



## Annex E: Sample Bidding Forms

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## List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Standard Form Number: SF-GOOD-13a  
 Revised on: July 28, 2004

### List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract/ Project Cost	a. Owner's Name b. Address c. Telephone Nos.	Nature of Work	Bidder's Role		a. Date Awarded b. Date Started c. Date of Completion	% of Accomplishment		Value of Outstanding Works / Undelivered Portion
			Description	%		Planned	Actual	
<u>Government</u>								
<u>Private</u>								
Total Cost								

- Note: This statement shall be supported with:
- 1 Notice of Award and/or Contract
  - 2 Notice to Proceed issued by the owner
  - 3 Certificate of Accomplishments signed by the owner or authorized

Submitted by : \_\_\_\_\_  
 (Printed Name & Signature)  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_



## List of all Government & Private Contracts completed which are similar in nature

Standard Form Number: SF-GOOD-13b  
 Revised on: July 28, 2004

### Statement of all Government & Private Contracts completed which are similar in nature

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Contract	d. Owner's Name e. Address f. Telephone Nos.	Nature of Work	Bidder's Role		d. Amount at Award e. Amount at Completion f. Duration	a. Date Awarded b. Contract Effectivity c. Date Completed
			Description	%		
<u>Government</u>						
<u>Private</u>						

Note: This statement shall be supported with:

- 1 Contract
- 2 Certificate of Completion
- 3 Certificate of Acceptance

Submitted by : \_\_\_\_\_  
(Printed Name & Signature)

Designation : \_\_\_\_\_

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



## Omnibus Sworn Statement

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

### AFFIDAVIT

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

1. **Select one, delete the other:**

*If a sole proprietorship:* I am the sole proprietor 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;



Republic of the Philippines  
**KALINGA STATE UNIVERSITY**  
**BIDS AND AWARDS COMMITTEE**  
 National Highway, Purok 6, Bulanao, Tabuk City, Kalinga  
 Website: <https://ksu.edu.ph> Email: [procurementservice\\_bac@ksu.edu.ph](mailto:procurementservice_bac@ksu.edu.ph) Tel.No.: (074) 627-5321

*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 \_\_\_\_\_



## Integrity Pledge for KSU Service Provider

### **INTEGRITY PLEDGE**

(Adopted from DPWH DO No. 86, Series of 2013)

### **FOR KSU SERVICE PROVIDER**

I believe that corruption detracts from the contribution of goods, civil works and services to national development.

I recognize that the national executive government, in particular the Kalinga State University leadership, is taking initiatives to reduce corruption and promote integrity.

I realize that such initiatives cannot be successful without my full cooperation.

As professional, business owner and development partner, I am fully aware of my responsibility to our stakeholders and to society to conduct my business with the highest degree of professionalism and ethical standards.

In view of the following, I pledge the following:

- ✓ I will promote healthy competition and will not engage in collusion and rigging that make a mockery of the bidding process.
- ✓ I will provide value-for-money services by including in our bid offers only the costs that go directly to the project and reasonable profit, and by executing projects in accordance with engineering standards and/or delivery schedule.
- ✓ I will not engage in bribery in cash or in any other form and I will not offer or yield to any demand or request for payoff money.
- ✓ I will maintain only one book of accounts and I will ensure that my financial reports are accurate and transparent.
- ✓ I will install internal controls and systems for good governance and accountability.
- ✓ I will ensure that my employees embrace my commitment to integrity by developing or enhancing our internal Code of Conduct.
- ✓ I will contribute to participate in dialogues with KSU and fellow bidders to address any concerns in fair and transparent manner.

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Name and Signature of Authorized Managing Owner

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Name of Company

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Date Signed

(Please attach photocopy of valid and signed ID of AMO)



## Sample of Certification from Insurance Commission

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

### CERTIFICATION

This is to Certify that \_\_\_\_\_ is an authorized insurance company and licensed to transact general insurance business in the Philippines for such lines **FIRE, MARINE, CASUALTY and SURETY** under Certificate of Authority Number \_\_\_\_\_ effective \_\_\_\_\_, unless sooner revoked or suspended for cause.

It is certified, moreover, that \_\_\_\_\_ is likewise authorized under \_\_\_\_\_ to underwrite and issue Performance Bonds, Surety Bonds, and Bidders Bonds **callable on demand** in favor of various agencies and instrumentalities of the government pursuant to **Revised Implementing Rules and Regulations of R.A. 9184** and that the company certifies to us that \_\_\_\_\_ as \_\_\_\_\_ was issued to \_\_\_\_\_ in favor of the **KALINGA STATE UNIVERSITY** in the amount of \_\_\_\_\_ will submit a Bid for the \_\_\_\_\_, and photocopy of said bond is extant in the records of the Regulation Division of this Commission.

This Certification is issued upon the request of \_\_\_\_\_, pursuant to Section 39.2(c) of the Revised Implementing Rules and Regulations of R.A. 9184.

Issued this \_\_\_\_ day of \_\_\_\_\_  
City of Manila, Philippines

*For the Insurance Commission*



**Bill of Quantities For Goods Offered From Abroad**

Name of Bidder \_\_\_\_\_ Invitation to Bid<sup>1</sup> Number \_\_\_\_ Page \_\_\_\_ of \_\_\_\_.

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

\_\_\_\_\_

*[signature]*

\_\_\_\_\_

*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

\_\_\_\_\_





## Bill of Quantities For Goods Offered From Within the Philippines

Name of Bidder \_\_\_\_\_ . Invitation to Bid<sup>2</sup> Number \_ . 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 Insurance 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)

\_\_\_\_\_  
[signature]

\_\_\_\_\_  
[in the capacity of]

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

\_\_\_\_\_