

Request for Expression of Interest (REI)

Procurement of Consulting Services of Technical Consultants for Legislative Liaising of RA 9271 REI No. NP-TFB-2021-06

1. The Bureau of Quarantine (BOQ), intends to apply the sum of **Two Million Pesos Only (Php 2,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of Consulting Services of Technical Consultants for Legislative Liaising of RA 9271**. Bids received over the ABC shall be automatically rejected at the opening of the financial proposals.
2. The procurement procedure for this procurement project is Negotiated Procurement due to two (2) failed biddings pursuant to Section 53.1 of the Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", including Annex "H" thereof.
3. The BOQ now calls for the submission of eligibility documents for the **Procurement of Consulting Services of Technical Consultants for Legislative Liaising of RA 9271**. Interested individual consultants must submit their eligibility documents on or before **November 10, 2021, 10:00 AM.** at the Procurement Section, 2/F, Bureau of Quarantine, 25th A.C. Delgado Street, Port Area Manila. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion. **Late submissions shall not be accepted.**
4. All Eligibility Documents (**one (1) original and one (1) copy**) must be placed in sealed envelopes using the attached Eligibility Documents Submission Form.

Prospective bidders shall enclose their original eligibility documents in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". A copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. 1 - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copy shall then be enclosed in one single envelope.

The original and the number of copies of the eligibility documents shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.

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.
5. Eligibility Documents for submission are the following:
- a. Registration certificate from SEC, DTI for sole proprietorship, or CDA for cooperatives.
 - b. Mayors/Business Permit
 - c. For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit.
 - d. Tax clearance per E.O. 398, s. 2005, as finally reviewed and approved by the BIR
 - e. Phil GEPS Registration Certificate (Platinum Membership all pages)
 - f. Statement of the prospective bidder of all its ongoing and completed government and private contracts (Form A), 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 three (3) years before the deadline for the submission of eligibility documents. The statement shall include, for each contract, the following:
 - i. the name and location of the contract;

- ii. date of award of the contract;
 - iii. type and a brief description of consulting services;
 - iv. consultant’s role (whether main consultant, sub-consultant, or partner in a JV)
 - v. amount of contract;
 - vi. contract duration; and
 - vii. certificate of satisfactory completion or equivalent document specified in the case of a completed contract;
- g. 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, including their respective Curriculum Vitae (Form B)
6. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of **Three (3) prospective bidders** who will be entitled to submit bids. The criteria and rating system for short listing are:

CRITERIA	WEIGHT (%)
1. Applicable Experience	30%
2. Qualification of Team Members	50%
3. Workload to Capacity	20%
Total	100%
The minimum score required to pass is Seventy-Five (75) points	

7. The documents comprising the Bid: Technical Proposal for submission are the following:
- a. TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM
 - b. TPF 2. CONSULTANT’S REFERENCES
 - c. TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY
 - d. TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT
 - e. TPF 5. TEAM COMPOSITION AND TASK
 - f. TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF
 - g. TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL
 - h. TPF 8. ACTIVITY (WORK) SCHEDULE
 - i. Omnibus Sworn Statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed
 - j. Bid Securing Declaration or Bid Security in any of the following forms:
 - i. Cash or cashier’s/manager’s check, bank draft/guarantee or irrevocable letter of credit, issued by a Universal or Commercial Bank (2% of the ABC); or
 - ii. Surety bond (5% of the ABC) with a Certificate from the Insurance Commission; or
 - iii. Original copy of Notarized Bid Securing Declaration
8. The documents comprising the Bid: Financial Proposal for submission are the following:
- a. FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM
 - b. FPF 2. SUMMARY OF COSTS
 - c. FPF 3. BREAKDOWN OF PRICE PER ACTIVITY
 - d. FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY
 - e. FPF 5. REIMBURSABLES PER ACTIVITY
 - f. FPF 6. MISCELLANEOUS EXPENSES

9. Consultants shall enclose their original technical proposal described in ITB Clause 10, in one sealed envelope marked “ORIGINAL - TECHNICAL PROPOSAL”, and the original of their financial proposal in another sealed envelope marked “ORIGINAL - FINANCIAL PROPOSAL”, sealing them all in an outer envelope marked “ORIGINAL BID”.

Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. 1 - TECHNICAL PROPOSAL” and “COPY NO. 1 – FINANCIAL PROPOSAL” and the outer envelope as “COPY NO. 1”, respectively. These envelopes containing the original and the copy shall then be enclosed in one single envelope.

The original and the copy of the bid shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative/s.

10. Technical Evaluation Criteria shall be Quality Cost Based. Technical and Financial Proposals will be evaluated at 85% and 15% scoring weights respectively. The evaluation procedures to be adopted are indicated below. Bids whose technical proposals pass the minimum technical rating of seventy percent (70%) shall have their financial proposals opened and evaluated.

Evaluation Criteria	
Technical (85%)	
1. Quality of Personnel	25%
2. Experience and capability of the Consultant	30%
3. Plan of Approach and Methodology	30%
Total:	85%

Financial (15%)
Computation of Financial Proposal:
a) The consultant with the lowest price gets 100 points
b) The scores of the other consultants will be computed using the formula: Sf = 100 x FI/F
c) In which SF is the Financial Score, FI is the lowest Financial Proposal and F is the Financial Proposal under consideration

11. The schedule of bidding activities shall be as follows:

Activities	Schedule
Issuance and Availability of Negotiation Documents	November 2 – November 22, 2021
Deadline of submission of Eligibility Documents/Opening of Eligibility Documents/Eligibility Check	November 10, 2021
Shortlisting	November 11, 2021
Pre-Negotiation Conference	November 15, 2021
Deadline Submission of Technical and Financial Proposal/ Opening of Technical Proposals	November 22, 2021
Bid Evaluation	November 23, 2021
Opening of Financial Proposals	November 24, 2021

12. The contract shall be completed within **Eight (8) months during the Third Regular Session of the 18th Congress of the Republic of the Philippines**
13. The BOQ reserves the right to accept or reject any bid, to annul the bidding process, to reject all Bids and may not award the contract without incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding if the physical and economic conditions have significantly changed to tender the project no longer economically, financially, or

technically feasible as determined by the BOQ, if the project is no longer necessary as determined by the BOQ and when the funds for the program/project/activity has been withheld or reduced through no fault of the BOQ at any time before contract award, without thereby incurring any liability to the affected Bidder or Bidders.

14. Interested Individual Consultants may obtain further information from the Bureau of Quarantine at the address given below from **7:00 A.M. to 4:00 P.M.**, Monday to Friday.

15. Individual Consultants should download the REI and other forms at the Phil GEPS website

BAC SECRETARIAT

Bureau of Quarantine
25th A.C. Delgado Streets.,
Port Area, Manila
Tel No: 5318-7500 loc 117
boqbac@gmail.com

Approved by:

CARLOS B. DELA REYNA JR., MDM
Chairperson, BAC

Terms of Reference
TECHNICAL CONSULTANTS IN LEGISLATIVE LIAISING

I. Background:

The Bureau of Quarantine (BOQ) is mandated to ensure the health security at all points of entry (POE) of our country. POEs have emerged to play an important role in implementing public health measures that aim to delay, stop or mitigate the spread of infectious diseases.

Considering the COVID – 19 pandemic response of BOQ, numerous issues for improvement were noted which may be addressed by statutes. Various bills were proposed in the Senate particularly:

- a. *Senate Bill No. 1529 “An Act Requiring the Establishment of Quarantine Facilities in Every Region in the Country, Providing Funds Therefor, and for Other Purposes”;*
- b. *Senate Bill No. 1442 “An Act Providing for the Establishment and Operation of Additional Quarantine Stations, Grounds and Anchorages in All Strategic Areas Throughout the Country, and Appropriating Funds Therefor; and*
- c. *Senate Bill No. 1408 “An Act Strengthening the Capacity of the Department of Health in the Detection and Containment of Infectious Diseases, Including the Quarantine of Infected Persons and Lockdown of Infected Areas, Amending Republic Act No. 9271, And for Other Purposes*

In a consultative meeting with the Technical Staff of the Senate Health Committee, it was agreed upon that a proposal for the amendment of Republic Act 9271 otherwise known as Quarantine Act of 2004 which includes provisions from the above-mentioned Senate Bills shall be submitted in preparation for deliberation and subsequent approval in both houses of the Legislative branch.

The Bureau, being responsible for the institution of reforms to improve the processes wherein quarantine services are delivered, financed, and regulated through good governance, especially amid the COVID-19 pandemic, but lacks technical knowledge on legislation, deems it necessary to engage a technical consulting firm with the following minimum compositions:

- A. One (1) Qualified Expert in Legislative Liaising with more than 20 years of experience and 10 years in any government Legislative Liaising Office or any similar offices, who will help in the legislative measures, filing in Congress, intervenes in the legislative processes at every stage of the legislative mill, and ensure high percentage of its passage into law.
- B. One (1) Qualified Expert in Legal Review and Amendment Process of existing laws, particularly on regulations, that will aide in the drafting of the Bureau of Quarantine proposed amendment of RA 9271; and
- C. One (1) Qualified Expert on Technical Writing for Legislative Drafting
- D. One (1) Overall Project Coordinator that will oversee the drafting, submission, deliberation of the proposed amendment.

Objectives of the Assignment

The technical consultancy service will help the Bureau in the drafting of the proposed amendment of RA 9271 and liaising for the House of Representatives and Senate of the Philippines for the passage of the amended RA 9271 particularly focusing on the following activities:

1. Reviews existing laws (national and international), issuances, literatures, proposed bills, and other related documents to ensure the completeness and relevance of the proposed amendments to the current times.
2. Surveys and vets to important segments in the bill submission.
3. Provides legislative drafting of the proposed amendments of RA 9271 to the Bureau of Quarantine.
4. Provides strategic recommendations and analytical expertise combined to enable decision making and create the right capabilities that will ensure the favorable movement of the legislative initiatives of BOQ in the legislative mill, as well as, the processes an approved bill in Congress must undergo in the concerned Offices, under the Office of the President;
5. Provides legislative liaising on behalf of BOQ in the Senate of the Philippines and the House of Representatives; and
6. Renders forecasting, measuring and risk management of legislative affairs associated with change of the political and legislative environment that may impact on the BOQ's legislative measure in Congress.

Scope of Work

The consulting firm shall perform services under the direct supervision of the BOQ Deputy Director. In particular, they shall specifically perform the following functions (hereinafter referred to as SERVICES):

1. Provides timeline of activities consistent with legislative calendar.
2. Undertake a review of relevant national legislation in relation to the drafting of the proposed amendment
3. Consult with the stakeholders and develop consultation reports containing consultation outcomes, analysis of the recommendations from consultations, and list of people consulted
4. Drafts the proposed amendment of RA 9271, converts decisions and suggestions into legal text to ensure that the draft proposal is practicable, effective and clear.
5. Provide advice, where in the opinion of the drafter, new bills or amendments may conflict with existing legislation
6. Develop supporting materials, including explanatory memorandum, legislation implementation plan and cabinet paper for the draft legislation
7. Work together with the responsible government legal office responsible for legislative drafting on the development of the draft amendment
8. Conducts analysis on the political and legislative environment affecting the legislative measures of the BOQ particularly the proposed Creation of the Bureau of Quarantine Authority or Amendment to the Republic Act 9271, otherwise known as, the Quarantine Act of 2004;
9. Identifies issues and form hypothesis and solutions that would bar the passage of legislative measures of the Office; and
10. Serves as a conduit for liaising activities of BOQ with stakeholders such as the Members Congress and concerned Secretariat of Congress, Executive Offices, and public and private sectors to ensure favorable support for passage of legislative initiatives of BOQ.
11. Report to and provide regular updates of the TWG to the Bureau Director of the status of the submitted proposed amendments.

List of Reports, Schedule of Deliveries, and Period of Performance

The following activities shall be done and reported to the BOQ Deputy Director every 5th day of the following month:

TIMELINE	DELIVERABLES
	<ol style="list-style-type: none"> 1. Progress reports on the proposed amendment of the Quarantine Act (R.A. 9271) in Congress; 2. Identified issues that would bar the passage of legislative measures of the Office; 3. Recommended actions/solutions affecting the passage of the legislative measure; 4. Coordinate forums, meetings, and workshop where BOQ stakeholders meet other stakeholders for purpose of effectuating a collaboration for the passage of the legislative initiatives of BOQ. 5. Provide lectures on the legislative processes, necessary interventions in the legislative mill, the art of legislative liaising and investigation in aid of legislation, if need be.

The contract shall be completed within eight (8) months during the Third Regular Session of the 18th Congress of the Republic of the Philippines.

Documents and Facilities to be Provided and Reporting Arrangements

The Consultants will be provided access to all relevant documents and reports but not limited to Quarantine rules and regulations, international health regulations, Memorandum of Agreements, reports from joint evaluation and others.

The Consultants will work under the general direction of the Office of the Deputy Director, who shall supervise, review and recommend for approval all documents prepared or services or actions taken by the Consultant.

Payment of Services

The Consultancy Service will be paid the amount of Php 2,000,000.00 inclusive of applicable taxes as professional fee. Printing, cost of travels, food, accommodation and materials during work meetings and workshops within and outside Metro Manila as authorized by the Director of BOQ under the Scope of Work of this Terms of Reference shall be chargeable against appropriate BOQ funds.

Payment Schedule Amount Deliverable

Tranche	Amount	Deliverables	Schedule
First Tranche	15% of contract price Php 300,000	Inception Report Activities: (1) Review of national legislation and other related issuance and literature; (2) Inception Workshop shall be conducted to introduce the objectives of the project to the different stakeholders and align expectations.	One month and a day, after receipt of the Notice to Proceed Contract of Service (COS).

Second Tranche	35% of contract price Php 700,000	Midterm Progress Report Activities: (1) Preparation and submission of progress reports; (2) Facilitate capability-building for relevant stakeholders; (3) Conduct of stakeholder consultation; (4) Drafting of the proposed amendments to RA 9271; (5) Preparation and submission of the Mid-term progress report; (6) Attendance to technical meetings and deliberations: a) Congressional Technical Working Group meetings b) Congressional committee hearings/meetings, c) Deliberation at the Congressional floor; d) Bicameral Conference. (7) Provide legal support and preparation of written position papers; (8) Perform legislative liaising functions in both houses of Congress.	Submission on Day 180 of the project
Final Tranche	50% of contract price Php 1,000,000	Terminal Report The terminal report outlines the deliverables of the project and the recommendations of the technical team in relation to the objectives of the project.	Sixth (6th) month, End of project/ 10 days after submission of report

Evaluation of Proposal

Individuals, firms and legally registered organizations are eligible to apply. BOQ is an equal opportunity employer. Scoring will be applied according to the following weighting scale:

Criteria	Weight
(a) Experience of the consultant/s in handling other projects similar to the project (i.e. change management, human resource, organizational development, reorganization) • Government projects undertaken similar in nature	20%
(b) Adequacy of methodology and work plan (The Proponent's understanding of the issue, the approach and methodology proposed to address the requirements of the terms of reference.) • Adequacy of the proposed approach, methodology, and work plan;	40%

(C) Qualifications and competence of staff		25%	
<ul style="list-style-type: none"> • Experience and record of the staff members to be assigned to the work. 			
The minimum composition of professional staff and their years of relevant experience are as follows:			
Key Staff	Years of Relevant Experience	Educational Background	Number of Personnel
Consultant in Legislative Liaising	At least 20 years experience in Legislative Liaising and has been employed for at least 10 years in any government Legislative Liaising Office or any similar offices	Master's Degree or equivalent	1
Consultant in Legal Review	5 years or more	Master's Degree or equivalent	1
Consultant in Technical Writing	5 years or more	Master's Degree or equivalent	1
Project Coordinator	5 years or more	Master's Degree or equivalent	1
(d) Financial proposal		15%	
Total		100%	

The consultant must pass the required minimum score of seventy – five (75) points to be shortlisted.

Prepared by:

ROBERTO M. SALVADOR JR., MD

Director III

Noted by:

FERDINAND S. SALCEDO, MD, MPH, CESO IV

Director IV

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

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

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

Form A

Statement of Ongoing and Completed Government and Private Contracts, and Awarded but not yet Started Contracts

This is to certify that _____ (Consultant) _____ has the following on-going and awarded but not yet started contracts:

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (whether main consultant, subconsultant, or partner in a JV)	Amount of Contract	Contract Duration	Certificate of Satisfactory Completion or Equivalent Document
						Note: for completed contracts

Name and Signature of Authorized Representative

Date

FORM B

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

Notice of Eligibility and Short Listing

[Insert Date]

[Name and Address of Short Listed Consultant]

Dear *[Addressee]*:

1. The *[insert name of Procuring Entity]* (hereinafter called “Procuring Entity” has received financing (hereinafter called “funds”) from *[insert name of Funding Source]* (hereinafter called the “Funding Source”) toward the cost of *[insert name of project]*. The Procuring Entity intends to apply a portion of the funds in the amount of *[insert amount of ABC]* to eligible payments under the contract for *[insert name of contract]* for which the Bidding Documents is issued.
2. The Procuring Entity now invites bids to provide the following Consulting Services: *[insert short description of objectives and scope of the project]*. More details on the services are provided in the Terms of Reference (TOR) for the project.
3. The Consultant shall be selected and employed in accordance with *[insert evaluation procedure]* procedures as described in the Bidding Documents.
4. This notice has been addressed to the following short listed consultants:

[Insert list of short listed consultants]
5. It is not permissible for you to transfer this invitation to any other consultant.
6. The Bidding Documents may be acquired at *[indicate address]* during *[insert office hours, e.g. 8:00 a.m. to 5:00 p.m.]* {Insert if necessary: upon payment of an applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *[insert amount in Pesos].*}
7. The *[insert name of the Procuring Entity]* will hold a Pre-Bid Conference on *[insert time and date]* at *[insert address for Pre-Bid Conference, if applicable]*, which shall be open to all short listed consultants.¹

Yours sincerely,

¹ May be deleted in case the ABC is less than One Million Pesos (PhP1,000,000) where the Procuring Entity may not hold a pre-bid conference.

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

In accordance with **ITB** Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

If negotiations are held during the period of bid validity, *i.e.*, before [insert date], we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

TPF 2. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY

On the Terms of Reference:

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

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

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

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

TPF 5. TEAM COMPOSITION AND TASK

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

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

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TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

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

Commitment:

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

[Signature of staff member and authorized representative of the firm] Date: _____
Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ **until** _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. ____

Page No. ____

Book No. ____

Series of ____.

TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

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: _____

TPF 8. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

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

B. Completion and Submission of Reports

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

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)

CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. *[Select one, delete the other:]*

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

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

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

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on**

Blacklisting:

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. *[Select one, delete the rest:]*

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if

any; and

- d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Name of Bidder]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

Invitation to Bid *[Insert reference number]*

To: *[Insert name and address of the Procuring Entity]*

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - c. I am/we are declared as the bidder with the Highest Rated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

SUBSCRIBED AND SWORN to before me this __ day of [month] [year] at [place of execution], Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her [insert type of government identification card used], with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, [date issued], [place issued]
IBP No. __, [date issued], [place issued]
Doc. No. ____
Page No. ____
Book No. ____
Series of _____.

FINANCIAL PROPOSAL FORMS

Notes for Consultants

The following summarizes the content of the Financial Proposal.

Cover Letter

Use FPF 1. Financial Proposal Submission Form, which is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:

- (a) followed the applicable rules and guidelines indicated in this ITB;
- (b) not taken any action which is or constitutes a corrupt, fraudulent, or coercive practice as defined in the applicable rules and guidelines; and
- (c) agrees to allow the Procuring Entity and the Funding Source, at their option, to inspect and audit all accounts, documents, and records relating to the its Bid and to the performance of the ensuing contract.

Costs of Consulting Services

Use FPF 2. Summary of Costs; FPF 3. Breakdown of Price per Activity; FPF 4. Breakdown of Remuneration per Activity; FPF 5. Reimbursables per Activity; and FPF 6. Miscellaneous Expenses.

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of [amount in words and figures]. This amount is exclusive of the local taxes, which we have estimated at [amount(s) in words and figures].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, [Date].

In accordance with **GCC Clause Error! Reference source not found.**, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

FPF 2. SUMMARY OF COSTS

Costs	Currency(ies) ²	Amount in Philippine Peso
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____

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

FPF 3. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies) ³	Amount in Philippine Peso
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

³ In cases of contracts involving foreign consultants, indicate the exchange rate used.

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input ⁴	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

⁴ Staff months, days, or hours as appropriate.

FPF 5. REIMBURSABLES PER ACTIVITY

Activity No: _____

Name: _____

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

⁵ 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.



Republic of the Philippines
 Department of Health
BUREAU OF QUARANTINE
 25th & AC Delgado St.,
 Port Area, Manila



FPF 6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

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

ge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

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

[Signature of staff member and authorized representative of the firm] Date: _____
 Day/Month/Year

Full name of staff member: _____
 Full name of authorized representative: _____