

PHILIPPINE BIDDING DOCUMENTS

Procurement of CONSULTING SERVICES

24CSCE001

**CONSULTING SERVICES FOR THE CONDUCT OF
SOIL/GEOTECHNICAL INVESTIGATION FOR THE PROPOSED
CONSTRUCTION/REHABILITATION/UPGRADING OF VARIOUS
BRIDGES PROJECTS WITHIN THE 2ND LEGISLATIVE DISTRICT
OF NUEVA ECIJA**

Government of the Republic of the Philippines

Fifth Edition

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in **Error! Reference source not found.** of Part I; and Section II. Instructions to Bidders (ITB) and Section IV. General Conditions of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in **Error! Reference source not found.** (EDS) of Part I Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VII. Bidding Forms of Part II since these provide important guidance to Bidders.
- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

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Section I. Request for Expression of Interest

Notes on Request for Expression of Interest

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the IRR of R.A. 9184¹;

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Bidding Documents, the place where it may be secured and the deadline for submission of the Expression of Interest (EOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:
 - (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;
 - (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
 - (iii) Current workload relative to capacity;
- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals; and

¹ Two years after effectivity of the 2016 Revised IRR of RA 9184 on **28 October 2016**, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.

(d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class "A" Documents –

Legal Documents

- (i) PhilGEPS Certificate of Platinum Registration Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, sub-consultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration;
 - and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, sub-consultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (f) the name of the prospective bidder;
 - (g) whether there is a modification or substitution; and
 - (h) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **FDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **FDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

Eligibility Data Sheet

Eligibility Documents	
1.2	24CSCE001- CONSULTING SERVICES FOR THE CONDUCT OF SOIL/GEOTECHNICAL INVESTIGATION FOR THE PROPOSED CONSTRUCTION/REHABILITATION/UPGRADING OF VARIOUS BRIDGES PROJECTS WITHIN THE 2 ND LEGISLATIVE DISTRICT OF NUEVA ECIJA Corporation is NOT ALLOWED .
1.3	No further instructions.
2.1(a)(ii)	The statement of all on-going and completed government and private contracts shall include all such contracts prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii)(ii.7)	<p><i>For All Completed Projects:</i> <i>(1) Notice of Award (NoA)</i> <i>(2) Notice to Proceed (NTP)</i> <i>(3) Certificate of Completion</i> <i>(4) Joint Venture Agreement (JVA) (if any/applicable)</i></p> <p><i>For All On-Going Projects:</i> <i>(1) List of On-going Projects</i> <i>(2) Notice of Award (NoA)</i> <i>(3) Notice to Proceed (NTP)</i></p>
4.2	Each prospective bidder shall submit <i>one (1) original</i> and <i>two (2) copies</i> of its eligibility documents
4.3. (e)	Office of the BAC Secretariat, DPWH Nueva Ecija 1st District Engineering Office, Talavera, Nueva Ecija
4.3. (f)	24CSCE001- CONSULTING SERVICES FOR THE CONDUCT OF SOIL/GEOTECHNICAL INVESTIGATION FOR THE PROPOSED CONSTRUCTION/REHABILITATION/UPGRADING OF VARIOUS BRIDGES PROJECTS WITHIN THE 2 ND LEGISLATIVE DISTRICT OF NUEVA ECIJA
5	The address for submission of eligibility documents is at the Office of the BAC Secretariat, DPWH Nueva Ecija 1 st District Engineering Office, Talavera, Nueva Ecija

	The deadline for submission and receipt of eligibility documents is on <i>April 02, 2024 at 10:00 a.m.</i>
8.1	<p>The place of opening of eligibility documents is</p> <p>Office of the BAC Secretariat, DPWH Nueva Ecija 1st District Engineering Office, Talavera, Nueva Ecija</p> <p>Eligibility check follows immediately after the deadline of receipt of Eligibility Documents</p>
9.1	No further instructions.
9.2	The Number of Eligible Bidders that shall comprise the shortlist is five (5) .

Section IV. Eligibility and Shortlisting Screening Forms

Notes on the Eligibility and Shortlisting Screening Forms

This Section provides the forms and template necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

Form Title: Checklist of Eligibility Requirements for Consulting Services

Date: _____

CHECK LIST OF REQUIRED ELIGIBILITY and SHORTLISTING DOCUMENTS

DOCUMENT	
Expression of Interest (EOI) and Application for Eligibility	
Class "A" Documents	
Legal Documents	
L.1 PhilGEPS Certificate of Platinum Registration Membership	
Technical Documents	
T.1 Statement of Completed Projects	
T.2 Statement of On-Going Projects	
T.3 Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae together with a copy of their Certificate of Employment and Notarized Contract Agreement.	
T.4 List of Permanent Technical Personnel	
Financial Documents	
F.1 Consultant's Audited Financial Statements, showing the Consultant's total and current assets and liabilities, stamped "Received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.	
Class "B" Documents	
Joint Venture Agreement (JVA) or statement from all potential joint venture partners that they will enter into and abide by the provisions of the JVA in case the bid is successful.	

EXPRESSION OF INTEREST (EOI)

[Insert Letterhead of Bidder]

[Date]

[Name of BAC Chairperson]

[Designation]

[Name of DPWH Procuring Entity]

[Address]

Dear Sir / Madame:

In response to your Request for Expression of Interest (REI) for the [insert Project Name] which was advertised/posted at the [PhilGEPS and/or DPWH websites] on [insert date], we hereby submit this Expression of Interest (EOI) to participate in the said bidding.

We, likewise, submit the attached required Eligibility Documents for the Project.

If found eligible and subsequently shortlisted for the Project by the Bids and Awards Committee, I/we commit to submit a bid for the Project.

Very truly yours,

(Name of the Bidder's representative)

(Designation)

(Name of Bidder)

Received by the BAC Secretariat:

[Name and designation of receiving official]

Date: _____

**REVISED PhilGEPS CERTIFICATE OF PLATINUM REGISTRATION AND MEMBERSHIP
(First Page Only)**

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE

**CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)**

THIS IS TO CERTIFY THAT

(NAME OF BIDDER)
Address

is registered in the Philippine Government Electronic Procurement System (PhilGEPS) on (date of registration) pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.

This further certifies that (name of the prospective bidder) has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A which document is attached hereto and made an integral part hereof.

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;
2. the veracity of the statements and information contained therein;
3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it evidence that the Bidder has passed the post-qualification stage; and
4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.

This Certificate is valid until (date of expiration).

Issued this (date) day of (month), year.
This is a system-generated certificate. No signature is required.

Documentary Stamp Tax Paid 30.00
Certificate Reference No:

(QR Code)

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TECHNICAL ASPECTS: EXPERIENCE ON **COMPLETED PROJECTS**, GOVERNMENT AND PRIVATE

Name of Consultant: _____

As of: _____

Name and Location of Project	Project Category	Client	Date of Award of Contract	Type of Consulting Services	Awarded Contract Cost	Consulting Services Cost (undertaken by the bidder)	Project Duration		Consultants Role and Specific Services	Name of Permanent Technical Staff (in case of experience of technical staff)
							Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Form No.: DPWH-CONSL-06(TPF2A)-2021

Attachments (Completed Projects):

- 1) Certificate of Completion
- 2) Notice of Award
- 3) Notice to Proceed

Project Category:

- 1) Roads
- 2) Bridges/Viaducts
- 3) Flood Control
- 4) Water Supply
- 5) Buildings
- 6) Ports
- 7) Airports
- 8) Interchanges
- 9) Shore Protection
- 10) Others – Please indicate

Type of Consulting Services:

- 1) Advisory and Review Services
- 2) Pre-Investment of Feasibility Studies
- 3) Design
- 4) Construction Supervision
- 5) Management and Related Services
- 6) Others – Please indicate

Consultants Role

- 1) Lead
- 2) Associate (JV or Sub-consultant)

TECHNICAL ASPECTS: EXPERIENCE ON **ON-GOING PROJECTS**, GOVERNMENT AND PRIVATE

Name of Consultant: _____

As of: _____

Name and Location of Project	Project Category	Client	Date of Award of Contract	Type of Consulting Services	Awarded Contract Cost	Consulting Services Cost (undertaken by the bidder)	Project Duration		Consultants Role and Specific Services	Name of Permanent Technical Staff (in case of experience of technical staff)
							Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Form No.: DPWH-CONSL-07(TPF2B)-2016

Attachments (On-Going Projects):

- 1) Notice of Award
- 2) Notice to Proceed
- 3) Joint Venture or Association Agreement (if any)

Project Category:

- 1) Roads
- 2) Bridges/Viaducts
- 3) Flood Control
- 4) Water Supply
- 5) Buildings
- 6) Ports
- 7) Airports
- 8) Interchanges
- 9) Shore Protection
- 10) Others – Please indicate

Type of Consulting Services:

- 1) Advisory and Review Services
- 2) Pre-Investment of Feasibility Studies
- 3) Design
- 4) Construction Supervision
- 5) Management and Related Services

Consultants Role

- 1) Lead
- 2) Associate (JV or Sub-consultant)

Form Title: Statement on Principals and Key Staff for Consulting Services Involving
Regulated Professions

Date of Issuance

The Chairperson, BAC

Name of Chairperson

Position

Name of Procuring Entity

Address of Procuring Entity

Dear Sir/Madame:

In compliance with the requirement of the (Name of the Procuring Entity) - BAC for the Bidding of the (Name of the Project) , we certify that all of the owner/principals/partners and key staff of (Name of the Bidder) possess the required professional licenses issued by the Professional Regulation Commission or other regulatory body.

Name and Title	Degree	Area of Expertise	Nationality	Job Status*	Nature of Work**	Signature
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						

* Indicate whether Permanent (P) or Freelancer (F)

** Indicate whether Technical (T), Non-Technical (N), or Support/Administrative (A)

Attached their curriculum vitae (CV), Notarized Contract of Service Agreement and Certificate of Employment.

Very truly yours,

Name of Authorized Representative

Position

Name of the Bidder

LIST OF PERMANENT TECHNICAL PERSONNEL

Attachments:

a. Notarized Contract of Service

b. Certificate of Employment

Name	Position/Title	Education/ Degree	Area of Expertise	Citizenship	Firm	Signature of Personnel

CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF

Name: _____
Last Name
First Name
Middle Name

Date of Birth : ____/____/____/
mm/dd/yyyy

Proposed Position: _____ Business Contact No. :

Nationality : _____ PRC License No. : (if
any) _____

E-mail Address : _____ Cellphone No.(Optional):

1. EDUCATION

Education Level	Major / Specialization	Institution	Year Completed / Graduated

Educational Level : B – Bachelor's, M – Master's Degree, D – Doctorate Degree

2. TRAINING (within the last ten (10) years only)

Training Course	Date		Conducted by / Venue	No. Of Hours
	Start Date	End Date		

3. SERVICE RECORD

Position	Date	Company / Agency	
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	Start Date	End Date		Employment Status

4. EXPERIENCE

Name of Project:	
Cost of Consulting Services Contracts:	
Client Name:	
Position:	
Types of Service:	
Duration of Assignment:	<i>Start to Completion [mm/yyyy]</i>
Location:	
Detailed Task Assignment:	

Attachments :

1. Diploma of Completed Degrees
2. Training Certification
3. Affidavit (in case of loss of Diploma)

Certification:

I, the undersigned, certify to the best of my knowledge and belief, these data correctly describe me, my qualifications and experience.

Commitment:

I commit to work for the Project in accordance with the time schedule indicated in the contract once the Project is awarded to the firm.

 _____ *[Signature over printed name]*
 (Day/Month/Year)

Date:

Date:

*(Name and Signature of Authorized
(Day/Month/Year)
representative of the firm)*

SUBSCRIBED AND SWORN to before me this *[Date]* at *[Place]* affiant
having exhibited to me his community Tax No. _____ issued on *[Date]* at
[Place].

Doc. No. _____;

Page No. _____;

Book No. _____;

Series _____;

Form Title: Financial Documents for Eligibility Check

Name of Consultant : _____

Business Address : _____

Summary of the Bidder's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

Attachment:

1. Income tax return and audited financial statement.

Submitted by:

Name of Representative of Bidder

Position

Name of Bidder

Date: _____

NOTE:

If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT exclusively for the abovementioned Contract is entered into by and between:

[insert name and address of Consultant A], represented herein by its [insert name and position of representative authorized under attached Resolution of _____]

-and-

[insert name and address of Consultant B], represented herein by its [insert name and position of representative authorized under attached Resolution of _____];

That the Parties hereby enter into this Joint Venture Agreement for the abovementioned Contract of the *[insert Name of the Procuring Entity]*, by joining together their resources, equipment, and other facilities and services needed to participate in the Eligibility Screening, Bidding and Undertaking of the said Contract;

That the nationalities and shares of each Party to this Agreement is as follows:

	<u>Nationality</u>	<u>Share</u>
Consultant A	<i>[insert nationality]</i>	<i>[insert %]</i>
Consultant B	<i>[insert nationality]</i>	<i>[insert %]</i>

That the Parties agree that *[insert name]* and/or *[insert name]* shall be the official Authorized Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding for the abovementioned Contract as fully and effectively as the Joint Venture may do and if personally present with full power of substitution and revocation; and

That this Joint Venture Agreement shall remain in effect only for the above stated Contract until terminated by both Parties;

Done this ____ day of _____, in the year of our Lord _____.

Authorized Representative

Firm A

Authorized Representative

Firm B

AFFIDAVIT OF POTENTIAL JOINT VENTURE PARTNERS

After having been duly sworn to in accordance with law, we hereby depose and state:

1. That we, the below-listed Potential Joint Venture Partners, wish to jointly participate in the Eligibility Check, Bidding and Undertaking of the hereunder stated Contract of the Department of Public Works and Highways (DPWH)

NAME OF PROJECT

- a. _____, of legal age, (civil status), owner/proprietor of _____ and a resident of _____
- b. _____, of legal age, (civil status), owner/proprietor of _____ and a resident of _____;

2. That the share and nationality of each Party are as follows:

Company Name	Nationality	Share

3. That we acknowledge that each Potential Joint Venture Partner shall submit all the legal eligibility documents prescribed under Republic Act 9184, its 2016 Revised Implementing Rules and Regulations and such other lawful order/s by the DPWH;
4. That we hereby undertake to enter into and abide by the provisions of the Joint Venture Agreement in the instance that the bid is successful;
5. That the Parties agree that _____ of _____ shall be the Official Authorized Representative of this Potential Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Potential Joint Venture in the bidding as fully and effectively as the Joint Venture (JV) may do and if personally present with full power of substitution and revocation;
6. That failure of the parties herein to enter into a JV in the event of a contract award shall be a lawful ground for the forfeiture of the bid security and the imposition of the proper penalty/ies under the law;

7. That we are executing this affidavit to attest to the truth of the foregoing for purpose of participating in the bidding for the above-stated project.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ at

(Partner A)

(Partner B)

Witnesses:

SUBSCRIBED AND SWORN to before me this _____ day of _____, 20____, affiant exhibited to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public
Until _____

PTR No: _____
Issued at: _____
Issued on: _____
TIN No.: _____

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