotation should not exceed the Approved Budget for Contract (ABC) inclusive of 12% VAT and all other applicable taxes and charges, as follows:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract in PhP</i>
Subscription for Talent Assessment Tool 1. Cognitive/Mental Ability Assessments; 2. Personality and/or Behavioral Assessments; 3. Competency/Skills Assessments; and, 4. Video Interview. Overview: <ul style="list-style-type: none">• Tests Suitable for Various Human Resource Actions: The assessments provided must be suitable for a range of human resource activities, including but not limited to hiring, promotions, and learning and development evaluations.• Computer Adaptive Testing Capabilities: For Cognitive/Mental Ability Assessments, the tool must adapt the sequence and difficulty of the test items in response to the correctness of the test-taker's answers.• Mechanism to Prevent Test Item Repetition: The tool must include a feature to ensure test items are not repeated.• Immediate Online Results Generation: The tool must be capable of generating immediate results upon exam completion, including percentile scores and standard interpretations.	One (1) Lot	One Million Pesos (PhP 1,000,000.00)

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Approved Budget for Contract in PHP</i>
<ul style="list-style-type: none"> • Video Interview Feature: The tool must include a feature that allows test-takers to record their interview responses directly within the system. • Meter-Based Assessment: The subscription must include at least 5,500 assessment meters for conducting a variety of assessments. 		

Bids received in excess of the ABCs shall be automatically disqualified during bid evaluation.

The price quotation must be valid for 30 days upon submission and should not be subject to change/increase during the contract's implementation.

II. Mode of Procurement

The mode shall be Negotiated Procurement – Small Value Procurement as provided under Section 53.9 and Annex "H" of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184, otherwise known as the *Government Procurement Reform Act*.

III. Technical Specifications

At the minimum, the assessment tool should have the capacity to evaluate the cognitive abilities, work ethics, competencies, leadership potential, and other relevant qualities of both candidates and existing personnel. The results obtained from this tool should be able to provide supplementary insights vis-à-vis the role requirements for hiring, promotion, learning and development interventions, and succession planning.

Moreover, the video interview feature should allow the agency to streamline the hiring process by reducing its reliance on live interviews and effectively manage the increasing number of applicants by facilitating all necessary assessments within a single, centralized platform.

The product must have the following features:

Cognitive/Mental Ability Assessments

Sub-Category	Descriptions of Scales Measured
Basic Mental Ability	Timed assessment that measures the following abilities: <ul style="list-style-type: none"> • Verbal Ability • Numerical Ability • Abstract Ability
Ability Profiler	Timed assessment that measures the following abilities:

Sub-Category	Descriptions of Scales Measured
	<ul style="list-style-type: none"> • Verbal Ability • Arithmetic Reasoning • Computation • Clerical Perception • Form Perception • Spatial Ability
Critical Thinking	<p>Timed assessment that measures the ability to demonstrate the following thinking and reasoning skills:</p> <ul style="list-style-type: none"> • Situations involving Analytical, Inferential, Deductive, and Inductive Reasoning • Logical Reasoning • Reasoning and Comprehension
Abstract Reasoning	<p>Timed culture-free intelligence test that measures inductive, deductive, and logical reasoning.</p>

Personality and/or Behavioral Assessments

Sub-Category	Descriptions of Scales Measured
Counter-Productive Work Behavior	<p>Provides essential information about candidates' ethical behavior or tendencies in terms of the following:</p> <ul style="list-style-type: none"> • Business Ethics • Dependability • Aggression • Substance Abuse • Integrity • Sexual Harassment
Emotional Stability	<p>Measures an individual's emotional stability and identifies areas needing support in:</p> <ul style="list-style-type: none"> • Self-Esteem: Self-appraisal and Social Interaction • Positive Well-Being: Collective Contentment and Optimistic Attitude • Stress Management: Resilience and Stress Tolerance • Personal Autonomy: Self-reliance and Assertive Expression of Ideas • Health Anxiety: Reaction to Physical Symptoms and Pessimistic View of one's health • Perfectionistic Ideals: Self-oriented Perfectionism and Other-oriented Perfectionism
"DISC" Personality Profile	<p>Assesses four (4) behavioral styles based on the DISC model of personalities:</p> <ul style="list-style-type: none"> • Dominant or Driver • Influencer or Inducer • Steady or Stable

Sub-Category	Descriptions of Scales Measured
	<ul style="list-style-type: none"> Compliant or Conventional
Ethics-Oriented Personality Assessment	<p>Evaluates the personality traits that govern a person's behavior using the Big Five (5) Personality traits with specific reports on:</p> <ul style="list-style-type: none"> Openness to Experience: Adventurousness, Openness to Aesthetics, Emotionality, Openness to Fantasy, Openness to Ideas, and Openness to Values Conscientiousness: Achievement Striving, Cautiousness, Responsibility, Orderliness, Self-Discipline, and Self-Efficacy Extraversion: Alertness, Assertiveness, Cheerfulness, Novelty Seeking, Friendliness, And Gregariousness Agreeableness: Helpfulness, Humility, Honesty, Understanding, and Trust Emotional Stability: Capacity to Withstand Stress, Calmness, Depression, Self-Consciousness, Immoderation, Vulnerability, and Emotional Maturity
Tenacity Assessment	<p>Measures the ability to persevere and stay focused on long-term goals by examining:</p> <ul style="list-style-type: none"> Resilience - The extent to which a person interprets and responds to adversity or challenges. Perseverance - The extent to which a person is committed in achieving a long-term goal. Optimism - The extent to which a person sees good outcomes on their experiences and perceives adversity positively.

Competency/Skills Assessments

Sub-Category	Descriptions of Scales Measured
Managerial Skills Test	<p>Measures essential managerial competencies, including:</p> <ul style="list-style-type: none"> Knowledge of Management Concepts and Application Entrepreneurship Skills Strategic Thinking and Planning Decision-Making and Problem-Solving
Supervisory Skills Test	<p>Measures essential supervisory behaviors, such as:</p> <ul style="list-style-type: none"> Management of Performance Quality Staffing and Personnel Actions Communications

Sub-Category	Descriptions of Scales Measured
	<ul style="list-style-type: none"> • Interpersonal Relations • Problem Analysis and Resolution • Project Planning • Direct Supervision
Competency Assessment	<p>Includes situational judgment tests that consists of the following competencies that provide essential insights for various human resources functions, such as hiring and promotions, performance management, compensation studies, rewards and recognition, and learning and development programs:</p> <p>Core Competencies:</p> <ol style="list-style-type: none"> 1. Communicating Effectively and Efficiently 2. Fostering Creativity 3. Client Satisfaction-Based Service 4. Integrity 5. Information Monitoring 6. Basic Leadership 7. Commercial Awareness 8. Adaptability and Flexibility 9. Results Orientation 10. Stress Management 11. Upholding Commitment to Continuous Learning 12. Teamwork and Collaboration 13. Planning and Organizing 14. Resourcefulness <p>Managerial Competencies:</p> <ol style="list-style-type: none"> 1. Leadership and Management Responsibility 2. Managing Results-Based Performance 3. Business Acumen 4. Making Decisions and Solving Problems 5. Vision and Goal Setting 6. Personal and Collective Accountability

Video Interview

Sub-Category	Description
Video Interview	Enables candidates/test-takers to record interview responses to evaluate job knowledge, skills and fitness.
Essay Test	Allows candidates/test-takers to submit essays to assess writing skills.
Combination: Video Interview & Essay Test	Allows candidates/test-takers to complete both video interview responses and essay submissions for a comprehensive evaluation.

Platform Features	
1	The assessment tool must be provided as a web-based application, compatible with mobile and desktop devices.
2	Must be compatible with widely used and current/latest operating systems and web browsers, including Windows 10 and 11, macOS, and Android 12/13.
3	Must have high-security measures, such as audit trail features that track the test-taker's activities (e.g., time spent on the assessment).
4	Must allow admin/users to assign specific functions and privileges to users as needed.
5	Must allow simultaneous access for multiple authorized administrators to manage assessments effectively.
6	Must be accessible through an online facility within the IC premises and guarantee 100% cloud-based storage.
7	Must maintain records of test-takers' assessment statuses (e.g., begun, completed, or taken previously) for up to three (3) years.
8	Must monitor the test-takers' progress in real-time and generate or regenerate assessment reports as needed.
9	Must include a webcam security feature to randomly capture test-takers' photos or activities during the assessment.
10	Must offer customization options for creating test batteries, video interview questions and scheduling templates.
11	Must integrate seamlessly with other HR solutions/systems, including job portals, HRIS, and performance management systems, as necessary.
12	Must prevent the replication of assessment or test items.
13	Must support video interviews and essay tests in addition to cognitive, personality/behavioral and skills assessments.
14	Must allow assessments (e.g., cognitive ability tests, personality tests, video interviews) to be accessed through a single link for test-takers to complete all exams on one platform.
15	Must provide customizable durations for each interview response and allow administrators to set specific time limits per question.
16	Must ensure video interviews are downloadable or reviewable directly from the cloud for user convenience.

General Functions	
1	Must include functions for administration, scoring, and interpretation of a comprehensive range of assessments essays and video interviews.
2	Must cover a minimum of 5,500 assessment meters, available for at least one (1) year from the date of full delivery and acceptance by the IC.

General Functions	
3	Must allow admin/users to access data and reports anywhere, including completed assessments from the start of the IC's usage.
4	Must provide immediate scoring and reporting for all tests and assessments and video recordings, with results provided to the IC immediately after completion.
5	Must provide monthly usage monitoring summaries for tracking purposes.
6	Must provide test-takers' assessment results and data at the end of the contract duration and ensure it remains accessible for at least 30 days following contract expiration.
7	Must provide continuous updates on assessment development and ensure high standards of reliability, validity, and fairness through extensive research methods.
8	Must allow administrators to schedule tests accessible at any time, either individually or in groups, and ensure that test-takers receive email notifications with login credentials or links to access the tests/assessments within the specified time frame. The Helpdesk/support team must be available from 8:00 AM to 5:00 PM, Mondays through Fridays. If the IC requires additional support beyond the usual office hours, alternative communication channels with designated support personnel must be provided. On-site and off-site technical support must likewise be available.
9	Must provide a one-time training on the administration and use of system, free of charge. Supplemental training sessions on end-user or site navigation may be requested by the IC, as necessary.
10	Must guarantee the IC's ownership of assessment data, ensuring it is securely stored, kept confidential, and not disclosed without prior consent.
11	Must ensure all access links and generated reports are sent only to designated IC contact persons/system administrators.
12	Must assist in mapping the IC competencies against the supplier's framework for each position or level whenever necessary, without additional cost. Moreover, the supplier must provide the IC with a complimentary return-on-investment study, which includes an analysis of the impact of utilizing job-matching assessment tools on human resource activities and the correlation of job match percentages to the actual performance of candidates.
13	Must provide comprehensive assessment reports that support the entire employee life cycle, including initial assessment, onboarding, self-assessment, coaching, mentoring, and learning and development activities.
14	Must have on-site and off-site Helpdesk technical support to assist test-takers and administrators with any technical difficulties.

Qualifications of Supplier and/or Service Provider	
1	Duly registered with PhilGEPS
2	Holder of a valid business license from relevant government agencies

Qualifications of Supplier and/or Service Provider	
3	At least five (5) years in the field of industrial psychological testing
4	Has provided psychological testing programs to national government agencies for at least five (5) successive years immediately prior to the deadline of submission of quotation
5	Certification for ISO 9001:2015 or later
6	Proof and/or Certification that the assessment is supervised by a Licensed Psychologist accredited by the Psychological Association of the Philippines
7	Proof/Certification that at least two (2) Psychometricians involved have updated licensed from the Professional Regulation Commission
8	With Certification of Accreditation from the National Privacy Commission

Required Technical Supporting Documents	
1	The supplier and/or service provider must be able to attach certification or any proof issued by the creator, owner, and/or publisher showing that the tool is cloud-based.
2	The supplier and/or service provider must be able to provide a certification or written proof from the creator, owner, and/or publisher of the tool stating that the assessment tool component is a form of computer-based test that adapts to the examinee's ability level, i.e. the next item or set of items selected to be administered depends on the correctness of the test taker's responses to the most recent items administered.

IV. Schedule of Requirements

Delivery shall be made within fifteen (15) calendar days upon receipt of the Notice to Proceed.

V. Other Documents Required for Awarding of Contract

The bidder with the Lowest Calculated Responsive Quotation (LCRQ) shall be required to submit and present the following documents, for verification/validation:

1. Proof of PhilGEPS Registration Number (1 Certified True Photocopy);
2. Business Registration Certificate from the Department of Trade and Industry (DTI), the Securities and Exchange Commission (SEC) or the Cooperative Development Authority (CDA), whichever is applicable (1 Certified True Photocopy);
3. Mayor's Business Permit (1 Certified True Photocopy);
4. Certificate of Tax Registration issued by the Bureau of Internal Revenue (1 Certified True Photocopy);
5. Latest Income/Business Tax Return (1 Certified True Photocopy);
6. Notarized Omnibus Sworn Statement (**template attached**).

The Lowest Calculated Bidder (LCB) may be required to present the original copies of the document for verification/validation.

VI. Terms of Payment

The payment for the service rendered shall be made within thirty (30) days after the complete delivery and acceptance of the items and issuance of billing statement by the supplier.

The IC shall not be held liable for any delay in the payment under reasonable and acceptable circumstances.

VII. Limitation of Liability

Subject to the IC's obligation to pay the price due to the Supplier, either party's liability in contract, tort or otherwise (including negligence) arising directly out of or in connection with this Terms of Reference (TOR) or observance of its obligations under this TOR and every applicable part of it shall be limited in aggregate to the Price.

VIII. Termination of Contract

- A. The agreement between the IC and the supplier/service provider shall be effective upon its approval by the former and acceptance by the latter, and shall continue, unless terminated sooner or until the completion date and completion of issues to be delivered.
- B. Either Party may terminate the agreement upon notice in writing if the other is in breach of any material obligation contained in this TOR, which is not remedied (if it is capable of being remedied) within five (5) days of written notice from the other Party so to do.
- C. Any termination of the agreement (howsoever occasioned) shall not affect any accrued rights or liabilities of either Party, nor shall it affect the coming into force or the continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

IX. Liquidated Damages

Liquidated damages under Section 3, Annex "D", of the updated 2016 Revised Implementing Rules and Regulations (RIRR) of RA No. 9184 (Government Procurement Reform Act) shall apply.

X. Guarantee

The supplier and/or service provider must guarantee 100% availability or accessibility of the assessment platform at all times through secured online facility. If the tool becomes unavailable for a minimum of two (2) successive days for unreasonable cause, the IC shall have the option to cancel the contract with the supplier. In which case the IC shall be entitled to full refund,

at its option, in the amount of the remaining assessment meters based on the meter unit price (total price quotation divided by 5,500).

As far as practicable, the IC shall be notified one (1) day in advance should any problem and/or issue related to the inaccessibility of the tool occurs.

XI. Miscellaneous

- A. The failure of either party to enforce its rights based on the agreement under this TOR at any time for any period shall not be construed as a waiver of such rights.
- B. If any part, term or provision of this TOR is held illegal or unenforceable neither the validity nor enforceability of the remainder of the provisions shall be affected.
- C. Neither Party shall be liable for failure to perform or delay in performing any obligation under this TOR if the failure or delay is caused by any circumstances beyond its reasonable control, including but not limited to acts of God, war, civil commotion or industrial dispute. If such delay or failure continues for at least seven (7) days, the Party not affected by such delay or failure shall be entitled to terminate this Agreement by notice in writing to the other.
- D. It is understood that all the relevant provisions of the RA No. 9184 (Government Procurement Reform Act) and its updated 2016 RIRR shall apply, govern, and complement the agreement arrived at under this TOR.

XII. General Conditions of the Contract

- A. All entries in the quotation must be typewritten in company's letterhead, duly signed by the supplier/dealer or its duly authorized representative.
- B. PhilGEPS Registration Certificate shall be attached to the quotation upon submission to the contact person provided in the Request for Quotation (RFQ).
- C. Price validity shall be for a period of thirty (30) days from submission of quotation.
- D. All bids shall include all applicable taxes, delivery charge and shall be considered as fixed prices. Same shall not be subjected to price escalation during contract implementation.
- E. 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 V of the TOR, as appropriate.
- F. 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.


REVELYN R. MOJICA
IC Division Manager
Human Resource Division

[Use company letterhead]

REPLY SLIP

Name of Supplier : _____
Address : _____
Business Registration No. : _____
Tax Identification No. : _____
PhilGEPS Registration No. : _____

After having carefully read and accepted the provisions under the TOR for the **Subscription for Talent Assessment Tool**, I/we quote you on the item at prices noted below:

<i>Item and Description</i>	<i>Quantity and Unit</i>	<i>Total Cost</i>
Subscription for Talent Assessment Tool 1. Cognitive/Mental Ability Assessments; 2. Personality/Behavioral Assessments; 3. Competency/Skills Assessments; and, 4. Video Interview. Overview: <ul style="list-style-type: none">• Tests Suitable for Various Human Resource Actions: The assessments provided must be suitable for a range of human resource activities, including but not limited to hiring, promotions, and learning and development evaluations.• Computer Adaptive Testing Capabilities: For Cognitive/Mental Ability Assessments, the tool must adapt the sequence and difficulty of the test items in response to the correctness of the test-taker's answers.• Mechanism to Prevent Test Item Repetition: The tool must include a feature to ensure test items are not repeated.• Immediate Online Results Generation: The tool must be capable of generating immediate results upon exam completion, including percentile scores and standard interpretations.• Video Interview Feature: The tool must include a feature that allows test-takers to record their interview responses directly within the system.• Meter-Based Assessment: The subscription must include at least 5,500 assessment meters for conducting a variety of assessments.	One (1) Lot	

Note:

1. Total cost should not exceed ABC per lot inclusive of 12% VAT and all other applicable taxes and charges.
2. Price quotation is inclusive of 12% VAT and all other applicable taxes and charges, including delivery charges.
3. Attach the copy of the RFQ and TOR with signature of the supplier/authorized representative of in every page.

Signature Over Printed Name of Supplier/
Authorized Representative

Position : _____
Date : _____

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 or authorized representative 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, 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[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 to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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 as defined and provided for in the Uniform Guidelines on Blacklisting;**

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:] The owner or sole proprietor is 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 responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]
Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]