

**CONSULTING SERVICES FOR THE
PROJECT MANAGEMENT OF THE
PHILIPPINE PARTICIPATION IN
WORLD EXPO 2025 OSAKA**

**NEGOTIATED PROCUREMENT
TWO - FAILED BIDDINGS**

REQUEST FOR PROPOSAL (RFP) NO. 2024-05-115



Government of the Republic of the Philippines

TABLE OF CONTENTS

	Page
Section I. Request for Proposal.....	4
Section II. Technical Envelope.....	7
Section III. Financial Envelope.....	9
Section IV. Rating Criteria.....	10
Section V. Sealing and Marking of Bids.....	13
Section VI. Bid Security.....	16
Section VII. Performance Security.....	18
Section VIII. Terms of Reference.....	19
Section IX. Bidding Forms.....	20

Section I. Request for Proposal

**REQUEST FOR PROPOSAL (RFP) No. 2024-05-115
CONSULTING SERVICES FOR THE PROJECT MANAGEMENT OF THE PHILIPPINE
PARTICIPATION IN WORLD EXPO 2025 OSAKA**

NEGOTIATED PROCUREMENT – TWO FAILED BIDDINGS

1. The **Tourism Promotions Board Philippines (TPBPHL)**, through the **2024 Approved Corporate Operating Budget** intends to apply the sum of **Eight Hundred Fifty-Four Million One Hundred Forty-Six Thousand Five Hundred Twenty-One Pesos Only (PhP854,146,521.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Consulting Services for the Project Management of the Philippine Participation in World Expo 2025 Osaka/RFP No. 2024-05-115**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **TPBPHL** Bids and Award Committee (BAC) now invites technically, legally, and financially capable Consultants to submit a proposal for the said project.
3. The procurement of the requirement shall be undertaken through Negotiated Procurement - Two Failed Biddings with the provision of Section 53.1 of the Act and the revised IRR following the procedure as prescribed in Annex “H” of the revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Law.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **09 – 16 May 2024** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Seventy-Five Thousand Pesos Only (PhP75,000.00)**.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that **Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.**

5. The Technical and Financial Proposal must be submitted to the BAC which must be duly received by the BAC Secretariat at the office address indicated below on or before **16 May 2024, 3:00 PM**. Late submission shall not be accepted.

6. Interested bidders shall submit the Technical and Financial Proposal in sealed envelopes, labeled as “Negotiated Procurement for Two-Failed Biddings”, with the title of the procurement project, name of the bidder, address, the contact details of the bidder, addressed to the TPBPHL BAC Chairperson. The Technical and Financial forms are provided in this Bidding Documents.

The address for submission of bids is:

**BAC Secretariat
Procurement and General Services Division
Administrative Department
Tourism Promotions Board
4F, Legaspi Towers 300, Roxas Boulevard, Manila**

7. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
8. The Bidder shall submit a Bid Securing Declaration or any form of Bid Security in the amount indicated in **Section VI. Bid Security**, which shall be not less than the percentage of the ABC in accordance with the schedule in the said Section.

The Bid and bid security shall be valid until **12 September 2024**. Any Bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

9. The opening of the proposals is on **16 May 2024 at 3:30 PM** at the **TPB BAC Meeting Room**. Proposals will be opened in the presence of the bidders’ representatives who choose to attend the activity.

The place of opening of the Technical and Financial Proposal is:

**TPB BAC Meeting Room
Tourism Promotions Board
4F, Legaspi Towers 300, Roxas Boulevard Manila**

10. Bidders are required to prepare a **30-minute presentation** of the plan of approach and methodology. The proposal shall be rated based on the criteria provided in the Terms of Reference. Only Legally and Technically Complying Bidder shall be requested to present their proposal on **16 May 2024**.
11. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation/Selection (QCBE/QCBS)** procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in **Section IV. Rating Criteria**.

12. The winning bidder shall be required to submit a performance security prior to the signing of the contract, which shall remain valid until the issuance by the Procuring Entity of the Certificate of Final Acceptance. The forms of performance security are provided in **Section VII. Performance Security**.
13. The contract shall be completed within **twenty-two (22) months** to commence from the date of receipt of the Notice to Proceed.
14. The **TPBPHL** 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.
15. For further information, please refer to:
Roselle D. Romero / Janet G. Villafranca
BAC Secretariat, Tourism Promotions Board
4/F Floor Legaspi Towers 300, Roxas Boulevard, Manila
Tel. Nos. 8525-9318 loc. 273 / 8525-9318 loc. 270
Email: roselle_romero@tpb.gov.ph/bac_sec@tpb.gov.ph/janet_villafranca@tpb.gov.ph
Website: ww.tpb.gov.ph
16. You may visit the following websites:

For downloading of Bidding Documents: www.tpb.gov.ph/invitation-to-bid

09 May 2024


ARNOLD T. GONZALES
Chairperson &
Bids and Awards Committee

Section II. Technical Envelope

The Technical Envelope shall contain the following technical documents, Bidders are encouraged to **properly label each section of the Bids using tabs for the following:**

A. Technical Envelope

Legal Documents

- a. PhilGEPs Registration Certificate
- b. Articles of Incorporation, CDA or DTI Certificate
- c. Valid Mayor's/Business Permit
- d. Tax Clearance
- e. Latest Audited Financial Statement

Technical Documents

- a. TPF1. Cover Letter of the Technical Proposal
- b. Company Profile
- c. The statement of all ongoing and completed government and private contracts shall include all such contracts within ***within the last five (5) years*** prior to the deadline for the submission and receipt of eligibility documents. The statement shall include, for each contract, the following:
 - i. the name and location of the contract;
 - ii. date of award of the contract;
 - iii. type and brief description of consulting services;
 - iv. consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - v. amount of contract;
 - vi. contract duration; and
 - vii. attached a certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract;
 - viii. attached any of the following: Notice of Award, Notice to Proceed (for government agencies) or contract , in case of ongoing contracts
- d. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.

The Consultant must have a Japan-based partner contractor who is licensed to build and operate in Japan and must have built at least one (1) structure similar to the Philippine Pavilion.
- e. Bid Security
- f. TPF2. Consultants References
- g. TPF3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
- h. TPF4. Description of the Methodology and Work Plan for Performing the Project
- i. TPF5. Team Composition and Task

- j. TPF6. Format of Curriculum Vitae (CV) for Proposed Professional Staff, the documents shall be notarized
- k. TPF7. Time Schedule for Professional Personnel
- l. TPF8. Activity (Work) Schedule.
- m. Notarized Sworn Statement

Section III. Financial Envelope

The Financial Envelope shall contain the following technical documents, Bidders are encourage to **properly label each section of the Bids using tabs for the following:**

1. FPF1. Financial Proposal Submission Form
2. FPF2. Summary of Costs
3. FPF3. Breakdown of Price Per Activity
4. FPF4. Breakdown of Remuneration per Activity
5. FPF5. Reimbursables Per Activity
6. FPF6. Miscellaneous Expenses

Section IV. Rating Criteria

Technical Bid/Proposal Criteria (Passing Score: 75%)

PARTICULARS		RATING	
			TOTAL
I.	COMPETENCE OF PERSONNEL TO BE ASSIGNED TO THE PROJECT		20%
A	<p>The proposal has the required minimum number of key personnel met the minimum years of experience</p> <ol style="list-style-type: none"> 1. Project Manager (10 years) 2. Lead Engineer (10 years) 3. Lead Architect (10 years) 4. Lead Interior Designer (10 years) 5. Experience Designer (10 years) 6. Senior Strategist (5 years) 7. Lead Foreman (5 years) 8. Safety Officer (5 years) 	5%	
B	<p>The proposal has the required minimum number of key personnel</p> <ol style="list-style-type: none"> 1. Project Manager 2. Lead Engineer 3. Lead Architect 4. Lead Interior Designer 5. Experience Designer 6. Senior Strategist 7. Lead Foreman 8. Safety Officer 	5%	
C	<p>For Project Manager, Lead Engineer, Lead Architect, Lead Interior Designer, Lead Foreman, and Safety Officer - must have handled at least 1 project similar in scope within the last 5 years</p>	5%	
D	<p>For Experience Designer and Senior Strategist – must have designed, developed, and produced at least 1 future-oriented guest experience for a country/company within the last 5 years</p>	5%	

II.	EXPERTISE AND CAPABILITY OF THE BIDDING COMPANY			30%
	A	Suitability of the bidder (based on the scope of services of previous contracts/projects, Articles of Incorporation)	10%	
		• Full-Service Project Management Company (10%)		
		• Architectural or Engineering Firm (8%)		
		• Building Contractor (6%)		
	B	Year of existence as a PMC based on the articles of incorporation	5%	
		• 7 years and above (5%)		
		• 5 years and above (3%)		
		• Below 5 years (0%)		
	C	Previous contracts similar in scope	5%	
		Managed construction and/or large-scale exhibit design (at least 300 sqm) outside of the Philippines within the last 5 years		
	D	Experience and Credentials	10%	
		• At least three (3) successful projects implemented within the last 5 years, with similar scope of work in this Terms of Reference, validated by previous clients (10%)		
		• With two (2) successful projects implemented within the last 5 years, with similar scope of work in this Terms of Reference, validated by previous clients (8%)		
		• With one (1) successful project implemented within 5 years, with similar scope of work in this Terms of Reference, validated by previous clients (5%)		

III	PLAN OF APPROACH AND METHODOLOGY			50%
	A	<p>Project Understanding and Compliance</p> <ul style="list-style-type: none"> - Depth of understanding of the project's objectives, requirements, and expected outcomes. - Compliance with the bid's specifications, including adherence to the thematic, cultural, and sustainability goals of the pavilion. 	5%	
	B	<p>Innovation and Design Excellence (TPF4 – Description of Methodology and work plan in performing the project)</p> <ul style="list-style-type: none"> - The creativity and innovation demonstrated in the proposed interior/guest experience design, showcasing Philippine culture, values, and visions for the future. - Incorporation of state-of-the-art design and construction techniques that enhance the pavilion's functionality and visitor experience. 	10%	
	C	<p>Environmental Sustainability (TPF4 – Description of Methodology and work plan in performing the project)</p> <ul style="list-style-type: none"> - Detailed strategies for sustainable construction practices, including the use of eco-friendly materials and energy-efficient technologies. - Measures for minimizing the environmental impact of the construction process and the pavilion's operation. 	10%	
	D	<p>Technical Approach and Feasibility (TPF4 – Description of Methodology and work plan in performing the project)</p> <p>The feasibility of the proposed technical solutions, construction methods, and materials.</p> <ul style="list-style-type: none"> - Detailed planning for tackling potential technical challenges and ensuring the structural integrity and safety of the pavilion. 	10%	
	E	<p>Project Management and Execution Plan to include cost management plan TPF8 – Activity & Work Schedule (Gantt Chart)</p> <ul style="list-style-type: none"> - A clear, detailed project management plan, including timelines, milestones, and resource allocation for the project's lifecycle. - Demonstrated ability to efficiently manage and 	10%	

		coordinate project activities, ensuring timely and within budget delivery. - Comprehensive budgeting that demonstrates cost-effectiveness without compromising quality or project objectives. - Effective financial planning and cost control mechanisms to ensure adherence to budget constraints and maximize value for money.		
	F	Cultural and Contextual Sensitivity (TPF4 – Description of Methodology and work plan in performing the project) - Strategies for authentically representing Philippine culture, heritage, and innovation through the pavilion's design and construction. - Engagement with Filipino artists, craftsmen, and cultural experts to incorporate authentic cultural elements into the pavilion.	5%	
		TOTAL		100%

All bidders are required to present their Technical Proposals. Bidders are given a maximum of 30 minutes to present their technical proposals.

The bidder is expected to submit technical and financial proposals that shall be evaluated based on Quality Cost Based Evaluation (QCBE).

The winning bidder must attain a hurdle rate of 75% based on the following set of selection criteria with their corresponding weight assignments:

Proposal	Weight
Technical proposal	85%
Financial Proposal	15%

Section V. Sealing and Marking of Bids

- 1.1. Consultants shall enclose their original technical proposal in one sealed envelope marked “ORIGINAL - TECHNICAL PROPOSAL”, and the original of their financial proposal in another sealed envelope marked “ORIGINAL - FINANCIAL PROPOSAL”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 1.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ___ - TECHNICAL PROPOSAL” and “COPY NO. ___ – FINANCIAL PROPOSAL” and the outer envelope as “COPY NO. ___”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 1.3. The original and the number of copies of the bid as indicated above shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative/s.
- 1.4. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Consultant in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC as provided in **Request for Proposal, item no. 6;**
 - (d) bear the specific identification of this bidding process as provided in **Request for Proposal, item no. 1;**
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB Clause Error! Reference source not found..**

Each Bidder shall submit **one (1) original** and **two (2) copies** of the first and second components of its bid.

The **Main Envelope** shall be labelled as follows:

TECHNICAL AND FINANCIAL BID

< BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

TECHNICAL ENVELOPE

< BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant >

DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

FINANCIAL ENVELOPE

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant >

DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

The **Technical Envelope** shall contain **three (3) Envelopes** labeled as follows:

ORIGINAL

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant >

DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

COPY 1

< BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant >

DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

COPY 2

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

DO NOT OPEN BEFORE: <Date and Time for the Opening of Technical Bid>

The **Financial Envelope** shall contain **three (3) Envelopes** labeled as follows:

ORIGINAL

Financial Envelope

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>

COPY 1

Financial Envelope

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>

COPY 2

Financial Envelope

<BAC Secretariat>

<Title of the Project/Project Identification No.>

< Company Name and Address of the Consultant>

DO NOT OPEN BEFORE: <Date and Time for the Opening of Financial Bid>

- 1.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the Bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked Bid, or for its premature opening.

Section VI. Bid Security

The Consultant shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated below, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
<p>a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Two percent (2%)
<p>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, the Bank Draft/ Guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the performance security required under ITB Clause 31, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for

a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 1.6. The bid security should be valid for **120 calendar days from the date of the opening of bid or until 11 September 2024**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.

Section VII. Performance Security

The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank;</p> <p style="text-align: center;"><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Five percent (5%)
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or</p> <p style="text-align: center;"><i>For biddings conducted by the LGUs, the Bank Draft/ Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Thirty percent (30%)

Failure of the successful Consultant to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate negotiation and if successful, complete post-qualification of the second Highest Rated Bid. The procedure shall be repeated until the HRRB is identified and selected for recommendation of contract award. However if no Consultant had a successful negotiation or passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

Section VIII. Terms of Reference

ANNEX A: TERMS OF REFERENCE

Section IX. Bidding Forms

Technical Proposal Forms.....	21
Omnibus Sworn Statement (Revised).....	30
Bid Security.....	33
Financial Proposal Forms.....	36

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. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON
DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.

TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

TPF 5. TEAM COMPOSITION AND TASK

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3 Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other parties or stakeholders.

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TPF 6. 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 ____.

TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	Number of Months
															Subtotal (1)
															Subtotal (2)
															Subtotal (3)
															Subtotal (4)

Full-time: _____
 Reports Due: _____
 Activities Duration: _____
 Location _____

Part-time: _____

Signature: _____
 (Authorized representative)

Full Name: _____
 Title: _____
 Address: _____

TPF 8. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of project.]</i>											
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th
Activity (Work)												

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

Omnibus Sworn Statement (Revised)
[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, 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. *[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]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

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]

FINANCIAL PROPOSAL FORMS

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 COSTS

Costs	Currency(ies) ¹	Amount in Philippine Peso
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____

¹ In cases of contracts involving foreign consultants, indicate the exchange rate used.

FPF 3. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies) ²	Amount in Philippine Peso
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

² In cases of contracts involving foreign consultants, indicate the exchange rate used.

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input ³	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

³ Staff months, days, or hours as appropriate.

FPF 5. REIMBURSABLES PER ACTIVITY

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price In	Total Amount In
1.	International flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs ⁴				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____

⁴ _____
⁴ Local transportation costs are not included if local transportation is being made available by the Entity. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Entity.

FPF 6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
4.	Software				
	Grand Total				_____

