



Republic of the Philippines  
Department of Agriculture

## PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY

3/F DA-PCAF Bldg., Department of Agriculture, Elliptical Rd., Diliman, Quezon City  
BIDS & AWARDS COMMITTEE Email: philfidabac@yahoo.com  
273.AGRI (2474) | 9288756 to 65 Local 2653 | 721-9813

### REQUEST FOR QUOTATION

**(Negotiated Procurement - Two Failed Biddings)**

Purchase Request No. 22-01-007 dated 7 January 2022

Project Identification No. RFQ-2FB-001-2022-NEGO

Dear Sir / Madam;

The **Philippine Fiber Industry Development Authority (PhilFIDA)**, through the GAA 2022 intends to apply the sum of **Two Million Six Hundred Thousand Pesos (PhP 2,600,000.00)** being the ABC to payments under the contract for the **Fabrication, Delivery, Installation and Testing of Series-type Combined Abaca Spindle-Deco Fiber Extraction Machine**.

The procurement of the project will be conducted through Negotiated Procurement (Two Failed Biddings), an Alternative Method of Procurement, in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9814.

Your company is hereby invited to submit its sealed quotation/proposals not later than **22 March 2022, Tuesday, 9 A.M. at Philippine Fiber Industry Development Authority - 3/F DA-PCAF Bldg., Department of Agriculture, Elliptical Road, Diliman, Quezon City**.

The schedule of bidding activities are as follows:

Advertisement / Publication of Request for Quotation/ Start of Availability of Request for Quotation in the PhilGEPS and PhilFIDA website	March 11, 2022 (Friday)
Pre-Negotiation Conference	March 16, 2022 (Wednesday) 9 A.M.
Submission of Quotations and Legal / Technical Documents (in sealed envelope)	March 22, 2022 (Tuesday) 9 A.M.
Opening of Quotations	March 22, 2022 (Tuesday) 9:30 A.M.

**ROBERT G. ATIENZA**  
BAC Chairperson

Interested bidders shall submit the following documents in sealed envelopes, labeled as “**Negotiated Procurement - Fabrication, Delivery, Installation and Testing of Series-type Combined Abaca Spindle-Deco Fiber Extraction Machine**”. The envelope labels should also contain the name of the bidder, address and contact details of the bidder:

## ***Checklist of Technical and Financial Documents***

### **I. TECHNICAL COMPONENT ENVELOPE**

#### ***Class “A” Documents***

##### *Legal Documents*

- (a) Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages);  
**or**
- (b) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives or its equivalent document,  
**and**
- (c) Mayor’s or Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located, or the equivalent document for Exclusive Economic Zones or Areas;  
**and**
- (d) Tax clearance per E.O. No. 398, s. 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR).

##### *Technical Documents*

- (e) Statement of the prospective bidder of all its ongoing government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid; **and**
- (f) Statement of the bidder’s Single Largest Completed Contract (SLCC) similar to the contract to be bid must have completed within the period of five (5) years with at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least 50% of the ABC;
- (g) Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;  
**or**  
Original copy of Notarized Bid Securing Declaration; **and**
- (h) Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable; **and**
- (i) Original duly signed Omnibus Sworn Statement (OSS);  
**and** if applicable, Original Notarized Secretary’s Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

##### *Financial Documents*

- (j) The Supplier’s audited financial statements, showing, among others, the Supplier’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission; **and**
- (k) The prospective bidder’s computation of Net Financial Contracting Capacity (NFCC);  
**or**

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

***Class "B" Documents***

- (l) If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already in existence;  
**or**  
duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

**II. FINANCIAL COMPONENT ENVELOPE**

- (m) Original of duly signed and accomplished Financial Bid Form; **and**
- (n) Original of duly signed and accomplished Price Schedule(s).

***Other documentary requirements under RA No. 9184 (as applicable)***

- (o) *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- (p) Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

***Schedule of Requirements***

The delivery schedule expressed as weeks/months stipulates hereafter a delivery date which is the date of delivery to the project.

<b>Item Number</b>	<b>Description</b>	<b>Quantity</b>	<b>Total</b>	<b>Delivered, Weeks/Months</b>
1	Fabrication, Delivery, Installation and Testing of Series-type Combined Abaca Spindle-Deco Fiber Extraction Machine	1 set (10 units series-type combined spindle-deco abaca fiber extraction machine)	1 set (10 units series-type combined spindle-deco abaca fiber extraction machine)	Within Seventy-five (75) calendar days upon receipt of NTP
Signature Over Printed Name		Position/Designation		Name of Company

### **Technical Specifications**

<b>Item</b>	<b>Specification</b>	<b>Statement of Compliance</b>
		<p><i>[Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidder's statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the applicable laws and issuances.]</i></p>
<b>1 Lot</b>	<b>Fabrication, Delivery, Installation and Testing of Series-type Combined Abaca Spindle-Deco Fiber Extraction Machine</b>	
	<b>1 set - 10 units series-type combined spindle-deco abaca fiber extraction machine</b>	
	<b>SPECIFICATIONS:</b>	
	<b>Main Assembly:</b>	
	- Dimension per unit (LxWxH), mm: 1430 x 1300 x 1640 (+/- 10mm tolerance)	

	- Spindle output rotational speed: 450 - 600 rpm	
	- Decorticating drum shaft rotational speed: 650 - 750 rpm	
	- Welded point: Fully welded by E-7018 welding rod	
	- Type of Engagement: Fabricated Clutch and Brake (individual)	
	- Putty Finished (smooth surface on welded parts) - Finished color: Baguio Green with oxide primer - No. of Coatings: 2 Coatings of oxide primer and 2 Baguio Green - Method: Compressor Sprayed	
	<b>Stripping-Decorticating Waste Disposal Bin:</b>	
	- Material: Stainless steel	
	- Horizontal Hollow Screw-Type Conveyor	
	- Dimension: 200 mm diameter x 12500 mm length ; shaft diameter: 38 mm	
	- Type of Engagement: Flange Bearing; Screw diameter: 100 mm	
	- Belt: Flat belt 3 inches width, 3ply	
	<b>Prime Mover (Engine) and Main Drive:</b>	
	- Engine: Branded and brand new; Heavy duty; 24HP internal combustion engine (water-cooled with starter); speed: 1200 rpm; with complete accessories and tools	

	- Main Drive Shaft: 2 inches diameter SAE-4141 steel solid shaft; Belt: Flat belt 5 inches width, 4 ply; Shaft speed 600 rpm	
	- Auxiliary Drive Belt: 3 inches width, 3 ply	
	- Pillow Block Bearing: 2 inches diameter sleeve type PB 2011	
	- Assembly Frame: Angle Bar 0.25 inch thickness x 2.5 inches width	
	<b>Inclusions:</b>	
	- On-site training in the operation and basic maintenance of the equipment	
	- PhilFIDA markings/logo or Nameplate and details	
	- NAMDAC Certificate of Accreditation	
	- Provision of ear muffs (3 pairs per unit of machine)	
	- The machine inclusive 2 sets of basic tools. Each set composed of: <ol style="list-style-type: none"> <li>1. One (1) pc. 250mm. adjustable wrench;</li> <li>2. One (1) pc. 19mm. combination wrench;</li> <li>3. One (1) pc. 17mm. combination wrench;</li> <li>4. One (1) pc. 14mm. combination wrench;</li> <li>5. One (1) pc. 12mm. combination wrench;</li> <li>6. One (1) pc 10mm. combination wrench;</li> <li>7. One (1) pc. 8mm. combination wrench; and,</li> <li>8. One (1) pc. Grease gun.</li> </ol>	

	- Each machine: 3 pcs. Ear protector muffs	
	- Operation and maintenance manual for the engine and machine	
	- Safety precautions signages	
	- Remote monitoring hardware and software (licensed) at least 10 Core CPU and 32 Core GPU with maximum 14.5" monitor, 16GB RAM, 1TB SSD and 4K capable graphic card	
	Submission of duly signed and notarized Non-Disclosure Agreement	
	<b>Warranty:</b> One (1) year on parts and labor against all fabrication defects for the machine and manufacturing defects for the engine including preventive maintenance and calibration of the unit during the covered period	
	<b>Delivery Period:</b> Seventy-Five (75) calendar days	
	<b>Installation Site:</b> Caramoran, Catanduanes	
<b>Signature Over Printed Name</b>	<b>Position/ Designation</b>	<b>Name of Company</b>



## **TERMS AND CONDITIONS:**

1. The Procurement Project is composed of 1 Lot.
2. The official Request for Quotation must be duly signed by the bidder or by the authorized representative.
3. The attached Technical Specifications shall be an integral part of the terms and conditions of the contract.
4. Bidders shall provide correct and accurate information required in this form including the Technical Data Sheet or brochure.
5. Price quotation/s must be valid for a period of One Hundred Twenty (120) calendar days from the date of submission.
6. Price quotation/s, to be denominated in Philippine peso shall include all taxes, duties and/or levies payable.
7. Quotations exceeding the Approved Budget for the Contract shall be rejected.
8. Award of contract shall be made to the quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
9. The PhilFIDA shall have the right to inspect and/or to test the goods and services to confirm their conformity to the technical specifications.
10. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the value of the goods and services not delivered within the prescribed delivery period shall be imposed per day of delay.
11. Subcontracting is not allowed.

**Fabrication, Delivery, Installation and Testing of  
Series-type Combined Abaca Spindle-Deco Fiber Extraction Machine.  
Project Identification No. RFQ-2FB-001-2022-NEGO**

**STATEMENT OF ALL ON-GOING CONTRACTS WITHIN  
THE LAST FIVE (5) YEARS**

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**All On-Going Contracts (including contract/s awarded but not yet started, if any)**

<b>Name of Client</b>	<b>Name of the Contract</b>	<b>Date and Status of the Contract</b>	<b>Kinds of Goods</b>	<b>Amount of Contract</b>	<b>Value of Outstanding Contracts</b>	<b>Date of Delivery</b>	<b>Purchase Order Number/s or Date of Contracts</b>

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**Name & Signature of Authorized Representative**

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**Position/Designation**

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**Date**

**Instructions:**

1. State all on-going contracts including those awarded but not yet started (Government and Private Contracts which may be similar to the project called for as of the day before the deadline of submission of bids.
2. If there is NO on-going contract including awarded but not yet started as of the abovementioned period, state none or equivalent term.
3. The total amount of the on-going but not yet started contracts should be consistent with those used in the Financial Contracting Capacity (NFCC).

**Annex "I-A"**

**Fabrication, Delivery, Installation and Testing of  
Series-type Combined Abaca Spindle-Deco Fiber Extraction Machine.  
Project Identification No. RFQ-2FB-001-2022-NEGO**

**Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid must have completed within the period of five (5) years with at least two (2) similar contracts and the aggregate contract amounts should be equivalent to at least 50% of the ABC.**

<b>Name of Client</b>	<b>Name of Contract</b>	<b>Date of the Contract</b>	<b>Kinds of Goods</b>	<b>Value of Contracts</b>	<b>Date of Completion</b>	<b>Official Receipt No. &amp; Date or End User's Acceptance Date</b>

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

\_\_\_\_\_  
**Position/Designation**

\_\_\_\_\_  
**Date**

**Instructions:**

1. Cut Off Date as of: Up to the day before the deadline of submission of bids.
2. In the column under "Dates", indicate the dates of Delivery/End User's Acceptance and Official Receipt No.
3. Name of Contract column, indicates the Nature/Scope of the Contract for the PhilFIDA to determine the relevance of the entry with the procurement at hand.
4. Any of the following documents must be submitted corresponding to listed contracts per submitted Annex I-A:
  - a. Copy of the End-User's Acceptance;
  - b. Official Receipts;
  - c. Sales Invoice

**Fabrication, Delivery, Installation and Testing of  
Series-type Combined Abaca Spindle-Deco Fiber Extraction Machine.  
Project Identification No. RFQ-2FB-001-2022-NEGO**

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**CERTIFICATE OF NET FINANCIAL CONTRACTING CAPACITY  
(Please show figures at how you arrived at the NFCC)**

This is to certify that our Net Financial Contracting Capacity (NFCC) is **Philippine Pesos** \_\_\_\_\_ (**PhP** \_\_\_\_\_) which is at least equal to the Approved Budget for the Contract (ABC). The amount is computed as follows:

NFCC = [{Current Assets minus Current Liabilities} (15)] minus the value of all outstanding or uncompleted portions of the projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to be bid.

$$\text{NFCC} = (\text{CA-CL}) (15) - C$$

Issued this \_\_\_\_\_ day of \_\_\_\_\_, 2022.

**CERTIFIED CORRECT:**

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

\_\_\_\_\_  
**Position/Designation**

\_\_\_\_\_  
**Date**

**Notes:**

1. The values of the bidder's current assets and current liabilities shall be based on the data submitted to BIR through its Electronic Filing and Payment System.
2. Value of all outstanding or uncompleted contracts refers those listed in Annex I.
3. The detailed computation using the required formula must be shown as provided above.
4. The NFCC computation must at least be equal to the total ABC of the project.

**Fabrication, Delivery, Installation and Testing of  
Series-type Combined Abaca Spindle-Deco Fiber Extraction Machine.  
Project Identification No. RFQ-2FB-001-2022-NEGO**

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**Omnibus Sworn Statement  
(shall be submitted with the bid)**

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]*

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**Fabrication, Delivery, Installation and Testing of  
Series-type Combined Abaca Spindle-Deco Fiber Extraction Machine.  
Project Identification No. RFQ-2FB-001-2022-NEGO**

**Bid Form for the Procurement of Goods  
(shall be submitted with the bid)**

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**BID FORM**

Date: \_\_\_\_\_

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

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

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers *[insert numbers]*, the receipt of which is hereby duly acknowledged, we, the undersigned, offer to *[supply/deliver/perform]* *[description of the Goods]* in conformity with the said PBDs for the sum of *[total Bid amount in words and figures]* or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as, but not limited to: *[specify the applicable taxes, e.g. (i) value added tax (VAT), (ii) income tax, (iii) local taxes, and (iv) other fiscal levies and duties]*, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide a performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

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

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

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



(if none, state "None") ]

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of *[name of the bidder]* as evidenced by the attached *[state the written authority]*.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

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

Legal capacity: \_\_\_\_\_

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

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

Date: \_\_\_\_\_

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

**For Goods Offered from Within the Philippines**

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

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)

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

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

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

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

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

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**For Goods Offered from Abroad**

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

1	2	3	4	5	6	7	8	9
Item	Description	Country of origin	Quantity	Unit price CIF port of entry (specify port) or CIP named place (specify border point or place of destination)	Total CIF or CIP price per item (col. 4 x 5)	Unit Price Delivered Duty Unpaid (DDU)	Unit price Delivered Duty Paid (DDP)	Total Price delivered DDP (col 4 x 8)

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

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

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

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

**NON-DISCLOSURE AGREEMENT**

REPUBLIC OF THE PHILIPPINES)  
PROVINCE OF \_\_\_\_\_) SS  
CITY/MUNICIPALITY OF \_\_\_\_\_)

I, \_\_\_\_\_, of legal age, single/married, residing at \_\_\_\_\_  
(Name)

after being sworn in accordance with law, depose and say:

1. That I am the \_\_\_\_\_ of the \_\_\_\_\_.  
(Position/Designation) (Name of Company)

2. That I am legally authorized to represent and bind the \_\_\_\_\_  
(Name of Company)

In connection with its undertaking with the Philippine Fiber Industry Development Authority (PhilFIDA) to fabricate the Series Type Combined Abaca Deco-Spindle Extraction Machine.

3. That for and in consideration of the PhilFIDA's issuance / release of said Technology's engineering designs and drawings, we hereby undertake as follows:
- a. To acknowledge, recognize and at all times defend the PhilFIDA's ownership of and/or intellectual rights over said technology;
  - b. To keep and maintain the Engineering designs and drawing in utmost confidentiality and employ all reasonable precautions to assure that they are not disclosed to unauthorized persons or used in an unauthorized manner;
  - c. To refrain from using said designs/drawings for any commercial purpose and unless and until a technology license have been issued;
  - d. To limit access to confidential information only to our key personnel, in so far as necessary for prototyping purposes;
  - e. To desist from using the confidential information for the purpose of coming up with a variant or a modification of said technology without the prior written consent of the PhilFIDA; and,

IN WITNESS WHEREOF, I have voluntary and freely signed this undertaking this \_\_\_\_\_ day of \_\_\_\_\_ 2022 at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
Full Name and Signature

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_ at  
\_\_\_\_\_ the affiant having exhibited his/her Community Tax Certificate No.  
\_\_\_\_\_ issued on \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**

Doc. No. \_\_\_\_\_

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

Series of 2021