



**BIDS AND AWARDS COMMITTEE I**

**SUPPLEMENTAL/BID BULLETIN NO. 1**

**CONSULTING SERVICES FOR A FULL BUILDING ASSESSMENT, PREPARATION OF DETAILED ARCHITECTURAL AND ENGINEERING PLANS, PROVISION OF TECHNICAL SUPPORT IN THE PROCUREMENT OF A RETROFITTING CONTRACTOR AND CONSTRUCTION PROJECT MANAGEMENT CONSULTANT, GENERAL MONITORING DURING CONSTRUCTION, AND CERTIFY COMPLIANCE TO THE NSCP OF THE ATRIUM OF MAKATI CONDOMINIUM CORPORATION (AMCC) BUILDING**

**Bid Reference No. GPG-B1-2020-440**

**APPROVED BUDGET FOR THE CONTRACT - ₱8,700,000.00**

This **Supplemental/Bid Bulletin No. 1** is being issued to re-schedule the Submission and Opening of Expression of Interest and Eligibility Documents, to further clarify, modify and amend the provisions in the Bidding Documents and in response to clarification from prospective bidders for the aforementioned project.

Due to PhilGEPS Website being under maintenance until September 11, 2020 and pursuant to PhilGEPS advice, this Bid Bulletin 1 is posted in the PITC Website only and shall already be binding to all interested bidders.

**A) SCHEDULE FOR THE SUBMISSION AND OPENING OF EXPRESSION OF INTEREST AND ELIGIBILITY DOCUMENTS:**

| ACTIVITIES   | FROM   | TO   |
|--|--|--|
| <b>Submission</b> of Expression of Interest and Eligibility Documents* | On or before<br>September 10, 2020<br>(Thursday), 3:00 PM* | On or before<br><b><u>15 September 2020,</u></b><br><b><u>Tuesday, 3:00PM*</u></b> |
| <b>Opening</b> of Expression of Interest and Eligibility Documents     | September 10, 2020<br>(Thursday), 3:00 PM                  | <b><u>15 September 2020,</u></b><br><b><u>Tuesday, 3:00PM</u></b>                  |

*\*Late Bids shall not be accepted (Philippine Standard Time (PST))*

**B) AMENDMENT TO BIDDING DOCUMENTS:**

| FROM  | TO   |
|---|--|
| <b>PART I - SECTION III. ELIGIBILITY DATA SHEET (EDS)<br/>2.1 ELIGIBILITY DOCUMENTS, (a) CLASS "A" DOCUMENTS:</b>   |  |
| <p>...XXX...</p> <p>(v) Copy of Audited Financial Statements for <u>2018 and 2017</u> (in comparative form or separate reports):</p> <p>(a) Independent Auditor's Report;</p> <p>(b) Balance Sheet (Statement of Financial Position); and</p> <p>(c) Income Statement (Statement of Comprehensive Income).</p> <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> | <p>...XXX...</p> <p>(v) Copy of Audited Financial Statements for <b><u>2019 and 2018</u></b> (in comparative form or separate reports):</p> <p>(a) Independent Auditor's Report;</p> <p>(b) Balance Sheet (Statement of Financial Position); and</p> <p>(c) Income Statement (Statement of Comprehensive Income).</p> <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> |

| FROM  | TO   |
|---|--|
| <p><u>OR</u></p> <p>Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of items (ii), (iii), (iv) and (v) above.</p> <p>*Note: Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Financial Statements or Annual Report for <u>2018 and 2017</u> (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.</p> <p>...XXX...</p> | <p><u>OR</u></p> <p>Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A in lieu of items (ii), (iii), (iv) and (v) above.</p> <p>*Note: Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Financial Statements or Annual Report for <b><u>2018 and 2017</u></b> (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.</p> <p>...XXX...</p> |
| <b>CLASS “B” DOCUMENT (FOR JOINT VENTURE)</b>   |  |
| <p>...XXX...</p> <p>Local JV Partner</p> <p>(iv) Copy of Audited Financial Statements for <u>2018 and 2017</u> (in comparative form or separate reports):</p> <p>(a) Independent Auditor’s Report;</p> <p>(b) Balance Sheet (Statement of Financial Position); and</p> <p>(c) Income Statement (Statement of Comprehensive Income).</p> <p>Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> <p>Foreign JV Partner</p> <p>...XXX...</p> <p>(iii) Corporate Financial Statements or Annual Report for <u>2018 or 2017</u>.</p> <p>...XXX...</p>  | <p>...XXX...</p> <p>Local JV Partner</p> <p>(iv) Copy of Audited Financial Statements for <b><u>2019 and 2018</u></b> (in comparative form or separate reports):</p> <p>(a) Independent Auditor’s Report;</p> <p>(d) Balance Sheet (Statement of Financial Position); and</p> <p>(e) Income Statement (Statement of Comprehensive Income).</p> <p>Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> <p>Foreign JV Partner</p> <p>...XXX...</p> <p>(iv) Corporate Financial Statements or Annual Report for <b><u>2019 or 2018</u></b>.</p> <p>...XXX...</p>  |

| FROM   | TO  |
|--|---|
| <p>NOTES:</p> <p>...XXX...</p> <p>e. Copy of Audited Financial Statements for <u>2018 and 2017</u> (in comparative form or separate reports):</p> <ul style="list-style-type: none"> <li>i. Independent Auditor's Report;</li> <li>ii. Balance Sheet (Statement of Financial Position); and</li> <li>iii. Income Statement (Statement of Comprehensive Income).</li> </ul> <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> <p>...XXX...</p> <p>OR</p> <p>Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A.</p> <p>...XXX...</p> <p>For Local JV Partner: Audited Financial Statements for <u>2018 and 2017</u> (stamped received by the BIR or its duly accredited authorized institutions) together with the Platinum Registration</p> <p>For Foreign JV Partner: Corporate Financial Statement or Annual Report for <u>2018 or 2017</u>.</p> <p>...XXX...</p> | <p>NOTES:</p> <p>...XXX...</p> <p>e. Copy of Audited Financial Statements for <b><u>2019 and 2018</u></b> (in comparative form or separate reports):</p> <ul style="list-style-type: none"> <li>i. Independent Auditor's Report;</li> <li>ii. Balance Sheet (Statement of Financial Position); and</li> <li>iii. Income Statement (Statement of Comprehensive Income).</li> </ul> <p>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> <p>...XXX...</p> <p>OR</p> <p>Submission of valid and current PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A.</p> <p>...XXX...</p> <p>For Local JV Partner: Audited Financial Statements for <b><u>2019 and 2018</u></b> (stamped received by the BIR or its duly accredited authorized institutions) together with the Platinum Registration</p> <p>For Foreign JV Partner: Corporate Financial Statement or Annual Report for <b><u>2019 or 2018</u></b>.</p> <p>...XXX...</p> |
| <b>PART II. SECTION VI. BIDDING FORMS</b>  |   |
| <p><u>Annex I-B</u></p> <p>Statement of All Contracts</p>  | <p><b><u>Revised Annex I-B</u></b></p> <p>Statement of All Contracts</p>  |
| <p><u>Annex I-C</u></p> <p>Statement of Single Largest Completed Contract of Similar Nature</p>  | <p><b><u>Revised Annex I-C</u></b></p> <p>Statement of Single Largest Completed Contract of Similar Nature</p>  |

**C) REPLIES TO BIDDER'S QUERIES:**

| QUERY FROM <b>A.C. ONG CONSULTING INC.</b> dated 24 August 2020                     |   |
|---|---|
| Query 1   | <p>...XXX...</p> <p>We would like to secure set of Eligibility Documents to allow us to participate in the bidding of your project.</p> <p>...XXX...</p>  |
| BACI / AMCC Reply 1   | <p>Please refer to the following:</p> <p><b>For the list of the Eligibility Documents:</b><br/> <u>Part I, Section III. Eligibility Data Sheet (EDS) of the Bidding Documents, Pages 18-22.</u></p> <p><b>For the Eligibility Documents Forms:</b><br/> <u>Part II, Section VI. Bidding Forms of the Bidding Documents, Pages 97-111.</u></p> <p>Notes:</p> <ol style="list-style-type: none"> <li>Complete set of Bidding Documents is posted at PhiGEPS website and PITC website <b><u>www.pitc.gov.ph</u></b> .</li> <li>If the PhilGEPS website is still down, please visit the PITC website <b><u>www.pitc.gov.ph</u></b> .</li> </ol> |
| QUERY FROM <b>A.C. ONG CONSULTING INC.</b> sent via email dated 25 August 2020      |   |
| We would like to formalize our queries, clarifications and requests as listed below |   |
| Query 1   | <p>Payment of Non-Refundable Fee for Bidding Documents – kindly confirm if the payment for Bidding Documents:</p> <ol style="list-style-type: none"> <li>will be made prior to the submission of Eligibility Documents by the Prospective Bidders; OR</li> <li>prior to submission of Bid (Technical and Financial) Proposal to be made by Short Listed Bidders</li> </ol>  |
| BACI / AMCC Reply 1   | <p>Payment of Non-Refundable Fee for the Bidding Documents shall be made only by Shortlisted Consultant/s at least one (1) day before the Submission and Opening of Technical and Financial Bid.</p>  |
| Query 2   | <p>Audited Financial Statement – kindly confirm on what concerned Years of AFS does the Prospective Bidders needs to submit:</p> <ol style="list-style-type: none"> <li>Year 2018 and 2017; OR</li> <li>Year 2019 and 2018</li> </ol>   |
| BACI / AMCC Reply 2   | <p>As included in this Supplemental / Bid Bulletin No. 1, the requirement has been Revised from: <u>2018 and 2017</u>, <b>to: 2019 and 2018</b>.</p>  |

|                           |   |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
|---------------------------|---|------------------------|--|-------------------------|---|-------------------------|--|--------------------------|--|---------------------------|---|--------------------------|--|
| Query 3                   | Required Forms to be Used – respectfully requesting your good Office to provide us the Forms. ie: Annexes, etc. to be used for the Eligibility and Bid (Technical and Financial) Proposal submission, since the Bidding Documents downloaded in PhilGEPS does not contain said documents.   |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| BACI / AMCC Reply 3       | <p>1. Complete set of Bidding Documents is posted at PhiGEPS website and PITC website <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a>.</p> <p>2. If the PhilGEPS website is still down, please visit the PITC website <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a>.</p> <p>The complete set of bidding documents posted at PhilGEPS and PITC website include the following:</p> <table border="1"> <tr> <td>Part 1 (pages 1 to 30)</td> <td> <ul style="list-style-type: none"> <li>Request for Expression of Interest</li> <li>Eligibility Documents</li> <li>Eligibility Data Sheets</li> </ul> </td> </tr> <tr> <td>Part 2 (pages 31 – 67),</td> <td> <ul style="list-style-type: none"> <li>Instructions to Bidders</li> <li>Bid Data Sheet</li> </ul> </td> </tr> <tr> <td>Part 3 (pages 68 – 93),</td> <td> <ul style="list-style-type: none"> <li>General Conditions of Contract</li> <li>Special Conditions of Contract</li> </ul> </td> </tr> <tr> <td>Part 4 (pages 94 – 113),</td> <td> <ul style="list-style-type: none"> <li>Bidding Forms</li> <li>Eligibility Documents Forms</li> <li>Technical Proposal Submission Form</li> </ul> </td> </tr> <tr> <td>Part 5 (pages 114 – 135),</td> <td> <ul style="list-style-type: none"> <li>AMCC Terms of Reference</li> </ul> </td> </tr> <tr> <td>Part 6 (pages 136 – 166)</td> <td> <ul style="list-style-type: none"> <li>Consultant's Reference</li> <li>Annex II – C to Annex II - H</li> <li>Annex III – Bid Securing Declaration</li> <li>Annex IV – Omnibus Sworn Statement</li> <li>Financial Proposal Forms</li> <li>Post Qualification Document</li> <li>Checklist of Requirements</li> </ul> </td> </tr> </table> | Part 1 (pages 1 to 30) | <ul style="list-style-type: none"> <li>Request for Expression of Interest</li> <li>Eligibility Documents</li> <li>Eligibility Data Sheets</li> </ul> | Part 2 (pages 31 – 67), | <ul style="list-style-type: none"> <li>Instructions to Bidders</li> <li>Bid Data Sheet</li> </ul> | Part 3 (pages 68 – 93), | <ul style="list-style-type: none"> <li>General Conditions of Contract</li> <li>Special Conditions of Contract</li> </ul> | Part 4 (pages 94 – 113), | <ul style="list-style-type: none"> <li>Bidding Forms</li> <li>Eligibility Documents Forms</li> <li>Technical Proposal Submission Form</li> </ul> | Part 5 (pages 114 – 135), | <ul style="list-style-type: none"> <li>AMCC Terms of Reference</li> </ul> | Part 6 (pages 136 – 166) | <ul style="list-style-type: none"> <li>Consultant's Reference</li> <li>Annex II – C to Annex II - H</li> <li>Annex III – Bid Securing Declaration</li> <li>Annex IV – Omnibus Sworn Statement</li> <li>Financial Proposal Forms</li> <li>Post Qualification Document</li> <li>Checklist of Requirements</li> </ul> |
| Part 1 (pages 1 to 30)    | <ul style="list-style-type: none"> <li>Request for Expression of Interest</li> <li>Eligibility Documents</li> <li>Eligibility Data Sheets</li> </ul>  |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| Part 2 (pages 31 – 67),   | <ul style="list-style-type: none"> <li>Instructions to Bidders</li> <li>Bid Data Sheet</li> </ul>   |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| Part 3 (pages 68 – 93),   | <ul style="list-style-type: none"> <li>General Conditions of Contract</li> <li>Special Conditions of Contract</li> </ul>  |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| Part 4 (pages 94 – 113),  | <ul style="list-style-type: none"> <li>Bidding Forms</li> <li>Eligibility Documents Forms</li> <li>Technical Proposal Submission Form</li> </ul>  |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| Part 5 (pages 114 – 135), | <ul style="list-style-type: none"> <li>AMCC Terms of Reference</li> </ul>   |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| Part 6 (pages 136 – 166)  | <ul style="list-style-type: none"> <li>Consultant's Reference</li> <li>Annex II – C to Annex II - H</li> <li>Annex III – Bid Securing Declaration</li> <li>Annex IV – Omnibus Sworn Statement</li> <li>Financial Proposal Forms</li> <li>Post Qualification Document</li> <li>Checklist of Requirements</li> </ul>  |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| Query 4                   | Terms of Reference – respectfully requesting your good Office to provide us a copy of Terms of Reference for our needed information, file and reference in the preparation of Eligibility Proposal.   |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| BACI / AMCC Reply 4       | Please refer to reply to query number 3.  |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| Query 5                   | Declaration of Commitment for Individuals (Annex I-G) – kindly confirm if this is the same as a Signed Written Commitment often used during the Bid (Technical and Financial) Proposal submission for Government Projects.  |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| BACI / AMCC Reply 5       | Please refer to Annex I-G which is self – explanatory.  |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| Query 6                   | Copies of Minutes of Pre-Bid Conference and possible Bid Supplement/s – respectfully requesting your good Office to provide us a copy of Minutes of Pre-Bid Conference to be conducted later this day and subsequent Bid Supplement/s (if there are any) based on the queries, clarifications and/or request of Prospective Bidders.  |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |
| BACI / AMCC Reply 6       | Please check the PITC website <a href="http://www.pitc.gov.ph">www.pitc.gov.ph</a> for the Minutes of the <b>Preliminary Conference</b> and Supplemental / Bid Bulletin.  |                        |  |                         |   |                         |  |                          |  |                           |   |                          |  |

|   |   |
|---|---|
| Query 7   | <p>...XXX...</p> <p>We would also like to clarify the covered period for the Statement of All Contracts (On-Going and Completed of “Similar Nature”) and Statement of Single Largest Completed Contract of “Similar Nature”,<br/>ie: within the last TEN (10) years prior to the deadline for the submission and receipt of Eligibility Documents?</p> <p>...XXX...</p>   |
| BACI / AMCC Reply 7   | <p>For the Statement of All Contracts of Completed of Similar Nature in the <b>last ten (10) years</b>.</p> <p>As included in this Supplemental / Bid Bulletin, the form Annex I-C has been revised.<br/><b><i>Please see and use the <u>Revised Annex I-B.</u></i></b></p> <p><b>For the Statement of Single Largest Completed Contract of Similar Nature:</b><br/>As stated in the Request of Expression of Interest Line No. 5, Statement of Single Largest Completed Contract similar to the contract to be bid <b><u>within the last ten (10) years</u></b> from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC (Annex I-C).</p> <p>As included in this Supplemental / Bid Bulletin, the form Annex I-C has been revised.<br/><b><i>Please see and use the <u>Revised Annex I-C.</u></i></b></p> |
| <p><b>QUERY FROM RUEL B. RAMIREZ &amp; ASSOCIATES (RBRA) sent via email dated 01 September 2020</b></p> |   |
| Query 8   | <p>May I just ask please if we need to comply the attached form (Annex I-D) for every finish project or is it just for the Single Largest Projects Completed.</p>   |
| BACI / AMCC Reply 8   | <p>As clearly stated in the Annex I-D of the Bidding Documents, the Certificate of Performance Evaluation to be issued separately by the Bidder’s Client <u>for the Single Largest Contract of Similar Nature.</u></p> <p><b>Note: Annex I-D to be issued and printed at <u>Bidder’s Client’s Company Letterhead.</u></b></p>   |

Bidders must use the attached **Revised Annex I-B** and **Revised Annex I-C** together with all other required documents for the Submission and Opening of Expression of Interest and Eligibility Documents on **15 September 2020, Tuesday, 3:00PM.** Please use the **Revised Checklist of Requirements** as reference.

This **Supplemental/Bid Bulletin 1** shall form part of the Bidding Documents. Any provisions in the Bidding Documents inconsistent herewith is hereby amended, modified and superseded accordingly.

For guidance and information of all concerned.

Issued this **07 September 2020** in Makati City.

**Reviewed and Approved by:**

**(SGD)CHRISTABELLE P. EBRIEGA**  
Chairperson, Bids and Awards Committee - I

**(SGD)ATTY. MARIA GUDELIA C. GUESE**  
Vice Chairman

**(SGD)MYRA CHITELLA T. ALVAREZ**  
Member

**DAVID A. INOCENCIO**  
Member

**(SGD)JOEL S. RODRIGUEZ**  
Member

**(SGD)ATTY. MITZELL ARTHUR R.  
MAGDAONG**

Alternate - Member

**Concurred by:**

**DELIA L. BERNARDO**  
BAC Provisional Member – AMCC

**(SGD)ATTY. ARISTOTLE A. ONG**  
Alternate Provisional Member - AMCC

**(BIDDER'S COMPANY LETTERHEAD)**

**CONSULTING SERVICES FOR A FULL BUILDING ASSESSMENT, PREPARATION OF DETAILED ARCHITECTURAL AND ENGINEERING PLANS, PROVISION OF TECHNICAL SUPPORT IN THE PROCUREMENT OF A RETROFITTING CONTRACTOR AND CONSTRUCTION PROJECT MANAGEMENT CONSULTANT, GENERAL MONITORING DURING CONSTRUCTION, AND CERTIFY COMPLIANCE TO THE NSCP OF THE ATRIUM OF MAKATI CONDOMINIUM CORPORATION (AMCC) BUILDING**

**Bid Reference No. GPG-B1-2020-440**

**Approved Budget for the Contract – ₱8,700,000.00**

**Statement of All Contracts****1. ALL ON-GOING CONTRACTS (INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY)****A. (OF "SIMILAR NATURE")**

| Name of Contract/<br>Project Cost | a. Owner's Name<br>b. Address<br>c. Telephone Nos. | Nature of Work | Bidder/Consultant's Role |   | a. Date Awarded<br>b. Date Started<br>c. Date of Completion | % of Accomplishment |        | Values of Outstanding Works/<br>Undelivered Portion |
|-----------------------------------|--|----------------|--------------------------|---|---|---------------------|--------|---|
|                                   |  |                | Description              | % |   | Planned             | Actual |   |
| <b>Government</b>                 |  |                |                          |   |   |                     |        |   |
|                                   |  |                |                          |   |   |                     |        |   |
|                                   |  |                |                          |   |   |                     |        |   |
| <b>Private</b>                    |  |                |                          |   |   |                     |        |   |
|                                   |  |                |                          |   |   |                     |        |   |
|                                   |  |                |                          |   |   |                     |        |   |
| <b>SUB-TOTAL</b>                  |  |                |                          |   |   |                     |        |   |

**B. (NOT "SIMILAR NATURE")**

| Name of Contract/<br>Project Cost | a. Owner's Name<br>b. Address<br>c. Telephone Nos. | Nature of Work | Bidder/Consultant's Role |   | a. Date Awarded<br>b. Date Started<br>c. Date of Completion | % of Accomplishment |        | Values of Outstanding Works/<br>Undelivered Portion |
|-----------------------------------|--|----------------|--------------------------|---|---|---------------------|--------|---|
|                                   |  |                | Description              | % |   | Planned             | Actual |   |
| <b>Government</b>                 |  |                |                          |   |   |                     |        |   |
|                                   |  |                |                          |   |   |                     |        |   |
|                                   |  |                |                          |   |   |                     |        |   |
| <b>Private</b>                    |  |                |                          |   |   |                     |        |   |
|                                   |  |                |                          |   |   |                     |        |   |
|                                   |  |                |                          |   |   |                     |        |   |
| <b>SUB-TOTAL</b>                  |  |                |                          |   |   |                     |        |   |
| <b>TOTAL</b>                      |  |                |                          |   |   |                     |        |   |



**2. COMPLETED CONTRACTS (OF “SIMILAR NATURE”) IN THE LAST TEN (10) YEARS**

| Name of Client | Title of Contract | Date of Award | Type and Brief Description of the Project | Bidder/Consultant’s Role | Amount of Contract | Duration of Contact | Proof/Certification of Satisfactory Completion or Equivalent Document |
|----------------|-------------------|---------------|---|--------------------------|--------------------|---------------------|---|
|                |                   |               |   |                          |                    |                     |   |
|                |                   |               |   |                          |                    |                     |   |
|                |                   |               |   |                          |                    |                     |   |
| <b>TOTAL</b>   |                   |               |   |                          |                    |                     |   |

**CERTIFIED CORRECT:**

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

\_\_\_\_\_  
**Position**

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

**Notes:**

1. ALL ON-GOING CONTRACTS including contracts awarded but not yet started, if any, with the following attachments:
  - Copies of contracts (or equivalent documents containing scope of work and Contract value) signed by the contracting parties ; OR
  - End-User / Client Certification on the Detailed Scope of Work to be undertaken AND the Contract Value
2. ALL COMPLETED CONTRACTS of “similar nature” as defined in the bidding documents with the following attachments:
  - Copies of the contracts (or equivalent document containing scope of works signed by the contracting parties) or End-user/Client’s Certification on the Detailed Scope of Work Completed; AND
  - Copy of End User’s/Client Acceptance of the completed project or Copy of Official Receipt/s for the Completed Contracts.

**(Bidder's Company Letterhead)**

**CONSULTING SERVICES FOR A FULL BUILDING ASSESSMENT, PREPARATION OF DETAILED ARCHITECTURAL AND ENGINEERING PLANS, PROVISION OF TECHNICAL SUPPORT IN THE PROCUREMENT OF A RETROFITTING CONTRACTOR AND CONSTRUCTION PROJECT MANAGEMENT CONSULTANT, GENERAL MONITORING DURING CONSTRUCTION, AND CERTIFY COMPLIANCE TO THE NSCP OF THE ATRIUM OF MAKATI CONDOMINIUM CORPORATION (AMCC) BUILDING**  
**Bid Reference No. GPG-B1-2020-440**  
**Approved Budget for the Contract – ₱8,700,000.00**

**Statement of Single Largest Completed Contract of Similar Nature**  
within the last ten (10) years from date of submission and receipt of bids equivalent to at least fifty percent (50%) of the total ABC

“Similar nature” shall mean **projects which involve at least two of the following: a) full assessment of buildings, b) preparation of structural retrofitting plans, c) preparation of detailed architectural and engineering plans, and d) preparation of bidding documents.**

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| <i>(Please fill up required information) below</i>  |  |
|---|--|
| 1) Name of Client   |  |
| 2) Title of Contract  |  |
| 3) Date of Award  |  |
| 4) Type and Brief Description of the Project  |  |
| 5) Consultant's Role  |  |
| 6) Amount of Contract   |  |
| 7) Completion Date<br>(Date of Official Receipt or Date of the Certificate of Acceptance issued by bidder's client) |  |

**CERTIFIED CORRECT:**

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

\_\_\_\_\_  
**Position**

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

*Notes:*

*For above cited contract, the following must be attached:*

- 1) Certificate of Performance Evaluation showing a rating of at least Very Satisfactory issued by bidder's client for above contracts (Annex I-D)**
- 2) Contract showing the terms and condition, areas of survey, number/size of sample, and/or other documents showing above required details**
- 3) Any of the following Copy of End User's Acceptance; or Copy of Official Receipt/s**

## PITC BIDS AND AWARDS COMMITTEE I

### REVISED CHECKLIST OF REQUIREMENTS (ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS)

|                                   |   |
|-----------------------------------|---|
| Name of Company:                  |   |
| Project:                          | <b>CONSULTING SERVICES FOR A FULL BUILDING ASSESSMENT, PREPARATION OF DETAILED ARCHITECTURAL AND ENGINEERING PLANS, PROVISION OF TECHNICAL SUPPORT IN THE PROCUREMENT OF A RETROFITTING CONTRACTOR AND CONSTRUCTION PROJECT MANAGEMENT CONSULTANT, GENERAL MONITORING DURING CONSTRUCTION, AND CERTIFY COMPLIANCE TO THE NSCP OF THE ATRIUM OF MAKATI CONDOMINIUM CORPORATION (AMCC) BUILDING</b> |
| Bid Ref. No.                      | <b>Bid Reference No. GPG-B1-2020-440</b>  |
| Approved Budget for the Contract: | <b>₱8,700,000.00</b>  |
| Ref. No.                          | Particulars   |

#### **PART I: ELIGIBILITY REQUIREMENTS**

|             | CLASS "A" DOCUMENTS   |
|-------------|---|
| 2.1(a)(i)   | Eligibility Documents Submission Form (Expression of Interest), format per <b>Annex I-A</b>   |
| 2.1(a)(ii)  | Registration Certificate from the Securities and Exchange Commission (SEC) for corporations, or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;  |
| 2.1(a)(iii) | Valid and Current Business/Mayor's 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;<br><br>In case of recently expired Mayor's/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement; |
| 2.1(a)(iv)  | Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR;  |
| 2.1(a)(v)   | Copy of Audited Financial Statements for <b>2019 and 2018</b> (in comparative form or separate reports):<br>Independent Auditor's Report;<br>Balance Sheet (Statement of Financial Position); and<br>Income Statement (Statement of Comprehensive Income).<br><br>Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions  |

#### **OR**

Submission of valid and current **PHILGEPS Certificate of Registration and Membership (Platinum Registration\*) together with Annex A** in lieu of items (ii), (iii), (iv), and (v) above.

\*Note: Bidder must ensure that all Class "A" Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including the Financial Statements or Annual Report for **2019 and 2018** (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.

Registration and Membership (Platinum) are updated/valid. Otherwise, the updated document must be submitted together with the PhilGEPS Certificate of Platinum Membership.

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| 2.1(a) (vi)   | <p>Statement of all its Contracts (Local and International), as follows (<b>Revised Annex I-B</b>):</p> <p>(vi.a) ALL ON-GOING CONTRACTS including contracts awarded but not yet started, if any, with the following attachments:</p> <ul style="list-style-type: none"> <li>• Copies of contracts (or equivalent documents containing scope of work and Contract value) signed by the contracting parties ; <b>OR</b></li> <li>• End-User / Client Certification on the Detailed Scope of Work to be undertaken AND the Contract Value</li> </ul> <p>(vi.b) ALL COMPLETED CONTRACTS of “similar nature” as defined in the bidding documents with the following attachments:</p> <ul style="list-style-type: none"> <li>• Copies of the contracts (or equivalent document containing scope of works signed by the contracting parties) <u>or</u> End-user/Client’s Certification on the Detailed Scope of Work Completed; <b>AND</b></li> <li>• Copy of End User’s/Client Acceptance of the completed project <u>or</u> Copy of Official Receipt/s for the Completed Contracts.</li> </ul> |  |
| 2.1(a) (vii)  | <p>Statement of Single Largest Completed Contract of “Similar Nature” (as defined in the bidding documents) (<b>Revised Annex I-C</b>).</p> <p>(vii.a) Certificate of Performance Evaluation showing a rating of at least Very Satisfactory issued by bidder’s client (<b>Annex I-D</b>). The Certificate/Rating must be signed by not less than the current Project Manager or supervising official of the project; <b>AND</b></p> <p>(vii.b) Copy of the contract or equivalent document containing scope of works and contract value signed by the contracting parties) <u>or</u> End-user’s/Client Certification on the Detailed Scope of Work Completed and Contract Value; <b>AND</b></p> <p>(vii.c) Copy of End User’s/Client Acceptance of the completed project <b>OR</b> Copy of Official Receipt/s for the Completed Contract.</p>  |  |
| 2.1(a) (viii) | <p>Duly completed and signed Certificate of NFCC computation (<b>Annex I-E</b>)</p> <p>Formula for Computation:</p> <p>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.</p> <p><b>Notes:</b></p> <ol style="list-style-type: none"> <li>1. <i>The value of the bidder’s Current Assets and Current Liabilities refers to the values of the current assets and liabilities reflected in the submitted Annual Income Tax Return and Audited Financial Statements filed through the BIR’s Electronic Filing and Payment System (eFPS).</i></li> <li>2. <i>The Value of all outstanding or uncompleted contracts refers to those listed in Annex I-B no.1.</i></li> <li>3. <i>The detailed computation must be shown using the formula as provided above</i></li> </ol>   |  |
| 2.1(a) (ix)   | <p>Statement of the Consultant (<b>Annex I-F</b>) 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 of the nine (9) professionals listed in the criteria for shortlisting including the respective curriculum vitae (CV), (<b>Annex I-F1</b>).</p>  |  |
| 2.1(a) (x)    | <p>Declaration of Commitment, (<b>Annex I-G</b>)</p>   |  |

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| 2.1(a) (xi) | <p>Proof of Authority of the designated representative/s for purposes of this bidding.</p> <p>(a) <b><u>For sole proprietorship if owner opts to designate a representative/s</u></b> Duly notarized Special Power of Attorney, <b>OR</b></p> <p>(b) <b><u>For corporation, cooperative or the members of the joint venture</u></b> - Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Provided that in the case of unincorporated joint venture, each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p>   |  |
|             | <p><b><u>Class "B" Document (For Joint Venture)</u></b></p> <p><i>The participating entities entering a Joint Venture Agreement (JVA) are to be treated as a single entity and shall be jointly and severally responsible or liable for the obligations and liabilities incurred by any partner to the JV pertinent to the project requirements.</i></p> <p><i>Hence, any Blacklisting Order and/or overdue deliveries intended for end-user or PITC shall apply to the JVA as the JV is deemed as one bidder.</i></p> <p><b>a) For Joint Venture, Bidder to submit either:</b></p> <p>(i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or</p> <p>(ii) Copy of Protocol/Undertaking of Agreement to Enter into Joint Venture signed by 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. <b>(Annex I-H)</b></p> <p>In case the joint venture is not yet in existence, the submission of a valid JVA shall be within ten (10) calendar days from receipt by the bidder of the notice from the BAC that the bidder is the Lowest Calculated and Responsive Bid [Sec 37.1.4 (a) (i) <b>of the 2016 Revised IRR of RA 9184</b>]</p> <p><b><u>The JVA or the Protocol/Undertaking of Agreement to Enter into Joint Venture (Annex I-G) must include/specify the company/partner and the name of the office designated as authorized representative of the Joint Venture.</u></b></p> <p><b>b) For Joint Venture Partner, must submit the following:</b></p> <p><b><u>Local JV Partner</u></b></p> <p>(i) Registration Certificate from the Securities and Exchange Commission (SEC) for corporations or from Department of Trade and Industry (DTI) for sole proprietorship, or from Cooperative Development Authority (CDA) for cooperatives;</p> <p>(ii) Valid and Current Business/Mayor's 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;</p> <p>(iii) Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR.</p> |  |
|             | <p><b><u>Foreign JV Partner</u></b></p> <p>(i) Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based;</p> <p>(ii) Valid and Current Tax Clearance per Executive Order 398 and Revenue Memorandum Order No. 46-2018, as finally reviewed and approved by the BIR.</p> <p><b><u>NOTES:</u></b></p> <p><b>* The following Eligibility – Technical and Eligibility – Financial Documents may be submitted by only ONE of the parties to the JV:</b></p> <p>1. Statement of all ongoing government and private contracts (including contracts awarded but not yet started), if any whether similar or not in nature and complexity to the contract to be bid. <b>(Revised Annex I-B)</b>;</p>  |  |

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|  | <p>2. Statement of Single Largest Completed Contract similar to the contract to be bid within the last five (5) years from date of submission and receipt of bids equivalent to at least <b>fifty percent (50%)</b> of the total ABC (<b>Revised Annex I-C</b>)</p> <p>“Similar contract” shall mean <b>projects which involve at least two of the following: a) full assessment of buildings, b) preparation of structural retrofitting plans, c) preparation of detailed architectural and engineering plans, and d) preparation of bidding documents.</b></p> <p>Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per <b>Revised Annex I-C</b>:</p> <ul style="list-style-type: none"> <li>(a) Copy of End User’s Acceptance; or</li> <li>(b) Copy of Official Receipt/s; or</li> <li>(c) Copy of Sales Invoice with Collection Receipt/s</li> </ul> <p>3. Copy of Audited Financial Statements for <b>2019 and 2018</b> (in comparative form or separate reports):</p> <ul style="list-style-type: none"> <li>(a) Independent Auditor’s Report;</li> <li>(b) Balance Sheet (Statement of Financial Position); and</li> <li>(c) Income Statement (Statement of Comprehensive Income).</li> </ul> <p>Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p> <p>4. Duly signed Net Financial Contracting Capacity (NFCC) per <b>Annex I-E</b>, in accordance with ITB Clause 5.5.</p> <p><b>OR</b></p> <p>Submission of valid and current <b>PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A.</b></p> <p>*Note: Bidder must ensure that all Class “A” Eligibility Documents are valid and current at the time of submission of PhilGEPS Certificate of Registration and Membership (Platinum Registration). In case any of the submitted Eligibility Documents are not valid and current at the time of submission of Platinum Registration, bidders are required to submit the valid and current documents including:</p> <p><b>For Local JV Partner:</b> Audited Financial Statements for <b>2019 and 2018</b> (stamped received by the BIR or its duly accredited authorized institutions) together with the Platinum Registration</p> <p><b>For Foreign JV Partner:</b> Corporate Financial Statement or Annual Report for <b>2019 or 2018.</b></p> <p>In case the JV Partners opt to submit their Class “A” Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain as a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184. “GPPB Circular 07-2017 dated 31 July 2017”</p> <p><b>For other required Class “A” Eligibility Documents, submission by any of the partner(s) constitutes collective compliance.</b></p> |  |
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| <b>PART II: TECHNICAL AND FINANCIAL PROPOSALS/DOCUMENTS</b> |   |  |
|---|---|--|
|   | <b>TECHNICAL PROPOSALS/DOCUMENTS</b>  |  |
| (i)   | Technical Proposal Submission Form ( <b>Annex II-A</b> )  |  |
| (ii)  | <p>Bid security must be issued in favor of the Philippine International Trading Corporation, in any of the following forms:</p> <ul style="list-style-type: none"> <li>a) Bid Securing Declaration (<b>Annex III</b>);</li> <li>b) Cash or Cashier’s Check or Manager’s Check equivalent to at least 2% of the ABC in the amount of <b>₱174,000.00</b> (must be issued by a Local Universal or Local Commercial Bank);</li> <li>c) Bank Guarantee/Bank Draft of Irrevocable LC equivalent to at least 2% of the ABC in the amount of <b>₱174,000.00</b>;</li> <li>d) Surety Bond callable upon demand equivalent to at least 5% of the ABC in the amount of <b>₱435,000.00</b></li> </ul> |  |
| (iii)   | Signed and conformed AMCC Terms of Reference ( <b>Annex II-B</b> )  |  |

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|   | Consultant's Reference <b>(Annex II-C)</b>   |  |
|   | Recommendations of the Consultants on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity <b>(Annex II-D)</b>  |  |
|   | Description of the Methodology and Work Plan for Performing the Project <b>(Annex II-E)</b>  |  |
|   | Team Composition and Tasks <b>(Annex II-F)</b>   |  |
|   | Time Schedule for Professional Personnel <b>(Annex II-G)</b>   |  |
|   | Activity (Work) Schedule <b>(Annex II-H)</b>   |  |
| (iv)  | Affidavit of Site Inspection   |  |
| (v)   | <p>Copy of Proof of Authority of the designated representative/s for purposes of this bidding <b><u>(which must be the same as submitted with Eligibility documents).</u></b></p> <p>(a) <u>For sole proprietorship if owner opts to designate representative/s</u> - Duly notarized Special Power of Attorney - For sole proprietorship if owner opts to designate representative/s; OR</p> <p>(b) <u>For corporation, cooperative or the members of the joint venture-</u> Duly notarized Secretary's Certificate evidencing the authority of the designated representative/s.</p> <p>Provided that in the case of unincorporated joint venture, each member shall submit a separate Special Power of Attorney and/or Secretary's Certificate evidencing the authority of the designated representative/s.</p> |  |
| (vi)  | <p>Omnibus Sworn Statements <b>(Annex IV)</b></p> <p>(a) Authority of the designated representative</p> <p>(b) Non-inclusion in blacklist or under suspension status</p> <p>(c) Authenticity of Submitted Documents</p> <p>(d) Authority to validate Submitted Documents</p> <p>(e) Disclosure of Relations</p> <p>(f) Compliance with existing labor laws and standards</p> <p>(g) Bidders Responsibilities</p> <p>(h) Did not pay any form of consideration</p>  |  |
| 11.2  | <b>FINANCIAL PROPOSALS/DOCUMENTS</b>   |  |
|   | <p>The following Financial Proposal Forms need to be accomplished and submitted:</p> <ol style="list-style-type: none"> <li>1. Financial Proposal Submission Form <b>(Annex V-A)</b></li> <li>2. Financial Bid Form <b>(Annex V-A1)</b></li> <li>3. Summary of Costs <b>(Annex V-B)</b></li> <li>4. Breakdown of Price per Activity <b>(Annex V-C)</b></li> <li>5. Breakdown of Remuneration per Activity <b>(Annex V-D)</b></li> <li>6. Reimbursable per Activity <b>(Annex V-E)</b></li> <li>7. Miscellaneous Expenses <b>(Annex V-F)</b></li> </ol>   |  |
| <p><b>Note:</b></p> <ol style="list-style-type: none"> <li>1. In case of inconsistency between the Checklist of Requirements for Bidders and the provisions in the Instruction to Bidders/Bid Data Sheet, the Instruction to Bidders/Bid Data Sheet shall prevail.</li> <li>2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, we encourage all prospective bidders to put tabs in all documents to be submitted with the same number as indicated in this Eligibility, Technical and Financial Documents checklist.</li> </ol> |  |  |