



Republic of the Philippines  
**OFFICE OF THE OMBUDSMAN**  
Agham Road, Diliman, Quezon City 1104

***INVITATION TO BID***

**“For the Negotiated Procurement for the Supply and Delivery of Two (2) Units Air Circuit Breaker (4,000 AT) for the Office of the Ombudsman”**

1. The Office of the Ombudsman through the General Appropriations Act of 2019, intends to procure thru Negotiated Procurement (Two Failed Biddings) pursuant to Section 53.1 of the 2016 Implementing Rules and Regulations of R.A. 9184 the **Supply and Delivery of Two (2) Units Air Circuit Breaker (4,000 AT) for the Office of the Ombudsman**, with an Approved Budget for the Contract (ABC) of **One Million Two Hundred Eighty Thousand Pesos (₱1,280,000.00)**. Bids received in excess of the ABC shall be automatically rejected at bid opening.
2. The Office of the Ombudsman now invites bids for the **Supply and Delivery of Two (2) Units Air Circuit Breaker (4,000 AT) for the Office of the Ombudsman**. Delivery of goods and services is required within **one hundred twenty (120) calendar days after receipt of the Notice to Proceed**.
3. As such, the Office of the Ombudsman will hold its **Negotiation Conference** on **August 13, 2019** at **1:30 p.m.** at the Hearing Room, Ground Floor, Office of the Ombudsman, Agham Road, North Triangle, Diliman Quezon City, which shall be open to all interested parties.
4. A complete set of Bidding Documents may be acquired by interested Bidders starting August 8, 2019 to August 20, 2019 from the Office of the Ombudsman or it may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS).
5. The prospective bidders are hereby invited and requested to submit in a sealed envelope their **Technical Proposal (Ombudsman Bid Form No. 1)**, together with the following documentary requirements on or before **August 20, 2019 at 1:30 p.m.** :
  1. **SEC/DTI Registration;**
  2. **Valid & Current Mayor’s Permit / Municipal License – CY 2019;**
  3. **Valid Certificate of PhilGEPS Registration;**
  4. **Audited Financial Statement for CY 2018**
  5. **Omnibus Sworn Statement [Please see attached sample form-OMB-SF-Goods-01, 01(a), 01(b)];**
  6. **Statement of Ongoing and Completed Contracts within the period of five (5) years from year 2014 up to present [Please see attached sample form-OMB-SF-Goods-02].**
6. Bidders shall also submit in a **sealed envelope** their **Financial Proposal (Ombudsman Bid Form No. 2)**, indicating their **best and final offer** with respect to all aspects of their proposals not later than **August 20, 2019 at 1:30 p.m.** at the BAC Secretariat’s Office, Ground Floor, OMB Building, Agham Road, Quezon City. **Late bids shall not be accepted.** Bid opening shall be on August 20, 2019 at 1:30 p.m. at the Hearing Room, Ground Floor, Ombudsman Building, Agham Road, Quezon City.
7. The bidder shall submit, within a non-extensible period of five (5) calendar days from receipt of the notice from the BAC that it submitted the Lowest Calculated Bid, the following post-qualification documents: (1) **latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (eFPS);** (2) **General Information Sheet CY2018 or CY2019 (for corporation only);** (3) **Company Profile and List of Clients;** and (4) **Manufacturer’s ISO 9001 Certification for the Air-Circuit Breaker.**

8. The winning bidder shall submit a performance security/bond within ten (10) calendar days from receipt of Notice of Award (NOA).
9. The Office of the Ombudsman reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For any clarification, you may contact Ms. Marjorie Hazel G. Rañola at telephone nos. **(02)479-7300 loc. 2206**, or via *e-mail* at [bac.ombudsman@hotmail.com](mailto:bac.ombudsman@hotmail.com) or [bac@ombudsman.gov.ph](mailto:bac@ombudsman.gov.ph).

(Sgd.) **MARIBETH T. PADIOS**  
Assistant Ombudsman, PIEMS  
Chairman, Bids and Awards Committee

**IMPORTANT:** A bidder who submits a sealed quotation/proposal is required to download this Invitation to Bid from the PhilGEPS website before the closing date for inclusion in the PhilGEPS Document Request List (DRL). Prices and specifications for the bid shall be valid for 120 days. **DELIVERY PERIOD is within one hundred twenty (120) calendar days days after receipt of Notice to Proceed (NTP).** Term of Payment: CHARGED ACCOUNT. The total price quoted shall be subject to VAT, withholding tax and payable in check.

**OMBUDSMAN BID FORM NO. 1- TECHNICAL PROPOSAL**

**HON. MARIBETH T. PADIOS**

Chairperson, Bids and Awards Committee  
 Office of the Ombudsman  
 Agham Road, North Triangle  
 Diliman, Quezon City

M a d a m :

Herewith is our **TECHNICAL PROPOSAL** for your office requirement:  
 (INSTRUCTION TO BIDDER: Check the “Comply” box if bidder complies with the Ombudsman Specifications. A Technical Proposal containing **unchecked “Comply” boxes** would be automatically **rated as “FAILED”**.)

Unit	Quantity	Ombudsman Technical Specifications	Bidder's Specifications
One (1) Lot	2 Units	Low Voltage Air Circuit Breaker	<input type="checkbox"/> Comply
		Brand-new and original	<input type="checkbox"/> Comply
		Current Rating: 4000AT	<input type="checkbox"/> Comply
		Draw-out type (withdrawal type)	<input type="checkbox"/> Comply
		With complete accessories	<input type="checkbox"/> Comply
		Must be equivalent and/or identical to the existing/installed Air Circuit Breaker of the OMB-Annex Building	<input type="checkbox"/> Comply
		To comply with the Terms of Reference (Appendix “A”)	<input type="checkbox"/> Comply

Very truly yours,

\_\_\_\_\_  
 Signature over printed name

\_\_\_\_\_  
 Position

\_\_\_\_\_  
 Company

\_\_\_\_\_  
 Telephone Nos.

\_\_\_\_\_  
 Date

## APPENDIX "A"

### TERMS OF REFERENCE (TOR):

#### 1. OBJECTIVE

The procurement of two (2) units Air Circuit Breaker (4000 AT) is intended to be used as emergency and/or standby replacement of Main Circuit Breaker of LVSG for the Office of the Ombudsman Annex Building in accordance with the **Technical Specifications** under Section V11 hereof.

#### 2. APP APPROVED BUDGET FOR THE CONTRACT

The **Approved Budget for the Contract (ABC)** is **One Million Two Hundred Eighty Thousand Pesos Only (Php1,280,000.00)**, inclusive of all applicable taxes, issuances/bonds, miscellaneous expenses.

#### 3. SCOPE OF WORK

The work includes *supply* and *delivery* of Two (2) Units Air Circuit Breaker.

#### 4. CONTRACT PERIOD

The contract period for the delivery described in this TOR shall be One Hundred Twenty (120) calendar days (CDs) from the date of issuance of Notice to Proceed (NTP).

#### 5. MATERIALS, STANDARD AND MISCELLANEOUS PROVISIONS

The contractor/supplier shall be responsible for the delivery of all materials/equipment to the correct workstation. All materials/equipment to be delivered shall be brand new, original and durable.

#### 6. TERMS AND CONDITIONS

6.1 Failure to deliver item(s) within the specified delivery period shall authorize OMB to impose a penalty of 1/10 of 1% of the Total Value of the undelivered item(s) for every day of non-delivery.

6.2 Goods are considered defective when they are unfit for use for which it is intended, or its fitness for such use is diminished.

6.3 The Office of the Ombudsman shall have the right to reject and replace the items delivered if found defective after the conduct of corresponding testing of each item.

6.4 Complies with all the Terms and Conditions in the Contract Agreement.

#### 7. BID SECURITY

The contractor/supplier shall accompany its Bid with the required Bid Security, Philippine Currency, in the amount and form as prescribed under Section 27 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act (RA No. 9184 and shall be valid for a period of 120 Calendar Days (CDs).

**8. PERFORMANCE SECURITY**

The contractor/supplier, within ten (10) calendar days upon signing of Notice of Award, shall submit a **Performance Security** to guarantee the faithful performance of its obligations in accordance to **Section 39** of the 2016 Revised IRR of RA No. 9184, and shall remain valid until issuance of Final Certificate of Acceptance of the project Head of the Procuring Entity and/or its duly authorized representative.

**9. WARRANTY**

The **Warranty Period shall be one (1) year from date of acceptance of delivered products/items** as duly recommended by the Technical Inspection and Acceptance Committee (TIAC) and approved by the Head of the Procuring Entity (HOPE) or its duly authorized representative. The warranty shall include repair, replacement of parts, and free service on a 24-hour on call basis.

Consistent with GPPB Resolution No. 30-2017, **the obligation of the warranty shall be covered by either retention money in an amount equivalent to five percent (5%) of every progress payment, or a special bank guarantee equivalent to five percent (5%) of the total contract price.** The said amounts shall only be released after the lapse of the warranty period or, in any case of Expendable Supplies, after consumption thereof: Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

**10. AFTER SALES SUPPORT**

10.1 Within Warranty Period

10.2 After Warranty Period, must be at-least one (1) authorized service center within Metro Manila.

OMBUDSMAN BID FORM NO. 2  
 (Financial Proposals with Undertaking)

Date : \_\_\_\_\_  
 Invitation to Bid No.: QN2019-0090-AUG

**HONORABLE SAMUEL R. MARTIRES**

Ombudsman  
 Office of the Ombudsman  
 Agham Road, North Triangle  
 Diliman, Quezon City

Attention: **HON. MARIBETH T. PADIOS**  
 The Chairperson  
 Bids and Awards Committee

Dear Sir:

Having examined the Bidding Documents including Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer the **Supply and Delivery of Two Units Air Circuit Breaker (4,000AT) for the Office of the Ombudsman** in conformity with the said Bidding Documents for the sum of \_\_\_\_\_ (Php \_\_\_\_\_) *[total Bid amount in words and figures]* or such other sums as may be ascertained in accordance with the attached Schedule of Prices:

Unit	Quantity	Item Description	Unit Price	Total Price (Should be 12% VAT inclusive)
One (1) Lot	2 units	Supply and Delivery of Air Circuit Breaker (4,000AT) for the Office of the Ombudsman	₱_____/unit	₱

We undertake, if our Bid is accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

If our Bid is accepted, we undertake to provide a performance security in the form, amounts, and within the times specified in the Bidding Documents.

We agree to abide by this Bid for the Bid Validity Period of one hundred twenty (120) days and it shall remain binding upon us and may be accepted at any time before the expiration of that period.

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 in the Bidding Documents.

We likewise certify/confirm that the undersigned,

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

***[for sole proprietorships, insert: as the owner and sole proprietor or authorized representative of Name of Bidder, has the full power and authority to participate, submit the bid, and to sign and execute the ensuing contract, on the latter's behalf for QN 2019-0090-AUG: Negotiated Procurement for the Supply and Delivery of Two Units Air Circuit Breaker (4,000AT) for the Office of the Ombudsman.***

***[for partnerships, corporations, cooperatives, or joint ventures, insert: is granted full power and authority by the Name of Bidder, to participate, submit the bid, and to sign and execute the ensuing contract on the latter's behalf for the QN 2019-0090-AUG: Negotiated Procurement for the Supply and Delivery of Two Units Air Circuit Breaker (4,000AT) for the Office of the Ombudsman.***

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.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

\_\_\_\_\_  
*[Signature over printed name]*

\_\_\_\_\_  
*[position]*

Duly authorized to sign Bid for and on behalf of:

\_\_\_\_\_  
*[company name, address and tel. nos.]*

**Schedule of Prices (If applicable)**

**For Goods Offered From Abroad**

Name of Bidder \_\_\_\_\_ . Invitation to Bid<sup>1</sup> Number \_\_\_\_\_ . 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)

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
<sup>1</sup> If ADB, JICA and WB funded projects, use IFB.



**Schedule of Prices (If applicable)**

**For Goods Offered From Within the Philippines**

Name of Bidder \_\_\_\_\_ Invitation to Bid<sup>2</sup> Number \_\_\_\_\_. 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 Insurance 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)

\_\_\_\_\_  
*[signature]*

\_\_\_\_\_  
*[in the capacity of]*

Duly authorized to sign Bid for and on behalf of \_\_\_\_\_

\_\_\_\_\_  
<sup>2</sup> If ADB, JICA and WB funded projects, use IFB.

OMB-SF-Goods-01

## Omnibus Sworn Statement

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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;

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 following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
  - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
  - d) Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

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

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

**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. \_\_\_\_\_ and his/her Community Tax Certificate No. \_\_\_\_\_ issued on \_\_\_ at \_\_\_\_\_.

Witness my hand and seal this \_\_\_ day of *[month]* *[year]*.

**NAME OF NOTARY PUBLIC**

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

OMB SF-Goods-01(a)  
**Authority of Signatory**

**SPECIAL POWER OF ATTORNEY**

I, \_\_\_\_\_, President of \_\_\_\_\_, a corporation incorporated under the laws of \_\_\_\_\_, with its registered office at \_\_\_\_\_, by virtue of Board Resolution No. \_\_\_\_\_ dated \_\_\_\_\_, has made, constituted and appointed \_\_\_\_\_ true and lawful attorney, for it and its name, place and stead, to do, execute and perform any and all acts necessary and/or represent \_\_\_\_\_ in the bidding of \_\_\_\_\_ as fully and effectively as corporation might do if personally present with full power of substitution and revocation and hereby confirming all that said representative shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_, at \_\_\_\_\_.

\_\_\_\_\_  
Affiant

Signed in the Presence of:  
\_\_\_\_\_  
\_\_\_\_\_

**ACKNOWLEDGMENT**

REPUBLIC OF THE PHILIPPINES )  
QUEZON CITY ) SS.

BEFORE ME, a Notary Public for and in Quezon City, Philippines, this \_\_\_\_\_ day of \_\_\_\_\_ 201\_\_, personally appeared:

<u>NAME</u>	<u>CTC NO.</u>	<u>ISSUED AT/ON</u>
_____	_____	_____
_____	_____	_____

known to me and known to be the same person who executed the foregoing instrument consisting of \_\_\_\_\_ ( ) pages, including the page whereon the acknowledgments is written and acknowledged before me that the same is his free and voluntary act and deed and that of the Corporation he represents.

WITNESS MY HAND AND NOTARIAL SEAL, at the place and on the date first above written.

Notary Public  
Until 31 December 20\_\_  
PTR No. \_\_\_\_\_  
Issued at: \_\_\_\_\_  
TIN No. \_\_\_\_\_

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

OMB SF-Goods-01(b)  
Authority of Signatory

**SECRETARY’S CERTIFICATE**

I, \_\_\_\_\_, a duly elected and qualified Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the law of the \_\_\_\_\_ DO HEREBY CERTIFY, that:

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

At the regular meeting of the Board of Directors of the said Corporation duly convened and held on \_\_\_\_\_ at which meeting a quorum was present and acting throughout, the following resolutions were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLVED, that \_\_\_\_\_ be, as it hereby is, authorized to participate in the bidding of \_\_\_\_\_ by the Office of the Ombudsman; and that if awarded the project shall enter into contract with the Office of the Ombudsman; and in connection therewith hereby appoint \_\_\_\_\_ acting as duly authorized and designated representatives of \_\_\_\_\_, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent \_\_\_\_\_ in the bidding as fully effectively as the \_\_\_\_\_ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FURTHER THAT, the \_\_\_\_\_ hereby authorizes its President to:

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

WITNESS the signature of the undersigned as such officer of the said \_\_\_\_\_ this \_\_\_\_\_.

\_\_\_\_\_  
(Corporate Secretary)

**ACKNOWLEDGMENT**

SUBSCRIBED AND SWORN to before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_  
affiant exhibited to me his/her \_\_\_\_\_ issued on  
at \_\_\_\_\_, Philippines.

Notary Public

Doc. No. \_\_\_\_\_  
Page No. \_\_\_\_\_  
Book No. \_\_\_\_\_  
Series of \_\_\_\_\_

OMB-SF-Goods-02

**Statement of all ongoing and completed government and private contracts within the period from CY2014 to present including those awarded but not yet started which may be similar or not similar to the project being bid**

Business Name : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name of Client	a. Owner's Name b. Address c. Telephone Nos.	a. Date Awarded b. Date Started c. Date of Completion	Title of the Project in the Contract	% of Accomplishment		Contract Amount	Value of Outstanding Contracts	Date of Delivery
				Planned	Actual			
<u>Government:</u>								
<u>Private:</u>								

Important notes :

- This statement shall be supported with:
- 1 Notice of Award/or Contract/Purchase Order
  - 2 Notice to Proceed, if applicable
  - 3 Official Receipt/Delivery Receipt/Sales Invoice

Submitted by : \_\_\_\_\_  
 (Print Name and Signature)  
 Designation : \_\_\_\_\_  
 Date : \_\_\_\_\_