



Annex II-C

(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

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: _____



Annex II-D

(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

RECOMMENDATIONS OF THE CONSULTANTS 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.



Annex II-E

(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

**DESCRIPTION OF THE METHODOLOGY AND WORK PLAN
FOR PERFORMING THE PROJECT**



Annex II-F

(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

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.



Annex II-G

(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

TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

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

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

Part-time: _____

Signature: _____
(Authorized representative)

Full Name: _____

Title: _____

Address: _____



Annex II-H

(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

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 (IR)	
2. Preliminary Report (PR)	
3. Draft Final Report (DFR) with separate Executive Summary	
4. Final Report (FR) with separate Executive Summary	



Annex III

(Page 1 of 2)

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID-SECURING DECLARATION

**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

To: PHILIPPINE INTERNATIONAL TRADING CORPORATION
NDC Building, 116 Tordesillas St., Salcedo Village, Makati

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 Declaration¹, 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 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 Single/Lowest Calculated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

1 Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.



Annex III

(Page 2 of 2)

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of _____, 2020 at _____.

*Signature over Printed Name
of Bidder's Authorized
Representative*
AFFIANT

SUBSCRIBED AND SWORN to before me this ____ day of _____, ____ at _____, 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. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of _____, 2020.

NOTARY PUBLIC

Doc. No. ____
Page No. ____
Book No. ____
Series of ____.



Annex IV

(Page 1 of 4)

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

Omnibus Sworn Statement

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I/We, _____, of legal age, with residence at _____, after having been duly sworn to in accordance with law and in compliance with the bidding requirements as contained in the Instructions to Bidders / Bid Data Sheet for the bidding of the 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 per Bid Ref No. GPG-B1-2020-440 do hereby certify under oath as follows:

(a)
AUTHORITY OF THE DESIGNATED REPRESENTATIVE
(Please check appropriate box and fill up blanks)

Sole Proprietor
That I am the sole proprietor of <company name/name of supplier> with business address at _____; Telephone No. _____, with Fax No. _____ and e-mail address _____ and as such, I have the full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding.
Name: _____
Title: _____
Specimen Signature: _____

- OR -

That I am the duly authorized representative of the owner/sole proprietor of <company name/name of supplier> with business address at _____; Telephone No. _____, with Fax No. _____ and e-mail address _____ and as such, I have the full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding.
Name: _____
Title: _____
Specimen Signature: _____

Note: Please attach a Special Power of Attorney, if not the Sole Proprietor/Owner.



Annex IV

(Page 2 of 4)

Corporation, Partnership, Cooperative

That I/we am/are the duly authorized representative/s of <company name>, located at _____, with Telephone No. _____; Fax No. _____ and e-mail address, _____, as shown in the attached Secretary’s Certificate issued by the corporation or the members of the joint venture, and granted full power and authority to execute and perform any and all acts necessary and/or to represent our company in the abovementioned bidding, including signing all bidding documents and other related documents such as the contracts:

- 1) Name: _____
Title: _____
Specimen Signature: _____
- 2) Name: _____
Title: _____
Specimen Signature: _____

Note: Please attach duly executed Secretary’s Certificate.

(b)
NON-INCLUSION IN THE BLACKLIST NOR UNDER SUSPENSION STATUS BY ANY AGENCY OR GOVERNMENT INSTRUMENTALITY

That the firm I/We represent 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 been recognized by the Government Procurement Policy Board;

(c)
AUTHENTICITY OF SUBMITTED DOCUMENTS

That each of the documents submitted by our company 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.

(d)
AUTHORITY TO VALIDATE SUBMITTED DOCUMENTS

The undersigned duly authorized representative of the Applicant, for and in behalf of the Applicant, hereby submits this Letter of Authorization in relation with Application to apply for Eligibility and to Bid for the subject contract to be bid.

In connection thereat, all public official, engineer, architect, surety company, bank institution or other person, company or corporation named in the eligibility documents and statements are hereby requested and authorized to furnish the Chairman, PITC Bids & Awards Committee I or her duly authorized representative/s any information necessary to verify the correctness and authenticity of any item stated in the said documents and statements or regarding our competence and general reputation.

I/We hereby give consent and give authority to the Chairman of **PITC Bids and Awards Committee I** or her duly authorized representative, to verify the authenticity and correctness, of any or all of the documents and statements submitted herein; and that I/we hereby hold myself liable, criminally or civilly, for any misrepresentation or false statements made therein which shall be ground for outright disqualification and/or ineligibility, and inclusion of my/our company among the contractors blacklisted from participating in future biddings of **Philippine International Trading Corporation**.



Annex IV
(Page 3 of 4)

(e)

DISCLOSURE OF RELATIONS

That for and in behalf of the Bidder, I/We hereby declare that the sole proprietor or proprietress/ all officers and members of the partnership or cooperative/ all officers, directors, and controlling stockholders of the corporation/ all partners and members of the Joint Venture are not related by consanguinity or affinity up to the third civil degree with the Head of the Procuring Entity, members of the Board of Directors, the President, Officers or Employees having direct access to information that may substantially affect the result of the bidding such as, but not limited to, the members of the PITC BAC, the members of the TWG of PITC, the PITC BAC Secretariat, the head of the end-user unit, and the project consultants. It is fully understood that the existence of the aforesaid relation by consanguinity or affinity of the Bidder with the aforementioned Officers of the Corporation shall automatically disqualify the Bid.

(f)

COMPLIANCE WITH EXISTING LABOR LAWS AND STANDARDS

That our company diligently abides and complies with existing labor laws and standards.

(g)

BIDDER'S RESPONSIBILITIES

1. That I/we have taken steps to carefully examine all of the bidding documents;
2. That I/we acknowledge all conditions, local or otherwise affecting the implementation of the contract;
3. That I/we made an estimate of the facilities available and needed for the contract to be bid, if any;
4. That I/we will inquire or secure Supplemental /Bid Bulletins issued for this project;
5. That the submission of all bidding requirements shall be regarded as acceptance of all conditions of bidding and all requirements of authorities responsible for certifying compliance of the contract;
6. That I have complied with our responsibility as provided for in the bidding documents and all Supplemental /Bid Bulletins;
7. That failure to observe any of the above responsibilities shall be at my own risk and
8. That I agree to be bound by the terms and conditions stated in the Conditions of the Contract for this project.

(h)

DID NOT PAY ANY FORM OF CONSIDERATION

That our company 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.



Annex IV

(Page 4 of 4)

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of _____, 2020 at _____, Philippines.

Bidder's Representative/Authorized Signatory
Signature Over Printed Name

[JURAT]

SUBSCRIBED AND SWORN TO BEFORE ME this _____ day of _____ at _____, Philippines. Affiant exhibited to me his/her competent Evidence of Identity (as defined by the 2004 Rules on Notarial Practice _____ issued _____ at _____, Philippines.

Doc. No. _____
Page No. _____
Book No. _____
Series of _____



FINANCIAL PROPOSAL FORMS



Annex V-A

(Bidder’s Company Letterhead)

FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

**MS. CHRISTABELLE P. EBRIEGA
CHAIR**

**Bids and Awards Committee I
Philippine International Trading Corporation (PITC)
5th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, 1227 Makati City**

**Subject: 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 Ref. No. GPG-B1-2020-440**

Madame:

We, the undersigned, offer to provide the consulting services for *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* under Bid Ref. No. GPG-B1-2020-440 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 inclusive of VAT and all expenses necessary to complete the project.

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 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.

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:



**PLEASE USE THIS FINANCIAL BID FORM.
DO NOT RETYPE OR ALTER.**

ANNEX V-A1

PHILIPPINE INTERNATIONAL TRADING CORPORATION

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

**FINANCIAL BID FORM
(PRICES MUST BE INCLUSIVE OF VAT)**

PHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATIONPHILIPPINEINTERNATIONALTRADINGCORPORATION

Description	ABC (VAT Inclusive) (₱)	Financial Bid (VAT Inclusive) (₱)
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	8,700,000.00	

TOTAL BID PRICE (Amount in Words):

Notes:

- The financial bid must not exceed the ABC.
- The Total ABC of this project is inclusive of ALL REQUIREMENTS for the Project.

BIDDER'S UNDERTAKING

I/WE, the undersigned bidder, having examined the Bidding Documents including Bid Bulletins, as applicable, hereby OFFER to (supply/deliver/perform) the above-described items.

I/We undertake, if our bid is accepted, to deliver the items in accordance with the terms and conditions contained in the bid documents, including the posting of the required performance security **within ten (10) calendar days** from receipt of the Notice of Award.

Until a formal contract/order confirmation is prepared and signed, this Bid is binding on us.

Name of Company (in print)

Signature of Company Authorized Representative

Name & Designation (in print)

Date



Annex V-B

(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

SUMMARY OF COSTS

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

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



Annex V-C

(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

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.



Annex V-D

(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

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.



Annex V-E

(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

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 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.



Annex V-F

(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

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				_____



PART II

SECTION VII.

POST QUALIFICATION DOCUMENT



Annex VI

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

COMPANY PROFILE

COMPANY NAME : _____

ADDRESS : _____

HEAD OFFICE : _____

BRANCH : _____

TELEPHONE NUMBER/S : _____

HEAD OFFICE : _____

BRANCH : _____

FAX NUMBER/S : _____

HEAD OFFICE : _____

BRANCH : _____

E-mail Address/es : _____

NUMBER OF YEARS IN BUSINESS : _____

NUMBER OF EMPLOYEES : _____

LIST OF MAJOR STOCKHOLDERS : _____

LIST OF BOARD OF DIRECTORS : _____

LIST OF KEY PERSONNEL (NAME & DESIGNATION WITH SIGNATURE) AS AUTHORIZED CONTACT PERSONS FOR THIS PROJECT [at least THREE (3)] : _____

CERTIFIED CORRECT:

Name & Signature of Authorized Representative

Position

Date



Annex VII

(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

UNDERTAKING TO SUBMIT DOLE CLEARANCE AND SSS CLEARANCE OR LATEST QUARTER PREMIUM REMITTANCES IF DECLARED AS THE LOWEST OR SINGLE CALCULATED AND RESPONSIVE BID

I/We, _____ (Name) _____, _____ (Title or Capacity) _____, the duly authorized representative of _____ (Company/Bidder) _____, hereby commit that should we be declared as the Lowest or Single Calculated and Responsive Bid, we shall present original copy and submit Certified True Copy of our Valid and Current DOLE Clearance pursuant GPPB Circular 01-2012 dated 03 August 2012 and SSS Clearance or Latest Premium Remittances.

This Undertaking shall form part of the Technical Requirements for the aforesaid procurement project.

Issued this _____ day of _____ 2020 in _____, Philippines

Name of Company (Bidder)

Full Name of Authorized Representative

Address

Signature of Authorized Representative

Tel. No./Fax

E-mail Address



PART II

SECTION VIII.

Checklist of Requirements

(ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS)



PITC BIDS AND AWARDS COMMITTEE I		
CHECKLIST OF REQUIREMENTS (ELIGIBILITY, TECHNICAL AND FINANCIAL DOCUMENTS)		
Name of Company:		
Project:	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 Ref. No.	Bid Reference No. GPG-B1-2020-440	
Approved Budget for the Contract:	₱8,700,000.00	
Ref. No.	Particulars	
PART I: ELIGIBILITY REQUIREMENTS		
	CLASS "A" DOCUMENTS	
2.1(a)(i)	Eligibility Documents Submission Form (Expression of Interest), format per Annex I-A	
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; 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 2018 and 2017 (in comparative form or separate reports): Independent Auditor's Report; Balance Sheet (Statement of Financial Position); and Income Statement (Statement of Comprehensive Income). Each of the above statements must have stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions	



<p>OR</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 2018 and 2017 (stamped received by the BIR or its duly accredited and authorized institution) together with the Platinum Registration.</p> <p>Registration and Membership (Platinum) are updated/valid. Otherwise, the updated document must be submitted together with the PhilGEPS Certificate of Platinum Membership.</p>	
<p>2.1(a) (vi)</p>	<p>Statement of all its Contracts (Local and International), as follows (Annex I-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"> • 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 <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"> • 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; AND • Copy of End User’s/Client Acceptance of the completed project <u>or</u> Copy of Official Receipt/s for the Completed Contracts. 	
<p>2.1(a) (vii)</p>	<p>Statement of Single Largest Completed Contract of “Similar Nature” (as defined in the bidding documents) (Annex I-C).</p> <p>(vii.a) Certificate of Performance Evaluation showing a rating of at least Very Satisfactory issued by bidder’s client (Annex I-D). The Certificate/Rating must be signed by not less than the current Project Manager or supervising official of the project; AND</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; AND</p> <p>(vii.c) Copy of End User’s/Client Acceptance of the completed project OR Copy of Official Receipt/s for the Completed Contract.</p>	



2.1(a) (viii)	<p>Duly completed and signed Certificate of NFCC computation (Annex I-E)</p> <p>Formula for Computation: $NFCC = [(Current\ assets\ minus\ current\ liabilities)\ (15)]\ minus\ the\ value\ of\ all\ outstanding\ or\ uncompleted\ portions\ of\ the\ projects\ under\ ongoing\ contracts,\ including\ awarded\ contracts\ yet\ to\ be\ started,\ coinciding\ with\ the\ contract\ to\ be\ bid.$</p> <p>Notes:</p> <ol style="list-style-type: none"> 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> 2. <i>The Value of all outstanding or uncompleted contracts refers to those listed in Annex I-B no.1.</i> 3. <i>The detailed computation must be shown using the formula as provided above</i> 	
2.1(a) (ix)	<p>Statement of the Consultant (Annex I-F) 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), (Annex I-F1).</p>	
2.1(a) (x)	<p>Declaration of Commitment, (Annex I-G)</p>	
2.1(a) (xi)	<p>Proof of Authority of the designated representative/s for purposes of this bidding.</p> <ol style="list-style-type: none"> (a) <u>For sole proprietorship if owner opts to designate a representative/s</u> Duly notarized Special Power of Attorney, OR (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>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><u>Class “B” Document (For Joint Venture)</u></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>a) For Joint Venture, Bidder to submit either:</p> <ul style="list-style-type: none"> (i) Copy of the JOINT VENTURE AGREEMENT (JVA) in case the joint venture is already in existence, or (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. (Annex I-H) <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) of the 2016 Revised IRR of RA 9184]</p> <p><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></p> <p>b) For Joint Venture Partner, must submit the following:</p> <p><u>Local JV Partner</u></p> <ul style="list-style-type: none"> (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; (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; (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><u>Foreign JV Partner</u></p> <ul style="list-style-type: none"> (i) Valid and current certificate/license/authority to conduct/operate business issued by the regulatory authority in the country where the bidder is based; (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><u>NOTES:</u></p> <p>* The following Eligibility – Technical and Eligibility – Financial Documents may be submitted by only ONE of the parties to the JV:</p> <ul style="list-style-type: none"> 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. (Annex I-B); 	



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 **fifty percent (50%)** of the total ABC (**Annex I-C**)

“Similar contract” 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.**

Any of the following documents must be submitted/attached corresponding to listed completed largest contracts per **Annex I-C**:

- (a) Copy of End User’s Acceptance; or
 - (b) Copy of Official Receipt/s; or
 - (c) Copy of Sales Invoice with Collection Receipt/s
3. Copy of Audited Financial Statements for 2018 and 2017 (in comparative form or separate reports):
- (a) Independent Auditor’s Report;
 - (b) Balance Sheet (Statement of Financial Position); and
 - (c) Income Statement (Statement of Comprehensive Income).

Each of the above statements must have stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.

4. Duly signed Net Financial Contracting Capacity (NFCC) per **Annex I-E**, in accordance with ITB Clause 5.5.

OR

Submission of valid and current **PHILGEPS Certificate of Registration and Membership (Platinum Registration*) together with Annex A.**

*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:

For Local JV Partner: Audited Financial Statements for **2018 and 2017** (stamped received by the BIR or its duly accredited authorized institutions) together with the Platinum Registration

For Foreign JV Partner: Corporate Financial Statement or Annual Report for **2018 or 2017.**

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”*

For other required Class “A” Eligibility Documents, submission by any of the partner(s) constitutes collective compliance.



PART II: TECHNICAL AND FINANCIAL PROPOSALS/DOCUMENTS		
	TECHNICAL PROPOSALS/DOCUMENTS	
(i)	Technical Proposal Submission Form (Annex II-A)	
(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"> a) Bid Securing Declaration (Annex III); b) Cash or Cashier’s Check or Manager’s Check equivalent to at least 2% of the ABC in the amount of ₱174,000.00 (must be issued by a Local Universal or Local Commercial Bank); c) Bank Guarantee/Bank Draft of Irrevocable LC equivalent to at least 2% of the ABC in the amount of ₱174,000.00; d) Surety Bond callable upon demand equivalent to at least 5% of the ABC in the amount of ₱435,000.00 	
(iii)	Signed and conformed AMCC Terms of Reference (Annex II-B)	
	Consultant’s Reference (Annex II-C)	
	Recommendations of the Consultants on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity (Annex II-D)	
	Description of the Methodology and Work Plan for Performing the Project (Annex II-E)	
	Team Composition and Tasks (Annex II-F)	
	Time Schedule for Professional Personnel (Annex II-G)	
(iv)	Affidavit of Site Inspection	
(v)	<p>Copy of Proof of Authority of the designated representative/s for purposes of this bidding (which must be the same as submitted with Eligibility documents).</p> <ul style="list-style-type: none"> (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 (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>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 (Annex IV)</p> <ul style="list-style-type: none"> (a) Authority of the designated representative (b) Non-inclusion in blacklist or under suspension status (c) Authenticity of Submitted Documents (d) Authority to validate Submitted Documents (e) Disclosure of Relations (f) Compliance with existing labor laws and standards (g) Bidders Responsibilities (h) Did not pay any form of consideration 	



11.2	FINANCIAL PROPOSALS/DOCUMENTS	
	The following Financial Proposal Forms need to be accomplished and submitted: <ol style="list-style-type: none">1. Financial Proposal Submission Form (Annex V-A)2. Financial Bid Form (Annex V-A1)3. Summary of Costs (Annex V-B)4. Breakdown of Price per Activity (Annex V-C)5. Breakdown of Remuneration per Activity (Annex V-D)6. Reimbursable per Activity (Annex V-E)7. Miscellaneous Expenses (Annex V-F)	

Note:

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.
2. In order to facilitate efficiency in evaluating all the documents submitted by the prospective bidder/supplier, encourage all prospective bidders to put tabs in all documents to be submitted with the same number indicated in this Eligibility, Technical and Financial Documents checklist.