

### **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;

Telefax Number/s

- 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] hereby assigns the following contact number/s and e-mail address/es as the official telephone/fax number and contact reference of the company where the CFO BAC notices may be transmitted.

		2		
	Email Address/es	1 2	_	
and/or e-mail addr the reglementary	ess/es are deemed receiv periods stated in the b	smitted in the above-stated yed as of its transmittal and idding documents and the Act No. 9184	the reckoning penerical terms of the terms o	eriod for menting
	WHEREOF, I have here	unto set my hand this _	day of, 2	20 at

SUBSCRIBED AND SWORN to before me in the City/Municipalit	y of <u>(indicate also the</u>
Province in the case of the Municipality) this day of	(month and year)
By (name of affiant), who has satisfactorily proven to m	- <del>-</del>
(ID name and number) valid until (expiry date), that	
personally signed before me the foregoing Affiant and acknowle same.	dged that he executed the
	(Notary Public)
	Until
	PTR No Date
	Place
	TIN IBP
	1DI
Doc. No	
Page No	
Book No	
Series of	

#### Note:

"Sec.12. Competent Evidence of Identity - The phrase" competent evidence of identity" refers to the identification of an individual based on:

At least one current identification documents issued by an official agency bearing the photograph and signature of the individual, such as but limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay Certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, PhilHealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification.

The Board Resolution or Secretary's Certificate referring to the said Board Resolution designating the bidders authorized representative and signatory need not specifically indicate the particular project where such authority is given provided that the said authority covers activities by CFO.

#### **BID FORM**

Date:	
Invitation to Bid No.:	CFOPB-2023-04-003

## To: Commission on Filipinos Overseas (Manila)

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 the *Procurement of Co-Location for the Commission on Filipinos Overseas (Manila)* 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,

Description	Quantity	Total Cost (Inclusive of VAT)
Procurement of Co-Location for the Commission on Filipinos Overseas	1 lot	

## 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.

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

Name of Project: Procurement	of Co-Location	for the Commission	on Filipinos Overseas
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Name of Bidder: \_\_\_\_\_

Invitation to Bid No.: CFOPB-2023-04-003

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 cists 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 (Col 9) x (Col 4)
1	Procurement of Co- Location for the Commission on Filipinos Overseas		1 lot						

Name:	
Legal Capacity:	
Signature:	
Duly authorized to sign the Bid for and behalf of:	

## STATEMENT OF SINGLE LARGEST COMPLETED CONTRACT OF SIMILAR NATURE WITHIN THE LAST TWO (2) YEARS FROM DATE OF SUBMISSION AND RECEIPT OF BIDS AMOUNTING TO AT LEAST FIFTY PERCENT (50%) OF THE APPROVED BUDGET OF THE CONTRACT (ABC)

Date of the Contract	Contracting Party	Name of Contract	Kinds of Goods/Services Sold	Amount of Contract	Date of Delivery /End-user's Acceptance	Official Receipt No. & Date	Bidder is A. Manufacturer B. Supplier C. Distributor

CERTIFIED CORRECT:
Name & Signature of Authorized Representative
Position
Date

#### **Instructions:**

- Cut-off Date as of:
  - (i) **Up to the day before the deadline** of submission of bids.
- 2. In the column under "Dates", indicate the dates of Delivery/End-User's Acceptance and Official Receipt No.
- 3. Name of Contract column, indicates the Nature/Scope of the Contract for the DICT to determine the relevance of the entry with the Procurement at hand.

## STATEMENT OF ALL ONGOING CONTRACTS WITHIN THE LAST TWO (2) YEARS

## All On-Going Contracts (including contract/s awarded but not yet started, if any)

Name of Client	Name of the Contract	Date and Status of the Contract	Kinds of Goods	Amount of Contract	Value of Outstanding Contracts	Date of Delivery	Purchase Order Number/s or Date of Contract/s

Name & Signature of Authorized Representative
Position
Date

#### **Instructions:**

- 1. State all on-going contracts including those awarded but not yet started (Government and Private Contracts which may be similar or not similar to the project called for bidding as of the **day before the deadline** of submission of bids.
- 2. If there is **NO** on-going contract including awarded but not yet started as of the abovementioned period, state none or equivalent term.
- 3. The total amount of the ongoing but not yet started contracts should be consistent with those used in the Financial Contracting Capacity (NFCC).

## **Contract Agreement Form**

	URING e of Sup	AGREEMENT made th ENTITY] of the Philip oplier] of [city and co	oines (he	reinafter ca	illed "the	Entity")	of the one	e part and
those	<i>ption oi</i> goods a	EAS the Entity invited for goods and services in the sur Price").	and has	accepted a	Bid by tl	ne Suppli	ier for the	supply of
	NOW	THIS AGREEMENT \	VITNESS	SETH AS FO	DLLOWS:			
1. respec		s Agreement words ssigned to them in the	•				e meanin	gs as are
2. this Ag	The fo	llowing documents shant, viz.:	all be dee	med to forn	n and be	read and	construed	as part of
	(a) (b) (c) (d) (e) (f)	the Bid Form and the the Schedule of Requ the Technical Specific the General Condition the Special Condition the Entity's Notification	irements; ations; as of Cont s of Contr	; :ract; ract; and	nitted by t	he Biddei	., ,	
	oned, th	sideration of the paym ne Supplier hereby co y defects therein in co	venants v	with the Én	tity to pro	ovide the	goods an	d services
as ma	and ser	ntity hereby covenants rvices and the remedy ne payable under the the contract.	ing of def	fects thereir	n, the Con	tract Pric	e or such	other sum
accord writter	lance w	TNESS whereof the parith the laws of the R				-		
Signed	l, seale	d, delivered by		the		(fc	or the Entit	y)
Signed	l, seale	d, delivered by		the		(fc	or the Supp	olier).

## SAMPLE FORM

## **CREDIT LINE CERTIFICATE**

		Date:
COMMISSION ON FILIPINOS OVER Citigold Center 1345 Pres. Quirino Ave., Cor. Osmeña Highway, Paco, Manila	SEAS	
CONTRACT/PROJECT	:	
COMPANY/FIRM ADDRESS	:	
BANK.FINANCIAL INSTITUTION ADDRESS	:	
AMOUNT	:	
indicated above, commits to provid line, if awarded the above-mentior calendar days after receipt by the la	e the <u>s</u> ned cor atter of used to	e Bank/Financing Institution with business address <u>Supplier/Distributor/Manufacturer/Contractor</u> accredited intract, which shall be available within fifteen (15) of the Notice of Award. The credit line in the amount to finance the performance of the above-mentioned and requirements.
This certification is <u>Supplier/Distributor/Manufacturer/Co</u> Commission on Filipinos Overseas for	ntracto	peing issued in favor of said o <u>r</u> in connection with the bidding requirements of bove-mention Contract.
Name and Signature of Author Financing Institution Officer Official Designation	orized	: :
Concurred By:		
Name and Signature of <u>Suppi</u> Authorized Representative Official Designation	lier/Dist	tributor/Manufacturer/Contractor : :

## Form of Bid Security (Bank Guarantee)

	<u>(nar</u> ate)	<i>me and address of B</i> for the				
registered	offic	N by these presents e at on Filipinos Overse	(r	nereinafter called	<i>nk)</i> "the Bank" are	having our bound unto
	ayme	ent well and truly to			nds himself, his s	successors and
SEALED wit	th the	e Common Seal of th	e said Bank this	day of	2023.	
THE COND	ITIOI	NS of this obligation	are that:			
1)	if t	he Bidder withdraws or	his Bid during the	period of bid validi	ity specified in th	e Form of Bid;
2)	if	the Bidder does no accordance with the			ical errors of hi	s bid price in
3)	if t	he Bidder having be by the Entity during			d and award of c	contract to him
	a)	fails or refuses to Bidders, if required		of Contract in acco	rdance with the	Instructions to
	b)	fails or refuses to to Bidders;	furnish the Perform	ance Security in a	ccordance with t	ne Instructions
without the	Enti t clai	o pay to the Entity ty having to substan med by it is due to t	tiate its demand, pr	rovided that in his o	demand the Entit	y will note that
submission the Entity,	of B notic	will remain in force ids as such deadline ce of which extensio ld reach the Bank no	is stated in the Inn(s) to the Bank is	structions to Bidde hereby waived.	rs or as it may b	e extended by
DATE			SIGNATURE OF	THE BANK		
WITNESS			SEAL			

## **SUPPLIER'S LETTERHEAD**

(To be used by bidders who wish to withdraw their bid, refund bid security, and cancel their credit line certificate)

(To be used by bidders wito wish to withdraw their bid, retailed bid security, and cancer their credit line certificate)
 Date
USEC. VALERY JOY A. BRION Chairperson CFO Bids and Awards Committee Paco, Manila
Dear Sir:
This has reference to Public Bidding No for (Name of Project) respectfully requests for the following:
<ul> <li>( ) Withdraw of Bid Submissions</li> <li>( ) Refund of Bid Security <ul> <li>(Attached is a photocopy of the CFO Official Receipt)</li> <li>( ) Cancellation of Credit Line Certificate</li> </ul> </li> </ul>
It is understood that waives its right to file any motion for reconsideration and/or protest in connection with the above-cited Public Bidding Project.
Thank you.
Very truly yours,
Authorized Signatory for the Company

## Form of Performance Security (Bank Guarantee)

(To be filled up by the awardee within 10 calendar days from receipt of the Notice of Award from the CFO)

## To: Commission on Filipinos Overseas (CFO)

Citigold Center 1345 Pres. Quirino Ave., cor. Osmeña Highway Paco, Manila

WHEREAS, [insert name and address of Suppler] (hereinafter called the "Supplier") has undertaken, in pursuance of Contract No. [Insert number] dated [insert date] to execute [insert name of contract and brief description] (hereinafter called the "Contract");

AND WHEREAS, it has been stipulated by you in the said Contract that the Supplier shall furnish you with a Bank Guarantee by a recognized bank for the sum specified therein as security for compliance with his obligations in accordance with the Contract;

AND WHEREAS, we have agreed to give the Supplier such a Bank Guarantee;

NOW THEREFORE, we hereby affirm that we are the Guarantor and responsible to you, on behalf of the Supplier, up to a total of <code>[insert amount of guarantee]¹</code> proportions of currencies in which the Contract Price is payable, and we undertake to you, upon your first written demand and without cavil or argument, any sum or sums within the limits of <code>[insert amount of guarantee]</code> as aforesaid without your needing to prove or to show grounds or reasons for your demand for the sum specified therein.

We hereby waive the necessity of your demanding the said debt from the Supplier before presenting us with the demand.

We further agree that no change or addition to or other modification of the terms of the Contract to be performed there under or of any of the Contract documents which may be made between you and the Supplier shall in any way release us from any liability under this guarantee, and we hereby waive notice of any such change, addition or modification.

This guarantee shall be valid until the date of your issuance of the Notice of Final Acceptance.

SIGNATURE AND SEAL OF	
GUARANTOR NAME OF BANK	
ADDRESS	

<sup>&</sup>lt;sup>1</sup> An amount is to be inserted by the Guarantor, representing the percentage of the Contract Price specified in the Contract.

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

## BID-SECURING DECLARATION Invitation to Bid Reference No.: CFOPB-2023-04-003

To: Commission on Filipinos Overseas (CFO)

Citigold Center 1345 Pres. Quirino Ave., cor. Osmeña Highway Paco, Manila

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 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, if I/we have committed any of the following actions:
  - (i) Withdrawn my/our Bid during the period of bid validity required in the Bidding Documents; or
  - (ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Bid during the period of bid validity.
- 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;
  - (c) I am/we are declared as the bidder with the Single/Lowest Calculated and Responsive Bid/Highest Rated and 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'S AUTHORIZED REPRESENTATIVE] [Insert signatory's legal capacity]

<b>SUBSCRIBED AND SWORN</b> to [place of execution], known to me and was/were identified by me through com in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-[insert type of government identification card used], wir appearing thereon, with no and his/her Comm issued on at	spetent evidence of identity as defined SC). Affiant/s exhibited to me his/her th his/her photograph and signature
Witness my hand and seal this day of [month] [year].	
	NAME OF NOTARY PUBLIC  Serial No. of Commission  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	issueu

#### Note:

"Sec.12. Competent Evidence of Identity - The phrase" competent evidence of identity" refers to the identification of an individual based on:

At least one current identification documents issued by an official agency bearing the photograph and signature of the individual, such as but limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay Certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, PhilHealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification.

## CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY (Please show figures at how you arrived at the NFCC)

This is t	o certify that our <b>I</b>	Net Financial	Contracti	ng Capaci	ity (NFCC)	is <b>Phil</b> i	ippine
Pesos (	P)	which	is at	least	equal	tο	the
•	Budget for the Co				•		
	NFCC = [{Currenthe value of all projects under of yet to be started NFCC = (CA-CL)	outstanding on ngoing contract coinciding with	r uncomple cts, includin	eted portiong awarded	ns of the contracts		
Issued <sup>·</sup>	thisday of _	, 202	23.				
		CE	RTIFIED COI	RRECT:			
	-	Name & Signatu	ire of Author	rized Repres	entative		
			Diki				
			Position	I			

## Note:

The values of the bidder's current assets and current liabilities shall be based on the data submitted to BIR through its Electronic Filing and Payment System.

Date

# Section IX. Post Qualification Document

## PROCUREMENT OF CO-LOCATION FOR THE COMMISSION ON FILIPINOS OVERSEAS CFOPB-2023-04-003

## **COMPANY PROFILE**

COMPANY NAME	:
ADDRESS	:
HEAD OFFICE	:
BRANCH	:
TELEPHONE NUMBER/S	:
HEAD OFFICE	:
BRANCH	:
FAX NUMBER/S	:
HEAD OFFICE	:
BRANCH	:
E-MAIL ADDRESS/ES	:
NUMBER OF YEARS IN BUSINESS	:
NUMBER OF EMPLOYEES	:
LIST OF MAJOR STOCKHOLDERS	:
LIST OF BOARD DIRECTORS	:
LIST OF KEY PERSONNEL (NAME &	:
DESIGNATION WITH SIGNATURE) AS	
AUTHORIZED CONTACT PERSONS FOR	
THIS PROJECT [at least THREE (3)]	

Name & Si	gnature of Company Authorized Representative
	Position
	Date