



National Power Corporation
REQUEST FOR QUOTATION
(SMALL VALUE PROCUREMENT - 53.9)

01 AUGUST 2022

Sir/Madam:

Please provide us with your best quotation for the items as specified in the Terms of Reference (TOR) for PR No. HO-MAG22-004 Ref. No. SVP220727 – RF 00314 and submit the same in a sealed envelope to be dropped in the designated drop box at the Bids and Contracts Services Division (BCSD), Ground Floor, Diliman, Quezon City on or before 9:30 A.M. of 11 AUGUST 2022.

The following documents must be submitted together with your quotation:

1. PhilGEPS Registration, whichever is applicable:

For Platinum Members:

2. Valid and Updated Certificate of PhilGEPS Registration (This should include the attached "Annex A"). In case the Mayor's Permit in the said Annex "A" is expired, a valid/updated Mayor's Permit must also be submitted.

For Red or Blue Members:

- a. Valid Mayor's Permit showing the expiry date
- b. PhilGEPS Registration Number;

Additional Documentary Requirements, if applicable:

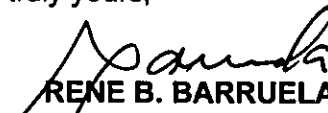
- Omnibus Sworn Statement (use attached Form) (For Total ABC of Above PhP 50,000);
- Latest Income Tax Return / Business Tax Return (For Total ABC of Above PhP 500,000);
- Professional License/Curriculum Vitae (for Consulting Services only);
- PCAB License (for INFRA Projects only);

The Warranty Period shall be: N/A

In case of a failed bidding, a re-bidding maybe conducted without prior notice to any previous bidder(s).

For further inquiries, please contact the BAC Secretariat, Ms. Rochelle S. Fajardo at telephone no. 921-3541/ local no. 5776 / Fax No. 922-1622 with e-mail address at rochelle.npc@gmail.com.

Very truly yours,


RENE B. BARRUELA
Vice President, CAG and Chairman,
Bids and Awards Committee

BIR Road cor. Quezon Avenue, Diliman
Quezon City 1100, Philippines
Tel. Nos. (632) 921-3541 to 80 • Fax No. (632) 921-2468
Website: www.napocor.gov.ph

AFG-LOG- 004.F02
Rev. No. 0
Page 1 of 1

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Republic of the Philippines
NATIONAL POWER CORPORATION

TERMS OF REFERENCE
ALTERNATIVE MODE OF PROCUREMENT
(SMALL VALUE PROCUREMENT) – 53.9)

1. Scope of Works: HO-MAG22-004 Ref. No. SVP220727 – RF 00314

For the Supply of Labor and Materials for the Inspection Chart Mapping (ICM) of Reforestation Project, Agroforestation Project and Bamboo Plantation in Magat Watershed Area

Item No.	DESCRIPTION	QTY.	ABC (PhP)
1	Inspection Chart Mapping Plan 5 60 HAS	60 HAS	180,000.00
2	Inspection Chart Mapping Plan 7 60 HAS	60 HAS	180,000.00
APPROVED BUDGET FOR THE CONTRACT:			<u>360,000.00</u>

Notes:

- Please see attached **End User's Terms of Reference and Technical Specifications**.
- Mode of Award is on **LOT Basis**.
- **Kindly indicate the Terms and Conditions on the Bid Quotation:**
 - Payment Terms
 - Delivery Period
 - Price Validity
 - Delivery Point
 - Warranty

2. Delivery Period

Delivery Period shall not be later than **90 CALENDAR DAYS** upon receipt of the Purchase Order / Notice to Proceed.

3. Delivery Point

Items shall be delivered at **MAGAT WAT, RAMON, ISABELA**

4. Bid Submission

The Bidder shall submit their bids through their authorized representative or in the manner of submission as prescribed in the RFQ.

5. Late Bids

Any Bid submitted after the deadline for submission and receipt of Bids shall not be accepted by NPC.

TERMS OF REFERENCE (TOR)

FOR THE SUPPLY OF LABOR AND MATERIALS FOR THE INSPECTION CHART MAPPING (ICM) OF FIFTY (50) HECTARES REFORESTATION PROJECT, AND (10) TEN HECTARES AGROFORESTATION PROJECT IN MAGAT WATERSHED AREA

1.0 TITLE OF THE PROJECT

Inspection Chart Mapping (ICM) of 50 hectares Reforestation and 10 hectares Agroforestry in Magat Watershed Area.

2.0 OBJECTIVES

This project has the following objectives:

- 2.1 To establish adequate and verifiable ground control for the effective management and closer supervision of the NPC-MWAT Reforestation and Agroforestry projects funded through the Universal Levy Fund;
- 2.2 To be able to assess and determine the overall status of the 50-ha Reforestation Project and 10 hectares Agroforestry Project both located in Barangay Halag, Aguineldo Ifugao through one hundred percent (100%) counting of seedlings planted.

3.0 SCOPE OF WORK

The project shall have three major components/phases, namely: (1) Verification, Relocation, Amendment Survey of Plantation Areas; (2) Actual counting of seedlings planted; and (3) Report writing. It shall consist of but will not be limited to the following:

3.1 Verification, Relocation, Amendment Survey of Plantation Areas (if only applicable)

- 3.1.1 To determine the actual boundary of the plantation area, verification, relocation and amendment survey or a combination thereof shall be conducted using appropriate surveying and mapping equipment/instruments. For purposes of this project, the following terms shall be understood to mean as follows:

Verification survey—a type of survey conducted to ascertain the position and description of the existing survey monuments and markers established by the reforestation/agro-forestry contractor;

Relocation survey – a type of survey to determine of correct positions of erroneously established monuments/markers; also establishment of monuments and/or markers as replacement for missing or damaged monuments/markers;

ANNEX "A"

Amendment survey - a type of survey to change/rectify the boundary lines to indicate/show actual planted area if same is different from the target area for planting;

- 3.1.2 Based on the result of the above survey activities, a rectified plantation map with a scale of 1:10,000 shall be prepared and submitted. This map shall be used as the reference/base map for the succeeding activities as replacement to the standard map
- 3.1.3 Based on the rectified reference/base map, the boundary of the plantation area shall be plotted on the appropriate Inspection Chart Map (ICM) form, a sample of which shall be provided by NPC-WMD for reproduction of the ICM preparer/contractor.

3.2. Actual Counting of the Seedlings Planted

- 3.2.1 Using the reference/base map of the plantation area which comprises of the blocking posts and UTM monuments on the ground, the map of the plantation area shall be plotted on the appropriate ICM form. Due consideration should be made on the map scale transformation, since the base map uses 1:10,000 scale while the ICM form utilizes 1:1,000 map scale.
- 3.2.2 The ICM form generated shall be adopted in conducting one hundred percent (100%) counting of the planted seedlings.
- 3.2.3 The devised ICM form is good for a 10-hectare area and an ICM form is uniquely designed for a specified spacing scheme.
- 3.2.4 Draw each block reflected from the reference/base map by considering the length (distance) and orientation into the Inspection Chart Map.
- 3.2.5 Based on the reference/base map, the number of blocks derived and the area covered per block as a result of blocking are given.
- 3.2.6 The number of ICM form to be used depends on the number of blocks of the project area.
- 3.2.7 The 10-hectare block shall be further subdivided into 1-hectare block. UTM coordinates of the corner points of the 1-hectare block shall be derived using Global Positioning System (GPS) receiver.
- 3.2.8 After deriving the boundaries of the 1-hectare block, a semi-permanent marker made of wood will be installed in the boundaries.
- 3.2.9 A designated person shall be assigned a one (1)-hectare block for inventory.

ANNEX "A"

3.2.10 Upon designating the unique block assigned to each member, actual counting shall be done adopting the appropriate ICM form hereto attached.

3.2.11 The number of spots per hectare where seedlings are expected to be planted depends on the spacing scheme used in planting.

- For 2 m. X 3 m. spacing : 1,667 spots/seedlings per hectare
- For 2 m. x 2 m. spacing : 2,500 spots/seedlings per hectare
- For 1 m. x 2 m. spacing : 5,000 spots/seedlings per hectare
- For 4 m. X 4 m. spacing : 625 spots/seedlings per hectare

3.2.12 The seedlings planted shall be evaluated and judged as to *living, dead/dying and missing*.

3.2.13 Living seedling refers to seedling in good and healthy state i.e. having green leaves and standing firmly.

3.2.14 Dead/dying seedling refers to seedling whose leaves already wilted or do not have leaves and the stem already decayed. (Note: There are seedlings that naturally shed-off its leaves (deciduous) but is still living).

3.2.15 Missing seedling refers to seedling that is gone or not existing in the expected spot along the planting strip where it should be standing or planted.

3.2.16 Legend using symbols shall be adopted for easiness, effectiveness and efficiency of counting. This legend is included in the prescribed ICM form (i.e. X for dead and 0 for missing; for living, no marking shall be done, the grid shall be left unmarked).

3.3 Report Writing

The contents of the report shall be as follows:

- Description of the area (reforestation)
- Purpose and objectives
- Results (attach forms and maps)
- Pictures/photo documentation of the activities including monuments/markers replaced and/or repaired
- Conclusion and Recommendation

4.0 STANDARD OF SERVICES

The Project Team shall be required to perform its services with the degree of skill and judgment normally exercised by respected institutions performing services of similar nature. It shall exercise all reasonable skill, care and diligence in the discharge of its duties agreed to be performed consistent with the best interests of NPC. To attain these ends, it shall provide personnel with adequate qualifications and experience and of such number as may be required to fulfill its scope of work.

ANNEX "A"

5.0 DELIVERABLES

The Project team shall be required to submit to NPC-WMD the following reports:

5.1 Project Proposal

A project proposal shall be submitted to NPC, which contain the methodology, timetable and cost of the project.

5.2 Inception Report

The report shall contain the detailed work plan to be undertaken for the project, including schedules and resource requirements. This shall be submitted immediately after the kick-off conference between parties or within two (2) weeks after the issuance of the Notice to Proceed (NTP) and before the start of the activities.

5.3 Draft Report

The draft report shall be submitted after the conduct of ICM and one week prior to initial presentation for NPC's comment. The accomplished ICM forms, maps and photo documentation must also be attached in support of the draft report. The draft report shall be submitted in two (2) copies within two (2) weeks after the presentation

5.4 Final Report

The final report shall be submitted one week prior to final presentation for NPC's comment. The final report shall be submitted in three (3) copies within two (2) weeks after the presentation.

6.0 TIME FRAME

The project shall commence immediately upon issuance of the Notice to Proceed and shall be completed within three (3) months.

7.0 MODE OF PAYMENT AND SCHEDULE OF FUND RELEASE

The approved Mode of Payment shall be used as guide in determining the actual amount to be paid.

Payment	Nature of Payment	Basis / Indicator of Payment	Expected Output	Approx. No. of	% Total Cost	Equivalent Amount/Billing
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ANNEX "A"

No.				Months*		statement (Php)
1	1* Payment	<ul style="list-style-type: none"> ➤ Contract Signed ➤ Notice to Proceed ➤ Project Proposal ➤ Approved Work Program ➤ Inception report ➤ Notice of Billing 	<ul style="list-style-type: none"> - Contract - Report 	2 weeks		
2	Last Payment	<ul style="list-style-type: none"> ➤ Completion of ICM ➤ Inspection Report of WAT ➤ Draft Report ➤ Final Report ➤ Notice of Billing ➤ Certificate of acceptance 	<ul style="list-style-type: none"> - Final Report - Certificate of Completion - Certificate of Acceptance 	3 months		
				3 months	TOTAL	162,000.00

**Note: Approximate only. The Contractor may conduct some activities ahead of schedule subject to a mutual written agreement with the end-user.*

8.0 TECHNICAL DIRECTION

The Project team shall report directly to the NPC-Magat Watershed Area Team.

9.0 PROJECT FUNDING

The project cost shall not exceed the ERC approved budget. The project cost shall be charged to Inspection Chart Mapping Project under JO No. A003802, Plan 5.

NOTE: For PR No. HO-LAR22-008

TERMS OF REFERENCE (TOR)

FOR THE SUPPLY OF LABOR AND MATERIALS FOR THE INSPECTION CHART MAPPING (ICM) OF FIFTY (50) HECTARES REFORESTATION AND TEN (10) HECTARES BAMBOO PLANTATION IN MAGAT WATERSHED AREA

1.0 TITLE OF THE PROJECT

Inspection Chart Mapping (ICM) of 50-hectares reforestation and 10 Hectares Bamboo Plantation in Magat Watershed Area.

2.0 OBJECTIVES

This project has the following objectives:

- 2.1 To establish adequate and verifiable ground control for the effective management and closer supervision of the NPC-MWAT reforestation and Bamboo funded through the Universal Levy Fund;
- 2.2 To be able to assess and determine the overall status of the 50-ha reforestation project and 10 Hectares Bamboo located in barangay Halag, Aguinaldo Ifugao), through one hundred percent (100%) counting of seedlings planted.

3.0 SCOPE OF WORK

The project shall have three major components/phases, namely: (1) Verification, Relocation, Amendment Survey of Plantation Areas; (2) Actual counting of seedlings planted; and (3) Report writing. It shall consist of but will not be limited to the following:

3.1 Verification, Relocation, Amendment Survey of Plantation Areas (if only applicable)

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Relocation survey – a type of survey to determine or correct positions of erroneously established monuments/markers; also establishment of monuments and/or markers as replacement for missing or damaged monuments/markers;

ANNEX "B"

Amendment survey - a type of survey to change/rectify the boundary lines to indicate/show actual planted area if same is different from the target area for planting;

- 3.1.2 Based on the result of the above survey activities, a rectified plantation map with a scale of 1:10,000 shall be prepared and submitted. This map shall be used as the reference/base map for the succeeding activities as replacement to the standard map
- 3.1.3 Based on the rectified reference/base map, the boundary of the plantation area shall be plotted on the appropriate Inspection Chart Map (ICM) form, a sample of which shall be provided by NPC-WMD for reproduction of the ICM preparer/contractor.

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ANNEX "B"

3.2.10 Upon designating the unique block assigned to each member, actual counting shall be done adopting the appropriate ICM form hereto attached.

3.2.11 The number of spots per hectare where seedlings are expected to be planted depends on the spacing scheme used in planting.

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5.3 Draft Report

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5.4 Final Report

The final report shall be submitted one week prior to final presentation for NPC's comment. The final report shall be submitted in three (3) copies within two (2) weeks after the presentation.

6.0 TIME FRAME

The project shall commence immediately upon issuance of the Notice to Proceed and shall be completed within three (3) months.

7.0 MODE OF PAYMENT AND SCHEDULE OF FUND RELEASE

The approved Mode of Payment shall be used as guide in determining the actual amount to be paid.

ANNEX "6"

Payment No.	Nature of Payment	Basis / Indicator of Payment	Expected Output	Approx. No. of Months*	% Total Cost	Equivalent Amount/Billing statement (PhP)
1	1 st Payment	<ul style="list-style-type: none"> ➤ Contract Signed ➤ Notice to Proceed ➤ Project Proposal ➤ Approved Work Program ➤ Inception report ➤ Notice of Billing 	<ul style="list-style-type: none"> - Contract - Report 	2 weeks		
2	Last Payment	<ul style="list-style-type: none"> ➤ Completion of ICM ➤ Inspection Report of WAT ➤ Draft Report ➤ Final Report ➤ Notice of Billing ➤ Certificate of Acceptance 	<ul style="list-style-type: none"> - Final Report - Certificate of Completion - Certificate of Acceptance 	2.5 months		
				3 months	TOTAL	

**Note: Approximate only. The Contractor may conduct some activities ahead of schedule subject to a mutual written agreement with the end-user.*

8.0 TECHNICAL DIRECTION

The Project team shall report directly to the NPC-Magat Watershed Area Team.

9.0 PROJECT FUNDING

The project cost shall not exceed the ERC approved budget. The project cost shall be charged to Inspection Chart Mapping Project under JO No.3859, Plan 7.

NOTE: For PR No. HO-LAR22-008



NATIONAL POWER CORPORATION
MAGAT WATERSHED AREA TEAM
WATERSHED MANAGEMENT DEPARTMENT

TECHNICAL SPECIFICATIONS

HO-MAG22-004

ITEM	DESCRIPTION
1. Inspection Chart Mapping Plan 5	50 has Reforestation <u>10 has Agroforestation</u> 60 has.
2. Inspection Chart Mapping Plan 7	50 has Reforestation <u>10 has Bamboo</u> 60 has.

6. Bid Prices

The bid price as indicated in the Quotation Form shall be fixed during the Bidder's performance of the Contract and not subject to variation or price escalation on any account. A Bid submitted with an adjustable price quotation shall be treated as non-responsive.

7. Bid Price Validity

Price Validity shall not be less than One Hundred Twenty (120) calendar days from date of bid submission.

8. Eligibility Criteria

- a. Bids shall be checked using the PASS / FAIL Criteria for Legal, Technical and Financial components.
- b. From the bids that were rated PASSED, the same shall be ranked and corrected for computational errors to identify the Lowest Calculated Quotation (LCQ).

9. Detailed Evaluation and Comparison of Bids

The LCQ shall be subjected to detailed evaluation against the Technical Specifications including arithmetical computations. Documents which are deemed not to comply with the requirements of the tender shall be considered non-complying.

10. Post qualification

Submitted documents of the S/LCQ shall be subjected to post qualification evaluation. The bid that PASSED the Post-Qualification shall be declared as the Single/Lowest Calculated Responsive Quotation (S/LCRQ).

11. Total Contract Price

The Total Contract Price shall be inclusive of all taxes and other related expenses / charges.

12. Notice to Supplier

- a. The supplier shall pick-up the Purchase Order (PO)/ Notice to Proceed (NTP) from NPC within two (2) calendar days from receipt of the Notice of Award.
- b. Failure to secure the PO/NTP by the supplier within the said period will mean cancellation of the same and imposition of penalties as prescribed by law.

13. PO Effectivity

- a. The PO Shall take effect immediately upon receipt of the PO / NTP by the supplier sent through fax as evidenced by the fax transmission receipt and as confirmed by the supplier's representative.

14. Terms of Payment

Please see attached End User's Terms of Reference (Annex "A" and Annex "B")

15. Warranty

Warranty is dependent upon the nature/type of the item which is included in the offer (i. e. Manufacturer's Warranty).

16. Liquidated Damages

Where the supplier refuses or fails to satisfactorily complete the work within the specified contract time, plus any time of extension duly granted and is hereby in default under the contract, the supplier shall pay NPC for liquidated damages, and not by way of penalty, an amount equal to at least one tenth (1/10) of one percent (1%) of the cost of the undelivered/unperformed portion of the items/works for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity may rescind or terminate the contract, without prejudice to other courses of action and remedies open to it (Section 68 of the Revised IRR of RA 9184).

17. Liability of the Supplier

If after receipt of the Purchase Order, the supplier fails to deliver the goods, appropriate sanctions will be imposed as prescribed under Republic Act (RA) 9184 and its Revised Implementing Rules and Regulations (IRR).

18. Disclosure of Relations

The bidder shall comply with the provisions of Section 47 of RA 9184 and its revised IRR re: disclosure of relations.

19. Administrative Sanctions

Bidder shall likewise be imposed the rules as stated in section 69 (Imposition of administrative penalties) should there be infractions committed.

20. Reservation Clause

NPC reserves the right to accept or reject any bid, to annul the bidding process, and to reject all bids at any time prior to contract award, without thereby incurring any liability to the affected bidder/s.

--Remaining spaces intentionally left blank--

**SUPPLIER'S BID QUOTATION
 (SMALL VALUE PROCUREMENT) – 53.9)**

To: The BAC Chairman:

I have read and examined the Terms of Reference for Purchase Requisition (PR) No/s. **HO-MAG22-004** I agree with the conditions of the TOR and offer the following supplies with specific description:

ITEM NO.	DESCRIPTION OF ITEM / S TO BE SUPPLIED (INCLUDE BRAND NAME)	QTY	UNIT PRICE (PhP)	TOTAL PRICE (PhP)
TOTAL				

 Name and Signature of Authorized Representative
 Date _____
 Company Name _____
 Contact Details _____
 E-mail address _____

Notes:
 -The bidder may use this form or its own company letter head following this format duly signed by the authorized representative when making the offer.
 -In using this form for this bidding, indicate the PR number to avoid confusion

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

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

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

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant

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