



**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRADE AND INDUSTRY  
Bids and Awards Committee  
Bid Reference No. 21-051**

**Invitation for Negotiated Procurement on  
Provision of Service for the Conduct of ISO 9001:2015 Quality Management Systems –  
Lead Auditor Training Course**

1. In view of the two (2) failed public biddings, the Department of Trade and Industry (DTI) Bids and Awards Committee (BAC) invites interested bidders to participate in the negotiation for the **Provision of Service for the Conduct of ISO 9001:2015 Quality Management Systems – Lead Auditor Training Course** with an Approved Budget for the Contract (ABC) of **One Million Eight Hundred Thousand Pesos (PhP1,800,000.00)** in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the “Government Procurement Reform Act.”

For more details on this project, please refer to attached Schedule of Requirement (Annex A) and Technical Specifications (Annex B).

2. Negotiated Conference will be on **29 November 2021, 9:30 AM** through video conferencing, which shall be open to all prospective bidders.

Zoom Meeting Link:

**<https://zoom.us/j/93165726542?pwd=STJRVERHRmVJelFiNU1wZUtVeVovdz09>**

Meeting ID: 931 6572 6542

Passcode: 809151

3. The Eligibility Documents, Technical Proposal Forms and Financial Proposal Form shall be submitted on or before **06 December 2021, 9:00 AM** at the Ground Floor, Trade and Industry Building 361 Sen. Gil Puyat Avenue, Makati City.
4. Opening of the Eligibility and Technical documents and Financial proposal will be on **06 December 2021, 9:30 AM** through video conferencing.

Zoom Meeting Link:

**<https://zoom.us/j/96706990286?pwd=eVg1cW50Z2JJR3hMWTRBN2FtVDNJQT09>**

Meeting ID: 967 0699 0286

Passcode: 415573

5. The DTI reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms.
6. For further information, please refer to:

**Mary Ann D. Yulas**

Assistant Chief, Procurement Management Division  
Human Resource and Administrative Service  
Department of Trade and Industry

**BIDS AND AWARDS COMMITTEE**

G/F, Trade and Industry Building  
361 Sen. Gil Puyat Avenue, Makati City  
Tel. No: +63 (2) 7791-3363/3367, Fax No: +63 (2) 895-3515  
Email: **MaryAnnYulas@dti.gov.ph**  
Website: **www.dti.gov.ph**

You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/GEPSNONPILOT/Tender/SplashOpenOpportunitiesUI.aspx?ClickFrom=OpenOpp&menuIndex=3>

<https://www.dti.gov.ph/good-governance-program/transparency-seal/bac-resources/>

For online bid submission: [BACSecretariat@dti.gov.ph](mailto:BACSecretariat@dti.gov.ph)

*SGD.*

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**MARY JEAN T. PACHECO**  
Assistant Secretary  
Chairperson  
DTI-Bids and Awards Committee

## **List of Eligibility, Technical and Financial Documents**

### **Eligibility Documents**

- (a) Class “A” Documents –
  - (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR; or
  - (ii) Updated/Valid Eligibility Documents under Annex “A” of the PhilGEPS Certificate of Registration and Membership as follows: SEC/DTI Certificate, Mayor’s Permit, Tax Clearance, and Audited Financial Statement.
- (b) Class “B” Document –
  - (i) If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

### **Technical Submission Documents**

- (a) Technical Documents –
  - (i) Conformity with the Schedule of Requirement (Annex A) and Technical Specifications (Annex B);
  - (ii) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the attached form (Annex C); and
  - (iii) Secretary’s Certificate or Special Power of Attorney;

### **Financial Submission Forms**

- (a) Financial Documents –
  - (i) Financial Proposal Form (Annex D)
  - (ii) Price Schedule (Annex E-1/E-2)

**Annex A*****Schedule of Requirements***

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Delivered, Weeks/Months</b>	<b>Statement of Compliance</b>
1	Provision of Service for the Conduct of ISO 9001:2015 Quality Management Systems – Lead Auditor Training Course	1 lot	<b>shall be conducted until the end of February 2022; 5 days per batch for 60 participants</b>	

Conforme:

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Name & Signature of the Authorized Representative

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Name of Company

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Date

## Annex B

**Technical Specifications**

Item	Specification	Statement of Compliance
1	<p><b>I. Background</b></p> <p>Part of the Bureau of Philippine Standards' (BPS) mandate, as provided in the Consumer Act of the Philippines, is to protect consumers against hazards to health and safety as well as to assure the public of the consistency of standardized products in the market. To carry out this duty, the Bureau provides for the standardization and certification of products, both locally manufactured and imported, giving the consumers access to quality and safe products conforming to relevant Philippine National Standards (PNS).</p> <p>Currently, the BPS implements two (2) Mandatory Product Certification Schemes: the Philippine Standard (PS) Quality and/or Safety Certification Mark Licensing Scheme and the Import Commodity Clearance (ICC) Certification Scheme. Products covered by the mandatory certification, whether locally manufactured or imported, are not allowed to be distributed in the Philippine market without the necessary PS or ICC marks.</p> <p>To strengthen the technical capabilities of the BPS Product Certification Officers and DTI Regional/Provincial Offices' (ROs/POs) Standards Officers involved in the implementation of standards, technical regulations, and conformity assessment procedures (STRACAP), the BPS has programmed several capacity building activities/trainings this year including the ISO 9001:2015 Lead Auditors Training.</p> <p>The abovementioned training is essential since BPS and DTI ROs/POs conduct quality system audits at the PS applicant/licensee's plant to check whether the company is capable of managing effectively its quality system for the manufacture and delivery of its products based on the requirements of the latest version of PNS ISO 9001. Moreover, this training will increase the pool of qualified system auditors from BPS and DTI ROs/POs, thereby supporting the objective of 100% annual surveillance audits of the nearly 1,600 active local and foreign PS Licenses.</p> <p><b>II. Objectives</b></p> <p>At the end of the training program, participants should be able to:</p> <ul style="list-style-type: none"> <li>• Identify the aims and benefits of an ISO 9001:2015 audit;</li> <li>• Interpret the requirements of ISO 9001:2015 and explain the roles and responsibilities of an auditor;</li> <li>• Acquire knowledge and skills required to perform and lead</li> </ul>	<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent</i></p>

	<p>ISO 9001:2015 audits;</p> <ul style="list-style-type: none"> <li>Plan, conduct, report, and follow up an audit of a QMS to establish conformity (or otherwise) with ISO 9001 and in accordance with ISO 19011.</li> </ul> <p><b>III. Outputs</b></p> <ol style="list-style-type: none"> <li>Pre- and post-assessments of each participant.</li> <li>Participant Training Modules/Manuals in PDF format.</li> <li>Accomplished Learning Action Plans (LAPs).</li> </ol> <p><b>IV. Scope</b></p> <p><u>Preparatory Activity</u></p> <ul style="list-style-type: none"> <li>The Training Provider will be invited for an online meeting to discuss with BPS the training program design, the pre-assessment of the participants, how the program will be implemented, what video conference tool to use, and other matters relevant to the conduct of training.</li> <li>The Training Provider must submit and present a training module on the conduct of ISO 9001:2015 Lead Auditors Training upon awarding and confirmation of the provision of service.</li> </ul> <p><u>Actual Program</u></p> <ul style="list-style-type: none"> <li>Develop and deliver participants’ manual/module containing learning materials for online training.</li> <li>Train participants on ISO 9001:2015 – Quality Management Systems.</li> <li>Conduct online ISO 9001:2015 Lead Auditors Training for a total of sixty (60) participants in batches.</li> <li>Training Provider to allow one (1) coordinator from BPS to act as a co-host and utilize the use of their video conference tool (enterprise account) during the facilitation of training.</li> <li>Incorporate a Learning Action Plan (LAP) to specifically determine how participants will be able to apply learnings from the program in their respective work.</li> </ul> <p><u>Post Activities</u></p> <ul style="list-style-type: none"> <li>Conduct post-diagnostic assessments to determine proficiency level at the end of training.</li> <li>The Training Provider must prepare and submit final report and outputs (i.e., LAP), including analysis of the conduct of the pre- and post-assessments, recommendations for next-level programs, and photos.</li> </ul> <p><b>V. Methodology</b></p> <ul style="list-style-type: none"> <li>The Training Provider’s ISO 9001:2015 Lead Auditors Training Course may include lectures, discussions, case study, self-guided learning, examination, and other applicable approaches to ensure effective online learning experience.</li> </ul>	<p><i>test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
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## VI. Training Provider’s Eligibility

The Training Provider is expected to meet the following minimum requirements:

- a. Offers recognized ISO 9001:2015 Lead Auditor CQI IRCA 18101 Course
- b. Issues “Certificate of Achievement” that satisfies the formal training for an individual seeking certification as a CQI/IRCA lead auditor for those who will pass the CQI/IRCA examination. Meanwhile, “Certificate of Attendance” shall be given to participants who attended the training but did not pass the CQI/IRCA examination. The certificates may have different wordings.
- c. Has a minimum of three (3) government agencies in its client base.
- d. Has previously conducted virtual training program on ISO 9001:2015 Lead Auditors Training.
- e. Has extensive experience in conducting online workshops / webinars / trainings in the past.
- f. Has an enterprise account of the video conference tools such as Microsoft Teams, Zoom, Webex, etc.

## VII. Training Duration

The training will last for five (5) days per batch. All training batches shall be conducted and completed until the end of February 2022.

## VIII. Budget and Schedule of Payment

- The budget for the ISO 9001:2015 Lead Auditors Training for sixty (60) participants is One Million Eight Hundred Thousand Pesos only (Php 1,800,000.00) inclusive of VAT (Php 30,000.00 per participant).
- This will cover payment for the program design and implementation, participants’ training materials, and evaluation reports.
- The payment will be processed within 15 days upon submission of reports and other required documents.
- Payment is preferably transmitted through Landbank Account. For non-land bank outsourced learning service provider of DTI, assistance shall be given by BPS.

## IX. Submission of Bids

Interested bidders are requested to submit their technical proposal with the following details:

1. Certification as approved training partner of CQI IRCA for ISO 9001:2015 Lead Auditors Training Course
2. Training Course Design using the attached and prescribed Course Design Template. *(Please refer and adopt format of Annex A: Course Design Template:*

	<p><b><u><a href="https://docs.google.com/document/d/1XtZfzPogF8vCR4aGB8akxQa4JxpTYPQD/edit?usp=sharing&amp;oid=103575488649681187066&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1XtZfzPogF8vCR4aGB8akxQa4JxpTYPQD/edit?usp=sharing&amp;oid=103575488649681187066&amp;rtpof=true&amp;sd=true</a></u></b></p> <p>3. Resumé indicating qualifications of individual consultant / resource person to be deployed, including educational background, years of experience, projects undertaken, client base and certifications/accreditations, if any. <i>(Please refer and adopt format of Annex B: Profile of Facilitator/Trainer to be Deployed to Conduct the Program:</i>  <b><u><a href="https://docs.google.com/document/d/1DEFPaqV0oNtz29Eug4w7L1P1knXuNPFJ/edit?usp=sharing&amp;oid=103575488649681187066&amp;rtpof=true&amp;sd=true">https://docs.google.com/document/d/1DEFPaqV0oNtz29Eug4w7L1P1knXuNPFJ/edit?usp=sharing&amp;oid=103575488649681187066&amp;rtpof=true&amp;sd=true</a></u></b></p> <p>4. Total program cost inclusive of VAT.</p> <p>The winning bidder shall be requested to meet the end user to discuss the proposal. Adjustments to the course design may also be requested by the end user from the winning bidder.</p>	
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Conforme:

\_\_\_\_\_  
 Name & Signature of the  
 Authorized Representative

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

\_\_\_\_\_  
 Date



Annex C

**Omnibus Sworn Statement (Revised)**  
***[shall be submitted with the Bid]***

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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, **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:
- Carefully examining all of the Bidding Documents;
  - Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
  - Making an estimate of the facilities available and needed for the contract to be bid, if any; and
  - 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

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_ 2021 at \_\_\_\_\_, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules in Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibit to me his/her \_\_\_\_\_ with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued by \_\_\_\_\_.

Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_ 2021.

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Book No.: \_\_\_\_\_

Series of \_\_\_\_\_

**Bid Form for the Procurement of Goods**  
***[shall be submitted with the Bid]***

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**BID FORM**

Date : \_\_\_\_\_  
Project Identification No. : \_\_\_\_\_

To: *[name and address of Procuring Entity]*

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 to *[supply/deliver/perform]* *[description of the Goods]* 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,

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.

*[Insert this paragraph if Foreign-Assisted Project with the Development Partner:*

Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount	Purpose of Commission or gratuity
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_____		
_____		
_____		

(if none, state "None" ) ]

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: \_\_\_\_\_

**Annex E-1**

**Price Schedule for Goods Offered from Abroad**  
*[shall be submitted with the Bid if bidder is offering goods from Abroad]*

**For Goods Offered from Abroad**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ 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)

Name:

\_\_\_\_\_

Legal Capacity:

\_\_\_\_\_

Signature:

\_\_\_\_\_

Duly authorized to sign the Bid for and behalf of:

\_\_\_\_\_

**Annex E-2**

**Price Schedule for Goods Offered from Within the Philippines**  
*[shall be submitted with the Bid if bidder is offering goods from within the Philippines]*

**For Goods Offered from Within the Philippines**

Name of Bidder \_\_\_\_\_ Project ID No. \_\_\_\_\_ 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 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)

Name: \_\_\_\_\_

Legal Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Duly authorized to sign the Bid for and behalf of: \_\_\_\_\_

**Performance Securing Declaration (Revised)**

***[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]***

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

**PERFORMANCE SECURING DECLARATION**

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
  - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions:
    - i. Procuring Entity has no claims filed against the contract awardee;
    - ii. It has no claims for labor and materials filed against the contractor; and
    - iii. Other terms of the contract; or
  - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

**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 OR ITS  
AUTHORIZED REPRESENTATIVE]  
[Insert signatory's legal capacity]  
Affiant*

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_\_ 2021 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 exhibit to me his/her \_\_\_\_\_ with his/her photograph and signature appearing thereon, with no. \_\_\_\_\_ issued by \_\_\_\_\_.



Witness my hand and seal this \_\_\_\_ day of \_\_\_\_\_ 2021.

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Series of \_\_\_\_\_

## Contract Agreement Form for the Procurement of Goods (Revised)

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### CONTRACT AGREEMENT

THIS AGREEMENT made the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_ between [name of PROCURING ENTITY] of the Philippines (hereinafter called “the Entity”) of the one part and [name of Supplier] of [city and country of Supplier] (hereinafter called “the Supplier”) of the other part;

WHEREAS, the Entity invited Bids for certain goods and ancillary services, particularly [brief description of goods and services] and has accepted a Bid by the Supplier for the supply of those goods and services in the sum of [*contract price in words and figures in specified currency*] (hereinafter called “the Contract Price”).

#### NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to.
2. The following documents as required by the 2016 revised Implementing Rules and Regulations of Republic Act No. 9184 shall be deemed to form and be read and construed as integral part of this Agreement, *viz.*:
  - i. Philippine Bidding Documents (PBDs);
    - i. Schedule of Requirements;
    - ii. Technical Specifications;
    - iii. General and Special Conditions of Contract; and
    - iv. Supplemental or Bid Bulletins, if any
  - ii. Winning bidder’s bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted;  
  
Bid form, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents submitted (e.g., Bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - iii. Performance Security;
  - iv. Notice of Award of Contract; and the Bidder’s conforme thereto; and
  - v. Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBDs. **Winning bidder agrees that additional contract documents or information prescribed by the GPPB that are subsequently required for submission after the contract execution, such as the Notice to Proceed, Variation Orders, and Warranty Security, shall likewise form part of the Contract.**
3. In consideration for the sum of [*total contract price in words and figures*] or such other sums as may be ascertained, [*Named of the bidder*] agrees to [*state the object of the contract*] in accordance with his/her/its Bid.
4. The [*Name of the procuring entity*] agrees to pay the above-mentioned sum in accordance with the terms of the Bidding.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed

in accordance with the laws of the Republic of the Philippines on the day and year first above written.

*[Insert Name and Signature]*

*[Insert Name and Signature]*

*[Insert Signatory's Legal Capacity]*

*[Insert Signatory's Legal Capacity]*

*for:*

*for:*

*[Insert Procuring Entity]*

*[Insert Name of Supplier]*

**Acknowledgment**

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



**BIDS AND AWARDS COMMITTEE**

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