

DEPARTMENT OF FINANCE

Part 1

**Procurement of
CONSULTANCY SERVICES FOR THE
PREPARATION OF ARCHITECTURAL AND
DETAILED ENGINEERING (A & E)
DESIGN PLANS FOR THE PROPOSED
CONSTRUCTION OF THE
NEW DEPARTMENT OF FINANCE OFFICE
BUILDING PROJECT**

**March 2015
ITB NO. 2015-4-C**

TABLE OF CONTENTS

PART I

SECTION I. REQUEST FOR EXPRESSION OF INTEREST	3
SECTION II. ELIGIBILITY DOCUMENTS	6
SECTION III. ELIGIBILITY DATA SHEET.....	13
SECTION IV. CONSULTANT'S SHORT-LISTING FORM.....	18

Section I. Request for Expression of Interest

**REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE
PREPARATION OF ARCHITECTURAL AND DETAILED ENGINEERING (A & E) DESIGN PLANS
FOR THE PROPOSED CONSTRUCTION OF THE
NEW DEPARTMENT OF FINANCE OFFICE BUILDING PROJECT
ITB NO. 2015-4-C**

1. The *Department of Finance (DOF)*, through the *General Appropriations Act for CY 2015*, intends to apply the sum of One Hundred Five Million Three Hundred Fifty Six Thousand Pesos (*P105,356,000.00*) being the Approved Budget for the Contract (ABC), to payments under the contract for the Procurement of Consultancy Services for the Preparation of Architectural and Detailed Engineering (A and E) Design Plans for the Proposed Construction of the New Department of Finance Office Building Project. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *DOF* now calls for the submission of eligibility documents for *the* Procurement of Consultancy Services for the Preparation of Architectural and Detailed Engineering (A and E) Design Plans for the Proposed Construction of the New Department of Finance Office Building Project. Interested consultants must submit their eligibility documents on or before March 27, 2015, 9:30 a.m. at BAC Secretariat, General Services Division, 7th Floor *EDPC Building, BSP Complex, P. Ocampo, Sr. Street corner Roxas Boulevard, Manila*. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. The BAC shall draw up the short list of consultants from those who have submitted eligibility documents and have been determined as eligible in accordance with the provisions of Republic Act No. 9184 (R.A. No. 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of *at least one (1)* prospective bidder who will be entitled to submit bids. The criteria and rating system for short listing are:

I. Applicable Experience	– 35%
II. Quality of Personnel to be Assigned	– 35%
<u>III. Capacity to Execute Similar Consultancy Project</u>	<u>- 30%</u>
Total	- 100%

4. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of R.A. No. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

5. The Procuring Entity shall evaluate bids using the Quality Based Evaluation/Selection (QBE/QBS) procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders. In addition, the following shall also be considered in the bid evaluation:

- a. Overall design quality – The design follows the general technical specifications and requirements set forth by the Department of Finance including various design concepts and systems specified in ITB Clause and the Terms of Reference. The BAC-TWG has the right to choose the design applicable to the Department of Finance and reject other design submitted by the bidder.
 - b. Modification of bids is not allowed after the submission of bid document.
6. The contract shall be completed within a *period of one hundred fifty (150) calendar days from issuance of Notice to Proceed* or upon receipt of the Consultant of the approved work schedules from the Procuring Entity’s representative/s whichever comes later.
 7. The *DOF* reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
 8. For further information, please refer to:

Lilia R. Tan, Head - BAC Secretariat

Department of Finance

BAC Secretariat, General Services Division

7th Floor EDPC Building, BSP Complex, P. Ocampo, Sr. Street corner Roxas Boulevard, Manila

Telephone No.: 526-8475 Telefax No.: 525-4227

Email Address: ltan@dof.gov.ph/rudrez928@gmail.com

GIL S. BELTRAN
Undersecretary and
BAC Chairman

Section II. Eligibility Documents

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, and of which at least sixty percent (60%) interest belongs to citizens 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 qualifications stated in the **EDS**.
- 1.4. Government corporate entities 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 dependent agencies of the GOP or the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements 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) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the EDS;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located; and
- (iii) Tax Clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Documents

- (iv) 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:
 - (iv.1) the name and location of the contract;
 - (iv.2) date of award of the contract;
 - (iv.3) type and brief description of consulting services;
 - (iv.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
 - (iv.5) amount of contract;
 - (iv.6) contract duration; and
 - (iv.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
- (v) 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.

Financial Document

- (vi) The consultant's audited financial statements, showing, among others, 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.

(b) **Class “B” Document –**

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from 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, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

- 2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class “A” Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant’s country.
- 2.3. The eligibility requirements or statements 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.](#)
- 2.4. 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, subcontractors 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.
- 2.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

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, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 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. Unless otherwise indicated in the **EDS**, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy of 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 indelible 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. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or 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 5 shall be declared “Late” and shall not be accepted by the Procuring Entity.

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 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. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The Procuring Entity’s 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.
- 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. If the withdrawing prospective bidder’s representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.
- 8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the

eligibility documents until such time that the request for reconsideration or protest has been resolved.

- 8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5. 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 **EDS** shall be considered for short listing.
- 9.2. The BAC of the Procuring Entity 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 **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<p>Procurement of Consultancy Services for the Preparation of Architectural and Detailed Engineering (A and E) Design Plans for the Proposed Construction of the New Department of Finance Office Building Project located at Roxas Boulevard Corner Pablo Ocampo Sts., Manila.</p> <p>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 as specified hereinbelow:</p> <ol style="list-style-type: none"> 1. Active member/member of good standing of the United Architects of the Philippines (UAP). 2. Active member/ member of good standing of the Association of Structural Engineers of the Philippines (ASEP). 3. Active member/member of good standing of the Philippine Society of Mechanical Engineers (PSME). 4. Active member/member of good standing of the Institute of Integrated Electrical Engineers of the Philippines (IIEE). 5. Active member/member of good standing of the Institute of Electronics and Communications Engineers of the Philippines (IECEP). 6. Active member / member of good standing of the Philippine Association of Landscape Architects. 7. Active member/ member of good standing of the Philippine Institute of Interior Design (PIID).
1.3	No further instructions.
2.1.a.(i)	<p>a) Class “A” Documents</p> <p><u>Legal Documents</u></p> <ol style="list-style-type: none"> (i) Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration (to be submitted by all bidders and the Joint Venture Partner or potential Joint Venture Partner). (ii) Valid and Current Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located (to be submitted by all bidders and

	<p>the Joint Venture Partner or potential Joint Venture Partner).</p> <p>(iii) Tax clearance as per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR to be submitted by all bidders and the Joint Venture Partner or potential Joint Venture Partner.</p> <p>(iv) ISO Certificate. In case of Joint Venture, at least one partner of JV is ISO Certified.</p> <p>(v) Duly notarized Affidavit of Site Inspection.</p>
2.1.a.(iv)	<p>1. 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. Cut-off dates shall be within ten (10) years prior the Pre-Bid Conference (April 2005 to April 2015).</p> <p>The following proofs for the on-going government and private contracts, including contracts awarded but not yet started, for the period within April 2005 to April 2015, if any, whether similar or not similar in nature and complexity to the contract to be bid must be submitted:</p> <ol style="list-style-type: none"> 1. the Notice of Award and Notice to Proceed; or in the absence of these two (2), the Purchase Order <p>The experience or track record of a sole proprietorship which has put all its assets, personnel and resources to a corporation cannot be carried over to the said corporation, inasmuch as the latter has a separate and distinct juridical personality from the former, (See GPPB Opinion No NPM 031-2013, dated 27 March 2013).</p> <p>Hence, the said corporation must submit necessary documents, including permits, business registration, tax returns, and contracts under its registered name.</p>
2.1.a.(iv.7)	<p>In the case of completed government and private contracts for the period within April 2005 to April 2015, if any, whether similar or not similar in nature and complexity to the contract to be bid the following proofs should be submitted: 1. Certificate of Satisfactory Completion or Certificate of Acceptance from the Clients or Official</p>

	Receipt; and 2. Contract Agreement or Purchase Order or Job Order.
4.2	Each prospective bidder shall submit <i>one (1) original</i> and <i>two (2) copies</i> of its eligibility documents.
4.3(c)	DOF Bids and Awards Committee.
4.3(d)	ITB No. 2015-4-C
5	<p>The address for submission of eligibility documents is BAC Secretariat c/o General Services Division, 7th Floor EDPC Building, BSP Complex, Roxas Blvd., Malate, Manila</p> <p>The deadline for submission of eligibility documents is 9:30 a.m., <i>March 27, 2015</i> (Friday)</p>
8.1	<p>The place of opening of eligibility documents is DFG Conference Room, 4th Floor DOF Bldg.</p> <p>The date and time of opening of eligibility documents is <i>10:00 am</i>, March 27, 2015.</p>
9.1	<p>For contract that is similar in nature and complexity to the contract to be bid and shall be considered for short listing: At least one (1) Architectural and Engineering Design Contract/sub-contract for an office building project, completed or on-going, within the period April 2010 to April 2015, that includes special technical services as well as landscape and interior design services, the total engineering design should have an approximately total floor area of at least 50,000 square meters.</p> <p>The following proof for the on-going and similar government and private contract within the period April 2010 to April 2015, as described above, must be submitted:</p> <p>1. Notice of Award and Notice to Proceed; and</p> <p>2. Structural Plans and details based on Design Development Phase</p> <p>The following proof for the completed and similar government and private contract within the period April 2010 to April 2015, as described above, must be submitted:</p> <p>1. Certificate of Satisfactory Completion or Certificate of Acceptance from the Clients or Official Receipt; and</p> <p>2. Contract Agreement or Purchase Order or Job Order.</p>
9.2	Please refer to the attached form.

CRITERIA FOR SHORT-LISTING PROSPECTIVE PROPONENTS
 Consultancy Services for the Preparation of Architectural and Detailed Engineering (A and E) Design Plans for the Proposed Construction of the New Department of Finance Office Building Project

NAME OF PROPONENT _____

CRITERIA	WEIGHT
I. APPLICABLE EXPERIENCE (35%)	
A. Completed Consultancy Services of at least five (5) Architectural and Engineering Design contracts for government/private office building projects were completed within the last ten (10) years and technical speciality comparable to job under consideration, including quality of performance	25%
B. Other completed consultancy services related to the job under consideration	5%
C. Known cases of prior performance, including quality of work conforming obligations and costs.	5%
II. QUALITY OF PERSONNEL TO BE ASSIGNED (35%)	
A. Work experience/involvement in projects relating to Architectural and Engineering Design Services as well as landscape and interior design services for the Construction of new Building.	15%
B. Time Involvement in the Project	5%
C. Other experience in Architectural and Engineering Design Services for the Construction of Building.	5%
D. Education and Training	10%
III. CAPACITY TO EXECUTE SIMILAR CONSULTANCY PROJECT (30%) If at least one (1) Architectural and Engineering Design Contract/sub-contract for an office building project, completed or on-going within the period April 2010 to April 2015, that includes special technical services as well as landscape and interior design services, the total engineering design should have an approximately total floor area of at least 50,000 square meters.	30%
TOTAL	100%

***SECTION IV. CONSULTANT'S SHORT-
LISTING FORM***

Checklist of Eligibility Requirements for Consulting Services

LEGAL DOCUMENTS

- Copy of the duly signed letter of application signed by the authorized party
- Registration Certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration (to be submitted by all bidders and the Joint Venture Partner or potential Joint Venture Partner).
- Valid and current Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located (to be submitted by all bidders and the Joint Venture Partner or potential Joint Venture Partner).
- Tax clearance as per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR to be submitted by all bidders and the Joint Venture Partner or potential Joint Venture Partner.
- ISO Certificate. In case of Joint Venture, at least one JV partner is ISO Certified.
- Duly notarized affidavit of site inspection

TECHNICAL DOCUMENTS

1. 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. Cut-off dates shall be within ten (10) years prior the Pre-Bid Conference(April 2005 – April 2015).

2. Statement identifying the bidder's contract that is similar in nature and complexity to the contract to be bid: At least one (1) Architectural and Engineering Design Contract/sub-contract for an office building project, completed or on-going, within the period April 2010 to April 2015, that includes special technical services as well as landscape and interior design services, the total engineering design should have an approximately total floor area of at least 50,000 square meters.

The bidder shall submit written and duly notarized documents showing, among others, the following:

1. Record of previous engagement and quality of performance in similar projects

1.1 Name of Projects;

1.2 Start and End of Construction;

1.3 Amount of Project/Construction Cost

1.4 Services Rendered;

- Scope of Work/Extent of Participation.

- 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.

FINANCIAL DOCUMENT

- The consultant's audited financial statements, showing among others, 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.

LETTER OF INTENT AND APPLICATION FOR ELIGIBILITY

(Date of Issuance)

Undersecretary Carlo A. Carag
Department of Finance
Roxas Blvd., Malate, Manila

Attention : The Chairman
Bids and Awards Committee

Dear Sir / Madame:

In response to the Request for Expression of Interest for the Procurement of Consultancy Services for the Preparation of Architectural and Detailed Engineering (A and E) Design Plans for the Proposed Construction of the New Department of Finance Office Building Project which appeared at the (name of newspaper or website or G-EPS) on (date of advertising / posting), we would like to express our intention to apply for eligibility to participate in the said bidding.

If found eligible and subsequently shortlisted, we commit to purchase the bid documents for the said project and to submit a bid.

In this regard, we would like to purchase the set of eligibility forms for the project.

Very truly yours,

Name of Representative of the Bidder

Position

Name of the Bidder

Received by the BAC:

Date: _____

STATEMENT OF ONGOING PROJECTS

List of Ongoing Government and Private Contracts, including those awarded but not yet started

Name of Consultant : _____

Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration

Attachments (any of the following, as may be applicable):

1. Notice of Award and Notice to Proceed; or
2. Contract; or
3. Purchase Order.

Submitted by:

Name of Representative of Bidder

Position

Date: _____

STATEMENT OF SIMILAR/NOT SIMILAR COMPLETED PROJECTS

List of Completed Government and Private Contracts, within ten (10) years prior the Pre-Bid Conference(April 2005 – April 2015).

Name of Consultant : _____

Business Address : _____

Name and Location of Project	Description of the Project	Classification (Government / Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration

Attachments:

1. Certificate of Completion and Owner’s Acceptance, supported by the Contractors of Performance Evaluation System (CPES) rating sheets. The CPES Rating and Owner’s Acceptance of the project must be satisfactory; and
2. Contract/Agreement

Submitted by:

Name of Representative of Bidder

Position

Date: _____

STATEMENT ON OWNERS / PRINCIPALS / PARTNERS AND KEY STAFF

Date of Issuance

Undersecretary Carlo A. Carag
Department of Finance
Roxas Blvd., Malate, Manila

Attention : The Chairman
Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the Name of Procuring Entity BAC for the bidding of the (Name of Project), we certify that (Name of Bidder) has the following owners / principals / partners and key staff:

Name and Title	Degree	Years with Firm	Age
1.			
2.			
3.			
4.			
5.			
...			
.			
n			

Attached are their bio-data.

Very truly yours,

Name of Authorized Representative
Position

STATEMENT ON TECHNICAL COMPETENCE

Date of Issuance

Name of the Procuring Entity

Position of the Head of the Procuring Entity

Name of the Procuring Entity

Attention: The Chairman
Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the Department of Finance Bids And Awards Committee for the bidding of the Procurement of Consultancy Services for the Preparation of Architectural and Detailed Engineering (A and E) Design Plans for the Proposed Construction of the New Department of Finance Office Building Project, we certify that (Name of the Bidder) has the technical competence, relevant experience and qualified staff to successfully implement the project, if awarded the contract.

Very truly yours,

Name of Authorized Representative

Position

Name of the Bidder

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 the 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 the Representative of Bidder

Position

Date: _____

NOTE:

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

