



**REQUEST FOR EXPRESSION OF INTEREST  
FOR  
HIRING OF CONSULTANT FOR BETA TESTING AND FINALIZATION OF THE  
DRAFT SEDIMENT COLLECTION MANUAL (SCM) RE-BIDDING**

**REOI No. EMB-ERLSD-SVP-CONSULTANCY-2022-002**

1. The *Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)*, through the **General Appropriations Act of 2022** intends to apply the sum of *Nine Hundred Ten Thousand Pesos (PhP910,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *Purchase Request No. 2022-0389 dated March 3, 2022*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposal.
2. The *Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)* now calls for the submission of *Expression of Interest and Eligibility Document* for the **HIRING OF CONSULTANT FOR BETA TESTING AND FINALIZATION OF THE DRAFT SEDIMENT COLLECTION MANUAL (SCM)** under *Environmental Research and Laboratory Services Division – Environmental Standards Research Section (ERLSD-ESRS)*.
3. Interested Consultant/Consulting Firm must submit a **hard copy** in a sealed envelope of their Expression of Interest and Eligibility Document on or before **April 22, 2022, 09:30 AM at EMB-BAC Secretariat, G/F, AFMD Building, EMB-DENR, DENR Compound, Visayas Avenue, Diliman, Quezon City.** Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
4. The Consultant shall be selected and employed in accordance with QBE / QBS evaluation procedures under the 2016 RIRR of RA 9184.
5. The **Consultant’s Qualifications** are the following:
  - 5.1 At least have a master’s degree in Environmental Science, Chemistry, Environmental Toxicology, Environmental Management, or other relevant fields;
  - 5.2 Work experience of at least 10 years in environmental research, environmental management or relevant fields that involve sediment sampling and analysis;
  - 5.3 With extensive experience in writing technical documents such as reports, guidelines, and other policy instruments, having at least 10 research paper peer-reviewed and published for the last 10 years;
  - 5.4 With experience in environmental project design and preparation, project management and implementation of at least ten (10) years;
  - 5.5 With at least five (5) years experience in facilitating meetings, consultations, training workshops, and other related activities with regards to formulation of framework; manuals; environmental monitoring plan (e.g., sampling design; site identification, etc.); risk assessment; and statistical approaches for various environmental research, based on track record from previous projects handled;

5.6 Has established links with government agencies, academe, non-government organizations, and/or professional organizations involved in the environmental management and natural resources sector; and

5.7 Has permission to engage in limited practice of profession (for consultant/s employed in a government institution)

**6. SCOPE OF WORKS/TASKS AND DURATION:**

**4.0 Tasks of the Consultant**

The activities will cover 10 months. The Consultant shall perform the following tasks:

Tasks of the Consultant	Expected Outputs	Submission of Output
Prepare the Inception Report and Program Design for the Beta-test of the draft SCM	Inception Report and Program Design for the Beta-test of the SCM	Three (3) weeks after signing of the contract
Spearhead the conduct of Beta Testing of the draft SCM with the identified end-users	Report on the proceedings of the Beta Testing of the draft SCM, and revised draft SCM based on the recommendations during the Beta-test and TWG Meetings	End of the 5 <sup>th</sup> month upon signing of the contract
Act as Moderator during the conduct of Technical Working Group (TWG) meetings		
Revise the draft SCM incorporating the comments from the Beta Testing and TWG meetings		
Fabrication of sediment samplers (1 grab and 1 core samplers)	Fabricated sediment samplers (1 grab and 1 core samplers)	End of the 8 <sup>th</sup> month upon signing of the contract
Act as Moderator during the conduct of the Public Consultation meeting and subsequent TWG meeting	Complete Staff Work, Final draft SCM with draft Memorandum Circular	End of the 10 <sup>th</sup> month upon signing of the contract
Revise the draft SCM incorporating the comments from the public consultation and TWG meetings		

<sup>a</sup> See Gantt Chart in Annex A.

**7. RESPONSIBILITIES OF THE CONSULTANT**

- 7.1 Design and serve as a resource person for the conduct of Beta Testing of the draft SCM;
- 7.2 Conduct the Beta Testing using the draft SCM and the set of training materials including general training modules;
- 7.3 Revise the draft SCM based on the recommendations of the TWG reviews and additional recommendations that may arise during the conduct of the Beta Testing and Public Consultation;
- 7.4 Prepare the minutes of the meetings or proceedings of the TWG meetings, Public Consultation and Beta Testing; and
- 7.5 Fabricate sediment samplers (1 grab and 1 core) based on acceptable international standards;
- 7.6 Act as a Moderator during the conduct of the TWG meetings and Public Consultation; and
- 7.7 Present and submit the Complete Staff Work, draft SCM and Memorandum Circular

**8. COMPENSATION TERMS:**

The Consultant shall receive a total amount of PHP 985,900.00 inclusive of taxes and upon submission and acceptance of all deliverables specified below. Payment shall be made in the following manner.

Deliverables	Duration	Payment Terms
Inception Report and Program Design for the Beta-test of the SCM	Three (3) weeks after signing of the contract	20% of the total of the contract amount

Report on the proceedings of the Beta Testing of the draft SCM, and revised draft SCM based on the recommendations during the Beta- test and TWG Meetings	End of the 5 <sup>th</sup> month upon signing of the contract	30% of the total of the contract amount
Fabricated sediment samplers (1 grab and 1 core samplers)	End of the 8 <sup>th</sup> month upon signing of the contract	30% of the total of the contract amount
Complete Staff Work, Final draft SCM with draft Memorandum Circular	End of the 10 <sup>th</sup> month upon signing of the contract	20% of the total of the contract amount
<b>TOTAL:</b>		<b>PHP 910,000.00</b>

9. The BAC shall draw up the shortlist of Consultant/Consulting Firms from those who have submitted their ***Expression of Interest and Eligibility Document*** and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The shortlist shall invite and engage in negotiation with a sufficient number of consultant/consulting firms who will be entitled to submit. The criteria and rating system for shortlisting of Consultant/Consulting Firms are:

CRITERION	RECOMMENDED WEIGHT (%)
1. Applicable experience of consultant a. Overall experience of the firm b. Individual experiences of the principal and key staff c. Times when employed by other consultants	50
2. Qualification of personnel to be assigned to the job (education, work experience, number of years in firm, etc.)	30
3. Current workload relative to job capacity	20

10. Small Value Procurement will be conducted through selection procedures using the non- discretionary “pass/fail” criterion as specified in the IRR of RA 9184.
11. Small Value Procurement is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
12. The Procuring Entity shall evaluate bids following the ***Small Value Procurement*** procedure under the 2016 RIRR of RA 9184.
13. The contract shall be completed within the specified delivery period as agreed by both parties.
14. The prospective bidder/consultant **shall submit the complete, recent/updated eligibility document** as stated below (RA9184 IRR Annex H, Appendix A):

a) **Expression of Interest with bid amount and complies with the following qualifications (with attached documentary proof):**

1. At least have a master’s degree in Environmental Science, Chemistry, Environmental Toxicology, Environmental

- Management, or other relevant fields;
2. Work experience of at least 10 years in environmental research, environmental management or relevant fields that involve sediment sampling and analysis;
  3. Qualification of personnel to be assigned to the job (education, individual work experience, number of years in firm/individual consultant, if there are any);
  4. Current workload relative to job capacity;
  5. With extensive experience in writing technical documents such as reports, guidelines, and other policy instruments, having at least 10 research paper peer-reviewed and published for the last 10 years;
  6. With experience in environmental project design and preparation, project management and implementation of at least ten (10) years;
  7. With at least five (5) years' experience in facilitating meetings, consultations, training workshops, and other related activities with regards to formulation of framework; manuals; environmental monitoring plan (e.g., sampling design; site identification, etc.); risk assessment; and statistical approaches for various environmental research, based on track record from previous projects handled;
  8. Has established links with government agencies, academe, non- government organizations, and/or professional organizations involved in the environmental management and natural resources sector; and
  9. Has permission to engage in limited practice of profession (for consultant/s employed in a government institution)/**Authority of the signatory thru Secretary's Certificate** (for corporation).

- b) **Company Profile with Professional License/Curriculum Vitae of Consultant/s and all the staff to be involved in the project**
- c) **PhilGEPS Registration Number/Proof of PhilGEPS Registration (Red Membership)**
- d) **Income Tax Return/Tax Clearance**
- e) **Business/Mayor's Permit/Professional Tax Receipt, if applicable; and**
- e) **Omnibus Sworn Statement-shall submit upon receipt of Contract**

10. The **Department of Environment and Natural Resources – Environmental Management Bureau (DENR-EMB)** reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

April 18, 2022



  
ENGR. ESPERANZA A. SAJUL  
BAC, Chairperson

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**Department of Environment and Natural Resources**  
**ENVIRONMENTAL MANAGEMENT BUREAU**

DENR Compound, Visayas Avenue, Diliman,  
Quezon City 1116 Tel.Nos. (632)927-1517;  
928-3725; Fax No. (632)920-2258  
Website: [www.emb.gov.ph](http://www.emb.gov.ph) Email: [recordsco@emb.gov.ph](mailto:recordsco@emb.gov.ph)



Management  
System  
ISO 9001:2015  
ISO 14001:2015



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## **TERMS OF REFERENCE OF THE CONSULTANT FOR BETA TESTING AND FINALIZATION OF THE DRAFT SEDIMENT COLLECTION MANUAL (SCM)**

### **1.0 Background/Rationale**

Traditionally, concerns relative to the management and protection of aquatic ecosystems have focused primarily on water quality. Over the years, a growing body of evidence indicates that management efforts directed solely at the attainment of surface water quality standard may not provide an adequate basis for protecting the designated uses of aquatic ecosystems.

Sediment quality monitoring and studies can provide a more comprehensive assessment of the impacts of contaminants on the quality and uses of the aquatic resources as sediments have a profound influence on the health of the aquatic organisms. The importance of “excellent sediments or bottom deposits” in the aquatic environment is immeasurable as sediments provide habitat for various benthic and epibenthic organisms. Likewise, sediments influence the biological fate of many contaminants and bio-accumulative substances by serving as sinks and sources of substances that entered the aquatic environment. As sediments have the tendency to integrate contaminant inputs over time, contaminated sediments will impact plants and animals that thrive within and upon bed sediments in various degrees. Ultimately, this phenomenon will put pressure on the health of the aquatic organisms and to the overall health of the aquatic environment. For these reasons, it is very essential to integrate sediment quality monitoring to existing water management and protection programs.

At the present time, standard analytical techniques and methodologies are available to meet most sampling and analytical requirements for sediment quality studies. Sediment sampling and analysis require the use of different techniques, methodologies, and equipment more than that of the water quality monitoring and studies. Some methodologies are unique to sediment studies. Sampling and analytical techniques vary for each sampling and monitoring objectives and sampling site. Sediment sampling can be performed by multiple entities across the country and at different times and objectives. Thus, there is a need to have prescribed procedures and instrumentation to achieve a level of acceptable quality, standardization, and consistency. In addition, difficulties in comparing data sets due to using different sampling and analytical procedures may well arise and the use of standards/manuals and the comparison of test procedures are, therefore, of particular importance to sediment analyses.

Recognizing the importance of a sediment collection manual (SCM), the Environmental Research and Laboratory Services Division (ERLSD) engaged the services of an expert from the UP Marine Science Institute to develop the SCM including training materials for sediment quality monitoring. This aims to (1) strengthen the Bureau's capability to measure and monitor possible contaminants in sediment; (2) harmonize the nationwide sediment monitoring activities, specifically the collection of sediment samples to minimize the difficulties in comparing data sets; and (3) train trainers for sediment collection and monitoring.

The SCM, including the training materials, shall be subjected to Beta Testing to determine their effectiveness and efficiency. Thus, the ERLSD will engage the technical services of an expert to facilitate the conduct of the Beta Testing activity. Furthermore, sediment samplers shall be fabricated considering the requirements noted and recommended during Beta Testing.

The manual integrates items for consideration in choosing the appropriate sampling devices and instrumentation, and the techniques and procedures which depend on the following: (1) purpose of sediment sampling and monitoring; (2) location and type of the sediment; and (3) the characteristics of the sediment.

## **2.0 Objectives**

- 2.1** To test the applicability and effectiveness of the draft SCM;
- 2.2** To improve the draft SCM based on the recommendations during the Technical Working Group meetings, Beta Testing Workshop and Multi-stakeholder's Meeting (Public Consultation); and
- 2.3** To finalize the developed draft SCM.

## **3.0 Qualifications**

The EMB would like to engage the services of a Consultant (individual or firm) with the following qualifications:

- 3.1** At least have a master's degree in Environmental Science, Chemistry, Environmental Toxicology, Environmental Management, or other relevant fields;
- 3.2** Work experience of at least 10 years in environmental research, environmental management or relevant fields that involve sediment sampling and analysis;
- 3.3** With extensive experience in writing technical documents such as reports, guidelines, and other policy instruments, having at least 10 research paper peer-reviewed and published for the last 10 years;
- 3.4** With experience in environmental project design and preparation, project management and implementation of at least ten (10) years;
- 3.5** With at least five (5) years experience in facilitating meetings, consultations, training workshops, and other related activities with regards to formulation of framework; manuals; environmental monitoring plan (e.g., sampling design; site identification, etc.); risk assessment; and statistical approaches for various environmental research, based on track record from previous projects handled ;
- 3.6** Has established links with government agencies, academe, non-government organizations, and/or professional organizations involved in the environmental management and natural resources sector; and
- 3.7** Has permission to engage in limited practice of profession (for consultant/s employed in a government institution)



#### 4.0 Tasks of the Consultant

The activities will cover 10 months.<sup>a</sup> The Consultant shall perform the following tasks:

Tasks of the Consultant	Expected Outputs	Submission of Output
Prepare the Inception Report and Program Design for the Beta-test of the draft SCM	Inception Report and Program Design for the Beta-test of the SCM	Three (3) weeks after signing of the contract
Spearhead the conduct of Beta Testing of the draft SCM with the identified end-users	Report on the proceedings of the Beta Testing of the draft SCM, and revised draft SCM based on the recommendations during the Beta-test and TWG Meetings	End of the 5 <sup>th</sup> month upon signing of the contract
Act as Moderator during the conduct of Technical Working Group (TWG) meetings		
Revise the draft SCM incorporating the comments from the Beta Testing and TWG meetings		
Fabrication of sediment samplers (1 grab and 1 core samplers)	Fabricated sediment samplers (1 grab and 1 core samplers)	End of the 8 <sup>th</sup> month upon signing of the contract
Act as Moderator during the conduct of the Public Consultation meeting and subsequent TWG meeting	Complete Staff Work, Final draft SCM with draft Memorandum Circular	End of the 10 <sup>th</sup> month upon signing of the contract
Revise the draft SCM incorporating the comments from the public consultation and TWG meetings		

<sup>a</sup> See Gantt Chart in Annex A

## 5.0 Responsibilities of the Consultant

The Consultant shall possess the technical expertise and practical knowledge in conducting the Beta testing and Finalization of the draft SCM. Specifically, the tasks of the Consultant are the following:

- 5.1 Design and serve as a resource person for the conduct of Beta Testing of the draft SCM;
- 5.2 Conduct the Beta Testing using the draft SCM and the set of training materials including general training modules;
- 5.3 Revise the draft SCM based on the recommendations of the TWG reviews and additional recommendations that may arise during the conduct of the Beta Testing and Public Consultation;
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## 6.0 Compensation Terms

The Consultant shall receive a total amount of PHP 910,000.00 inclusive of taxes and upon submission and acceptance of all deliverables. Payment shall be made in the following manner.

<b>Deliverables</b>	<b>Duration</b>	<b>Payment Terms</b>
Inception Report and Program Design for the Beta-test of the SCM	Three (3) weeks after signing of the contract	20% of the total of the contract amount
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<b>TOTAL:</b>		<b>PHP 910,000.00</b>

Approved by:



**ENGR. WILLIAM P. CUÑADO**



Gantt chart for the Finalization of the Sediment Collection Manual (SCM)  
Blended Beta-test

#	ACTIVITY	CY 2021				CY 2022									
		NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Processing of TOR and posting in PhilGEPS														
2	Signing of contract						4th wk								
3	Submission of inception report and program design						2nd wk								
4	Preparation for the conduct of the Beta- test  ERLSD: a. Submission of Special Order and PR for accommodation b. Processing of accommodation c. Quarantine procedures of the participants d. Accommodation and Venue  Consultant: Preparation of video material re sediment collection Provision of samplers that will be used during the beta-test														
5	Conduct of beta-test (Masinloc, Zambales)						3rd wk								
6	Revision and submission of the SCM based on the comments during the Beta-test (incorporated comments from the 1st TWG)							3rd wk							
7	2nd TWG meeting – Presentation of the Revised SCM based on the beta-testing of the SCM via MS Teams								3rd wk						
8	Revisions of the SCM upon 2nd TWG meeting – Duration: 3 weeks										1st wk				
10	Conduct of Public Consultation via Zoom											1st wk			
12	Revision and submission of the SCM based on the comments during the Public Consultation												2nd wk		
9	Submission of the fabricated sediment samplers (1 grab and 1 core samplers)														
13	Submission of the revised draft SCM to the EPTWG														

Note: 1. An electronic copy of the manual will be sent to TWG members for review. Draft SCM will be revised accordingly.

Gantt chart for the Finalization of the Sediment Collection Manual (SCM)  
Blended Beta-test

#	ACTIVITY	CY 2021				CY 2022									
		NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
1	Processing of TOR and posting in PhilGEPS														
2	Signing of contract						4th wk								
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4	Preparation for the conduct of the Beta- test  ERLSD: a. Submission of Special Order and PR for accommodation b. Processing of accommodation c. Quarantine procedures of the participants d. Accommodation and Venue  Consultant: Preparation of video material re sediment collection Provision of samplers that will be used during the beta-test														
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8	Revisions of the SCM upon 2nd TWG meeting – Duration: 3 weeks										1st wk				
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9	Submission of the fabricated sediment samplers (1 grab and 1 core samplers)														
13	Submission of the revised draft SCM to the EPTWG														

Note: 1. An electronic copy of the manual will be sent to TWG members for review. Draft SCM will be revised accordingly.





**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:
  - 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]*