

26 February 2024

## REQUEST FOR QUOTATION

RFQ No. TPB-RFQ 2024-02-068  
PR No. 10.015  
Requirements : Services of a Tour Operator for the Support to Tourism Associations and Other Stakeholders Lot 3

1. The Tourism Promotions Board (TPB) intends to procure the **Services of a Tour Operator for the Support to Tourism Associations and Other Stakeholders Lot 3** with an Approved Budget for the Contract (ABC) of **Five Hundred Fifty-Eight Thousand Pesos Only (PhP558,000.00)**. Bids received more than the ABC shall be automatically rejected at the opening of the financial proposals.
2. The TPB Bids and Award Committee (BAC) now invites technically, legally, and financially capable companies to submit a proposal for the said project.
3. The procurement of the requirement shall be undertaken through **Negotiated Procurement - Two Failed Biddings** with the provision of **Section 53.1 of the Act and the revised IRR** following the procedure as prescribed in **Annex "H" of the revised Implementing Rules and Regulations of Republic Act No. 9184**, otherwise known as the **Government Procurement Law**.
4. A copy of the Technical and Financial Proposal must be submitted to the BAC which must be duly received by the BAC Secretariat at the office address indicated below on or before **06 March 2024, 9:30 AM. Late submission shall not be accepted.**
5. Interested bidders shall submit the following documents in sealed envelopes, labeled as **"Negotiated Procurement for Two-Failed Biddings"**, with the **title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the BAC.**
6. Interested bidders shall use the Technical and Financial forms as provided in the **Bidding Documents for Goods, 6<sup>th</sup> Edition**.

The following Technical and Financial documents must properly labeled/tabs:

### A. Technical Proposal

#### Legal Documents

- a. PhilGEPS Registration Certificate;
- b. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission or Original copy of Notarized Bid Securing Declaration;
- c. Conformity with the Technical Specifications;
- d. Original duly signed Omnibus Sworn Statement (OSS); and if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

#### Technical Documents

- a. DOT Accreditation Certificate

### B. Financial Proposal

- a. Original of duly signed and accomplished Financial Bid Form

- b. Original of duly signed and accomplished Price Schedule(s)
7. The opening of the proposals is on **06 March 2024 at 10:00 AM** at the **TPB BAC Meeting Room**. Proposals will be opened in the presence of the bidders' representatives who choose to attend the activity.
  8. The TPB shall be using the **Lowest/Single Calculated and Responsive Quotation (L/SCRQ)** in determining the winning bidder.
  9. The winning bidder shall be required to submit a **performance security** prior to the signing of the contract, which shall remain **valid until 120 days from the date of the Opening of Proposals**.
  10. The **performance security** shall be denominated in **Philippine Pesos** and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

<b>Form of Performance Security</b>	<b>Amount of Performance Security</b>
Cash or cashier's/manager's check issued by a Universal or Commercial Bank;	Five percent (5%) of the Contract Price
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%) of the Contract Price

11. Attached hereto are the following are Technical Specification, Statement of Compliance to the Technical Specification, and the Revised Forms.
12. The Bidder with the **Lowest/Single Calculated Responsive Bid (L/SCRB)** shall submit a copy of the **Technical and Financial Documents in PDF format** to the email address [bac\\_sec@tpb.gov.ph](mailto:bac_sec@tpb.gov.ph) and/or [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph), upon request.
13. For any clarification, you may send an email to the BAC Secretariat at the following email addresses:

*Roselle D. Romero / Soleil Moon A. Fajardo*  
*BAC Secretariat, Tourism Promotions Board*  
*4/F Floor Legaspi Towers 300, Roxas Boulevard, Manila*  
*No. 8525-9318 loc. 273 /8525-9318 loc. 270*  
*Email: [bac-sec@tpb.gov.ph](mailto:bac-sec@tpb.gov.ph) / [soleil\\_fajardo@tpb.gov.ph](mailto:soleil_fajardo@tpb.gov.ph)*  
*Website: [www.tpb.gov.ph](http://www.tpb.gov.ph)*
14. The Tourism Promotions Board is evaluating our suppliers' performance based on these criteria: Quality (40%), Cost (25%), Timeliness (25%), and Customer Service (10%).

Thank you.

  
**ROSELLE D. ROMERO**  
 Acting Head 27 February 2024  
 Procurement and General Services Division

**TECHNICAL SPECIFICATIONS**  
**SERVICES OF A TOUR OPERATOR FOR THE SUPPORT TO TOURISM ASSOCIATIONS AND OTHER**  
**STAKEHOLDERS LOT 3**  
*As of 19 February 2024*

**I. BACKGROUND**

The Domestic Promotions Department (DPD) as part of the Marketing and Promotions (MPRO) Sector of the TPB is responsible to direct, initiate, oversee, and sustain the development and implementation of marketing programs and activities to encourage Filipinos to travel domestically. The DPD, through its Industry Relations and Services Division (IRSD), is responsible for managing and maintaining the linkages of TPB with its members and all industry stakeholders while the Sales Division, initiate programs that encourage and support the aggressive participation of local government units / destinations in domestic marketing activities organized by the corporation. To do so, the DPD manages the Collaboration programs of the department, which includes support to private and public tourism stakeholders.

In view of the above, the DPD proposes to implement the Conduct of Site Validation for the 13th and 14th Regional Travel Fair in 2024 to support its stakeholders.

Based on the foregoing, the Tourism Promotions Board (TPB) Philippines is in need of the services of a tour operator to assist with the organization and execution of the said activities.

**II. OBJECTIVES**

Overall, the above-mentioned activities aim to promote domestic tourism and strengthen industry partnerships, while empowering tourism stakeholders with marketing skills and sustainable tourism practices.

**III. SCOPE OF SERVICES**

<b>LOT 3 - CONDUCT OF SITE VALIDATION FOR THE 13TH AND 14TH REGIONAL TRAVEL FAIR</b>		<b>PHP558,000.00</b>
<p>11 – 14 April 2024 – General Santos City</p> <p>25 – 28 April 2024 – Roxas City, Capiz</p> <p>(indicative dates)</p> <p>Final Coordination Meeting: TBA</p>	<p><b><u>Accommodation per Leg</u></b></p> <ul style="list-style-type: none"> <li>• At least 3-to-4-star hotel located in General Santos City and Roxas City, Capiz</li> <li>• Two (2) rooms based on twin sharing inclusive of daily breakfast</li> <li>• Must have stable internet connection</li> </ul> <p><b><u>Air Tickets</u></b></p> <ul style="list-style-type: none"> <li>• MNL-GES-MNL for 4 pax (TPB personnel)</li> <li>• MNL-ROXAS CITY-MNL for 4 pax (TPB personnel)</li> <li>• inclusive of comprehensive travel insurance with COVID-19 coverage</li> <li>• 20 kilograms baggage allowance per person per route</li> <li>• Must be rebookable and refundable</li> </ul> <p><b><u>Land Transportation per Leg</u></b></p> <ul style="list-style-type: none"> <li>• One (1) unit of van per destination; must be at least 2018 model or not more than 5-years old; Adequate to transport 10 – 12 persons with luggage and driver; subject to TPB’s approval</li> <li>• Inclusive of fuel, driver, parking, and other related expenses</li> <li>• Inclusive of driver accommodation, meals, and other expenses</li> <li>• Maximum use of 15 hours per day inclusive of overtime and driver’s overtime</li> </ul>	

	<ul style="list-style-type: none"> <li>• Includes third-party liability insurance</li> <li>• Provision of First Aid kit and umbrellas on board</li> <li>• Equipped with GPS or Waze and charge units for phones</li> <li>• Driver must be well-uniformed and should have strong navigation skills</li> <li>• Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour</li> <li>• Driver must be fully-vaccinated</li> <li>• Itinerary: <ul style="list-style-type: none"> <li>- 11 – 14 April 2024: Within General Santos City and environs</li> <li>- 25 – 28 April 2024: Within Roxas City, Capiz and environs</li> </ul> </li> </ul> <p><b><u>Meals per Leg</u></b></p> <ul style="list-style-type: none"> <li>• Provision of meals for six (6) TPB/DOT personnel inclusive of lunch and dinner amounting to Php1,500.00 per pax/day</li> </ul> <p><b><u>Onsite Related Expenses for both Leg</u></b></p> <ul style="list-style-type: none"> <li>• Provision of onsite related expenses for coordination meetings amounting to Php60,000.00.</li> </ul> <p><b><u>Others</u></b></p> <ul style="list-style-type: none"> <li>• Allocate budget for the final coordination meeting and site validation for 3 days and 2 nights with the following arrangements in either General Santos City or Roxas City, Capiz: <ul style="list-style-type: none"> <li>- Duration: TBA</li> <li>- Number of pax: 2 pax</li> <li>- 1 unit of van per destination</li> <li>- Provision of meals for 5 pax inclusive of lunch and dinner amounting to Php1,500.00 per pax/day</li> <li>- One (1) room based on twin sharing inclusive of daily breakfast (per destination)</li> <li>- Provision of air tickets (MNL-GES/ ROXAS-MNL) for 2 pax (TPB personnel)</li> </ul> </li> <li>• Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical</li> </ul>
<p><b>OTHER TERMS AND CONDITIONS</b></p> <ul style="list-style-type: none"> <li>• Willingness to respond to immediate/unforeseen changes in specifications.</li> <li>• Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office and Municipality Tourism Office involved.</li> <li>• Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier.</li> <li>• Any TPB-initiated requested sponsorship (hosted/discounted) must be deducted from the actual billing amount. Thus, the winning supplier should bill TPB based on the actual cost.</li> </ul>	

#### IV. QUALIFICATION OF BIDDERS

(Note: Any and all required documents should be included in the technical bid folder)

1. Must be a DOT-accredited tourism establishment. Required to submit either a DOT – accreditation certificate or provisional accreditation certificate.

**V. PROJECT IMPLEMENTATION SCHEDULE**

<b>Lot No.</b>	<b>Project</b>	<b>Indicative Date</b>
3	Conduct of Site Validation for 13th and 14th Regional Travel Fair	a. 11 – 14 April 2024: Within General Santos City and environs b. 25 – 28 April 2024: Within Roxas City, Capiz and environs c. Final Coordination Meeting: TBA

**VI. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The bid amount should not exceed the Approved Budget for the Contract (ABC) inclusive of all applicable taxes, as follows:

<b>LOT NO.</b>	<b>APPROVED BUDGET FOR THE CONTRACT (ABC)</b>
Lot 3	FIVE HUNDRED FIFTY-EIGHT THOUSAND PESOS ONLY (PhP558,000.00)

**VII. TERMS OF PAYMENT**

<b>Lot No.</b>	<b>Particulars/Milestones</b>	<b>Terms of Payment</b>
3	Implemented actual event and completion of deliverables of the program with final SOA, trip tickets, certification of project implementation and other corresponding documentary requirements	<b>100% TOTAL CONTRACT PRICE</b> (inclusive of service charge and all applicable taxes)

Please send billing statement to TOURISM PROMOTIONS BOARD PHILIPPINES, 4/F Legaspi Towers 300, Roxas Blvd., cor. P. Ocampo St., Malate, Manila 1104

*Note: The bidder is encouraged to have a Landbank account. Payment will be made through an LBP bank deposit. Otherwise, bank charges will be shouldered by the travel agency/tour operator company.*

**VIII. CONTRACT DURATION**

The contract shall commence from the date of receipt of Notice to Proceed (NTP) until the full/complete delivery of the requirements.

**IX. CONTACT PERSON**

**AARON CHRISTIAN A. ALARIN**

Project Officer  
Domestic Promotions Department  
aaron\_alarin@tpb.gov.ph

**EDESSA JOY L. DELEGIRO**

Project Officer  
Domestic Promotions Department  
edessa\_delegiro@tpb.gov.ph

**MICHELLE S. ALCANTARA**

Project Officer  
Domestic Promotions Department  
michelle\_alcantara@tpb.gov.ph

**CONFORMITY WITH THE TECHNICAL SPECIFICATIONS**  
**SERVICES OF A TOUR OPERATOR FOR THE SUPPORT TO TOURISM ASSOCIATIONS AND OTHER STAKEHOLDERS LOT 3**  
**TPB-RFQ 2024-02-068**

*Bidders must state here either “Comply” or “Not Comply” against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of “Comply” or “Not Comply” must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer’s un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder’s statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.*

ITEM NO.	LOT 3 - CONDUCT OF SITE VALIDATION FOR THE 13TH AND 14TH REGIONAL TRAVEL FAIR	STATEMENT OF COMPLIANCE
<b>Indicative dates</b> 11 – 14 April 2024 – General Santos City 25 – 28 April 2024 – Roxas City, Capiz Final Coordination Meeting: TBA		
1	<b>Accommodation per Leg</b> At least 3-to-4-star hotel located in General Santos City and Roxas City, Capiz Two (2) rooms based on twin sharing inclusive of daily breakfast Must have stable internet connection	
2	<b>Air Tickets</b> MNL-GES-MNL for 4 pax (TPB personnel) MNL-ROXAS CITY-MNL for 4 pax (TPB personnel) inclusive of comprehensive travel insurance with COVID-19 coverage 20 kilograms baggage allowance per person per route Must be rebookable and refundable	
3	<b>Land Transportation per Leg</b> One (1) unit of van per destination; must be at least 2018 model or not more than 5-years old; Adequate to transport 10 – 12 persons with luggage and driver; subject to TPB’s approval Inclusive of fuel, driver, parking, and other related expenses Inclusive of driver accommodation, meals, and other expenses Maximum use of 15 hours per day inclusive of overtime and driver’s overtime Includes third-party liability insurance Provision of First Aid kit and umbrellas on board Equipped with GPS or Waze and charge units for phones Driver must be well-uniformed and should have strong navigation skills Should the van develop any mechanical fault in transit, the tour operator must find a replacement within one-hour Driver must be fully-vaccinated Itinerary: 11 – 14 April 2024: Within General Santos City and environs 25 – 28 April 2024: Within Roxas City, Capiz and environs	
4	<b>Meals per Leg</b> Provision of meals for six (6) TPB/DOT personnel inclusive of lunch and dinner amounting to Php1,500.00 per pax/day	
5	<b>Onsite Related Expenses for both Leg</b> Provision of onsite related expenses for coordination meetings amounting to Php60,000.00.	

6	<p><b>Others</b></p> <p>Allocate budget for the final coordination meeting and site validation for 3 days and 2 nights with the following arrangements in either General Santos City or Roxas City, Capiz:</p> <p>Duration: TBA</p> <p>Number of pax: 2 pax</p> <p>1 unit of van per destination</p> <p>Provision of meals for 5 pax inclusive of lunch and dinner amounting to PhP1,500.00 per pax/day</p> <p>One (1) room based on twin sharing inclusive of daily breakfast (per destination)</p> <p>Provision of air tickets (MNL-GES/ ROXAS-MNL) for 2 pax (TPB personnel)</p> <p>Provision of airport transfers to all TPB Personnel for departure and arrival (point to point) or reimbursable airport shuttle whichever is applicable and economical</p>	
7	<p><b>Other Terms and Conditions</b></p> <p>Willingness to respond to immediate/unforeseen changes in specifications. Tour activities and/or schedules/dates may still be changed according to the recommendations of the DOT Regional Office and Municipality Tourism Office involved.</p> <p>Willing to provide services on a “send-bill” arrangement. Processing of payment shall be initiated upon certification by the end-user of satisfactory completion of services and issuance of billing statements accompanied by supporting documents by the supplier.</p> <p>Any TPB-initiated requested sponsorship (hosted/discounted) must be deducted from the actual billing amount. Thus, the winning supplier should bill TPB based on the actual cost.</p>	

*I hereby certify to comply and deliver all of the above requirements provided on the Technical Specification.*

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Name of the Company

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Signature over Printed Name  
of the Authorized Representative

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Date

**Bid Securing Declaration Form**  
*[shall be submitted with the Bid if bidder opts to provide this form of bid security]*

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REPUBLIC OF THE PHILIPPINES)  
CITY OF \_\_\_\_\_) S.S.

**BID SECURING DECLARATION**  
**Project Identification No.: *[Insert number]***

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right; and
  - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*.

*[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]*



**Performance Securing Declaration (Revised)**

***[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]***

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REPUBLIC OF THE PHILIPPINES)

CITY OF \_\_\_\_\_ ) S.S.

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**IN WITNESS WHEREOF**, I/We have hereunto set my/our hand/s this \_\_\_\_ day of [month] [year] at [place of execution].

*[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]*

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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]*

**Bid Form for the Procurement of Goods**  
***[shall be submitted with the Bid]***

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**BID FORM**

Date : \_\_\_\_\_

Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
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_____	_____	_____
_____	_____	_____

(if none, state "None" ) ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: \_\_\_\_\_

Legal capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

Date: \_\_\_\_\_

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

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**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ Page \_\_\_ of \_\_\_

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit  (col 5+6+7+8)	Total Price delivered Final Destination  (col 9) x (col 4)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_