

TECHNICAL WORKING GROUP
CONSULTING SERVICES FOR THE CONCEPT, DESIGN &
PRINTING OF 2022 ANNUAL REPORT
[NEGOTIATED PROCUREMENT AFTER TWO FAILED BIDDINGS]

TERMS OF REFERENCE

A. BACKGROUND

The Social Security System (SSS) Annual Report is published to keep its members and stakeholders abreast of the institution's financial condition, operations, performance, and plans. Its issuance is premised on the right of each SSS member to be informed on matters about his/her membership, benefits, and privileges consistent with the principles of public service, transparency, and accountability.

B. OBJECTIVES

1. To inform the public about the institution's achievements in the year covered, both financial- and operational-wise, and how it intends to improve its performance in both aspects going forward;
2. To comply with Section 4.1.b of the Social Security Act of 2018, otherwise known as Republic Act No. 11199, which states that the institution must submit annually a public report to the President and Congress of the Philippines covering its activities during the preceding year including information and recommendations on broad policies for the development and perfection of the program of the SSS; and
3. To adhere to the disclosure and transparency requirements of the Governance Commission for GOCCs (GCG) for the institution to publicly disclose all material information or anything that could potentially affect its financial viability, such as contribution collections, benefit payouts, investment earnings, acquisition or disposal of assets, board changes, and other related transactions in a timely and accurate manner.

C. SCOPE OF SERVICES

1. Creative Conceptualization based on SSS 65th Anniversary theme of **"SSS@65: Kontribusyong Pinag-ipunan, Proteksyong Maaasahan"**
2. Graphic Design – Page Layout and Composition
3. Editorial Assistance – Copywriting, Editing, and Proofreading
4. Preparation of Final Press-Ready Artwork
5. Color Separation and Computer Imaging
6. Supervision of Printer on the Printing of 1,000 pcs. Annual Report
7. Supervision of Photography for Executives' Photoshoot Session

Final Output

- ✓ **Total of 1,000 pcs. printed copies, enveloped, and packaged into 25 copies/pack**
- ✓ **Digitally enhanced hi-resolution PDF file for electronic distribution/web downloads**
- ✓ **Flipbook/E-book version with flipping animation functionality suitable for web viewing – shouldering one (1) year cost of hosting of Flipbook App on the SSS Website**

Creative Services

1. Concept, Design, and Layout for 120 pages A4-size Annual Report (inclusive of cover), envelope, and complimentary cards
2. Page setting and layout
3. Preparation of three (3) comprehensive studies
4. Preparation of rationale and thematic graphic design
5. Improvement of graphical representations
6. Preparation of three (3) mock-ups (including final artwork)
7. Computer Manipulation, Image Composition, and Enhancement
8. Digitally enhanced hi-resolution PDF files as well as a Flipbook/E-book version with flipping animation functionality

Printer Requirements

Fully integrated, commercially oriented printing plant equipped and capable of producing high-quality publications (e.g., annual report, coffee table book, and other similar publications).

Specifications of Printed Annual Report

Size	AR – Flat/Spread AR – Folded A4 size Envelope Complimentary Card	16.54” x 11.69” 8.27” x 11.69” 9.37” x 12.80” 5.00” x 5.00”
Colors	Cover Inside Envelope Complimentary Card	Full color Full color One color (one side only) One color (one side only)
Paper Stock	Cover Inside Envelope Complimentary Card	C2S at least 180 lbs. C2S 100 lbs. Book paper 70 lbs. C2S 100 lbs.
No. of Pages	120 pages (inclusive of cover)	
Quantity	1,000 pcs.	
Process	Offset	
Printing	Both sides printing	
Binding	Perfect binding	

- With one side UV/matte lamination and metallic stamping logo on the cover
- With die-cutting and gluing for the envelope
- With spot lamination on photos on the cover

Photography Requirements

1. Full production set-up for professional digital photography
2. Photo Art Direction
3. Maximum of three (3) shooting days
4. Transfer of raw and edited photos in Google Drive and CD format
5. Subject of Photography:

Individual Portrait Shots		Group Shots	
SSC Members	9 pax	SSS VPs from the Main Office and NCR Divisions*	Approximately 12 groups
SSS EVPs and SVPs	22 pax	AR Committee	1 group
AR Models	15 pax		
➤ Plus photoshoot of transactional activities at the SSS Branch			

**SSS VPs from Luzon, Visayas, and Mindanao Divisions will be asked to submit to CCD their individual portrait shots based on a given photo specifications.*

Hair and Make-up (HMU) Services

1. Must provide at least one (1) HMU Artist (HMUA) with two (2) assistant HMUAs to handle approximately 22 females and 24 males, as follows:
 - SSC Members – 9 pax
 - SSS EVPs and SVPs – 22 pax
 - AR Models – 15 pax
2. Must use only hypo-allergenic make-up and hairstyling liquids/gels and must have complete make-up and hairdressing tools and equipment including disinfecting/ cleaning/cleansing appliances.
3. An actual make-up and hairstyling demo must also be provided to ensure the capability of the HMUAs.

Individual Personnel Requirements

1. Account Manager
 - Bachelor's/College degree in any field
 - At least five (5) years working experience in publication or design consultancy services
 - Has handled similar projects in the past five (5) years
2. Art/Creative Director
 - Degree in Art/Design/Creative Multimedia or equivalent field
 - At least five (5) years working experience in the related field
 - Expert level skills in Photoshop, Illustrator, and other relevant design tools
3. Editor
 - Bachelor's degree in Communications/ Journalism/ English or equivalent field
 - At least five (5) years of professional experience in journalism or related communication field
 - Excellent English language writing and editing skills
4. Photographer
 - Team should include at least one (1) main photographer, one (1) backup photographer, and one (1) lighting assistant
 - At least five (5) years of professional experience, preferably in at least one (1) company included in the Top 500 Corporations
 - Has complete professional photography equipment for a full production setup
5. Hair and Make-up Artist (HMUA)
 - Team should include at least one (1) main HMUA with two (2) assistant HMUAs
 - At least high school graduate or voc-tech certificate in Cosmetology and/or hair dressing/styling
 - At least five (5) years working experience as professional make-up artist/hair stylist and has provided hair and make-up services in any advertising photography projects, fashion shows, weddings or worked with established make-up artists/photographers/diverse clientele base.

D. TIME SCHEDULE

Total production period from receipt of Notice to Proceed/Purchase Order/Job Order (NTP/PO/JO) is ninety (90) calendar days, inclusive of photoshoot sessions, submission/revision of mock-ups, approval/sign-off of final press proof, and printing.

Activity	Implementation
From receipt of PO/JO to submission of first mock-up by the supplier	30 CDs
From CCD's receipt of first mock-up to submission of first layout and text revisions to supplier	13 CDs
From CCD's receipt of second (revised) mock-up to submission of second layout and text revisions to supplier	13 CDs
From CCD's receipt of third (revised) mock-up to submission of the final layout and text revisions to supplier	13 CDs
From CCD's receipt of the final artwork to submission of duly approved/signed-off final copy	7 CDs
Full delivery of the 1,000 pcs printed 2022 Annual Report (and submission through email of PDF files) upon submission to the supplier of the duly approved/signed final press proof	14 CDs
TOTAL	90 CDs
Plus an additional seven (7) calendar days for setting up of Flipbook in SSS website after delivery of printed copies.	

DELIVERY/COMPLETION PERIOD

Delivery must be completed within 14 calendar days after the bidder has received the duly approved/signed final press proof (and an additional 7 calendar days for setting up of Flipbook version of the Annual Report in the SSS website after delivery of printed copies).

THE PROJECT SHALL BE DEEMED COMPLETED UPON THE CONSULTANT'S:

1. Full delivery of 1,000 printed copies of the 2022 Annual Report to SSS within 14 CDs upon Consultant's receipt of the duly approved/signed final press proof;
2. Setting up of Flipbook version in the SSS Website within 7 CDs after delivery of the printed 2022 Annual Report copies;
3. Sending of high-resolution PDF copy of the 2022 Annual Report to SSS through CCD for web uploading;
4. Return to SSS through CCD of all drawings, designs, images, photos, articles, graphs and tables (saved in CD/DVD or USB format) used in making the 2022 Annual Report and issuance by the Consultant of a certification of such action; and
5. The acceptance by SSS through CCD of all the above.

NOTE: Payment shall not be processed until the Consultant has complied with the above conditions.

E. DOCUMENTARY REQUIREMENTS

- PhilGEPS Registration
- SEC Registration
- Mayor's Permit
- Tax Clearance
- Omnibus Sworn Statement (Form Supplied)
- Bid Securing Declaration (Form Supplied)

- Technical Proposal Forms (TPF 1, 2, 4 and 6)
- Financial Proposal Forms (FPF 1 and 2)

F. CRITERIA AND RATING SYSTEM

The criteria and rating system for short listing are:

CRITERIA	POINTS PER CATEGORY	MAXIMUM POINTS	
APPLICABLE EXPERIENCE OF THE CONSULTANT			
<i>Number of Completed Similar Projects in the last 5 years</i>			
6 or more completed similar projects	45 pts.	50 pts.	
4-5 completed similar projects	40 pts.		
3 completed similar projects	35 pts.		
<i>Number of Years in the Industry</i>			
More than 5 years	5 pts.		
3 to 5 years	3 pts.		
Less than 3 years	2 pts.		
QUALIFICATION OF PRINCIPAL AND KEY STAFF TO THE CONSULTANT WHO MAY BE ASSIGNED TO THE JOB			
<i>Working Experience</i>			
4 years and above	30 pts.	30 pts.	
Less than 4 years	25 pts.		
CURRENT WORKLOAD RELATIVE TO CAPACITY			
<i>Number of Projects</i>			
3 ongoing projects	15 pts.	20 pts.	
4 or more ongoing projects	10 pts.		
<i>Number of Teams Members</i>			
4 or more members	5 pts.		
3 or less members	3 pts.		

Minimum passing score is 80 pts.

The criteria and rating system for technical document evaluation (quality-based evaluation) are:

CRITERIA	POINTS PER CATEGORY	MAXIMUM POINTS	
EXPERIENCE AND CAPABILITY OF THE CONSULTANT			
<i>Has conducted at least 3 similar projects with creative design and artworks (e.g., corporate annual report, coffee table book, etc.) for the last 5 years prior to bidding</i>			
More than 5 similar projects completed	45 pts.	50 pts.	
3-5 similar projects completed	40 pts.		
<i>The consultant-bidder or any of its client-agencies has received a local or international award/recognition from a reputable institution (e.g., Philippine Association of National Advertisers, Public Relations Society of the Philippines, etc.) for quality design in the last 5 years prior to bidding</i>			
With award/recognition for consultant-bidder	5 pts.		
With award/recognition for client-agency	3 pts.		
Without award/recognition	0 pt.		
QUALIFICATION OF KEY PERSON/S – WITH AT LEAST 5 YEARS OF EXPERIENCE DOING SIMILAR PROJECTS			
More than 8 years	30 pts.	30 pts.	
6 to 8 years	25 pts.		
At least 5 years	20 pts.		

COMPREHENSIVENESS OF WORK PLAN FOR PROJECT IMPLEMENTATION (TIMETABLE, STRATEGIES, APPROACH, METHODOLOGY, AND DELIVERABLES)		20 pts.	
Clarity of Concept and Methodology sans regard Time Schedule	10 pts.		
Timetable of Deliverables	10 pts.		
60 to 74 days			10 pts.
75 to 89 days			7 pts.
90 days	5 pts.		

Minimum passing score is 75 pts.

G. TECHNICAL PROPOSAL FORMS (TPF) – as attached

- TPF 1 - Technical Proposal Submission Form
- TPF 2 - Consultant's Reference: Relevant Services Carried out in the last 5 years that best illustrate qualifications (attach proof of project completion and/or notice of award, whichever is applicable)
- TPF 3 - Description of the Methodology and Work Plan for Performing the Project
- TPF 4 - Curriculum Vitae of the Team Composition and all technical personnel/professionals that are employed by the Consultant, either as a regular employee or on a per-project basis

H. FINANCIAL PROPOSAL FORMS (FPF) – as attached

- FPF 1 - Financial Proposal Submission Form
- FPF 2 - Summary of Costs

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

In accordance with **ITB** Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

If negotiations are held during the period of bid validity, *i.e.*, before [insert date], we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

TPF 2. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

TPF 3. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

Workplan and Timetable - You may state through a narrative form or via Gantt chart a workplan that should meet the period to complete the project of 90 calendar days or 3 months. Workplan may include the following elements:

- a) Timetable
- b) Strategies/Approach
- c) Methodology
- d) Deliverables

**TPF 4. FORMAT OF CURRICULUM VITAE (CV) FOR
PROPOSED PROFESSIONAL STAFF**

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

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

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 ____.

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, [Date].

In accordance with **GCC Clause Error! Reference source not found.**, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

FPF 2. SUMMARY OF BIDS

Project	Total Amount of Financial Proposal in Philippine Pesos
CONCEPT, DESIGN & PRINTING OF 2022 ANNUAL REPORT	Cost: ₱ _____ Taxes: ₱ _____ TOTAL: ₱ _____

OMNIBUS SWORN STATEMENT

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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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, Procurement Agent if engaged, 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. *[Consultant]* 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]

GPPB Resolution No. 16-2020, dated 16 September 2020

BID SECURING DECLARATION FORM

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

BID SECURING DECLARATION

Project Identification No.: *[Insert number]*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a 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 procurement 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, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f), of the IRR of RA No. 9184; without prejudice to other legal action the government may undertake.
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; and
 - c. I am/we are declared the bidder with the Lowest Calculated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Jurat]

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

GPPB Resolution No. 16-2020, dated 16 September 2020