



## REQUEST FOR QUOTATION

You are invited by the Development Bank of the Philippines to submit a tender for the **Procurement of a Registered Agent for a British Virgin Island ("BVI") Company**

SVP-2025-55

**Approved Budget for the Contract: USD22,300.00 equivalents to ₱1,293,400.00 inclusive of all applicable tax**

1. Please quote your lowest price based on the attached specifications per Terms of Reference.
2. Quotations must be inclusive of all taxes and other charges, and must be duly signed by the vendor's duly authorized representative.
3. **Quotations must be submitted to the BAC Secretariat or Investment Banking Department, until 05:00 P.M. of 9 January 2026 (extended deadline of submission).**
4. Kindly refer to the attached Terms of Reference (TOR)/Technical Specifications (TS)/ Scope of Services (SOW).

### TERMS AND CONDITIONS:

1. All entries must be type written.
2. **All suppliers/vendors are mandated to register with the PhilGEPS and provide a PhilGEPS Registration number as a condition for award of the contract.**
3. Other documentary requirements for each vendor shall be as follows;
  - **Mayor's/Business Permit;**
  - **Duly accomplished Data Privacy Consent Form;**
  - **Conformance to each and every page of the Technical Specifications, duly signed by the authorized representative;**
  - **All required documents stated in the Technical Specifications: AND**

☐ (1) For suppliers/vendors whose representatives are the official signatory of the documents/requirements: **please submit a duly notarized Omnibus Sworn Statement OR**

(2) For suppliers/vendors who will appoint or designate their duly authorized representative: **please submit the following notarized statements:**

(if the supplier/vendor is a <b>Sole Proprietorship</b> )	(if the supplier/vendor is a <b>Corporation</b> )
Duly notarized Special Power of Attorney <u>AND</u> Duly notarized Omnibus Sworn Statement	Duly notarized Secretary's Certificate <u>AND</u> Duly notarized Omnibus Sworn Statement

For inquiries, you may reach the BAC Secretariat on the contact nos. provided below:

### **DBP Bids and Awards Committee Secretariat**

6/F Operations Sector, DBP Head Office  
Sen. Gil J. Puyat corner Makati Avenues, Makati City  
(+632) 818-9511 to 20 local 2610 or 2606  
email: [bacsecretariat@dbp.ph](mailto:bacsecretariat@dbp.ph)

### **You may visit the following websites:**

For downloading of Request for Quotation: <https://www.dbp.ph/invitations-to-bid/>

For DBP Statement on Zero Tolerance for Fraud, Corruption and Malpractice: <https://www.dbp.ph/about-dbp/dbp-statement-on-zero-tolerance-for-fraud-corruption-and-malpractice/>

**DEVELOPMENT BANK OF THE PHILIPPINES**  
**TERMS OF REFERENCE**  
Hiring and Engagement of a Registered Agent

**I. INTRODUCTION AND BACKGROUND INFORMATION**

The Development Bank of the Philippines ("DBP") and Land Bank of the Philippines ("LBP") (collectively the "GFIs") on the account of their economic interests in Metro Rail Transit Corporation ("MRTC") made prior acquisition of a special purpose vehicle that was incorporated in the British Virgin Islands ("BVI")

To ensure that Belsky's application for restoration in the BVI Court will proceed, DBP (or the "Procuring Entity"), acting for the interest of both GFIs, is hereby soliciting quotation for the engagement of a registered agent ("Registered Agent") who will be responsible for maintaining the legal standing and operational continuity, for a period of 15 months<sup>1</sup> with Approved Budget for the Contract at **US Dollars: Nine Thousand Six Hundred Eighty (USD9,680.00)**, under the Small Value Procurement modality under the Republic Act No. 12009 or the New Government Procurement Act.

**II. OBJECTIVES**

The objectives of this Project are as follows:

1. To engage a Registered Agent who will assist the currently engaged legal counsel with the application for the restoration of Belsky to the BVI Court; and
2. To ensure Belsky's compliance with all legal requirements by maintaining an active registered office, manage records, and acting as a liaison with the BVI Registry of Corporate Affairs for all required filings, payment of annual fees, and penalty dues.

**III. TOTAL APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is at **US DOLLARS: NINE THOUSAND SIX HUNDRED EIGHTY (USD9,680.00)**, as payment for the Registered Agent's Professional Fees.

The ABC is exclusive of other applicable fees and incidental expenses payable directly to the government of the BVI, which payment shall be facilitated by the Registered Agent.

**IV. DEFINITION OF TERMS**

"BVI" – shall refer to the British Virgin Islands, a British Overseas Territory in the Caribbean.

Government Financial Institutions or "GFIs" - shall refer to Development Bank of the Philippines ("DBP") and Land Bank of the Philippines ("LBP").

"PHP" – shall refer to the official currency of the Philippines.

Procuring Entity - shall refer to the Development Bank of the Philippines ("DBP")

<sup>1</sup> This timeline is broken down into 2 phases as shown in Section IV.

Conforme:

\_\_\_\_\_  
Vendor's Company Name

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

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

"Project" - shall refer to the engagement of a Registered Agent to restore the Belsky's legal standing and operational continuity, including liaising with the BVI Registry of Corporate Affairs to handle all required filings and payments under applicable BVI Laws.

"Registrar" - shall refer to the British Virgin Islands Register of Companies

"Registered Agent" – as defined by the International Business Companies Act ("IBCA") means "the person who is at any particular time performing the functions of Registered Agent of a company incorporated under this Act pursuant to subsection (1) of section 39" (of the IBCA).

"Services" - shall refer to the enumerated tasks and deliverables identified in Section V Scope of Work, Timelines, and Deliverables.

"USD" - shall refer to the official currency of the United States of America

## V. SCOPE OF WORK, TIMELINES, AND DELIVERABLES

Specifically, the scope of work or the services, and corresponding outputs of the Registered Agent are summarized as follows:

Indicative Scope of Work/Activities	Estimated timeline of completion	Deliverables/Tangible Output
<b>I. Restoration Activities</b>		
<b>A. Initial Assessment and Conduct of Due Diligence</b>		
<ul style="list-style-type: none"> <li>Receive formal requests from foreign counsel or authorized applicant</li> <li>Verify authority of the applicant</li> <li>Gather information and documentation about the subject Belsky</li> <li>Inquiry of outstanding government fees and penalties</li> <li>Submission of necessary due diligence forms</li> </ul>	Within 3 weeks from the issuance of the Notice to Proceed (NTP)	<ul style="list-style-type: none"> <li>Accomplished application form for inquiry of final list/assessment of fees and penalties</li> <li>Certification that the Registered Agent has conducted and approved KYC/AML checks on the applicant</li> </ul>
<b>B. Onboarding and Engagement</b>		
<ul style="list-style-type: none"> <li>Review and update company records, including register of directors, beneficial ownership details, and compliance documents (e.g., KYC);</li> <li>Prepare declaration confirming records are complete and up to date; and</li> <li>Issue written consent to act as Registered Agent upon restoration.</li> </ul>	Within 1 month from the issuance of the Notice to Proceed (NTP)	<ul style="list-style-type: none"> <li>Final list/assessment of fees and penalties</li> <li>A declaration that the Registered Agent has updated the company's records in accordance with the BVI Business Companies Act; and</li> <li>Certificate stating that the Registered Agent agrees to act for the company upon restoration</li> </ul>

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Indicative Scope of Work/Activities	Estimated timeline of completion	Deliverables/Tangible Output
<b>C. Application Preparation</b>		
<ul style="list-style-type: none"> <li>• Provide necessary documents to foreign counsel for court restoration (if applicable); and</li> <li>• Ensure timely submission of agent-related documents and declarations.</li> </ul>	Within 2 months from the issuance of the Notice to Proceed (NTP)	<ul style="list-style-type: none"> <li>• Updated records and declaration of completeness</li> <li>• Monthly Progress Report</li> </ul>
<b>D. Restoration Order Execution</b>		
<ul style="list-style-type: none"> <li>• Confirm payment of outstanding government fees and penalties;</li> <li>• Advise on restoration fees applicable to the company's situation; and</li> <li>• Receive and file restoration confirmation from the Registrar or Court.</li> </ul>	Within 2.5 months from the issuance of the Notice to Proceed (NTP)	<ul style="list-style-type: none"> <li>• Certification of payment/settlement of all outstanding fees and penalties</li> <li>• Invoice or receipts of payment from relevant entities</li> <li>• Certificate of filing for any overdue annual returns or notices</li> </ul>
<b>E. Post-Restoration Compliance/ Post-hearing and Restoration</b>		
<ul style="list-style-type: none"> <li>• Reinstate company records in the Registered Agent's system; and</li> <li>• Notify relevant parties (e.g., directors, shareholders) of successful restoration</li> </ul>	Within 3 months from the issuance of the Notice to Proceed (NTP)	<ul style="list-style-type: none"> <li>• Copy of updated company records and registered office details; and</li> <li>• Copy of appointed directors and officers</li> </ul>
<b>II. Ongoing Support</b>		
<p>Provide ongoing corporate services to ensure the company is in good standing with the Registrar by:</p> <ol style="list-style-type: none"> <li>1. Maintaining statutory registers</li> <li>2. Filing future documents</li> <li>3. Acting as liaison with BVI authorities</li> </ol>	<p>Twelve (12) months</p> <p>First year after restoration. Payment arrangement to be discussed between the parties</p>	<ul style="list-style-type: none"> <li>• Semi-annual progress report</li> <li>• Updated documents and compliance reports required by the BVI authorities</li> <li>• Invoice or receipts of payment of annual fees from relevant entities</li> <li>• Summary Report of updated Records safekept</li> </ul>

## VI. PROJECT DURATION/PERIOD OF ENGAGEMENT

The Registered Agent shall be engaged by DBP for a period of at least fifteen (15) months, reckoned from the issuance of the Notice to Proceed (NTP) or commencement of the undertaking according to the date indicated in the NTP, up to the successful completion and submission to the GFIs of all project deliverables.

Conforme:

\_\_\_\_\_  
Vendor's Company Name

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

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date



The engagement period of the Registered Agent may be extended or terminated early based on the evolving needs of the Project or at the discretion of DBP Management. Any extension shall be subject to mutual agreement between the parties and shall be formalized through an amendment to the contract. Early termination may be initiated by DBP with a thirty (30) day written notice, provided that all deliverables due up to the date of termination are satisfactorily completed and submitted.

## VII. METHOD OF PROCUREMENT

The Project shall be procured through the Small Value Procurement modality under Section 34 of the Republic Act No. 12009 or the New Government Procurement Act and its revised IRR which is a method of procurement of Goods, Infrastructure Projects and Consulting services.

## VIII. DELIVERABLES AND PAYMENT MILESTONES

The payment to the Registered Agent shall be made upon submission of the following milestones as accepted by DBP:

Phase	Milestone	% of Contract Cost
<b>Restoration Activities</b>		
Initial Assessment and Conduct of Due Diligence	1. Accomplished application form for inquiry of final list/assessment of fees and penalties; and 2. Confirmation that the Registered Agent has conducted and approved KYC/AML checks on the applicant	2%
Onboarding and Engagement	1. Final list/assessment of fees and penalties based from list of regulators	10%
	2. A declaration that the Registered Agent has updated the company's records in accordance with the BVI Business Companies Act; and	10%
	3. Certificate stating that the Registered Agent agrees to act for the company upon restoration	10%
Application Preparation	1. Updated records and declaration of completeness; and 2. Monthly Progress Report (Including status updates, issues encountered, and next steps)	15% and payment of the outstanding fees and penalties of Belsky shall be made separately by DBP
Restoration Order Execution	1. Certification of payment/settlement of all outstanding fees and penalties; 2. Invoice or receipts of payment from relevant entities; and 3. Certificate of filing for any overdue annual returns or notices	
Post-hearing and Restoration	1. Copy of the updated company records and registered office details; and 2. Copy of appointed directors and officers.	5%
<b>Ongoing Support</b>		
Ongoing Support	1. Semi-annual progress report; 2. Updated documents and compliance reports required by the BVI authorities;	33% Payment arrangement to be

Conforme:

Vendor's Company Name

Name & Signature of Authorized Representative

Designation

Date

	3. Invoice or receipts of payment of annual fees from relevant entities; and 4. Summary Report of updated Records safekept	discussed between the parties
Contingency	For any contingencies as a result of due diligence	15%
Total		100%

#### IX. MINIMUM QUALIFICATIONS AND OTHER REQUIREMENTS

The Prospective Registered Agent must have the following:

Minimum Requirements	Supporting Documents
The firm must be legally operational for at least five (5) years.	License to act as a RA issued by appropriate regulatory authority indicating the year of validity and/or other relevant documents;
The firm must hold license in the following: 1. Company Management Act; 2. Bank and Trust Companies Act; and 3. Other requirements by the BVI Financial Services Commission (FSC) to provide registered agent services.	
The firm must have completed at least five (5) successful engagements as a Registered Agent for similar projects within the last five (5) years. This can be evidenced by a list of past and/or existing clients.	Letter of Confirmation signed by the firm's authorized representative, indicating the following: 1. That the firm has on-going or completed at least five (5) contracts of similar nature for the last five (5) years. The details of the contracts will be attached as an annex to the letter (Format attached as Annex A); and 2. That the key personnel have relevant work experience and educational background to complete the requirements of the engagement.
The firm shall nominate key personnel for this Project with the following qualifications: 1. Must have significant experience and expertise in handling similar Projects for at least three (3) years; 2. Must be an authorized representative to conduct Registered Agent services particularly with expertise on legal requirements compliance, filing obligations and records management; and 3. Must handle the liaising with the BVI offices, and other relevant parties, to represent the GFIs to handle all required filings and payments necessary and applicable under the BVI Laws.	

#### X. CONDITIONS OF THE BID

- The Registered Agent shall provide, as part of the proposal and whenever it arises during the duration of the assignment, a clear statement as to any potential or actual conflict of interest that could impair independence and objectivity.
- Interested Registered Agent must submit the following requirements:
  - Proposal quotation based on specifications;

<p align="center"><b>Conforme:</b></p> <p align="center">_____</p> <p align="center"><b>Vendor's Company Name</b></p> <p align="center">_____</p> <p align="center"><b>Name &amp; Signature of Authorized Representative</b></p> <p align="center">_____</p> <p align="center"><b>Designation</b></p> <p align="center">_____</p> <p align="center"><b>Date</b></p>
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- b. PhilGEPS Registration Number (Valid/updated PhilGEPS Platinum Membership may be submitted in lieu of the Business Permit and PhilGEPS registration number);
  - c. Latest Income Tax Return or equivalent document;
  - d. Secretary's Certificate, or equivalent document, designating the authorized representative of the company; and
  - e. Signed Data Privacy Consent Form (Format attached as Annex B).
3. Terms in the evaluation of the proposal:
- a. Incomplete submission of requirements shall not be evaluated;
  - b. Quotations above the ABC shall automatically be disqualified; and
  - c. The selection of the lowest calculated proposal shall be based on the lowest calculated price, provided it is compliant with the required Scope of Services and Minimum Qualifications and Requirements.
4. It is understood that DBP reserves the right to reject any or all proposals/bids, waive any defect/s or informality/ies therein other than critical requirements of the project, or accept the proposal which is most advantageous to DBP.
5. It is understood by all bidders that all bids must incorporate the terms and conditions indicated in this TOR. Any documents submitted will be considered as DBP property and will no longer be returned to the bidders.

#### **XI. MISCELLANEOUS**

1. **Non-Assignment** - Assignment of any part of the contract to be executed (the "Contract"), or payment under the Contract, without the prior written consent of DBP is not allowed. Subcontracting is not allowed.
2. **OGCC Review** - The Parties acknowledge that the Contract is still subject to the review/clearance of the Office of the Government Corporate Counsel ("OGCC"). Accordingly, the Parties agree to supplement/amend/restate the Contract and incorporate the additional comments/revisions which the OGCC may impose in its review with effect from the date of signing hereof.

Conforme:

\_\_\_\_\_  
Vendor's Company Name

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

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Date

Annex A

**LIST OF CONTRACTS COMPLETED WHICH ARE SIMILAR IN NATURE within  
the last five (5) years**

Business Name : _____			
Business Address : _____			
Name of Company	a. Name of Contact Person b. Address c. Email and Telephone No.	Description of Contract	a. Date Awarded b. Contract Effectivity c. Date Completed
<b>Local Contracts</b>			
1.			
2.			
3.			
4.			
5.			
<b>International Contracts</b>			
1.			
2.			
3.			
4.			
5.			
<i>Note: Contract of similar nature refers to domestic and international contracts for the issuance of an SPO.</i>			
Submitted by : _____ (Printed Name & Signature)			
Designation : _____			
Date : _____			

<p><b>Conforme:</b></p> <p>_____</p> <p><b>Vendor's Company Name</b></p> <p>_____</p> <p><b>Name &amp; Signature of Authorized Representative</b></p> <p>_____</p> <p><b>Designation</b></p> <p>_____</p> <p><b>Date</b></p>
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DEVELOPMENT BANK OF THE PHILIPPINES

**PRIVACY CONSENT FORM**  
Bids/Procurement

Name of Project

I, \_\_\_\_\_, (Address) \_\_\_\_\_,  
(Contact Number) \_\_\_\_\_, (Email Address) \_\_\_\_\_ hereby authorize/consent to the processing of personal and other related business information which I voluntarily provided to the **Development Bank of the Philippines (DBP)** and understand, acknowledge and agree to the following specific purposes and terms:

I authorize DBP for **processing**<sup>1</sup> and using my personal and other related business information, including but not limited to my name, address, contact details, and any other relevant information necessary for the evaluation process.

I understand that appropriate security measures shall be implemented by DBP for the protection of my personal and other related business information and shall be treated confidentially. Similarly, such information shall only be disclosed to authorized personnel involved in the bids and awards process of DBP.

I acknowledge that my personal and other related business information may be retained by DBP for as long as deemed necessary to fulfill the purposes specified/stated in this consent form, or as required by applicable policies, laws or regulations.

I understand that I have the right to access and request correction of my personal and other related business information held by DBP to correct any error and inaccuracy, in accordance with applicable data privacy laws.

I understand that I have the right to withdraw my consent, and request DBP to stop the **processing** of my personal and business information which may cease/ terminate/ discontinue the evaluation and other related procurement processes.

I agree that any confidential information obtained during my participation in the bid and procurement procedures shall not be disclosed to any third party other than its intended purpose.

By signing below, I acknowledge that I have read and understood the terms and purposes of this consent form and agree to the **processing** of my personal and other related business information as described.

\_\_\_\_\_  
Signature over Printed Name

\_\_\_\_\_  
Date Signed

**ADDITIONAL INFORMATION**

For inquiries or complaints, you may contact the Development Bank of the Philippines (DBP), Attention to: the **DBP Data Protection Officer or the DBP Customer Experience Management Department**, Sen. Gil J. Puyat Ave. cor. Makati Ave., Makati City, Philippines, Telephone No. (02) 8818-9511 to 20/ (02) 8818-9611 to 20, email: [info@dbp.ph](mailto:info@dbp.ph).

<sup>1</sup>**PROCESSING** - refers to any operation or any set of operations performed upon personal data including but not limited to, the collection, recording, organization, storage, updating or modification, retrieval, consultation, use, consolidation, blocking, erasure or destruction of data.

## Omnibus Sworn Statement Form

*[Note: The duly accomplished form shall be submitted with the Bid]*

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

### OMNIBUS SWORN STATEMENT

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

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If 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]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;
- *If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney *for authorized representative*;

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;
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 others:*
  - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
  - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the

Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

*Select one, delete the rest:*

- *In case of corporations: [Name of Bidder] declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.*
- *In case of Foreign Bidders: [Name of Bidder] submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.*

8. *[Name of Bidder] complies with existing labor laws and standards; and*

9. *[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 *[Project Title]*.

10. *[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.*

11. *In case advance payment was made or given to [Name of Bidder], failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.*

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

Duly authorized to sign the Bid for and behalf of:

*[Insert Bidder's Name]*

*[Affiant's Signature over Printed Name]*  
*[Position/Designation]*  
*[Date]*

JURAT

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. \_\_\_\_\_.

WITNESS MY HAND AND SEAL this \_\_\_\_ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Notarial Commission No. \_\_\_\_\_

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 \_\_\_\_\_.