



**LBP LEASING AND FINANCE CORPORATION**  
**(A LANDBANK Subsidiary)**

15<sup>th</sup> Floor SycipLaw Centre Bldg, #105 Paseo de Roxas St. 1226 Makati City  
Telephone Number 8818-2200/ Fax Number 819-6176

**INVITATION TO QUOTE FOR PROCUREMENT OF LEARNING MANAGEMENT SYSTEM**  
**(LLFC-CAP-25-002)**

**REQUEST FOR QUOTATION (Small Value Procurement)**

LBP Leasing and Finance Corporation (LLFC) through its Bids and Awards Committee (BAC) will undertake a Small Value Procurement in accordance with Section 53.0 of the 2016 Revised Implementing Rules and Regulations of the Republic Act No. 9184.

Name of the Project	<b>Procurement of Learning Management System (LLFC-CAP-25-002)</b>
Approved Budget of the Contract (ABC)	<b>Three Hundred Thousand Pesos (Php300,000.00)</b>

**BACKGROUND**

LLFC aims to make a strong impact on employee growth and development with its Learning Management System (LMS). This platform empowers employees to enhance their skills, understand company processes, and stay aligned with organizational goals. By fostering continuous learning and professional growth, the LMS encourages collaboration, supports knowledge retention, and prepares employees to adapt to evolving industry trends, ensuring long-term organizational success.

**OBJECTIVES**

The objectives of implementing the Learning Management System (LMS) are as follows:

1. To align employees with LLFC's values, mission, and culture through structured and engaging learning opportunities.
2. To provide employees with access to tools and resources that enhance their skills and enable them to perform their roles effectively and professionally.
3. To streamline employee onboarding, training, and development processes, ensuring a smooth integration into the organization.
4. To foster a culture of continuous learning and professional growth, strengthening employees' connection to the company and their roles.
5. To enhance organizational performance by offering scalable, consistent, and accessible training solutions across all levels.

By undertaking this initiative, LLFC aims to promote a culture of learning and innovation, boost employee engagement, and strengthen its brand reputation. The LMS will contribute to a more informed and skilled workforce, ultimately supporting the organization's long-term success and its image among clients, stakeholders, and the community.

**SPECIFICATIONS**

**I. Cloud-Based Hosting:**

- Provide reliable and scalable cloud hosting capable of supporting up to 100 concurrent users, with options for future scalability as needed, including storage of up to 80 GB, 2 vCPUs, 4 GB of memory, and 2nd generation processing capabilities.
- Ensure a 99.9% uptime guarantee through server redundancy and proactive monitoring to ensure uninterrupted service.
- Assist in configuring an existing domain for the LMS.
- Ensure data encryption for user security and maintain consistent security protocols.

## II. LMS Installation and Upgrades

- **Platform Installation:**
  - Install and configure the latest version of the LMS software on the cloud server.
  - Perform an initial setup, including the configuration of essential features, integrations, and plugins to meet operational requirements.
- **Scheduled Updates:**
  - Perform updates to ensure the platform remains secure and fully optimized.
  - Conduct full data backups before updates to protect against potential disruptions and ensure data integrity.
  - Test updates in a controlled staging environment before implementing changes on the live system.

## III. Customization and Branding

- **Theme Customization:**
  - Customize the LMS theme to align with the LLFC's brand identity, including the use of logos, color schemes, and layouts.
  - Ensure a seamless user experience with a responsive and intuitive design for both desktop, laptop, and mobile users.
- **Mobile App Branding:**
  - Provide guidance on customizing the LMS mobile application, including branding elements like logos, welcome screens, and app color schemes.
  - Support the integration of mobile app features aligned with organizational requirements.

## IV. User Training and Onboarding

- **Comprehensive Training Sessions:**
  - Deliver 40 hours of hands-on and comprehensive role-specific training sessions for key personnel:
    - **Teachers/Course Creators:** Training on content creation, course management, grading, and reporting.
    - **Site Administrator:** Training on system configuration, user management, and troubleshooting.
- Provide detailed training materials, including step-by-step documentation, instructional videos, and quick reference guides.
- Record training sessions for on-demand access by employees.

## V. Support Services

- **Technical and Administrative Support:**
  - Provide 20 hours up to unlimited support of technical and administrative assistance.
  - Offer multi-channel support whether via face-to-face, email, phone, or live chat.
  - Ensure critical issues (e.g., system outages) are quickly resolved and respond to non-critical issues without delay.
  - Provide updated escalation matrix.
- **Proactive Monitoring:**
  - Continuously monitor system performance and server health to address potential issues before they impact users.

## VI. Consulting and Project Management

- **Consulting Services:**
  - Provide 20 to 30 hours of consulting support to optimize platform usage, integrate advanced features, and recommend enhancements.
  - Offer expert advice on adopting best practices for e-learning and user engagement.
  - Schedule meetings to track progress, address challenges, and ensure timely delivery of deliverables.
  - Maintain transparent communication and detailed documentation throughout all phases of the project.

**VII. Reporting and Feedback**

- Generate and deliver monthly reports, provided by the supplier or through system-based generation, detailing system usage, performance metrics, and user engagement trends.
- Highlight areas for improvement and provide actionable recommendations for enhanced performance and user satisfaction.
- Conduct regular feedback surveys and interviews with users to gather insights on their experiences and identify areas for enhancement.
- Incorporate feedback into system updates and future developments to ensure alignment with user needs.

**VIII. Minimum Qualifications for the Service Provider**

- The LMS provider should have successfully completed a minimum of 5 contracts with government offices, showcasing their ability to handle similar projects.
- The LMS provider must have the capacity and ability to provide maintenance services and technical support.
- The LMS provider must be operating for 5 years.
- The LMS provider must submit a copy of the latest Business Continuity Plan should disaster arise from the Platform.

**IX. Deliverables and Timetable:**

- The project engagement shall start not later than 15 calendar days upon receipt of the Notice to Proceed. Supplier must provide timeline or milestones of the project. The project must be completed within a maximum duration of 12 months from the date of the Notice to Proceed.

**X. Contract Payment Scheme**

- 99% of the payment will be made upon delivery of the whole project or system, while the remaining 1% will be withheld after a year and upon satisfactory fulfillment of the agreed product requirements or approval within the specified timeline.

1. Please accomplish the following:

- a.) Price Quotation Form (Annex "A") together with the supplier's official proposal/quotation
- b.) Statement of Compliance under Schedule of Requirements and Technical Specifications (Annex "B")
- c.) Original and notarized Omnibus Sworn Statement (Annex "C")
- d.) Notarized Secretary's Certificate for proof of authorization

Submit in a sealed envelope to LBP Leasing and Finance Corporation office located at 15<sup>th</sup> Floor, SyCip Law Centre Bldg, #105 Paseo de Roxas St., Makati City **on or before January 31, 2025, 05:00PM** together with the **Certified True Copies** of the following **Eligibility documents**:

- a.) Valid and current year Mayor's Permit or proof of application
- b.) Valid and current PhilGEPS Registration Number
- c.) DTI/SEC Registration (for Partnership/Corporation)
- d.) Latest Tax Clearance per E.O. 398, series of 2005

2. All quotations must include all applicable taxes and shall be valid for a period of thirty (30) calendar days from the deadline of submission of quotations. Quotations received in excess of the approved budget shall be automatically rejected.

3. Liquidated damages equivalent to one tenth (1/10) of the one percent (1%) of the value of Purchase Order not completed within the prescribed completion period shall be imposed per day to day of delay. LLFC may rescind the agreement once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of purchase order, without prejudice to other courses of action and remedies open to it.

4. The project shall be awarded to the proponent determined to have submitted the complete and lowest quotation including compliance to the Schedule of Requirements and Eligibility documents.

5. The prospective bidder shall be a Filipino citizen/sole proprietorship/partnership/Corporation duly organized under the laws of the Philippines.
6. LLFC reserves the right to reject any or all quotations at any time prior to award of the project without thereby incurring any liability to the affected proponents and to waive any minor defects therein to accept the quotation as may be considered more advantageous to the Government.
7. Terms of payment shall be within thirty (30) calendar days from date of acceptance. The procurement of LLFC is subject to a final VAT withholding of five percent (5%) in addition to the applicable withholding tax.

For further information, please visit LBP Leasing and Finance Corporation office or contact the BAC Secretariat Ms. Jose Emmanuel I. Guerrero at telephone number 8818-2200 loc. 231 or send e-mail to [procurement@lbpleasing.com](mailto:procurement@lbpleasing.com)

Date of issue: 27 January 2025

*(Sgd.)*

**MS. RIZA M. HERNANDEZ**

CHAIRPERSON

**BIDS AND AWARDS COMMITTEE**

**TERMS OF REFERENCE  
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR LLFC  
LEARNING MANAGEMENT SYSTEM**

<b>1. PROJECT NAME</b>	<b>:</b>	<b>LLFC Learning Management System</b>
<b>APPROVED BUDGET FOR THE CONTRACT</b>	<b>:</b>	<b>Three Hundred Thousand Pesos (P300,000.00) inclusive of all applicable taxes and other operational expenses</b>
<b>BUDGET SOURCE</b>		<b>2025 Corporate Operating Budget (COB)</b>

**I. SUMMARY**

LLFC aims to make a strong impact on employee growth and development with its Learning Management System (LMS). This platform empowers employees to enhance their skills, understand company processes, and stay aligned with organizational goals. By fostering continuous learning and professional growth, the LMS encourages collaboration, supports knowledge retention, and prepares employees to adapt to evolving industry trends, ensuring long-term organizational success.

**II. THE OBJECTIVES**

The objectives of implementing the Learning Management System (LMS) are as follows:

1. To align employees with LLFC's values, mission, and culture through structured and engaging learning opportunities.
2. To provide employees with access to tools and resources that enhance their skills and enable them to perform their roles effectively and professionally.
3. To streamline employee onboarding, training, and development processes, ensuring a smooth integration into the organization.
4. To foster a culture of continuous learning and professional growth, strengthening employees' connection to the company and their roles.
5. To enhance organizational performance by offering scalable, consistent, and accessible training solutions across all levels.

By undertaking this initiative, LLFC aims to promote a culture of learning and innovation, boost employee engagement, and strengthen its brand reputation. The LMS will contribute to a more informed and skilled workforce, ultimately supporting the organization's long-term success and its image among clients, stakeholders, and the community.

**III. DELIVERABLES AND TIMETABLE**

The bidder should be able to provide the **following**:

**i. Cloud-Based Hosting:**

- Provide reliable and scalable cloud hosting capable of supporting up to 100 concurrent users, with options for future scalability as needed, including storage of up to 80 GB, 2 vCPUs, 4 GB of memory, and 2nd generation processing capabilities.
- Ensure a 99.9% uptime guarantee through server redundancy and proactive monitoring to ensure uninterrupted service.
- Assist in configuring an existing domain for the LMS.
- Ensure data encryption for user security and maintain consistent security protocols.

**TERMS OF REFERENCE  
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR LLFC  
LEARNING MANAGEMENT SYSTEM**

- ii. **LMS Installation and Upgrades**
  - **Platform Installation:**
    - Install and configure the latest version of the LMS software on the cloud server.
    - Perform an initial setup, including the configuration of essential features, integrations, and plugins to meet operational requirements.
  - **Scheduled Updates:**
    - Perform updates to ensure the platform remains secure and fully optimized.
    - Conduct full data backups before updates to protect against potential disruptions and ensure data integrity.
    - Test updates in a controlled staging environment before implementing changes on the live system.
- iii. **Customization and Branding**
  - **Theme Customization:**
    - Customize the LMS theme to align with the LLFC's brand identity, including the use of logos, color schemes, and layouts.
    - Ensure a seamless user experience with a responsive and intuitive design for both desktop, laptop, and mobile users.
  - **Mobile App Branding:**
    - Provide guidance on customizing the LMS mobile application, including branding elements like logos, welcome screens, and app color schemes.
    - Support the integration of mobile app features aligned with organizational requirements.
- iv. **User Training and Onboarding**
  - **Comprehensive Training Sessions:**
    - Deliver 40 hours of hands-on and comprehensive role-specific training sessions for key personnel:
      - **Teachers/Course Creators:** Training on content creation, course management, grading, and reporting.
      - **Site Administrator:** Training on system configuration, user management, and troubleshooting.
  - Provide detailed training materials, including step-by-step documentation, instructional videos, and quick reference guides.
  - Record training sessions for on-demand access by employees.
- v. **Support Services**
  - **Technical and Administrative Support:**
    - Provide 20 hours up to unlimited support of technical and administrative assistance.
    - Offer multi-channel support whether via face-to-face, email, phone, or live chat.
    - Ensure critical issues (e.g., system outages) are quickly resolved and respond to non-critical issues without delay.
    - Provide updated escalation matrix.

**TERMS OF REFERENCE  
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR LLFC  
LEARNING MANAGEMENT SYSTEM**

- **Proactive Monitoring:**
  - Continuously monitor system performance and server health to address potential issues before they impact users.
  
- vi. **Consulting and Project Management**
  - **Consulting Services:**
    - Provide 20 to 30 hours of consulting support to optimize platform usage, integrate advanced features, and recommend enhancements.
    - Offer expert advice on adopting best practices for e-learning and user engagement.
    - Schedule meetings to track progress, address challenges, and ensure timely delivery of deliverables.
    - Maintain transparent communication and detailed documentation throughout all phases of the project.
  
- vii. **Reporting and Feedback**
  - Generate and deliver monthly reports, provided by the supplier or through system-based generation, detailing system usage, performance metrics, and user engagement trends.
  - Highlight areas for improvement and provide actionable recommendations for enhanced performance and user satisfaction.
  - Conduct regular feedback surveys and interviews with users to gather insights on their experiences and identify areas for enhancement.
  - Incorporate feedback into system updates and future developments to ensure alignment with user needs.
  
- 1. **Minimum Qualifications for the Service Provider**
  - The LMS provider should have successfully completed a minimum of 5 contracts with government offices, showcasing their ability to handle similar projects.
  - The LMS provider must have the capacity and ability to provide maintenance services and technical support.
  - The LMS provider must be operating for 5 years.
  - The LMS provider must submit a copy of the latest Business Continuity Plan should disaster arise from the Platform.

**2. Deliverables and Timetable:**

The project engagement shall start not later than 15 calendar days upon receipt of the Notice to Proceed. Supplier must provide timeline or milestones of the project. The project must be completed within a maximum duration of 12 months from the date of the Notice to Proceed.

**TERMS OF REFERENCE  
FOR LBP LEASING AND FINANCE CORPORATION'S PROCUREMENT FOR LLFC  
LEARNING MANAGEMENT SYSTEM**

**IV. CONTRACT PAYMENT SCHEME**

99% of the payment will be made upon delivery of the whole project or system, while the remaining 1% will be withheld after a year and upon satisfactory fulfillment of the agreed product requirements or approval within the specified timeline.



**Price Quotation Form**

Date:

**MS. RIZA M. HERNANDEZ**

Chairperson, Bids and Awards Committee  
 LBP Leasing and Finance Corporation (LLFC)  
 15<sup>th</sup> Flr., Sycip Law Center, #105 Paseo de Roxas St.,  
 Makati City

Dear **Ms. Hernandez**:

After having carefully read and accepted the terms and conditions in the Request for Quotation (RFQ), hereunder is our quotation/s for the item/s as follows:

Description/ Specifications:	Qty.	Unit Price (P)	Total Price (P)
(In details)			
Amount in Words: _____ _____			
Warranty			

The above-quoted prices are inclusive of all costs and applicable taxes. Duration of Contract Agreement **with LBP Leasing and Finance Corporation** shall be within fifteen (15) calendar days upon receipt of Purchase Order (P.O.) and Notice to Proceed.

Very truly yours,

\_\_\_\_\_  
 Printed Name over Signature of Authorized Representative

\_\_\_\_\_  
 Name of Company

\_\_\_\_\_  
 Contact No./s

**\*Please submit all the required eligibility documents together with the Annexes "A, B and C"**

## Schedule of Requirements and Eligibility Requirements

Bidders must state “**Comply**” in the column “Statement of Compliance” against each of the individual parameters.

Requirements	Statement of Compliance
<p><b>I. Cloud-Based Hosting:</b></p> <ul style="list-style-type: none"> <li>• Provide reliable and scalable cloud hosting capable of supporting up to 100 concurrent users, with options for future scalability as needed, including storage of up to 80 GB, 2 vCPUs, 4 GB of memory, and 2nd generation processing capabilities.</li> <li>• Ensure a 99.9% uptime guarantee through server redundancy and proactive monitoring to ensure uninterrupted service.</li> <li>• Assist in configuring an existing domain for the LMS.</li> <li>• Ensure data encryption for user security and maintain consistent security protocols.</li> </ul>	
<p><b>II. LMS Installation and Upgrades</b></p> <ul style="list-style-type: none"> <li>• <b>Platform Installation:</b> <ul style="list-style-type: none"> <li>○ Install and configure the latest version of the LMS software on the cloud server.</li> <li>○ Perform an initial setup, including the configuration of essential features, integrations, and plugins to meet operational requirements.</li> </ul> </li> <li>• <b>Scheduled Updates:</b> <ul style="list-style-type: none"> <li>○ Perform updates to ensure the platform remains secure and fully optimized.</li> <li>○ Conduct full data backups before updates to protect against potential disruptions and ensure data integrity.</li> <li>○ Test updates in a controlled staging environment before implementing changes on the live system.</li> </ul> </li> </ul>	
<p><b>III. Customization and Branding</b></p> <ul style="list-style-type: none"> <li>• <b>Theme Customization:</b> <ul style="list-style-type: none"> <li>○ Customize the LMS theme to align with the LLFC’s brand identity, including the use of logos, color schemes, and layouts.</li> <li>○ Ensure a seamless user experience with a responsive and intuitive design for both desktop, laptop, and mobile users.</li> </ul> </li> <li>• <b>Mobile App Branding:</b> <ul style="list-style-type: none"> <li>○ Provide guidance on customizing the LMS mobile application, including branding elements like logos, welcome screens, and app color schemes.</li> <li>○ Support the integration of mobile app features aligned with organizational requirements.</li> </ul> </li> </ul>	
<p><b>IV. User Training and Onboarding</b></p> <ul style="list-style-type: none"> <li>• <b>Comprehensive Training Sessions:</b> <ul style="list-style-type: none"> <li>○ Deliver 40 hours of hands-on and comprehensive role-specific training sessions for key personnel: <ul style="list-style-type: none"> <li>▪ <b>Teachers/Course Creators:</b> Training on content creation, course management, grading, and reporting.</li> <li>▪ <b>Site Administrator:</b> Training on system configuration, user management, and troubleshooting.</li> </ul> </li> </ul> </li> <li>• Provide detailed training materials, including step-by-step documentation, instructional videos, and quick reference guides.</li> <li>• Record training sessions for on-demand access by employees.</li> </ul>	
<p><b>V. Support Services</b></p> <ul style="list-style-type: none"> <li>• <b>Technical and Administrative Support:</b></li> </ul>	

<ul style="list-style-type: none"> <li>○ Provide 20 hours up to unlimited support of technical and administrative assistance.</li> <li>○ Offer multi-channel support whether via face-to-face, email, phone, or live chat.</li> <li>○ Ensure critical issues (e.g., system outages) are quickly resolved and respond to non-critical issues without delay.</li> <li>○ Provide updated escalation matrix.</li> <li>● <b>Proactive Monitoring:</b> <ul style="list-style-type: none"> <li>○ Continuously monitor system performance and server health to address potential issues before they impact users.</li> </ul> </li> </ul>	
<p><b>VI. Consulting and Project Management</b></p> <ul style="list-style-type: none"> <li>● <b>Consulting Services:</b> <ul style="list-style-type: none"> <li>○ Provide 20 to 30 hours of consulting support to optimize platform usage, integrate advanced features, and recommend enhancements.</li> <li>○ Offer expert advice on adopting best practices for e-learning and user engagement.</li> <li>○ Schedule meetings to track progress, address challenges, and ensure timely delivery of deliverables.</li> <li>○ Maintain transparent communication and detailed documentation throughout all phases of the project.</li> </ul> </li> </ul>	
<p><b>VII. Reporting and Feedback</b></p> <ul style="list-style-type: none"> <li>● Generate and deliver monthly reports, provided by the supplier or through system-based generation, detailing system usage, performance metrics, and user engagement trends.</li> <li>● Highlight areas for improvement and provide actionable recommendations for enhanced performance and user satisfaction.</li> <li>● Conduct regular feedback surveys and interviews with users to gather insights on their experiences and identify areas for enhancement.</li> <li>● Incorporate feedback into system updates and future developments to ensure alignment with user needs.</li> </ul>	
<p><b>VIII. Minimum Qualifications for the Service Provider</b></p> <ul style="list-style-type: none"> <li>● The LMS provider should have successfully completed a minimum of 5 contracts with government offices, showcasing their ability to handle similar projects.</li> <li>● The LMS provider must have the capacity and ability to provide maintenance services and technical support.</li> <li>● The LMS provider must be operating for 5 years.</li> <li>● The LMS provider must submit a copy of the latest Business Continuity Plan should disaster arise from the Platform.</li> </ul>	
<p><b>IX. Deliverables and Timetable:</b></p> <ul style="list-style-type: none"> <li>● The project engagement shall start not later than 15 calendar days upon receipt of the Notice to Proceed. Supplier must provide timeline or milestones of the project. The project must be completed within a maximum duration of 12 months from the date of the Notice to Proceed.</li> </ul>	
<p><b>X. Contract Payment Scheme</b></p> <ul style="list-style-type: none"> <li>● 99% of the payment will be made upon delivery of the whole project or system, while the remaining 1% will be withheld after a year and upon satisfactory fulfillment of the agreed product requirements or approval within the specified timeline.</li> </ul>	
<b>Eligibility Requirements (Certified True Copies only) :</b>	
1. Valid and Current Year Mayor’s Permit or proof of application	
2. Valid and Current PhilGEPS Registration Number	
3. DTI / SEC Registration (for Partnership / Corporations)	
4. Latest Tax Clearance per E.O. 398, series of 2005	
5. Notarized Omnibus Sworn Statement (Annex C)	

6. Notarized Secretary's Certificate for proof of authorization	
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**I hereby certify to comply and deliver all the above Schedule of Requirements.**

\_\_\_\_\_  
**Name of Company  
/Bidder**

\_\_\_\_\_  
**Signature over Printed Name of  
Authorized Representative**

\_\_\_\_\_  
**Date**

## Omnibus Sworn Statement

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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;
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 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 \_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Bidder's Representative/Authorized Signatory

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_\_ at \_\_\_\_\_.

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 \_\_\_\_\_

\* This form will not apply for WB funded projects.