

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

### AFFIDAVIT OF UNDERTAKING

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 Purchase Order/Contract for  
\_\_\_\_\_ [Title of the Procurement Requirement] of the Department of Agriculture (DA)-Philippine  
Rural Development Project (PRDP), 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. \_\_\_\_\_ [Name of Bidder] is up to date with its filing requirements, has  
paid all fees and penalties due and payable under the provisions of the law;
5. \_\_\_\_\_ [Name of Bidder] is in continuous unbroken existence since  
its company registration, and no action is currently being taken by the (DTI/SEC/CDA) to  
strike the company off the register or to dissolve it as defunct;
6. As far as the (DTI/SEC/CDA) is aware, the company is not in liquidation or subject to an  
administration order, no receiver or manager of the company's property has been  
appointed;
7. 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;

8. \_\_\_\_\_ *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
9. \_\_\_\_\_ *[Name of Bidder]* complies with existing labor laws and standards; and
10. \_\_\_\_\_ *[Name of Bidder]* is aware of the following responsibilities as a Bidder:
  - a) Carefully examined all of the Request for Quotation and Technical Specifications;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Purchase Order/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 \_\_\_\_\_  
*[Title of the Procurement Requirement]*.

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 \_\_\_\_\_