

**AUTHORITY OF SIGNATORY**

**A. For Corporation/Cooperative**

SECRETARY'S CERTIFICATE

I, \_\_\_\_\_, duly elected and qualified Board Secretary of (*Name of Company*), a corporation/cooperative duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office or place of business at (*Place*), DO HEREBY CERTIFY THAT.

I am familiar with the facts herein certified and duly authorized to certify the same:

At the Special/Regular Meeting of the Board of Directors of the Corporation/Cooperative duly convened and held on (*Date*), at (*Place*), at which meeting a quorum was present and acting throughout, the following resolutions were unanimously approved and adopted, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that ( *Name of Company* ) be authorized, as it is hereby authorized and empowered to participate in the bidding of the ( *Name of Project/s* ) by the Philippine Deposit Insurance Corporation (PDIC); and that if awarded the project shall enter into a contract with the PDIC; and in connection therewith hereby appoint ( *Name of Representative/s* ), acting as duly authorized and designated representative/s of the corporation/cooperative, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the corporation/cooperative in the bidding as fully and effectively as the corporation/cooperative might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do and cause to be done by virtue hereof;

RESOLVED Further That, the corporation/cooperative hereby authorizes its President to:

1. execute a waiver of jurisdiction whereby the corporation/cooperative hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine courts;
2. execute a waiver that the corporation/cooperative shall not seek and obtain a writ of injunction or prohibition or restraining order against any other agency in connection with this project to prevent and restrain the bidding procedures related thereto, the negotiating of and award of the contract to a successful bidder, and the carrying out of the awarded contract.

IN WITNESS WHEREOF, I hereby hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2015 at (*Place*).

\_\_\_\_\_  
Name of Board Secretary

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_\_, Philippines. Affiant is personally known to me and was 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 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 \_\_\_\_\_, 2015.

**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 2015.

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**B. For Partnership/Joint Venture:**

**PARTNERSHIP'S/JOINT VENTURE'S CERTIFICATE**

I, \_\_\_\_\_, of legal age, Filipino Citizen, single/married and with office address at (Place), after having been duly sworn to in accordance with law, do hereby depose and say that:

As (Position) of (Name of Partnership/Joint Venture), I hereby certify that at the Regular/Special Meeting of the Partners held on (date) at (place), during which a quorum was present, the following Resolution was unanimously approved and adopted:

Resolution No. \_\_\_\_\_

“RESOLVED that the partnership/joint venture be authorized, as it is hereby authorized and empowered to participate in the pre-qualification and bidding for the (Name of Project/s) requirement of the Philippine Deposit Insurance Corporation (PDIC).

“RESOLVED, further that any of the following person/s are authorized to represent, negotiate, execute, bind and/or sign for or in behalf of the company any document/s required for the purpose of said bidding.

NAME	DESIGNATION	SPECIMEN SIGNATURE
_____	_____	_____
_____	_____	_____

IN WITNESS WHEREOF, I hereby hereunto set my hand this \_\_\_ day of \_\_\_\_\_, 2015 at (Place).

\_\_\_\_\_  
Name of General Manager/President/Partner

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_\_, Philippines. Affiant is personally known to me and was 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 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 \_\_\_\_\_, 2015.

NAME OF NOTARY PUBLIC  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
Roll of Attorneys No. \_\_\_\_\_  
PTR No. \_\_\_\_\_ [date issued], [place issued]  
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Book No. \_\_\_\_\_  
Series of 2015.

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REPUBLIC OF THE PHILIPPINES ) SS  
\_\_\_\_\_ )

**AFFIDAVIT OF COMPLIANCE WITH TECHNICAL SPECIFICATIONS**

I/We, (Name of Representative/s), of legal age, single/married, residing at \_\_\_\_\_ after having been duly sworn to in accordance with law, do hereby depose and state:

1. That I am/We are the (Position of Representative/s) of (Name of Bidder), a corporation/company organized and existing under the law of the Philippines with office address at (Address of Bidder):
2. That our company, (Name of Bidder), is hereby committed to comply with the technical specifications and procedures as stipulated in the Instructions to Bidders and Terms of Reference for the bidding of (name of procurement project/s).
3. That I am/We are making this statement in compliance with the requirements of the PDIC BAC.

IN WITNESS WHEREOF, I have hereunto set my/our hand/s this \_\_\_\_\_ day of \_\_\_\_\_, 2015, in \_\_\_\_\_, Philippines.

\_\_\_\_\_  
[Insert NAME OF BIDDER'S  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory/ies' legal capacity]  
Affiant/s

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_\_, 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/their insert type of government identification card used, with his/her/their photograph/s and signature/s appearing thereon, with no/s. \_\_\_\_\_ and his/her /their Community Tax Certificate No/s. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

NAME OF NOTARY PUBLIC  
Serial No. of Commission \_\_\_\_\_  
Notary Public for \_\_\_\_\_ until \_\_\_\_\_  
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Series of 2015.

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A large stylized signature resembling a '5' or 'S' is at the top right.  
Below it, there are several smaller initials and signatures, including what looks like 'E', 'AD', and 'K A R'.

## OMNIBUS SWORN STATEMENT

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

## AFFIDAVIT

I/We, (Name of Affiant/s), of legal age, (Civil Status), (Nationality), and residing at (Address of Affiant/s), after having been duly sworn to 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/We are the duly authorized and designated representative/s of (Name of Bidders) 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/s) of the (Name of the Procuring Entity);

If a partnership, corporation, cooperative, or joint venture: I am/We are 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., either a duly notarized Secretary's Certificate (Bid Form No.1.1) or a Partnership's/Joint Venture Certificate (Bid Form No. 1.2) 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;

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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), 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/s).
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/We have hereunto set my/our hand/s this \_\_\_ day of \_\_\_\_\_, 2015 at \_\_\_\_\_, Philippines.

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

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 2015, at \_\_\_\_\_, 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/their insert type of government identification card used, with his/her/their photograph/s and signature/s appearing thereon, with no/s. \_\_\_\_\_ and his/her /their Community Tax Certificate No/s. \_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

NAME OF NOTARY PUBLIC

Serial No. of Commission \_\_\_\_\_

Notary Public for \_\_\_\_\_ until \_\_\_\_\_

Roll of Attorneys No. \_\_\_\_\_

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Series of 2015.

Page 2

Handwritten signatures and initials: *W*, *MD*, *R*, *J*, *1*, *F*, *I*, *A*

REPUBLIC OF THE PHILIPPINES )

City of \_\_\_\_\_ ) S.S.

X-----X

**BID-SECURING DECLARATION**

**Invitation to Bid/Request for Expression of Interest No.<sup>1</sup>** : (Insert name of Project/s)

To: (Insert name and address of the Procuring Entity)

I/We<sup>2</sup>, the undersigned, declare that:

1. I/We understand that, according to your conditions, bid must be supported by 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<sup>3</sup>, 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 Lowest Calculated and Responsive Bid/Highest Rated and Responsive Bid<sup>4</sup>, and I/we have furnished the performance security and signed the Contract.

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<sup>1</sup> Select one and delete the other.

<sup>2</sup> Select one and delete the other. Adopt same instruction for similar terms throughout the document

<sup>3</sup> Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012

<sup>4</sup> Select one and delete the other.

f

**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]  
Affiant

**SUBSCRIBED AND SWORN** 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 of 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 \_\_\_\_\_  
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Series of \_\_\_\_



**SYSTEMS FURNITURE FOR THE PDIC ONE STOP SHOP AND ISD/RAMS OFFICE**

**FINANCIAL PROPOSAL**

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

The Chairperson  
Bids and Awards Committee  
Philippine Deposit Insurance Corporation  
SSS Makati Building,  
Ayala Avenue corner V. A. Rufino Street  
Makati City

Gentlemen,

Our proposed bid amount, inclusive of VAT and other applicable taxes, for the supply and delivery of all labor, materials, tools, equipment, supervision and all operations necessary for the installation of systems furniture for the One Stop Shop and ISD/RMAS Office as specified in the Terms of Reference is \_\_\_\_\_ (P \_\_\_\_\_).

Very truly yours,

\_\_\_\_\_  
Name of Bidder

By:

\_\_\_\_\_  
Authorized Representative

*Handwritten signatures and initials:*  
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R T  
K  
J  
A

**DETAILED BREAKDOWN OF BID AMOUNT**

**PROJECT: SYSTEMS FURNITURE FOR THE PDIC ONE STOP SHOP AND ISD/RMAS OFFICE**  
**LOCATION: 3rd Floor, SSS Makati Building , 6782 Ayala Avenue corner. V.A Rufino Street, Makati City**

NO.	Particulars	Quantity	Unit	UNIT COST	TOTAL ESTIMATED COST
1	Tellering Booth	1	pc		
2	Client's Counter	11	pcs		
3	Cluster Staff Workstation (4 seater)	3	pcs		
4	Cluster Staff Workstation (2 seater)	1	pc		
5	Officer's Workstation	1	pc		
6	Modular Floor-to-Ceiling Partition (1500 mm X 2400 mm)	13	pcs		
7	Meeting Table (5)	1	pc		
8	Low Back Swivel Chair	30	pcs		
9	Teller's Chair	1	pc		
10	OSS Client's Chair	11	pcs		
11	Visitor's Chair	1	pc		
12	Officer's Chair	1	pc		
13	Gang Chair (4 seater)	14	pcs		
14	Mobile Pedestal	28	pcs		
15	Back Cabinet	16	pcs		
	<b>TOTAL</b>				<b>P</b>

NOTE: Bidder should indicate the unit cost per item. Failure to comply on part of bidder will be ground for disqualification.

\_\_\_\_\_  
 Name of Bidder

By:

\_\_\_\_\_  
 Name and Signature of Authorized Representative/s

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