

## **INVITATION FOR NEGOTIATED PROCUREMENT TWO FAILED BIDDINGS NO. 2021-11-0135**

*(Pursuant to Section 53.1 of the Revised Implementing Rules and Regulations  
of R.A 9184 – Negotiated Procurement Two Failed Competitive Biddings)*

### **PROCUREMENT OF CONSULTANCY SERVICES FOR TECHNICAL IMPLEMENTATION ON THE INTEGRATED INFORMATION MANAGEMENT APPLICATION (IIMA) ENHANCEMENT**

1. In view of the two (2) failed biddings, the *Philippine Competition Commission (PCC)* invites bidders to participate in the negotiation for the *Procurement of Consultancy Services for Technical Implementation on the Integrated Information Management Application (IIMA) Enhancement*.
2. The *PCC*, through the *2021 General Appropriations Act* intends to apply the sum of *Three Million Eight Hundred Thirty Thousand Pesos (Php 3,830,000.00)*, being the Approved Budget for the Contract (ABC) to payments under the contract for the abovementioned procurement.
3. The *PCC* now invites interested bidders to submit and negotiate offer for the project on **26 November 2021 at 1:30 P.M** through *Microsoft Teams Teleconference*.
4. 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, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
5. Following the completion of the negotiations, the best and final offer based on the technical and financial requirements, including the pre-requisite documentary requirements enumerated in the checklist of requirements hereof must be duly received by the PBAC Secretariat on or before **3 December 2021, 1:30PM** at the address below or through *E-Bid Submission which may be accessed through PCC Website*. Late submissions shall not be accepted.
6. The *Philippine Competition Commission* 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 R.A 9184 and its RIRR, without thereby incurring any liability to the affected bidder or bidders.

7. For further information, please refer to:

***THE SECRETARIAT***

*Bids and Awards Committee*

*Philippine Competition Commission*

*25F Tower 1, Vertis North Corporate Center,*

*North Avenue, Quezon City*

*Telephone No.: (02) 771-9722 local 204*

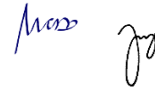
*e-mail: [procurement@phcc.gov.ph](mailto:procurement@phcc.gov.ph) or [amfrancisco@phcc.gov.ph](mailto:amfrancisco@phcc.gov.ph)*

***22 November 2021***



**JESON Q. DE LA TORRE**

*Chairperson, PCC Bids and Awards Committee*



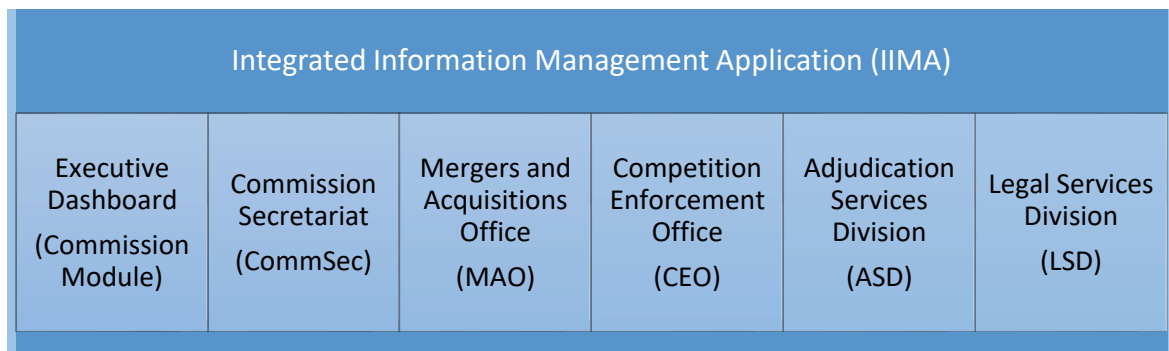
## TERMS OF REFERENCE

### Consultancy Services for Technical Implementation on the Integrated Information Management Application (IIMA) Enhancement

#### I. BACKGROUND

The Administrative Office - Information and Communications Technology Division (AO-ICTD) is currently working on several initiatives to deploy cloud-based solutions, automate essential procedures, and simplify internal programs to make them available to both internal and external stakeholders.

The organization must conform to the "new normal" activities of record keeping and administration as soon as feasible before the end of the year. The IIMA must be improved to assist and facilitate the PCC's activities in carrying out its mandate and strategic goals. The six (6) components are depicted in the picture below:



#### II. OBJECTIVES

1. To comply with the Commission directive to make improvements to the current Integrated Information Management Application (MAO, CEO, ASD, and LSD).
2. To design and develop a new COMMSEC and EXECUTIVE Commission Module (which includes the uploading, indexing, and dashboard processes).
3. To integrate and provide a centralized search function for all modules and related data.

#### III. SCOPE OF WORK

1. Must submit a detailed Infrastructure plan
2. Must submit a weekly status report
3. Business/Systems Analysis, Requirements Gathering, and Project Management
4. System Requirements Specification Document Provision and Approval
5. Setting up and Installation of SharePoint, Office Online of new Development Environment
6. Replication of the current production on the new dev environment
7. Configure front-end web server both production and dev environment
8. Development and Implementation of the SharePoint 2019 IIMA Solutions within the set of Requirements provided specifically for workflow optimization and inclusion of functionalities
9. Enhancement of Module 1-4 (MAO, CEO, ASD, and LSD)



**V. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC for the project is **Three Million Eight Hundred Thirty Thousand Pesos (Php 3,830,000.00)** only, inclusive of all applicable government taxes, service charges. The contract price shall include all the costs and profits arising from the or in relation to the services rendered in connection with the engagement and until the end of the contract.

**VI. CRITERIA FOR SHORLISTING ELIGIBLE BIDDERS**

The Service Provider must have at least five (5) Team Members who meet the following requirements in terms of competence, experience, and capacity to complete the project.

Criteria	Minimum Qualifications			Basis	Weight (%)
Applicable relevant experience of the Service Provider	Handled at least three (3) similar contracts <i>Note: similar contracts refer to the development, implementation, integration, testing and deployment of IT Systems</i>			Certificate of Satisfactory Service and/or Certificates of Completion and Acceptance	30%
	Should be an established Service Provider with at least ten (10) years of relevant experience in IT Systems design, implementation, integration, testing and deployment			Years of Experience	
Quality of personnel to be assigned to the project	<b>Personnel</b>	<b>Education</b>	<b>Experience</b>	Original signed extensive curriculum vitae indicating the required qualifications; and copies of relevant certifications	25%
	Project Lead / Project Manager (1)	Graduate of any 4-year course on IT related field	Ten (10) years of relevant experience in project management in information systems development		
	Team Member/ Systems Developer (2)	Graduate of any 4-year course on IT related field	Five (5) years of relevant experience in information systems development		
	Team Member/ Systems Analyst (1)	Graduate of any 4-year course on IT related field	Five (5) years of relevant experience in information systems	Original signed extensive curriculum vitae indicating the required qualifications; and copies of relevant certifications  Years of Experience	10%

			analysis and design		
	Team Member/ Power BI Specialist (1)	Graduate of any 4-year course	Five (5) years of relevant experience in Business Intelligence	Original signed extensive curriculum vitae indicating the required qualifications; and copies of relevant certifications  Years of Experience	10%
Capacity to execute the project	With at most one (1) on-going similar project within the contract period			List of on-going projects	10%

A maximum of five (5) qualified bidders will be identified and invited to submit technical and financial proposals if they score at least 80% based on the criteria above.

## VII. CRITERIA FOR THE EVALUATION OF SHORTLISTED BIDDERS

The technical and financial proposals of the shortlisted bidders will be evaluated through Quality-Cost-Based Evaluation (QCBE), based on the following criteria:

Criteria	Basis
<b>Technical Proposal (80%)</b>	
Experience and capability of the Service Provider (20%)	Records of previous engagement, quality, and extensive knowledge on the development, implementation, integration, testing and deployment of IT Systems
Applicable years of relevant experience of the Service Provider (10%)	Experience similar or related to the project, following industry standard approach and methodology in the development, implementation, integration, testing and deployment of IT Systems
Quality of personnel to be assigned to the project (20%)	Submitted signed extensive curriculum vitae, certifications, and years of experience in the field of IT Systems design, implementation, integration, testing and deployment
Plan of approach and methodology (30%)	Timing of deliverables, qualitative and quantitative result of the development, implementation, integration, testing and deployment of IT Systems
<b>Financial Proposal (20%)</b>	

The Highest Rated Bidder is the bidder with the highest rated score based on the technical and financial bids submitted if the score passes the hurdle rate of 80%.

## VIII. TIMELINES, DELIVERABLES AND SCHEDULE OF PAYMENT

The Service Provider will be hired for an initial period of five (5) months after the contract is signed. All payments must be approved by the Director of the Administrative Office and endorsed by the Chief of the Information and Communication Technology Division. Each milestone payment will be given once PCC has approved the specified deliverables. The payout for each milestone will be as follows:

Milestones	Deliverables	Completion Time	% of Contract Amount
Contract signing	<ul style="list-style-type: none"> <li>Duly signed and notarized contract</li> </ul>		10%
Planning and Software Requirements Gathering	<ul style="list-style-type: none"> <li>Detailed infrastructure plana</li> </ul>	After two (2) weeks from the	10%

	<ul style="list-style-type: none"> <li>• Documented system flowchart and requirements</li> </ul>	issuance of Notice to Proceed	
Systems Design, Implementation, Integration and Testing	<ul style="list-style-type: none"> <li>• Migration from Production to new Created Environment</li> <li>• Web Front-end Configuration for both development and production server</li> <li>• Approved SRS Signoff document</li> <li>• Final Infrastructure Layout</li> <li>• Overall Architecture of IIMA New Requirements and Enhancements</li> <li>• Creation of Power BI Dashboard and Reports</li> <li>• Creation of New Requirements and Enhancements per module</li> <li>• Functionality Testing results including test plan and test scripts (UATs)</li> </ul>	After ten (10) weeks from the completion of the Planning and Software Requirements Gathering	40%
Roll-out, Deployment Operations, Maintenance and Training	<ul style="list-style-type: none"> <li>• Documented manual on maintenance and regular required updates</li> <li>• Conduct application capacity building activities to end user and ICTD team</li> <li>• Technical training and documented manual for the PCC ICTD that will include project's architecture design, application and infrastructure configuration and installation, database orientation, module configuration, application deployment, database and application backup and restoration.</li> </ul>	After one (1) week from the completion of the Systems Design, Implementation, Integration and Testing	30%
Project sign-off	<ul style="list-style-type: none"> <li>• Approved projects sign off document from end-user and certification of completion</li> </ul>	After one (1) week from the completion of the Roll-out, Deployment Operations, Maintenance and Training	10%

#### **IX. MODE OF PROCUREMENT**

The mode of procurement shall be Competitive Bidding provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

#### **X. INFORMATION SECURITY AND NON-DISCLOSURE AGREEMENT**

To ensure protection of PCC assets, service providers are expected to observe and abide by the established PCC Information Security Management System (PCC ISMS) and shall agree to sign a non-disclosure agreement.

All data, documents, records, backup files and Virtual Machine (VM) configuration files and metadata (collectively "Information") to be provided to the Service Providers for purposes of delivering the Services are considered confidential information and shall remain the sole property of PCC. The Service Providers shall acknowledge the importance of maintaining security and confidentiality of the Information and agree to prevent unauthorized transfer, disclosure, or use of these Information by any third person or entity. Service Providers shall not use the Information for any purpose other than in connection with the Services. Service Providers shall ensure that it will not retain, after completion of the Services with which the Information was provided, all or any portion of the Information, in any manner whatsoever.

Upon completion of the Services, all Information shall be deleted by PCC. The Service Provider shall not keep any copy of the Information in either digital or physical format, including, but not limited to notes, documents, memoranda, and other writing, electronic records, communications, and the like.

## **XI. LIQUIDATED DAMAGES**

If the supplier fails to deliver any or all of the goods and/or to perform the services within the period specified in the contract, the Procuring Entity shall, without prejudice to its other remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion of every day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once, the maximum is reached, the procuring entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

## **XII. DISPUTE AGREEMENT / RESOLUTION**

Should any dispute related to the Contract and/or rights of the parties arise, the same shall be submitted to mutual consultation, mediation, and arbitration, in the order of application. The venue of the proceedings shall be in Quezon City.

In case of a court suit, the venue shall be the courts of competent jurisdiction in Quezon City, to the exclusion of all other courts; and

Any amendments and additional terms and conditions of the Contract must be in writing, signed and acknowledged by the Parties.

Prepared by:






**MARIE JOSEPHINE ANNE M. MALABAG**  
ITO I, AO-ICT Division

**Reviewed by:**



**ALLAN ROY D. MORDENO**  
Chief, AO-ICT Division

**Approved by:**



**JESON Q. DE LA TORRE**  
Director IV, Administrative Office

**CONFORME:**

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

\_\_\_\_\_  
**Designation**

\_\_\_\_\_  
**Name of Company**

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

## RATING CRITERIA FOR SHORTLISTING OF BIDDERS

Criteria	Parameters	Rating System	
Applicable relevant experience of the Service Provider (30%)	Handled at least three (3) similar contracts (30%)  <i>Note: similar contracts refer to the development, implementation, integration, testing and deployment of IT Systems</i>	100	Submitted more than three (3) certificate of satisfactory service and/or certificate of completion and acceptance
		80	Submitted three (3) certificate of satisfactory service and/or certificate of completion and acceptance
		0	Submitted less than three (3) certificate of satisfactory service and/or certificate of completion and acceptance
	Should be an established Service Provider with at least ten (10) years of relevant experience in IT Systems design, implementation, integration, testing and deployment (70%)	100	More than ten (10) years
		80	Ten (10) years
		0	Less than ten (10) years
Quality of personnel to be assigned to the project (60%)  Project Lead / Project Manager	Ten (10) years of relevant experience in project management in information systems development (40%)	100	More than ten (10) years
		80	Ten (10) years
		0	Less than ten (10) years
Team Member/ Systems Developer (2)	Five (5) years of relevant experience in information systems development (30%)	100	More than five (5) years
		80	Five (5) years
		0	Less than five (5) years
Team Member/ Systems Analyst (1)	Five (5) years of relevant experience in information systems analysis and design (15%)	100	More than five (5) years
		80	Five (5) years
		0	Less than five (5) years
Team Member/ Power BI Specialist (1)	Five (5) years of relevant experience in Business Intelligence (15%)	100	More than five (5) years
		80	Five (5) years
		0	Less than five (5) years
Capacity to execute the project (10%)	With at most one (1) on-going similar project within the contract period	100	No on-going similar projects within the contract period
		80	One (1) on-going similar project within the contract period
		0	More than one (1) on-going similar projects within the contract period

## RATING CRITERIA FOR SHORTLISTED BIDDERS

### I. Technical Proposal (80%)

Criteria	Parameters	Rating System	
<b>Experience and capability of the Service Provider (20%)</b>	Handled at least three (3) similar contracts (30%)  <i>Note: similar contracts refer to the development, implementation, integration, testing and deployment of IT Systems</i>	100	Submitted more than three (3) certificate of satisfactory service and/or certificate of completion and acceptance
		80	Submitted three (3) certificate of satisfactory service and/or certificate of completion and acceptance
		0	Submitted less than three (3) certificate of satisfactory service and/or certificate of completion and acceptance
	Should be an established Service Provider with at least ten (10) years of relevant experience in IT Systems design, implementation, integration, testing and deployment (70%)	100	More than ten (10) years
		80	Ten (10) years
		0	Less than ten (10) years
<b>Applicable years of relevant experience of the Service Provider (10%)</b>	With at least three (3) concluded similar projects	100	More than three (3) concluded similar projects
		80	Three (3) concluded similar projects
		0	Less than three (3) concluded similar projects
<b>Quality of personnel to be assigned to the project (20%)</b>	Ten (10) years of relevant experience in project management in information systems development (40%)  Project Lead / Project Manager	100	More than ten (10) years
		80	Ten (10) years
		0	Less than ten (10) years
Team Member/ Systems Developer (2)	Five (5) years of relevant experience in information systems development (30%)	100	More than five (5) years
		80	Five (5) years
		0	Less than five (5) years
Team Member/ Systems Analyst (1)	Five (5) years of relevant experience in information systems analysis and design (15%)	100	More than five (5) years
		80	Five (5) years
		0	Less than five (5) years
Team Member/ Power BI Specialist (1)	Five (5) years of relevant experience in Business Intelligence (15%)	100	More than five (5) years
		80	Five (5) years
		0	Less than five (5) years
<b>Plan of approach and methodology (30%)</b>	Timing of Deliverables	100	Very Good - The deliverables are for submission at least two to four days before the required timeline and schedule set by the PCC
		80	Good - The deliverables are for submission on the day of the schedule set by the PCC
		0	Poor - The proposal indicates late submission of the required deliverables

## II. Financial Proposal (20%)

The Financial Proposal, on the other hand, shall be evaluated based on the following formula:

$$\text{Financial Score} = \frac{LFP}{FP} \times W$$

Where:

LFP is the amount of the lowest financial proposal.

FP is the amount of the Financial Proposal of the bidder being rated.

W is the weight of the financial proposal, as indicated in the Terms of Reference.

# ***Checklist of Requirements for Consulting Services (Negotiated Procurement- Two Failed Biddings)***

## ***“Consultancy Services for Technical Implementation on the Integrated Information Management Application (IIMA) Enhancement”***

### **A. Eligibility Documents:**

1. Eligibility documents Submission Form (*Annex A*)

#### **Class “A” Documents**

##### **Legal Documents**

2. Valid PhilGEPS Registration Certificate (Platinum Membership)

**and**

- Registration certificate from:
  - Securities and Exchange Commission (SEC) for partnerships or corporations; or
  - Department of Trade and Industries (DTI) for sole proprietorships; or
  - Cooperative Development Authority (CDA) for cooperatives.
- Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located
- Tax Clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR.

##### **Technical Documents**

3. Statement of Completed Contracts (*Annex B*)
4. Certificate of Good Standing and Satisfactory Completion
5. Statement of Ongoing and Awarded but Not Yet Started Contracts (*Annex C*)

Additional: Secretary’s Certificate for Authorized Signatory (Notarized)

##### **Financial Documents**

6. Audited Financial Statements (AFS) for the year 2020

## **B. Technical Proposal:**

TPF 1 - Technical Proposal Submission Form (*Annex D*)

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 (*Annex E*)

TPF 4 - Description of the Methodology and Work Plan for Performing the Project (*Annex F*)

TPF 5 - Team Composition and Task (*Annex G*)

TPF 6 - Notarized Curriculum Vitae for Proposed Professional Staff (*Annex H*)

TPF 7 - Time Schedule for Professional Personnel (*Annex I*)

TPF 8 - Activity (Work) Schedule (*Annex J*)

Omnibus Sworn Statement (*Annex K*)

Bid Security (*Bid Securing Declaration - Annex L*)

## **C. Financial Proposal:**

FPF 1 - Financial Proposal Submission Form (*Annex M*)

FPF 2 - Summary of Costs (*Annex N*)

## **Eligibility Documents Submission Form**

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*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]* under *[Reference No.]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address

**STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS**

This is to certify that \_\_\_\_\_ (consultant) \_\_\_\_\_ has the following completed contracts:

PROJECT NAME (including NAME, ADDRESS OF CLIENT, CONTACT NO. )	DATE OF CONTRACT	TYPE OF CONTRACT	START DATE	COMPLETION DATE	AMOUNT OF CONTRACT	CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date



**STATEMENT OF ONGOING GOVERNMENT AND PRIVATE CONTRACTS AND AWARDED  
BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ (consultant) \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

## TPF 1. Technical Proposal Submission Form

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*[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 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity**

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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**

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### TPF 5. Team Composition and Task

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<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
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**

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Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

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Detailed Tasks Assigned: \_\_\_\_\_

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**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.]*

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**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.]*

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**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.]*

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**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

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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 Consultant]* with office address at *[address of Consultant]*;

*If a partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Consultant]* with office address at *[address of Consultant]*;

2. **Select one, delete the other:**

*If a sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Consultant]*, 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]* *[insert "as shown in the attached duly notarized Special Power of Attorney" for authorized representative]*;

*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]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Consultant]* 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 Consultant]* 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 Consultant]* 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 Consultant]* complies with existing labor laws and standards; and

8. *[Name of Consultant]* 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. \_\_\_\_\_.

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.** \_\_\_\_\_

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

**Series of** \_.

**Bid-Securing Declaration**

**(REPUBLIC OF THE PHILIPPINES)**  
**CITY OF \_\_\_\_\_) S.S.**  
**X -----X**

**Invitation to Bid** *[Insert reference 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 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 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 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;
  - c. I am/we are declared as the bidder with the Highest Rated 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'S AUTHORIZED REPRESENTATIVE]**  
**[Insert signatory's legal capacity]**

Affiant

**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]

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## FPF 1. Financial Proposal Submission Form

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[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**

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

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<sup>1</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.