

Republic of the Philippines  
Office of the President



# **BIDDING DOCUMENTS**

**RE-BIDDING OF CONSULTANCY SERVICE  
FOR FOURTH PHASE OF TRANSFORMATION AND  
CORE VALUES PROGRAM**

**NOVEMBER 2020**

## TABLE OF CONTENTS

<b><u>SECTION</u></b>	<b><u>PARTICULARS</u></b>
Section I	NOTICE OF ELIGIBILITY AND SHORTLISTING
Section II	INSTRUCTIONS TO BIDDERS
Section III	BID DATA SHEET
Section IV	GENERAL CONDITIONS OF THE CONTRACT
Section V	SPECIAL CONDITIONS OF THE CONTRACT
Section VI	TERMS OF REFERENCE
Section VII	BIDDING FORMS
Section VIII	APPENDICES

## **SECTION II**

### **INSTRUCTIONS TO BIDDERS**

## **A. General**

### **1. Introduction**

- 1.1. The Procuring Entity named in the Bid Data Sheet (**BDS**) shall select an individual, sole proprietorship, cooperative, partnership, corporation, or a joint venture s (JV) (hereinafter referred to as “Consultant”) from among those shortlisted, in accordance with the evaluation procedure specified in the **BDS**.
- 1.2. The Procuring Entity has received financing (hereinafter called “funds”) from the source indicated in the **BDS** (hereinafter called the “Funding Source”) toward the cost of the Project named in the **BDS**. The Procuring Entity intends to apply a portion or the whole of the funds to payments for this Project.
- 1.3. Consultants are invited to submit bids composed of a technical proposal and a financial proposal for Consulting Services required for this Project described in the **BDS**. Bids shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant.
- 1.4. If the **BDS** indicates that the Project will be completed in phases, each phase must be completed to the Procuring Entity’s satisfaction prior to the commencement of the next phase.

- 1.5. Consultants must familiarize themselves with local conditions and take them into account in preparing their bids. To obtain firsthand information on the project and on the local conditions, Consultants are encouraged to visit the Procuring Entity before submitting a bid and to attend the pre-bid conference specified in **ITB** Clause 7.
- 1.6. The Consultants' costs of preparing their bids and negotiating the contract, including a visit to the Procuring Entity, are not reimbursable as a direct cost of the project.
- 1.7. Consultants shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the Funding Source or the Procuring Entity in accordance with **ITB** Clause 3.1.

## **2. Conflict of Interest**

- 2.1 The Funding Source' policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Procuring Entity's interests paramount, without any consideration for future work, and strictly avoid situations where a conflict of interest shall arise with their other projects or their own interests. Consultants shall not be hired for any project that would be in conflict with their prior or current obligations to other entities, or that may place them in a position of not being able to carry out the Project in the best interest of the Procuring Entity. Without limitation on the generality of this rule, Consultants shall not be hired under the circumstances set forth below:
  - (a) If a Consultant combines the function of consulting with those of contracting and/or supply of equipment for the same Project;
  - (b) If a Consultant is associated with, affiliated to, or owned by a contractor or a manufacturing firm with departments or design offices offering services as consultants unless such Consultant includes relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Consultant shall limit its role to that of a consultant and disqualify itself and its associates from work in any other capacity that may emerge from the Project (including bidding for any part of the future project). The contract with the Consultant selected to undertake the Project shall contain an appropriate provision to such effect; or

- (c) If there is a conflict among consulting projects, the Consultant (including its personnel and subconsultants) and any subsidiaries or entities controlled by such Consultant shall not be recruited for the relevant project. The duties of the Consultant depend on the circumstances of each case. While continuity of consulting services may be appropriate in particular situations where no conflict exists, a Consultant cannot be recruited to carry out a project that, by its nature, shall result in conflict with a prior or current project of such Consultant. Examples of the situations mentioned are when a Consultant engaged to prepare engineering design for an infrastructure project shall not be recruited to prepare an independent environmental assessment for the same project; similarly, a Consultant assisting a Procuring Entity in privatization of public assets shall not purchase, nor advise purchasers, of such assets; or a Consultant hired to prepare Terms of Reference (TOR) for a project shall not be recruited for the project in question.

- 2.2 Consultants shall not be related to the Head of the Procuring Entity (HoPE), members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. The prohibition shall apply as follows:
  - a. If the Consultant is an individual or sole proprietorship, then to himself;
  - b. If the Consultant is a partnership, then to all its officers and members;
  - c. If the Consultant is a corporation, then to all its officers, directors and controlling stockholders;
  - d. If the Consultant is a cooperative, then to all its officers, directors, and controlling shareholders or members; or
  - e. If the Consultant is a JV, the provisions of items (a), (b), (c), or (d) of this Section shall correspondingly apply to each of the members of the said joint venture, as may be appropriate.

Relationship of the nature described above or a failure to comply with the provisions of this clause will result in the rejection of the Consultant's bid.

- 2.3 Subject to the provisions of **ITB** Clause 2, any previous or ongoing participation by the Consultant, its professional staff, or its affiliates or associates under a contract with the Funding Source or the Procuring Entity in relation to this Project may result in the rejection of its bid. Consultants should clarify their situation in that respect with the Procuring Entity before preparing its bid.

- 2.4 Failure by a Consultant to fully disclose potential conflict of interest at the time of Bid submission, or at a later date in the event that the potential conflict arises after such date, shall result in the Procuring Entity and/or the Funding Source seeking the imposition of the maximum administrative, civil and criminal penalties up to and including imprisonment.
- 2.5 Consultants are discouraged to include officials and employees of the Government of the Philippines (GoP) as part of its personnel. Participation of officials and employees of the GoP in the Project shall be subject to existing rules and regulations of the Civil Service Commission.
- 2.6 Fairness and transparency in the selection process require that Consultants do not derive unfair competitive advantage from having provided consulting services related to the Project in question. To this end, the Procuring Entity shall make available to all the shortlisted consultants together with the Bidding Documents all information that would in that respect give each Consultant a competitive advantage.

### **3. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices**

- 3.1 The Procuring Entity as well as the Consultants shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
  - (a) defines, for purposes of this provision, the terms set forth below as follows:
    - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the GoP, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.

- (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
- (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
- (i) “obstructive practice” is
  - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
  - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.



- (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2 Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

3.3 Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a Consultant in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 51.

#### **4. Consultant's Responsibilities**

4.1 The Consultant or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VII. Bidding Forms as required in **ITB** Clause 10.2(d).

4.2 The Consultant is responsible for the following:

- i. Having taken steps to carefully examine all of the Bidding Documents;
- ii. Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- iii. Having made an estimate of the facilities available and needed for this Project, if any;
- iv. Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 8.4.
- v. Ensuring that it is not “blacklisted” or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- vi. Ensuring that 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;

- vii. Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
- viii. Ensuring that the signatory is the duly authorized representative of the Bidder, and 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, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- ix. Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of Republic Act 3019;
- x. Complying with existing labor laws and standards, in the case of procurement of services. Moreover, bidder undertakes to:
- xi. Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.
  - a. In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.
  - b. Comply with occupational safety and health standards and to correct deficiencies, if any.
  - c. In case of imminent danger, injury or death of the worker, bidder undertakes to suspend

contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- d. Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and

- 4.3 Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of compensation, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Failure to observe any of the above responsibilities shall be at the risk of the Consultant concerned.

- 4.4 It shall be the sole responsibility of the prospective bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to this Project, including: (a) the location and the nature of the contract, project, or work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work.
- 4.5 The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by the Procuring Entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including supplemental/bid bulletins issued are correct and consistent.
- 4.6 Before submitting their bids, the Consultants are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the GoP which may affect the contract in any way.

4.7 The Consultant shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

4.8 Consultants should note that the Procuring Entity will only accept bids from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Request for Expression of Interest.

## **5. Origin of Associated Goods**

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of Goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

## **6. Subcontracts**

6.1 Unless otherwise specified in the **BDS**, the Consultant may subcontract portions of the Consulting Services to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Consultant from any liability or obligation that may arise from the contract for this Project.

6.2 Subconsultant must comply with the eligibility criteria and the documentary requirements specified in the **BDS**. In the event that any subconsultant is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Consulting Services shall be disallowed.

6.3 The Consultant may identify the subconsultant to whom a portion of the Consulting Services will be subcontracted at any stage of the bidding process or during contract implementation. If the Consultant opts to disclose the name of the subconsultant during bid submission, the Consultant shall include the required documents as part of the technical component of its bid. A subconsultant that is identified by the Consultant during contract implementation must comply with the eligibility criteria and documentary requirements and secure approval of the Procuring Entity.

## **B. Contents of Bidding Documents**

## **7. Pre-Bid Conference**

- 7.1. If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Consultants' questions on the technical and financial components of this Project.
- 7.2. The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the determination of the shortlisted consultants. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will be more advantageous to the GoP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids.
- 7.3. Consultants are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Consultant will in no way prejudice its bid; however, the Consultant is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 7.4. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

## **8. Clarifications and Amendments to Bidding Documents**

- 8.1. Shortlisted consultants may request for clarification(s) on and/or an interpretation of any part of the Bidding Documents. Such a request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
- 8.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin to be made available to all those who have properly secured the Bidding Documents at least seven (7)

calendar days before the deadline for the submission and receipt of Bids.

- 8.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 8.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Consultants who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Consultants who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 20.

### **C. Preparation of Bids**

#### **9. Language of Bids**

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.

#### **10. Documents Comprising the Bid: Technical Proposal**

- 10.1. While preparing the Technical Proposal, Consultants must give particular attention to the following:
  - (a) The Technical Proposal shall not include any financial information. Any Technical Proposal containing financial information shall be declared non-responsive.

- (b) For projects on a staff-time basis, the estimated number of professional staff-months specified in the **BDS** shall be complied with. Bids shall, however, be based on the number of professional staff-months estimated by the Consultant.
- (c) Proposed professional staff must, at a minimum, have the experience indicated in the **BDS**, preferably working under conditions similar to those prevailing in the Republic of the Philippines.
- (d) No alternative professional staff shall be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.

10.2. The Technical Proposal shall contain the following information/documents:

- (a) Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. Bidding Forms (TPF 1).
- (b) Bid security as prescribed in **ITB** Clause 15. If the bidder opts to submit the bid security in the form of:
  - (i) a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
  - (ii) a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument.
- (c) Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subconsultant, if any, following the formats described in the Technical Proposal Forms:
  - (i) A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form TPF 2. Consultant's References. For each project, the outline should indicate *inter alia*, the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the

Consultant was legally contracted by itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subconsultants, but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.

- (ii) Comments, if any, on the TOR (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) to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule. It shall include a list of facilities requested by the Consultant to be provided by the Procuring Entity, if any, in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project.
- (iii) A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4. Description of the Methodology and Work Plan for Performing the Project.
- (iv) An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF 5. Team Composition and Task.



- (v) The name, age, nationality, background, employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.
- (vi) The Procuring Entity requires that each expert confirms that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert:
  - (vi)(1) is proposed for a domestic position but is not a Filipino citizen;
  - (vi)(2) failed to state nationality on the CV; or
  - (vi)(3) the CV is not signed in accordance with paragraph (v) above.
- (vii) A Time Schedule (TPF 7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
- (viii) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule.
- (d) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VII. Bidding Forms.

## **11. Documents Comprising the Bid: Financial Proposal**

- 11.1. All information provided in a Consultant's Financial Proposal shall be treated as confidential. The Financial Proposal must be submitted in hard copy using the format shown in Financial Proposal Forms.
- 11.2. The Financial Proposal requires completion of six (6) forms, particularly, FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, and FPF 6. FPF 1. Financial Proposal Submission Form should form the covering letter of the Financial Proposal. 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 relate to the costs of consulting services under two distinct categories, namely: (a) Remuneration and (b) Reimbursable Expenditures.
- 11.3. Remuneration is divided into billing rate estimates for international and domestic consultants. Reimbursable Expenditures are divided into per diem rates for international and domestic consultants and costs for other reimbursable expenditure items required to perform the consulting services.
- 11.4. The list of experts, and their respective inputs, identified in Financial Proposal Forms, must match the list of experts and their respective inputs shown in Technical Proposal Forms.
- 11.5. The Consultant shall be subject to Philippine taxes on amounts payable by the Procuring Entity under the contract through mandated withholding by local tax authorities of specified percentages of such amounts or otherwise. The **BDS** details the taxes payable.
- 11.6. The Financial Proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the Consultants, the subconsultants, and its personnel (other than Philippine Nationals or permanent residents of the Philippines).
- 11.7. Unless otherwise provided in the **BDS**, total calculated bid prices, as evaluated and corrected for minor arithmetical corrections, such as computational errors, which exceed the approved budget for the contract (ABC) shall not be considered.

## **12. Alternative Bids**

Consultants participating in more than one bid or associating with any other entity other than those already provided in its eligibility documents and allowed by the Procuring Entity shall be disqualified.

### 13. Bid Currencies

- 13.1. All bid prices shall be quoted in Philippine Pesos unless otherwise If so allowed in accordance with **ITB** Clause 13.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rate as published in the *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.
- 13.2. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

### 14. Bid Validity

- 14.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 14.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Consultants to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 15 should also be extended corresponding to the extension of the bid validity period at the least. A Consultant may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Consultant granting the request shall not be required or permitted to modify its bid.

### 15. Bid Security

- 15.1. The Consultant shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
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<p>a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.</p> <p><i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.</p> <p><i>For biddings conducted by LGUs, the Bank Draft/Guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	<p>Two percent (2%)</p>
<p>c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Five percent (5%)</p>

- 15.2 The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the performance security required under ITB Clause 31, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.
- 15.3 The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 15.4 No bid securities shall be returned to the Consultants after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest or lapse of the reglementary period without having filed a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Highest Rated Responsive Bid (HRRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 15.2.
- 15.5 Upon signing and execution of the contract pursuant to **ITB** Clause 31, and the posting of the performance security pursuant to **ITB** Clause 32, the Consultant's bid security will be discharged, but in no case later than the bid security validity period as indicated in **ITB** Clause 15.2.
- 15.6 The bid security may be forfeited:
- a.) if a Consultant:
    - i. withdraws its bid during the period of bid validity specified in **ITB** Clause 15.2;
    - ii. does not accept the correction of errors pursuant to **ITB** Clause 11.7;
    - iii. has a finding against the veracity of the required documents submitted in accordance with **ITB** Clause 27.2;
    - iv. submission of eligibility requirements containing false information or falsified documents;

- v. any submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
  - vi. allowing the use of one's name, or using the name of another for purposes of public bidding;
  - vii. withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
  - viii. refusal or failure to post the required performance security within the prescribed time;
  - ix. refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
  - x. any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
  - xi. failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
  - xii. all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Consultant:
- (i) fails to sign the contract in accordance with **ITB** Clause 31;
  - (ii) fails to furnish performance security in accordance with **ITB** Clause 32; or
  - (iii) any other reason stated in the **BDS**.

## **16. Format and Signing of Bids**

- 16.1. Consultants shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VII. Bidding Forms on or before the deadline specified in the **ITB** Clause 18 in two (2) separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical proposal and the second shall contain the financial proposal.
- 16.2. Forms as mentioned in **ITB** Clause 16.1 must be completed without any alterations to their format, and no substitute form

shall be accepted. All blank spaces shall be filled in with the information requested.

- 16.3. The Consultant shall prepare an original of the first and second envelopes as described in **ITB** Clauses 10 and 11. In addition, the Consultant shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 16.4. Each and every page of the Technical Proposal Submission Form and the Financial Proposal Submission Form under Section VIII hereof shall be signed by the duly authorized representative/s of the Consultant. Failure to do so shall be a ground for the rejection of the bid.
- 16.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Consultant.

## **17. Sealing and Marking of Bids**

- 17.1. Unless otherwise indicated in the **BDS**, 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".
- 17.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as "COPY NO. \_\_\_\_ - TECHNICAL PROPOSAL" and "COPY NO. \_\_\_\_ - FINANCIAL PROPOSAL" and the outer envelope as "COPY NO. \_\_\_\_", respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 17.3. The original and the number of copies of the bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative/s.
- 17.4. All envelopes shall:
  - (a) contain the name of the contract to be bid in capital letters;
  - (b) bear the name and address of the Consultant in capital letters;

- (c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 18.1;
- (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and
- (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 18.

17.5. Bid envelopes 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 Bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked Bid, or for its premature opening.

## **D. Submission and Opening of Bids**

### **18. Deadline for Submission of Bids**

Bids must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the **BDS**.

### **19. Late Bids**

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 18, shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of Bid submission and opening the Consultant's name, its representative, and the time the late bid was submitted.

### **20. Modification and Withdrawal of Bids**

20.1. The Consultant may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Consultant shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified in accordance with **ITB** Clause 17.4, linked to its original bid marked as "TECHNICAL MODIFICATION" or "FINANCIAL MODIFICATION" and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Consultant unopened.



- 20.2. A Consultant may, through a letter of withdrawal, withdraw its bid 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 bids. The letter of withdrawal must be executed by the authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.
- 20.3. Bids requested to be withdrawn in accordance with **ITB** Clause 20.1 shall be returned unopened to the Bidders. A Consultant, who has acquired the bidding 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 bids. A Consultant that withdraws its bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.
- 20.4. No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Consultant on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Consultant's bid security, pursuant to **ITB** Clause 15.5, and the imposition of administrative, civil, and criminal sanctions as prescribed by R.A. 9184 and its IRR.

## **E. Evaluation and Comparison of Bids**

### **21. Opening and Preliminary Examination of Bids**

- 21.1 Only bids from shortlisted bidders shall be opened and considered for award of contract. These shortlisted bidders, whether single entities or JVs, should confirm in their Technical Proposal Submission Form that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.
- 21.2 The BAC shall open the bids immediately after the deadline for the submission and receipt of bids in public, as specified in the **BDS**. In case the bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the bids submitted and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Bulletin to be posted at the

PhilGEPS website and the website of the Procuring Entity concerned.

- 21.3 To determine each bidder's compliance with the documents prescribed in **ITB** Clause 10, the BAC shall open the first envelope (Technical Proposal) and check the submitted documents of each bidder in accordance with ITB Clause 10.2 to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 21.4 Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Consultant unopened.
- 21.5 All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 21.6 All technical envelopes shall be resealed. Those rated "passed" shall be secured for the detailed technical bid evaluation, while those rated "failed" will be secured for purposes of possible filing of a request for reconsideration unless the bidder waives its right to file a request for reconsideration, in which case, the envelope shall be returned to the bidder immediately.
- 21.7 The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

## **22. Process to be Confidential**

- 22.1. Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any Consultant regarding the evaluation of their bids until the approval by the HoPE of the

ranking of shortlisted Consultants, unless otherwise allowed in the **BDS** or in the case of **ITB** Clause 23.

- 22.2. Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Consultant's bid.

## **23. Clarification of Bids**

To assist in the evaluation, comparison and post-qualification of the bids, the Procuring Entity may ask in writing any Consultant for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Consultant in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

## **24. Bid Evaluation**

- 24.1 For the evaluation of bids, numerical ratings shall be used. In order to eliminate bias in evaluating the Bids, it is recommended that the highest and lowest scores for each Consultant for each criterion shall not be considered in determining the average scores of the Consultants, except when the evaluation is conducted in a collegial manner.
- 24.2 For complex or unique undertakings, such as those involving new concepts/technology or financial advisory services, participating shortlisted consultants may be required, at the option of the Procuring Entity concerned, to make an oral presentation to be presented by each Consultant, or its nominated Project Manager or head, in case of consulting firms, within fifteen (15) calendar days after the deadline for submission of Technical Proposals.
- 24.3 The entire evaluation process, including the submission of the results thereof to the HoPE for approval, shall be completed in not more than twenty-one (21) calendar days after the deadline for receipt of bids. The bid with the highest rank shall be identified as the Highest Rated Bid. The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.
- 24.4 All participating shortlisted consultants shall be furnished the results (ranking and total scores only) of the evaluation after the approval by the HoPE of the ranking. Said results shall also be

posted in the PhilGEPS and the website of the Procuring Entity, if available, for a period of not less than seven (7) calendar days.

## **25. Evaluation of Technical Proposals**

25.1. The BAC shall then conduct a detailed evaluation of technical bids following the procedures specified in the **BDS** depending on the evaluation procedure identified in the Request for Expression of Interest and **ITB** Clause 1.1.

25.2. The BAC evaluates the Technical Proposals on the basis of their compliance with the requirements under **ITB** Clause 10 and responsiveness to the TOR using the following criteria:

- (a) Quality of personnel to be assigned to the Project which covers suitability of key staff to perform the duties for the Project and general qualifications and competence including education and training of the key staff;
- (b) Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The suitability of the Consultant to the Project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and
- (c) Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions.

25.3. The BAC shall assign numerical weights and the minimum required technical score to each of the above criteria which shall be indicated in the **BDS**. A Bid shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum Technical Score (St) indicated in the **BDS**.

25.4. Technical Proposals shall not be considered for evaluation in any of the following cases:

- (a) late submission, *i.e.*, after the deadline set in the **ITB** Clause 18;

- (b) failure to submit any of the technical requirements provided under this ITB and TOR;
- (c) the Consultant that submitted a Bid or any of its partner and/or sub consultant belongs to one of the conflict of interest cases as described in **ITB** Clauses 2.1(k) to (c) and failed to make a proper statement to that effect in the cover letter; or
- (d) the Technical Proposal included any cost of the services.

## **26. Opening and Evaluation of Financial Proposals**

- 26.1. Financial Proposals shall be opened on the date indicated in the **BDS**.
- 26.2. The Financial Proposals opened shall be evaluated based on the evaluation procedure indicated in **ITB** Clause 1.1 using the corresponding procedure provided in the **BDS**.

## **27. Negotiations**

- 27.1. Negotiations with the Consultant that submitted the Highest Rated Bid shall be held at the address indicated in the **BDS**. The aim is to reach agreement on all points.
- 27.2. Negotiations shall cover the following:
  - (a) Discussion and clarification of the TOR and Scope of Services;
  - (b) Discussion and finalization of the methodology and work program proposed by the Consultant;
  - (c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, taking note of over-qualified personnel to be commensurate with the compensation of personnel with the appropriate qualifications, number of man-months and schedule of activities (manning schedule);
  - (d) Discussion on the services, facilities and data, if any, to be provided by Procuring Entity concerned;
  - (e) Unless otherwise indicated in the **BDS**, discussion on the Financial Proposal submitted by the Consultant; and
  - (f) Provisions of the contract.

- 27.3. Having selected the Consultant on the basis of, among other things, an evaluation of the proposed key professional staff, the Procuring Entity expects to negotiate a contract on the basis of the experts named in the bid. Before contract negotiations, the Procuring Entity shall require assurances that the experts shall be actually available. The Procuring Entity shall not consider substitutions during contract negotiations except for justifiable reason as may be determined by the Procuring Entity, such as illness, death, or resignation, unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the Project. If this is not the case and if it is established that key staff were offered in the bid without confirming their availability, the Consultant may be disqualified. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons as may be determined by the Procuring Entity. Violators shall be fined an amount equal to the refund of the replaced personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.
- 27.4. Negotiations shall include a discussion of the technical proposal, the proposed methodology (work plan), staffing and any suggestions made by the Consultant to improve the TOR. The Procuring Entity and Consultant shall then work out the final TOR, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final TOR shall then be incorporated in Appendix I and form part of the contract. Special attention shall be paid to getting the most the Consultant can offer within the available budget and to clearly defining the inputs required from the Procuring Entity to ensure satisfactory implementation of the Project.
- 27.5. The financial negotiations shall include a clarification of the Consultant's tax liability in the Philippines, if any, and the manner in which it shall be reflected in the contract; and shall reflect the agreed technical modifications in the cost of the services. The negotiations shall conclude with a review of the draft form of the contract. To complete negotiations, the Procuring Entity and the Consultant shall initial the agreed contract. If negotiations fail, the Procuring Entity shall invite the Consultant whose Bid received the second highest score to negotiate a contract. If negotiations still fail, the Procuring Entity shall repeat the process for the

next-in-rank Consultant until the negotiation is successfully completed.

## **28. Post Qualification**

28.1. The BAC shall determine to its satisfaction whether the Consultant that is evaluated as having submitted the Highest Rated Bid (HRB) complies with and is responsive to all the requirements and conditions specified in the Eligibility Documents and **ITB** Clauses 10 and 11.

28.2. Within a non-extendible period of five (5) calendar days from receipt by the Consultant of the notice from the BAC that it submitted the Highest Rated Bid, the Consultant shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (EFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided, in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

28.3. The determination shall be based upon an examination of the documentary evidence of the Consultant's qualifications submitted pursuant to **ITB** Clauses 10 and 11, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.

28.4. If the BAC determines that the Consultant with the Highest Rated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Consultant with the HRRB, and recommend to the HoPE the award of contract to the said Consultant at its submitted price or its calculated bid price, whichever is lower, subject to **ITB** Clause 30.3.

28.5. A negative determination shall result in rejection of the Consultant's bid, in which event the BAC shall proceed to the next Highest Rated Bid with a fresh period to make a similar determination of that Consultant's capabilities to perform satisfactorily. If the second Consultant, however, fails the post qualification, the procedure for post qualification shall be repeated

for the Consultant with the next Highest Rated Bid, and so on until the HRRB is determined for recommendation of contract award.

- 28.6. Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the HRRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 28.7. In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Consultant in writing of such decision and the grounds for it. When applicable, the BAC shall conduct negotiations, and if successful, post-qualification of the Consultant with the next Highest Rated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

## **29. Reservation Clause**

- 29.1. Notwithstanding the eligibility, short listing, or post-qualification of a Consultant, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Consultant, or that there has been a change in the Consultant's capability to undertake this Project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Consultant which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Consultant as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 29.2. Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
  - (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which



restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;

- (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
- (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GoP as follows:
  - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
  - (ii) If the project is no longer necessary as determined by the HoPE; and
  - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

29.3. In addition, the Procuring Entity may likewise declare a failure of bidding when:

- (a) No bids are received;
- (b) All prospective bidders are declared ineligible;
- (c) All bids fail to comply with all the bid requirements or there is no successful negotiation, or fail post-qualification; or
- (d) The bidder with the HRRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

## **F. Award of Contract**

### **30. Contract Award**

30.1. Subject to **ITB** Clause 28, the HoPE or its authorized representative shall award the contract to the Bidder whose bid has been determined to be the HRRB.

30.2. Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Consultant in writing that its bid has been accepted, through a Notice of Award duly received by the Consultant or its authorized representative personally or by

registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Consultant with the HRRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.

30.3. Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:

- (a) Submission of the following documents within the (10) calendar days from receipt of the Notice of Award:
  - (i) Valid JVA, if applicable;
  - (i) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign consultant; and/or
  - (ii) SEC Certificate of Registration of the foreign consulting firm, and/or the authorization or license issued by the appropriate GoP professional regulatory body of the foreign professionals engaging in the practice of regulated professions and allied professions, where applicable.
- (b) Posting of the performance security in accordance with **ITB** Clause 32;
- (c) Signing of the contract as provided in **ITB** Clause 31; and
- (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

### **31. Signing of the Contract**

31.1. At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

31.2. Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the Procuring Entity.

31.3. The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

31.4. The following documents shall form part of the contract:

- (1) Contract Agreement;
- (2) Bidding Documents;
- (3) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- (4) Performance Security;
- (5) Notice of Award of Contract; and
- (6) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

## **32. Performance Security**

32.1. Unless otherwise provided in the **BDS**, to guarantee the faithful performance by the winning Consultant of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

32.2. The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
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<p>(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</p> <p><i>For biddings conducted by the LGUs, the Cashier's/ Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or</p> <p><i>For biddings conducted by the LGUs, the Bank Draft/ Guarantee or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	<p>Five percent (5%)</p>
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	<p>Thirty percent (30%)</p>

- 32.3. Failure of the successful Consultant to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate negotiation and if successful, complete post-qualification of the second Highest Rated Bid. The procedure shall be repeated until the HRRB is identified and selected for recommendation of contract award. However if no Consultant had a successful negotiation or passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

### **33. Notice to Proceed**

- 33.1. Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed together with copies of the approved contract to the successful Consultant. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Consultant.
- 33.2. The contract effectivity date shall be the date of contract signing. The Consultant shall commence performance of its obligations only upon receipt of the Notice to Proceed.

### **34. 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**  
BID DATA SHEET



## BID DATA SHEET

ITB Clause	
1.1	<p>The Procuring Entity is <b>Bases Conversion and Development Authority (BCDA)</b>.</p> <p>The evaluation procedure is Quality Cost Based Evaluation (QCBE)</p>
1.2	<p>The Funding Source is the Government of the Philippines (GoP) through the approved 2020 BCDA Corporate Budget.</p> <p>The name of the project is: <b>Re-bidding for Consultancy Service for the Fourth Phase of the BCDA Transformation and Core Values Program</b></p>
1.3	<p>The Consultant's work shall include but not limited to <b>Consultancy Service for the Fourth Phase of the BCDA Transformation and Core Values Program</b> with the scope of work specified in the TOR. The general scope of work of the consultant are the following:</p> <ul style="list-style-type: none"> <li>A. Concept, design, plan of approach and methodology.</li> <li>B. Actual Conduct of trainings for a minimum of one hundred twenty (120) participants.</li> <li>C. Materials including certificates of attendance/participation.</li> <li>D. Report on the outcome of each training session.</li> <li>E. Conduct of individual one-on-one sessions and/or group sessions with the participants, whenever necessary.</li> <li>F. BCDA Group Core Values Manifest.</li> <li>G. One BCDA Culture and Core Values Sustainability Plan.</li> <li>H. Creation of Champions for the Transformation and Core Values Program.</li> </ul> <p><i>(See TOR for detailed scope of work)</i></p>
1.4	The Project shall not be phased.
5	No further instructions.



6.1	Subcontracting is not allowed
6.2	Not applicable.
7.1	<p>BCDA will hold a pre-bid conference for this Project on <b>10 December 2020 at 9:00AM</b> at the following address and through video-conferencing</p> <p>Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City</p>
8.1	<p>BCDA BAC for Consultancy address is:</p> <p><b>JOSHUA M. BINGCANG</b> Chairperson, BAC for Consulting Services Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City Tel No. 8575-1700 <a href="http://www.bcda.gov.ph">www.bcda.gov.ph</a></p>
10.1(b)	Not applicable
10.1(c)	<p>The minimum required experience of proposed professional staff is as follows:</p> <ol style="list-style-type: none"> <li><b>One (1)</b> Project Head/Lead Trainer/Facilitator – has acquired skills and is certified to administer experiential tools such as the Points of you, Ikigai, Gallup Clifton Strengths and TetraMap, with at least 3 years of experience as a Lead Trainer/Facilitator in the said tools, has bachelor's degree in a field related to the project on bid.</li> <li><b>Two (2) Support Trainers/Facilitators</b> - with at least 3 years of experience in handling projects related to the project on bid, has a bachelor's degree, and has acquired skills in any of the following tools - Points of you, Ikigai, Gallup Clifton Strengths and TetraMap.</li> </ol>
11.5	The consultant shall be subject to all applicable taxes and fees on the amount to be paid by the Procuring Entity under the contract through mandated withholding by the concerned agencies.
11.7	The ABC, inclusive of government taxes and fees, is as follows:

	Batch	Budget ( in Php)
	1	1,650,000
	2	1,650,000
	3	1,400,000
	4	1,300,000
	Any bid with a financial component exceeding this amount shall not be accepted.	
13.1	The bid prices shall be quoted in Philippine Pesos.	
13.3	No further instructions.	
14.1	Bids will be valid for the period of one hundred twenty (120) calendar days from the date of the opening of bids.	
15.1	<p>The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> <li>1. The amount of not less than Php120,000.00, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or</li> <li>2. The amount of not less than Php300,000.00, if bid security is in Surety Bond.</li> </ol>	
15.2	The bid security shall be valid within 120 calendar days from the date of opening of Bids.	
15.5(b)(iii)	No further instructions.	
17.1	No further instructions.	
17.3	Each Bidder shall submit <i>One (1)</i> original and <i>One (1)</i> copy of the first and second components of its bid.	
18	<p>The address for submission of bids is Bases Conversion and Development Authority, 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City</p> <p>The deadline for submission of bids is <b>22 December 2020 at 9:00 AM</b></p>	

21.2	<p>The address for opening of bids is Bases Conversion and Development Authority, 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City</p> <p>The date and time for opening of bids is <b>22 December 2020 at 10:00 AM</b></p>						
22.1	No further instructions.						
25.1	<p>The following processes for the opening and evaluation of bids shall be adopted:</p> <ul style="list-style-type: none"> <li>a. The technical proposal together with the financial proposal shall be considered in the ranking of consultants. The technical proposals shall be evaluated first using the criteria in ITB Clause 25.2. The financial proposals of the consultants who meet the minimum technical score shall then be opened.</li> <li>b. The financial and technical proposals shall be given corresponding weights with twenty percent (20%) and eighty percent (80%), respectively. The BAC shall rank the consultants in descending order based on the combined numerical ratings of their technical and financial proposals and identify the Highest Rated Bid.</li> <li>c. The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.</li> <li>d. After approval by the HoPE of the Highest Rated Bid, the BAC shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for negotiation in accordance with ITB Clause 27.</li> </ul>						
25.3	<p>The numerical weight and the minimum required for each criterion are as follows:</p> <table border="0"> <tr> <td>A. Experience and Capability of the Consultant</td> <td>20%</td> </tr> <tr> <td>B. Quality of Personnel to be Assigned to the Project</td> <td>40%</td> </tr> <tr> <td>C. Plans of Approach and Methodology</td> <td><u>40%</u></td> </tr> </table>	A. Experience and Capability of the Consultant	20%	B. Quality of Personnel to be Assigned to the Project	40%	C. Plans of Approach and Methodology	<u>40%</u>
A. Experience and Capability of the Consultant	20%						
B. Quality of Personnel to be Assigned to the Project	40%						
C. Plans of Approach and Methodology	<u>40%</u>						

	<p style="text-align: right;">TOTAL      100%</p> <p>The minimum St required to pass is <b>70%</b></p>
26.1	<p>The opening of Financial Proposals shall be on <b>23 December 2020 at 10:00 AM</b> at Bases Conversion and Development Authority, 2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City</p> <p>Financial Proposals shall be opened in public.</p>
26.2	<p><i>For Quality Cost Based Evaluation (QCBE)</i></p> <p>After the evaluation of quality is completed, the Procuring Entity shall notify those Consultants whose Bids did not meet the minimum qualifying mark or were considered non-responsive to the Bidding Documents and TOR, indicating that their Financial Proposals shall be returned unopened after completing the selection process. The Procuring Entity shall simultaneously notify the Consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date unless otherwise specified in <b>ITB</b> Clause 26.1. The notification may be sent by registered letter, facsimile, or electronic mail.</p> <p>The Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Procuring Entity shall prepare minutes of the public opening.</p> <p>The BAC shall determine whether the Financial Proposals are complete, <i>i.e.</i>, whether all the documents mentioned in <b>ITB</b> Clause 11 are present and all items of the corresponding Technical Proposals that are required to be priced are so priced. If not, the Procuring Entity shall reject the proposal. The BAC shall correct any computational errors, and convert prices in various currencies to the Philippine Peso at the rate indicated in <b>ITB</b> Clause 13. The Financial Proposal shall not exceed the ABC and shall be deemed to include the cost of all taxes, duties, fees, levies, and other charges imposed under the applicable laws. The evaluation shall include all such taxes, duties, fees, levies, and other charges imposed under the applicable laws; where special tax privileges are granted to a particular class or nationality of Consultant by virtue of the GoP's international commitments, the amount of such tax privileges shall be included in the Financial Proposal for purposes of comparative evaluation of Bids.</p>

	<p>The lowest Financial Proposal (Fl) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:  <math display="block">Sf = 100 \times Fl/F</math></p> <p>Where:  Sf is the financial score of the Financial Proposal under consideration,  Fl is the lowest Financial Proposal, and  F is the Financial Proposal under consideration.</p> <p>Using the formula <math>S = St \times T\% + Sf \times F\%</math>, the Bids shall then be ranked according to their combined St and Sf using the weights (St is the technical score of the Technical Proposal under consideration; T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) indicated below:  T _____ [From 0.6 to 0.85]; and  F _____ [From 0.15 to 0.4];  provided that the total weights given to the Technical and Financial Proposals shall add up to 1.0.</p>
27.1	The address for negotiation is Bases Conversion and Development Authority 2/F, Bonifacio Technology Center, 31 <sup>st</sup> Street, corner 2 <sup>nd</sup> Avenue, Bonifacio Global City, Taguig City
27.2(e)	Not applicable.
28.2	No additional requirement.
31.4.6	No additional requirement.
32.1	No further instructions.
33.2	The effective date of the contract is the date stated in the Notice to Proceed



## **SECTION IV**

### **GENERAL CONDITIONS OF THE CONTRACT**

## **GENERAL CONDITIONS OF CONTRACT**

### **1. Definitions**

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in the Philippines as they may be issued and enforced from time to time.
- (b) “Consultant” refers to the short listed consultant with the HRRB determined by the Procuring Entity as such in accordance with the ITB.
- (c) “Consulting Services” refer to services for Infrastructure Projects and other types of projects or activities of the Government of the Philippines (GoP) requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the Procuring Entity to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies.
- (d) “Contract” means the agreement signed by the Parties, to which these General Conditions of Contract (GCC) and other sections of the Bidding Documents are attached.
- (e) “Effective Date” means the date on which this Contract comes into full force and effect.
- (f) “Foreign Currency” means any currency other than the currency of the Philippines.
- (g) “Funding Source” means the entity indicated in the **SCC**.
- (h) “GCC” means these General Conditions of Contract.
- (i) “Government” means the Government of the Philippines (GoP).
- (j) “Local Currency” means the Philippine Peso (Php).



- (k) “Member,” in case the Consultant is a Joint Venture (JV) of two (2) or more entities, means any of these entities; and “Members” means all these entities.
- (l) “Party” means the Procuring Entity or the Consultant, as the case may be, and “Parties” means both of them.
- (m) “Personnel” means persons hired by the Consultant or by any Subconsultant as employees and assigned to the performance of the Services or any part thereof; “Foreign Personnel” means such persons who at the time of being so hired had their domicile outside the Government’s country; “Local Personnel” means such persons who at the time of being so hired had their domicile inside the Philippines; and “Key Personnel” means the Personnel referred to in **GCC** Clause 39.
- (n) “Procuring Entity” refers to any branch, constitutional commission or office, agency, department, bureau, office or instrumentality of the Government, including GOCC, GFI, SUC, LGU, and autonomous regional government procuring Goods, Consulting Services, and Infrastructure Projects.
- (o) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented.
- (p) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix I.
- (q) “Subconsultant” means any person or entity to whom/which the Consultant subcontracts any part of the Services in accordance with the provisions of **GCC** Clause 50.
- (r) “Third Party” means any person or entity other than the Government, the Procuring Entity, the Consultant or a Subconsultant.

## **2. Headings**

The headings shall not limit, alter or affect the meaning of this Contract.

### **3. Location**

The Services shall be performed at such locations as are specified in Appendix I and, where the location of a particular task is not so specified, at such locations, whether in the Philippines or elsewhere, as the Procuring Entity may approve.

### **4. Law Governing Contract and Services**

- 4.1 This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 4.2 The Consultant shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that any Subconsultant, as well as the Personnel of the Consultant and any Subconsultant, complies with the Applicable Law. The Procuring Entity shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.
- 4.3 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased on a no loss-no gain basis, and corresponding adjustments shall be made to the ceiling amounts specified in GCC Clause 52, provided that the cost is within the Approved Budget for the Contract (ABC).

### **5. Language**

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

### **6. Consultants and Affiliates Not to Engage in Certain Activities**

- 6.1 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Subconsultant and any entity affiliated with such Subconsultant, shall be disqualified from

providing goods, works, or consulting services for any project resulting from or closely related to this Contract other than the Services and any continuation thereof provided there is no current or future conflict.

6.2 The Consultant shall not engage, and shall cause their Personnel as well as their Subconsultants and their Personnel not to engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract; and
- (b) after the termination of this Contract, such other activities as may be specified in the **SCC**.

## **7. Authority of Member in Charge**

In case the Consultant is a JV, the Members hereby authorize the entity specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.

## **8. Resident Project Manager**

If required by the **SCC**, the Consultant shall ensure that at all times during the Consultant's performance of the Services in the Government's country, a resident project manager, acceptable to the Procuring Entity, shall take charge of the performance of such Services.

## **9. Entire Agreement**

This Contract, including the documents specified in Section 37.2.3 of the IRR of RA 9184, contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make any statement, representation, promise, or agreement not set forth herein of which the Parties shall not be bound by or be liable for.

## **10. Modification**

Unless otherwise specified in the **SCC**, no modification of the terms and conditions of this Contract, including any modification of the scope of the Services shall be allowed. Pursuant to **GCC** Clause 14 hereof, however, each Party shall give due consideration to any proposal for modification made by the other Party.

## **11. Relationship of Parties**

11.1 Nothing contained herein shall be construed as establishing a relation of employer and employee or of principal and agent as between the Procuring Entity and the Consultant. The Consultant, subject to this Contract, has complete charge of its Personnel and Subconsultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

11.2 The Consultant shall during the performance of the Services be an independent contractor, retaining complete control over its Personnel, conforming to all statutory requirements with respect to all its employees, and providing all appropriate employee benefits.

## **12. Authorized Representatives**

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Consultant may be taken or executed by the officials specified in the **SCC**.

## **13. Good Faith**

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

## **14. Operation of the Contract**

The Parties recognize that it is impractical for this Contract to provide for every contingency which may arise during the life of this Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them; and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties shall use

their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with **GCC** Clause 34 hereof.

## **15. Notices**

15.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, telex, telegram or facsimile to such Party at the address specified in the **SCC**.

15.2 Notice shall be deemed to be effective as specified in the **SCC**.

15.3 A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the **SCC** with respect to **GCC** Clause 15.2.

## **16. Warranty as to Eligibility**

16.1 The Consultant represents, warrants, and confirms that it, as well as its Subconsultant, if any, is eligible, *i.e.*, has the legal personality to act as a consultant in accordance with Part I, Section II. issued for this project.

16.2 The Consultant shall fulfill its obligations under this Contract by using knowledge according to the best accepted professional standards. The Consultant shall exercise all reasonable skill, care and diligence in the discharge of duties agreed to be performed and shall work in the best interest of the GoP.

## **17. Confidentiality**

Except with the prior written consent of the Procuring Entity, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the

Services. For purposes of this clause, “confidential information” means any information or knowledge acquired by the Consultant and/or its Personnel arising out of, or in connection with, the performance of the Services under this Contract that is not otherwise available to the public.

## **18. Payment**

18.1 In consideration of the Services performed by the Consultant under this Contract, the Procuring Entity shall make to the Consultant such payments and in such manner as is provided by **GCC** Clause 53 of this Contract. However, the Procuring Entity may refuse to make payments when the terms and conditions of the contract are not satisfactorily performed by the Consultant.

18.2 Subject to the ceilings specified in **GCC** Clause 52 hereof, the Procuring Entity shall pay to the Consultant: (i) remuneration as set forth in GCC Clause 53.2; and (ii) reimbursable expenditures as set forth in **GCC** Clause 53.4. Said remuneration shall not be subject to price adjustment.

18.3 All payments under this Contract shall be made to the account of the Consultant specified in the **SCC**.

## **19. Currency of Payment**

Unless otherwise specified in the **SCC**, all payments shall be made in Philippine Pesos.

## **20. Liability of the Consultant**

Subject to additional provisions, if any, set forth in the **SCC**, the Consultant’s liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

## **21. Insurance to be Taken Out by the Consultant**

21.1 The Consultant, at its own cost, shall be responsible for taking out or maintaining any insurance policy against any risk related to the project.

21.2 The Procuring Entity undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for the Personnel or for the dependents of any such Personnel.

## **22. Effectivity of Contract**

The contract effectivity date shall be the date of contract signing, provided that the effectiveness of the conditions, if any, listed in the **SCC** have been met.

## **23. Commencement of Services**

The Consultant shall begin carrying out the Services starting from the effectivity date of this Contract, as mentioned in **GCC** Clause 22.

## **24. Expiration of Contract**

Unless sooner terminated pursuant to **GCC** Clauses 27 or 28 hereof, this Contract shall terminate at the end of such time period after the effectivity date as shall be specified in the **SCC**.

## **25. Force Majeure**

25.1 For purposes of this Contract the terms “force majeure” and “fortuitous event” may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the Consultant could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Consultant.

25.2 The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of force majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

25.3 Unless otherwise agreed herein, force majeure shall not include:

- (a) any event which is caused by the negligence or intentional action of a Party or such Party's Subconsultants or agents or employees;
- (b) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder;
- (c) insufficiency of funds or failure to make any payment required hereunder; or
- (d) the Procuring Entity's failure to review, approve or reject the outputs of the Consultant beyond a reasonable time period.

25.4 A Party affected by an event of force majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder immediately or within a reasonable time.

25.5 A Party affected by an event of force majeure shall notify the other Party of such event as soon as possible, and in any event not later than fifteen (15) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

25.6 The Parties shall take all reasonable measures to minimize the consequences of any event of force majeure.

25.7 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a direct and proximate result of force majeure.

25.8 During the period of their inability to perform the Services as a direct and proximate result of an event of force majeure, the Consultant shall be entitled to continue receiving payment under the terms of this Contract as well as to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period, provided that such costs are still within the total contract price. However, the foregoing



provision shall not apply if the Procuring Entity suspends or terminates this Contract in writing, notice thereof duly received by the Consultant, pursuant to GCC Clauses 26 and 27 hereof with the exception of the direct and proximate result of force majeure.

25.9 Not later than fifteen (15) days after the Consultant, as the direct and proximate result of an event of force majeure, has become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures considering the circumstances.

25.10 In the case of disagreement between the parties as to the existence, or extent of force majeure, the matter shall be submitted to arbitration in accordance with GCC Clause 34 hereof.

## **26. Suspension**

26.1 The Procuring Entity shall, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fail to perform any of their obligations due to their own fault or due to force majeure or other circumstances beyond the control of either party (*e.g.* suspension of civil works being supervised by the consultant) under this Contract, including the carrying out of the Services, provided that such notice of suspension:

- (a) shall specify the nature of the failure; and
- (b) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultant of such notice of suspension.

26.2 The Consultant may, without prejudice to its right to terminate this Contract pursuant to **GCC** Clause 28, by written notice of suspension, suspend the Services if the Procuring Entity fails to perform any of its obligations which are critical to the delivery of the Consultant's services such as, non-payment of any money due the Consultant within forty-five (45) days after receiving notice from the Consultant that such payment is overdue.

## **27. Termination by the Procuring Entity**

27.1 The Procuring Entity shall terminate this Contract when any of the following conditions attends its implementation:

- (a) Outside of force majeure, the Consultant fails to deliver or perform the Outputs and Deliverables within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Consultant prior to the delay;
- (b) As a result of force majeure, the Consultant is unable to deliver or perform a material portion of the Outputs and Deliverables for a period of not less than sixty (60) calendar days after the Consultant's receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased;
- (c) In whole or in part, at any time for its convenience, the HoPE may terminate the Contract for its convenience if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies;
- (d) If the Consultant is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction; in which event, termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Consultant;
- (e) In case it is determined prima facie that the Consultant has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to, the following: corrupt, fraudulent, collusive, coercive, and obstructive practices; drawing up or using forged documents; using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and any other act analogous to the

foregoing. For purposes of this clause, corrupt, fraudulent, collusive, coercive, and obstructive practices shall have the same meaning as that provided in **ITB** Clause 3.1

- (f) The Consultant fails to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to GCC Clause 15.2 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Procuring Entity may have subsequently approved in writing;
- (g) The Consultant's failure to comply with any final decision reached as a result of arbitration proceedings pursuant to GCC Clause 34 hereof; or
- (h) The Consultant fails to perform any other obligation under the Contract.

27.2 In case of termination, written notice shall be understood to mean fifteen (15) days for short term contracts, *i.e.*, four (4) months or less, and thirty (30) days for long term contracts.

## **28. Termination by the Consultant**

The Consultant must serve a written notice to the Procuring Entity of its intention to terminate this Contract at least thirty (30) calendar days before its intended termination. This Contract is deemed terminated if no action has been taken by the Procuring Entity with regard to such written notice within thirty (30) calendar days after the receipt thereof by the Procuring Entity. The Consultant may terminate this Contract through any of the following events:

- (a) The Procuring Entity is in material breach of its obligations pursuant to this Contract and has not remedied the same within sixty (60) calendar days following its receipt of the Consultant's notice specifying such breach;
- (b) The Procuring Entity's failure to comply with any final decision reached as a result of arbitration pursuant to **GCC** Clause 34 hereof

- (c) As the direct and proximate result of force majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) The Procuring Entity fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to **GCC** Clause 32 hereof within eighty four (84) days after receiving written notice from the Consultant that such payment is overdue.

## **29. Procedures for Termination of Contracts**

The following provisions shall govern the procedures for the termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Procuring Entity shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Procuring Entity, the HoPE shall terminate this Contract only by a written notice to the Consultant conveying such termination. The notice shall state:
  - (i) that the contract is being terminated for any of the ground(s) afore-mentioned, and a statement of the acts that constitute the ground(s) constituting the same;
  - (ii) the extent of termination, whether in whole or in part;
  - (iii) an instruction to the Consultant to show cause as to why the contract should not be terminated; and
  - (iv) special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report;

- (c) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Consultant shall submit to the HoPE a verified position paper stating why this Contract should not be

terminated. If the Consultant fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;

- (d) The Procuring Entity may, at anytime before receipt of the Consultant's verified position paper to withdraw the Notice to Terminate if it is determined that certain services subject of the notice had been completed or performed before the Consultant's receipt of the notice;
- (e) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Consultant of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Consultant of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and
- (f) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE.

### **30. Cessation of Services**

Upon termination of this Contract by notice of either Party to the other pursuant to **GCC** Clauses 27 or 28 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Entity, the Consultant shall proceed as provided, respectively, by **GCC** Clauses 35 or 36 hereof.

### **31. Payment Upon Termination**

Upon termination of this Contract pursuant to **GCC** Clauses 27 or 28 hereof, the Procuring Entity shall make the following payments to the Consultant:

- (a) remuneration pursuant to **GCC** Clause 53 hereof for Services satisfactorily performed prior to the effective date of termination;
- (b) reimbursable expenditures pursuant to **GCC** Clause 53 hereof for expenditures actually incurred prior to the effective date of termination; and
- (c) in the case of termination pursuant to **GCC** Clause 27(b) hereof, reimbursement of any reasonable cost incident to the prompt and orderly termination of this Contract including the cost of the return travel of the Personnel and their eligible dependents.

### **32. Disputes about Events of Termination**

If either Party disputes whether an event specified in **GCC** Clause 27.1 or in **GCC** Clause 28 hereof has occurred, such Party may refer the matter to arbitration pursuant to **GCC** Clause 34 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

### **33. Cessation of Rights and Obligations**

Upon termination of this Contract pursuant to **GCC** Clauses 27 or 28 hereof, or upon expiration of this Contract pursuant to **GCC** Clause 24, all rights and obligations of the Parties hereunder shall cease, except:

- (a) such rights and obligations as may have accrued on the date of termination or expiration;
- (b) the obligation of confidentiality set forth in **GCC** Clause 17 hereof; and
- (c) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in **GCC** Clauses 51(b) and 51(c) hereof, any right which a Party may have under the Applicable Law.

### **34. Dispute Settlement**

34.1 If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with the implementation of this

Contract, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

34.2 Any and all disputes arising from the implementation of this Contract shall be submitted to arbitration in accordance with the rules of procedure specified in the **SCC**.

**35. Documents Prepared by the Consultant and Software Developed to be the Property of the Procuring Entity**

35.1 All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract shall become and remain the property of the Procuring Entity, and the Consultant shall, prior to termination or expiration of this Contract, deliver all such documents to the Procuring Entity, together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. The plans, drawings, specifications, designs, reports, other documents and software, including restrictions on future use of such documents and software, if any, shall be specified in the **SCC**.

35.2 All computer programs developed by the Consultant under this Contract shall be the sole and exclusive property of the Procuring Entity; provided, however, that the Consultant may use such programs for its own use with prior written approval of the Procuring Entity. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of any such computer programs, the Consultant shall obtain the Procuring Entity's prior written approval to such agreements. In such cases, the Procuring Entity shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned.

**36. Equipment and Materials Furnished by the Procuring Entity**

Equipment and materials made available to the Consultant by the Procuring Entity, or purchased by the Consultant with funds provided by the Procuring Entity, shall be the property of the Procuring Entity and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Procuring Entity an

inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Procuring Entity's instructions. While in possession of such equipment and materials, the Consultant, unless otherwise instructed by the Procuring Entity in writing, shall insure it at the expense of the Procuring Entity in an amount equal to their full replacement value.

**37. *Services, Facilities and Property of the Procuring Entity***

The Procuring Entity shall make available to the Consultant and the Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in Appendix V at the terms and in the manner specified in said appendix, provided that if such services, facilities and property shall not be made available to the Consultant as and when so specified, the Parties shall agree on:

- (a) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services;
- (b) the manner in which the Consultant shall procure any such services, facilities and property from other sources; and
- (c) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to **GCC** Clause 52 hereinafter which should be within the agreed contract ceiling.

**38. *Consultant's Actions Requiring Procuring Entity's Prior Approval***

The Consultant shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:

- (a) appointing such members of the Personnel as are listed in Appendix III merely by title but not by name;
- (b) entering into a subcontract for the performance of any part of the Services, it being understood that:
  - (i) the selection of the Subconsultant and the terms and conditions of the subcontract shall have been approved in writing by the Procuring Entity prior to the execution of the subcontract; and



- (ii) the Consultant shall remain fully liable for the performance of the Services by the Subconsultant and its Personnel pursuant to this Contract;
- (c) replacement, during the performance of the contract for any reason, of any Personnel as listed in Appendix III of this Contract requiring the Procuring Entity's prior approval; and
- (d) any other action that may be specified in the **SCC**.

### **39. Personnel**

- 39.1 The Consultant shall employ and provide such qualified and experienced Personnel and Subconsultants as are required to carry out the Services.
- 39.2 The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultant's Key Personnel are described in Appendix III.
- 39.3 The Key Personnel and Subconsultants listed by title as well as by name in Appendix III are hereby approved by the Procuring Entity. In respect of other Key Personnel which the Consultant proposes to use in the carrying out of the Services, the Consultant shall submit to the Procuring Entity for review and approval a copy of their biographical data and, in the case of Key Personnel to be assigned within the GoP, a copy of a satisfactory medical certificate attached as part of Appendix III. If the Procuring Entity does not object in writing; or if it objects in writing but fails to state the reasons for such objection, within twenty-one (21) calendar days from the date of receipt of such biographical data and, if applicable, such certificate, the Key Personnel concerned shall be deemed to have been approved by the Procuring Entity.
- 39.4 The Procuring Entity may request the Consultants to perform additional services not covered by the original scope of work but are determined by the Procuring Entity to be critical for the satisfactory completion of the Services, subject to **GCC** Clause 55.6.

- 39.5 No changes shall be made in the Key Personnel, except for justifiable reasons as may be determined by the Procuring Entity, as indicated in the **SCC**, and only upon prior approval of the Procuring Entity. If it becomes justifiable and necessary to replace any of the Personnel, the Consultant shall forthwith provide as a replacement a person of equivalent or better qualifications. If the Consultant introduces changes in Key Personnel for reasons other than those mentioned in the **SCC**, the Consultant shall be liable for the imposition of damages as described in the **SCC**.
- 39.6 Any of the Personnel provided as a replacement under **GCC** Clauses 39.5 and 39.7, the rate of remuneration applicable to such person as well as any reimbursable expenditures the Consultant may wish to claim as a result of such replacement, shall be subject to the prior written approval by the Procuring Entity. Except as the Procuring Entity may otherwise agree, the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.
- 39.7 If the Procuring Entity finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action as defined in the Applicable Law, or has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Procuring Entity's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.

#### **40. Working Hours, Overtime, Leave, etc.**

- 40.1 Working hours and holidays for Key Personnel are set forth in Appendix III. Any travel time prior to and after contract implementation shall not be considered as part of the working hours.
- 40.2 The Key Personnel shall not be entitled to claim payment for overtime work, sick leave, or vacation leave from the Procuring Entity since these items are already covered by the Consultant's

remuneration. All leaves to be allowed to the Personnel are included in the staff-months of service set forth in Appendix III. Taking of leave by any Personnel should not delay the progress and adequate supervision of the Services.

40.3 If required to comply with the provisions of **GCC** Clause 43.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix III may be made by the Consultant by prior written notice to the Procuring Entity, provided that:

- (a) such adjustments shall not alter the originally estimated period of engagement of any individual by more than ten percent (10%); and
- (b) the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in **GCC** Clause 52.1 of this Contract. Any other such adjustments shall only be made with the Procuring Entity's prior written approval.

#### **41. Counterpart Personnel**

41.1 If so provided in Appendix III hereto, the Procuring Entity shall make available to the Consultant, as and when provided in such Appendix III, and free of charge, such Counterpart Personnel to be selected by the Procuring Entity, with the Consultant's advice, as shall be specified in such Appendix III. Counterpart Personnel shall work with the Consultant. If any member of the Counterpart Personnel fails to perform adequately any work assigned to such member by the Consultant which is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Entity shall not unreasonably refuse to act upon such request.

41.2 The responsibilities of the Counterpart Personnel shall be specified in Appendix III, attached hereto, and the Counterpart Personnel shall not perform any work beyond the said responsibilities.

41.3 If Counterpart Personnel are not provided by the Procuring Entity to the Consultant as and when specified in Appendix III, and or if

the Counterpart Personnel lack the necessary training, experience or authority to effectively undertake their responsibilities, the Procuring Entity and the Consultant shall agree on how the affected part of the Services shall be carried out, and the additional payments, if any, to be made by the Procuring Entity to the Consultant as a result thereof pursuant to **GCC** Clause 52 hereof.

#### **42. Performance Security**

- 42.1 Unless otherwise specified in the **SCC**, within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the Consultant shall furnish the performance security in any the forms prescribed in the **ITB** Clause 30.2.
- 42.2 The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Consultant is in default in any of its obligations under the contract.
- 42.3 The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 42.4 The performance security may be released by the Procuring Entity and returned to the Consultant after the issuance of the Certificate of Final Acceptance subject to the following conditions:
  - (a) There are no pending claims against the Consultant or the surety company filed by the Procuring Entity;
  - (b) The Consultant has no pending claims for labor and materials filed against it; and
  - (c) Other terms specified in the **SCC**.
- 42.5 In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

#### **43. Standard of Performance**

- 43.1 The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods.
- 43.2 The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subconsultants or third parties.
- 43.3 The Consultant shall furnish to the Procuring Entity such information related to the Services as the Procuring Entity may from time to time reasonably request.
- 43.4 The Consultant shall at all times cooperate and coordinate with the Procuring Entity with respect to the carrying out of its obligations under this Contract.

**44. Consultant Not to Benefit from Commissions, Discounts, etc.**

The remuneration of the Consultant pursuant to **GCC** Clause 53 hereof shall constitute the Consultant's sole remuneration in connection with this Contract or the Services and, subject to **GCC** Clause 45 hereof, the Consultant shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations hereunder, and the Consultant shall use its best efforts to ensure that any Subconsultants, as well as the Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

**45. Procurement by the Consultant**

If the Consultant, as part of the Services, has the responsibility of advising or procuring goods, works or services, for the Procuring Entity, the Consultant shall comply with any applicable procurement guidelines of the Funding Source, and shall at all times exercise such responsibility in the best interest of the Procuring Entity. Any discounts or advantages

obtained by the Consultant in the exercise of such procurement responsibility shall be for the benefit of the Procuring Entity.

#### **46. Specifications and Designs**

46.1 The Consultant shall prepare all specifications and designs using the metric system and shall embody the best design criteria applicable to Philippine conditions. The Consultant shall specify standards which are accepted and well-known among industrial nations.

46.2 The Consultant shall ensure that the specifications and designs and all documentation relating to procurement of goods and services for this Contract are prepared on an impartial basis so as to promote national and international competitive bidding.

#### **47. Reports**

The Consultant shall submit to the Procuring Entity the reports, deliverables and documents in English, in the form, in the numbers, and within the time periods set forth in Appendix II.

#### **48. Assistance by the Procuring Entity on Government Requirements**

48.1 The Procuring Entity may assist the Consultant, Subconsultants, and Personnel in the payment of such taxes, duties, fees and other impositions as may be levied under the Applicable Law by providing information on the preparation of necessary documents for payment thereof.

48.2 The Procuring Entity shall use its best efforts to ensure that the Government shall:

- (a) provide the Consultant, Subconsultants, and Personnel with work permits and such other documents as shall be necessary to enable the Consultant, Subconsultants, or Personnel to perform the Services;
- (b) arrange for the foreign Personnel and, if appropriate, their eligible dependents to be provided promptly with all necessary entry and exit visas, residence permits, and any

other documents required for their stay in the Philippines for the duration of the Contract;

- (c) facilitate prompt clearance through customs of any property required for the Services and of the necessary personal effects of the foreign Personnel and their eligible dependents;
- (d) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services; and
- (e) grant to foreign Consultant, any foreign Subconsultant and the Personnel of either of them the privilege, pursuant to the Applicable Law, of bringing into the Government's country reasonable amounts of foreign currency for purposes of the Services or for the personal use of the foreign Personnel and their dependents.

#### **49. Access to Land**

The Procuring Entity warrants that the Consultant shall have, free of charge, unimpeded access to all lands in the Philippines in respect of which access is required for the performance of the Services. The Procuring Entity shall be responsible for any damage to such land or any property thereon resulting from such access and shall indemnify the Consultant and each of the Personnel in respect of liability for any such damage, unless such damage is caused by the default or negligence of the Consultant or any Subconsultant or the Personnel of either of them.

#### **50. Subcontract**

- 50.1 Subcontracting of any portion of the Consulting Services, if allowed in the **BDS**, does not relieve the Consultant of any liability or obligation under this Contract. The Consultant will be responsible for the acts, defaults, and negligence of any subconsultant, its agents, servants or workmen as fully as if these were the Consultant's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 50.2 Subconsultants disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to

compliance with the required qualifications and the approval of the Procuring Entity.

## **51. Accounting, Inspection and Auditing**

### **51.1 The Consultant shall:**

- (a) keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as shall clearly identify all relevant time changes and costs, and the bases thereof;
- (b) permit the Procuring Entity or its designated representative and or the designated representative of the Funding Source at least once for short-term Contracts, and annually in the case of long-term Contracts, and up to one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Procuring Entity; and
- (c) permit the Funding Source to inspect the Consultant's accounts and records relating to the performance of the Consultant and to have them audited by auditors approved by the Funding Source, if so required.

51.2 The basic purpose of this audit is to verify payments under this Contract and, in this process, to also verify representations made by the Consultant in relation to this Contract. The Consultant shall cooperate with and assist the Procuring Entity and its authorized representatives in making such audit. In the event the audit discloses that the Consultant has overcharged the Procuring Entity, the Consultant shall immediately reimburse the Procuring Entity an amount equivalent to the amount overpaid. If overpayment is a result of the Consultant having been engaged in what the Procuring Entity (or, as the case may be, the Funding Source) determines to constitute corrupt, fraudulent, or coercive practices, as defined in **GCC** Clause 27(e) and under the Applicable Law, the Procuring Entity shall, unless the Procuring Entity decides otherwise, terminate this Contract.



51.3 The determination that the Consultant has engaged in corrupt, fraudulent, coercive practices shall result in the Procuring Entity and/or the Funding Source seeking the imposition of the maximum administrative, civil and criminal penalties up to and including imprisonment.

## **52. Contract Cost**

52.1 Except as may be otherwise agreed under **GCC** Clause 10, payments under this Contract shall not exceed the ceiling specified in the **SCC**. The Consultant shall notify the Procuring Entity as soon as cumulative charges incurred for the Services have reached eighty percent (80%) of this ceiling.

52.2 Unless otherwise specified in the **SCC**, the cost of the Services shall be payable in Philippine Pesos and shall be set forth in the Appendix IV attached to this Contract.

## **53. Remuneration and Reimbursable Expenditures**

53.1 Payments of Services do not relieve the Consultant of any obligation hereunder.

53.2 Remuneration for the Personnel shall be determined on the basis of time actually spent by such Personnel in the performance of the Services including other additional factors indicated in the **SCC** after the date determined in accordance with **GCC** Clause 22, or such other date as the Parties shall agree in writing, including time for necessary travel via the most direct route, at the rates referred to, and subject to such additional provisions as are set forth, in the **SCC**.

53.3 Remuneration for periods of less than one month shall be calculated on an hourly basis for time spent in home office (the total of 176 hours per month shall apply) and on a calendar-day basis for time spent away from home office (1 day being equivalent to 1/30th of a month).

53.4 Reimbursable expenditures actually and reasonably incurred by the Consultants in the performance of the Services are provided in the **SCC**.

53.5 Billings and payments in respect of the Services shall be made as follows:

- (a) The Procuring Entity shall cause to be paid to the Consultant an advance payment as specified in the **SCC**, and as otherwise set forth below. The advance payment shall be due after the Consultant provides an irrevocable standby letter of credit in favor of the Procuring Entity issued by an entity acceptable to the Procuring Entity in accordance with the requirements provided in the **SCC**.
- (b) As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, the Consultant shall submit to the Procuring Entity, in duplicate, itemized statements, accompanied by copies of receipted invoices, vouchers and other appropriate supporting materials, of the amounts payable pursuant to **GCC** Clauses 52.1 and 53 for such month. Separate monthly statements shall be submitted in respect of amounts payable in foreign currency and in local currency. Each separate monthly statement shall distinguish that portion of the total eligible costs which pertains to remuneration from that portion which pertains to reimbursable expenditures.
- (c) The Procuring Entity shall cause the payment of the Consultant's monthly statements within sixty (60) days after the receipt by the Procuring Entity of such statements with supporting documents. Only such portion of a monthly statement that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, the Procuring Entity may add or subtract the difference from any subsequent payments. Interest shall be paid for delayed payments following the rate provided in the **SCC**.

#### **54. Final Payment**

54.1 The final payment shall be made only after the final report and a final statement, identified as such, shall have been submitted by

the Consultant and approved as satisfactory by the Procuring Entity. The Services shall be deemed completed and finally accepted by the Procuring Entity and the final report and final statement shall be deemed approved by the Procuring Entity as satisfactory ninety (90) calendar days after receipt of the final report and final statement by the Procuring Entity unless the Procuring Entity, within such ninety (90)-day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final statement. The Consultant shall thereupon promptly make any necessary corrections within a maximum period of ninety (90) calendar days, and upon completion of such corrections, the foregoing process shall be repeated.

- 54.2 Any amount which the Procuring Entity has paid or caused to be paid in accordance with this clause in excess of the amounts actually payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Procuring Entity within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by the Procuring Entity for reimbursement must be made within twelve (12) calendar months after receipt by the Procuring Entity of a final report and a final statement approved by the Procuring Entity in accordance with the above.

## **55. Lump Sum Contracts**

- 55.1 For Lump Sum Contracts when applicable, notwithstanding the terms of **GCC** Clauses 10, 18.1, 31(c), 41.3, 53.2, 53.3, 53.4, 53.5, and 54.1, the provisions contained hereunder shall apply.
- 55.2 Personnel - Any replacement approved by the Procuring Entity in accordance with **ITB** Clause 25.3 shall be provided by the Consultant at no additional cost.
- 55.3 Staffing Schedule - Should the rate of progress of the Services, or any part hereof, be at any time in the opinion of the Procuring Entity too slow to ensure that the Services are completed in accordance with the Staffing Schedule, the Procuring Entity shall so notify the Consultant in writing and the Consultant shall at its sole cost and expense, thereupon take such steps as necessary,

subject to the Procuring Entity's approval, or as reasonably required by the Procuring Entity, to expedite progress so as to ensure that the Services are completed in accordance with the Staffing Schedule.

55.4 Final payment pursuant to the Payment Schedule in Appendices IV and V shall be made by the Procuring Entity after the final report has been submitted by the Consultant and approved by the Procuring Entity.

55.5 Termination - Upon the receipt or giving of any notice referred to in **GCC** Clause 29 and if the Consultant is not in default under this Contract and has partly or substantially performed its obligation under this Contract up to the date of termination and has taken immediate steps to bring the Services to a close in prompt and orderly manner, there shall be an equitable reduction in the maximum amount payable under this Contract to reflect the reduction in the Services, provided that in no event shall the Consultant receive less than his actual costs up to the effective date of the termination, plus a reasonable allowance for overhead and profit.

55.6 Unless otherwise provided in the **SCC**, no additional payment for variation order, if any, shall be allowed for this Contract.

## **56. Liquidated Damages for Delay**

If the Consultant fails to deliver any or all of the Services within the period(s) specified in this Contract, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract pursuant to **GCC** Clause 27.



## **SECTION V**

### **SPECIAL CONDITIONS OF THE CONTRACT**

## SPECIAL CONDITIONS OF CONTRACT

GCC Clause	
1.1(g)	The Funding Source is the Government of the Philippines (GoP) through BCDA's 2020 Corporate Budget.
6.2(b)	For a period of two years after the expiration of this Contract, the Consultant shall not engage, and shall cause its Personnel as well as their Subconsultants and its Personnel not to engage, in the activity of a purchaser (directly or indirectly) of the assets on which they advised the Procuring Entity under this Contract nor in the activity of an adviser (directly or indirectly) of potential purchasers of such assets. The Consultant also agree that their affiliates shall be disqualified for the same period of time from engaging in the said activities.
7	Not applicable.
8	Not Applicable.
10	No further instructions.
12	<p>The Authorized Representatives are as follows:</p> <p>For the Procuring Entity:</p> <p><b>AILEEN ANUNCIACION R. ZOSA</b> Executive Vice President and Chief Operations Officer</p> <p>For the Consultant:</p> <p><i><b>NOTE:</b> Name of authorized representative to be filled out by winning consultant prior to contract signing.</i></p>
15.1	BCDA's address is:

	<p><b>Bases Conversion and Development Authority</b>  2/F, Bonifacio Technology Center, 31<sup>st</sup> Street, corner 2<sup>nd</sup> Avenue, Bonifacio Global City, Taguig City</p> <p>Any notice, request or consent required or permitted pursuant to this Contact shall be addressed to:</p> <p><b>AILEEN ANUNCIACION R. ZOSA</b>  Executive Vice President and Chief Operations Officer  Bases Conversion and Development Authority  2/F, Bonifacio Technology Center  31<sup>st</sup> Street corner 2nd Avenue  Bonifacio Global City, Taguig City  Email address: arzosa@bcda.gov.ph  Tel No. 8575-1700; Fax No. 8816-0917</p> <p>Consultants: <i>[insert name of the Consultant]</i></p> <p>Attention: <i>[insert name of the Consultant's authorized representative]</i></p> <p>Address:</p> <p>Facsimile:</p> <p>Email Address:</p> <p><b>NOTE:</b> <i>Contact details to be filled out by winning consultant prior to contract signing.</i></p>
15.2	<p>Notice shall be deemed to be effective as follows:</p> <p>(a) in the case of personal delivery or registered mail, on delivery;</p> <p>(b) in the case of facsimiles, within <i>[insert hours]</i> following confirmed transmission; or</p> <p>(c) in the case of telegrams, within <i>[insert hours]</i> following confirmed transmission.</p>
18.3	<p><i>State here Consultant's account where payment may be made.</i></p> <p><b>NOTE:</b> <i>Details of account to be filled out by winning consultant prior to contract signing.</i></p>
19	No further instructions.
20	No additional provision



22	None
24	The contract shall terminate upon issuance of the Certificate of Completion to the Consultant.
34.2	Any and all disputes arising from the implementation of this contract shall be submitted to arbitration in the Philippines according to the provisions of Republic Acts 876 and 9285, as required in Section 59 of the IRR of RA 9184.
35.1	All deliverables indicated in the Terms of Reference and all other documents and electronic files that shall be prepared and originally crafted by the Consultant during the course of its Services shall become and remain the property of BCDA.
38.1(d)	The Consultant's actions requiring BCDA's prior approval are: Program Concept and Design, Training Schedule, Core Values and Sustainability Plan, Certificate of Completion of Milestone and Trainings
39.5	<p>The Consultant may change its Key Personnel only for justifiable reasons as may be determined by the Procuring Entity, such as death, serious illness, incapacity of an individual Consultant, resignation, among others, or until after fifty percent (50%) of the Personnel's man-months have been served.</p> <p>Violators will be fined an amount equal to the refund of the replaced Personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.</p>
42.1	No further instructions.
42.4(c)	No further instructions
52.1	<p>The total ceiling amount in Philippine Pesos is <i>[insert amount]</i>.</p> <p><b>NOTE:</b> The contract amount is to be filled out by the BAC Secretariat prior to contract signing.</p>
52.2	No further instructions.
53.2	No additional instructions.
53.4	No reimbursable expenses.

53.5(a)	<p>The following provisions shall apply to the advance payment and the advance payment guarantee:</p> <p>(a) An advance payment of <i>10% of the contract</i> amount in Philippine peso shall be made thirty (30) days after the Effective Date.</p> <p>(b) The advance payment shall be made only upon the submission to and acceptance by the Procuring Entity of an irrevocable standby letter of credit issued by an entity acceptable to the agency and of an amount equivalent to the advance payment.</p>
(c)	The interest rate is zero.
55.6	No further instructions.

## **SECTION VI**

### **TERMS OF REFERENCE**

**I. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The approved budget for the contract (ABC) is as follows, inclusive of all government taxes and fees:

BATCH	BUDGET (in PhP)
1	1,650,000
2	1,650,000
3	1,400,000
4	1,300,000

**II. BACKGROUND AND OBJECTIVES**

The Bases Conversion and Development Act of 1992 was created by Republic Act 7227, (as amended by RA 7917, and 9400), and mandated to 1) accelerate the sound and balanced conversion of military reservations into alternative productive, and economic uses; 2) raise funds from the sale of portions of Metro Manila military camps to rehabilitate and develop former US military lands in Central and Northern Luzon; and 3) generate funds to support the AFP modernization program.

Pursuant to RA 7227 and subsequent laws, the following were created as subsidiaries of BCDA who shall serve as BCDA implementing arms to operate, manage, develop, and administer BCDA's economic zones, civil aviation complex and airport:

- A. Clark Development Corp. (CDC) for Clark Special Economic and Freeport Zone (CSEFZ)
- B. John Hay Management Corp. (JHMC) for John Hay Special Economic Zone (JHSEZ)
- C. Poro Point Management Corp. (PPMC) for Poro Point Freeport Zone (PPFZ)
- D. Clark International Airport Corp. (CIAC) for Clark Civil Aviation Complex (CCAC) and the Clark International Airport (CIA)
- E. Bataan Technology Park for Morong Special Economic Zone (MSEZ)

Pursuant to their specific mandates, BCDA and its subsidiaries ("BCDA Group") formulated their own mission and vision statements as well as their own core values. While it is understandable that they have unique mission and vision statements, it is imperative that the entire BCDA Group has a unified and consolidated core values. Nothing can advocate more honor and excellence than when the sense of purpose is translated into a culture of integrity, transparency and accountability especially in our infrastructure projects.

The current core values of the BCDA Group are the following:

Core Values	
BCDA	Integrity, Excellence, Stewardship, Innovation
CDC	Integrity, Professional Excellence, Open Communication, Spirit of Service
CIAC	Commitment, Integrity, Accountability, Competency, Teamwork, Inclusiveness/ Corporate Citizenship, Excellence, and Service
JHMC	Stewardship, Passion for the Environment, Integrity, Commitment, Excellence
PPMC	Integrity, Excellence, Stewardship, Innovation

Establishing cohesion and unity across all types of employees within the organization, regardless of rank or capabilities, is necessary to achieve one company culture. Therefore, the BCDA Group and its subsidiaries must consolidate under “One Common Language” (OCL). OCL is an awareness of the organization’s core values and an understanding that employees’ roles, strengths, and behavior in the workplace play a part in the fulfilment of the organization’s objectives. OCL provides the motivation that binds the employees to consistently “perform with a purpose”. The core values of the organization must aim to prioritize the needs of the people, community, and country above profit.

In order to achieve one company culture within the BCDA Group, the TCV program will be implemented in phases for employees across different functional areas. The TCV program aims to complement the employee-specific skill set training given by the Human Resources (HR) Department by providing employees with a training program that focuses more on their inner self, motivation, values, and psychological foundation. Participants will be immersed and introduced to the BCDA Group’s organizational identity, culture, and values in order to understand how their behavior, strengths and inherent behavioral characteristics will add meaning to their work and to the organization as a whole. It is aimed that the participants of each phase shall act as “champions” who will embrace the organization’s core values and drive their co-workers to become better employees.

BCDA is implementing this Transformation and Core Values Program in different phases to customize the methodology that is dependent on the profile of the participants and target outputs:

#### Phase 1: Pilot run

The Phase One (1) of the TCV Program is about capacitating the planning officers of the BCDA Group because the critical function of formulating the strategic direction of the entire BCDA Group, which emanates from BCDA Board, is the responsibility of the planning officers. Phase 1 is about setting the direction and expectations of the TCV Program. Thus, the participants were composed of the planning officers of the BCDA and its subsidiaries.

#### Phase 2: Capacitating the Management of the BCDA as the mother company

Phase Two (2) involves capacitating the management committee of BCDA as the mother company. The Management Committee of BCDA is composed of policy makers, senior managers, executive officers, and department heads who lead in the execution of policies and programs of the organization. It is critical that they understand, support, and embrace the objectives of the TCV program in creating one common culture in the organization.

#### Phase 3: Capacitating the management of the BCDA subsidiaries

In order to ensure that the Transformation and One common values is understood and manifested in the BCDA Group, the subsidiaries must be involved in the program. Phase Three (3) involves the Management Committee of different subsidiaries under the BCDA Group. The objective is to capacitate them in creating one common culture in BCDA.

#### Phase 4: Capacitating the implementers in the organization

The technical people must understand each other through capacitating them in the transformation and core values program. Phase Four (4) of the TCV Program recognizes that core values play an important role in the level of the middle management and employees that are performing technical roles in the BCDA Group, without taking away the fact that technical maturity and capability of the employees are also part in building the company's core values. The targets/plans will be properly implemented if these people work together harmoniously.

The first three phases have been completed already with the participation of BCDA Group's Top Management, Senior Management, and selected Planning Officers. The fourth phase shall focus on cultivating the core values of the middle management and selected technical officers (e.g. supervisors, engineers, accountants, lawyers, business development officers, heads of the task forces, marketing and promotion officers). Moreover, the fourth phase shall apply the learnings and insights cascaded from the previous three phases.

At the end of the Phase Four (4) of the TCV Program, the participants will have a renewed sense of purpose and motivation to carry out their job functions, in line with their personal goals and the organization's objectives being the implementers in the BCDA Group. Furthermore, BCDA employees will have a deeper understanding of how their skill-set training can be used to go above and beyond in their respective roles.

At the end of the program, BCDA will be able to identify and craft clearer core values which everyone will embrace and live by within the BCDA organization. Hence, BCDA's culture is developed.

For this project, BCDA needs to customize the methodology suited to train the implementers of the BCDA Group in understanding, appreciating and applying one company core values in their respective roles. Therefore, BCDA needs a consultant to achieve the objectives of the Phase Four (4) of the TCV Program.

The objectives of the PROJECT are as follows:

- A. **Draw out and identify the core values of the participants from the BCDA Group.** The program is expected to study, analyze, and assess the BCDA core values of the participants from the BCDA Group. The core values will reflect the strength, belief, mission and vision of the participants from the BCDA Group.
- B. **Develop and initiate the organization's one common culture across the BCDA Group.** The program is expected to assist BCDA in developing and initiating a company culture across the BCDA Group that is based on strengths, capabilities, teamwork, and positive behaviors. With the discovery and understanding of employees' reason for being (Ikigai), strength and behavioral patterns, the BCDA organization must be able to bridge the gap through strength and behavioral complementation across all levels, from top executives down to the last employee.
- C. **Increase satisfaction, sense of ownership, and accountability towards work.** Through the discovery of employees' inner self, strength, intrinsic behavioral patterns, and effective communication strategies, the program aims to increase employee's satisfaction, sense of ownership, and accountability towards work.

- D. **Create champions to sustain one company culture across the BCDA Group.** The program aims to develop and create champions to sustain the development of one company culture and core values across the BCDA organization at all levels. The program shall lay down the steps on how the Core Values Champions will adapt BCDA core values and create programs at different levels to implement, reinforce, and sustain the positive work culture in all internal systems, processes, and project deliveries between and across all departments and groups. BCDA shall integrate with the champions from the different champions of the previous graduates.

### III. SCOPE OF WORKS OF THE CONSULTANT

For the conduct of the Phase Four (4) of the TCV Program, the CONSULTANT shall:

- A. Design a program that considers the BCDA Group profile, the mission and vision, internal systems and processes, and as outlined in the scope of work
- B. Conduct training sessions in four (4) batches and in accordance with the prescribed timetable
- C. Draw out and identify BCDA Group Core Values of the participants
- D. Formulate Initial BCDA Culture and Core Values Sustainability Plan based on the results of the four phases of the TCV Program
- E. Assist BCDA in the planning and implementation of the Transformation and Core Values Program for the BCDA Group
- F. Coordinate with the participants for any pre-training requirements and conduct one-on-one or group sessions with them to solicit feedback and assessment of the training program
- G. Coordinate with BCDA Corporate Planning Department (CPD) and Organizational Development and Management Department (ODMD) from the design, concept, implementation, and post-event activities for this project

The CONSULTANCY Service shall include, but not be limited, to the following:

#### A. Program Design

The CONSULTANT shall include the following in the proposed design, concept, and program flow:

##### ***Part I: Organizational Perspective***

The activity is essentially an awareness-building activity that aims to open the mind of the participants to the global corporations that capitalize on having one common language and strong work culture. This segment of the program shall serve as an initial platform for participants to internalize the concepts and impact of having one language and strong work culture. It aims to make them cognizant of its importance and prompt them to adapt the same in both their functional units and the organization as a whole. Thus, the consultant must be able to do a thorough research of great corporations whose best practices are worth emulating by BCDA.

The journey to their successes will be highlighted and how core values became a key to their individual successes. Global companies such as Apple, Google, Facebook, Nike, and Amazon, apart from having globally competitive systems and processes, owed their successes to their company's core values. To cite some great corporations, Apple's core values are summarized in one thought, that is, "think different." For Google, one of its most important core values is empowerment and avoiding micromanagement. Facebook's core values are "move fast, be bold, be open, and be of social value." Nike and Amazon have likewise simple and clear core values which resonate what their companies believe in and stand for. The program will culminate towards inculcating in the participants the following concepts:

1. **Performance with purpose or going beyond the call of duty.** This is finding meaning in one's work. This is important for every individual because a purpose-driven performance will yield positive results for the organization.
2. **Disruptive thinking/thinking differently is thinking outside the box or changing the status quo.** To interpret, this is not being the best of the best but being the first to innovate or to provide the service. As a government entity, we are challenged to innovate but within certain parameters.
3. **Teamwork is essential for the delivery of the desired output of any project.** The shared contribution of everyone in the organization will enhance productivity and enable the organization to accomplish its goals.

### ***Part II: Individual's Perspective***

The activity is essentially aimed at revitalizing employees' belief of himself/herself, passion for work, and pledge for dedication for the BCDA organization. Employees are the core and the most important asset of the organization, thereby, this part of the program would make the employees feel how important they are by looking at their individual motivations and aspirations, by focusing at their strengths rather than their inabilities, by bridging behavioral gaps to make them work as one team, to develop company core values out of their individual beliefs and aspirations, and to search effective communication strategies so that they will work best in harmony. BCDA wants them to realize that their individual roles in the BCDA Group are not just a job or source of income but a fulfilment of their reasons for being and a platform to harness their natural talents and behaviours. Finally, BCDA wants them to look forward to the future as a big opportunity to express their sense of purpose and passion.

Therefore, BCDA wants the consultant to design a training course 1) to discover the motivation and aspirations of the participants; 2) to profile and analyse employees' and BCDA Group's strengths; and 3) to profile and analyse complementation of behavioral patterns among the executives, managers, and employees, within the BCDA Group, as a whole.

#### **1. Discovery of Inner Self and Motivations**



Since BCDA employees have individual reasons for coming to work or for working for their individual BCDA subsidiaries, we would like the consultant to design and facilitate a training course to discover employees' motivations, and aspirations through awareness-building and team building exercises.

We prefer that the consultant would use Points of You and Ikigai, a training tool used for team building exercises, to 1) lead the participants to share their experiences, belief, personal milestones, and core values; b) facilitate team building activities to find the participants motivations and aspirations; 3) connect the participants' self-discovered purpose to their individual role in the BCDA Group. This activity is looking in depth why employees "get up in the morning". The Consultant must be an expert in conducting the Ikigai and Points of You tools.

## **2. Profiling and Analysis of Organizational Strengths**

This part of the program shall profile and analyze the employees' and organizational strengths to determine the BCDA Group's workforce position, in terms of individual employees' strengths and organizational competence, through the lens of Gallup Strengths Finder.

The consultant shall assist BCDA, through appropriate team building activities, in profiling and analyzing the BCDA Group's employees' strengths, evaluating the strengths complementation and gaps among team members, departments, groups, BCDA subsidiaries, and BCDA Group, in entirety. The program shall determine which organizational strengths are dominant and which strengths need improvement. The consultant shall assist BCDA in analyzing dominant, average, and under exposed strengths possessed by the employees and BCDA Group, in general. Preferably, BCDA would like the consultant to use a psychology tool e.g. Gallup StrengthFinder, to provide a scientific basis in profiling employees' and organizational strengths, and to achieve the objective of this part of the training program.

Gallup Strengths Finder is a scientific tool to assess the individual's natural talents and strengths. The principle behind the tool is that companies who use strengths-based performance management not only make their employees happy, fulfilled, and satisfied but also increase their productivity and profitability. The Consultant must have the license to conduct this tool.

## **3. Profiling and Complementation of Behavioral Patterns in the Organization**

The Phase four of the TCV Program shall profile and analyze employees' general behaviors and behavioral patterns. With team building activities, the consultant shall assess why employees behave in a certain manner at the workplace, what behaviors are dominant in the interaction among team members, between employees and managers, what behaviors are required during project planning and implementation, and what general behaviors are expressed when employees are in stressful situations. The training program shall assist the BCDA Group to lead employees and manage tasks, and projects, in general. Preferably, BCDA wants the consultant to use a technical and scientific tool

e.g. TetraMap, to qualify employees' behavioral patterns and to have a solid basis of the results. We believe that this tool helps companies create perfect teams that are built by providing the conditions where people can connect, communicate, collaborate and contribute.

Overall, the Phase four of the TCV Program shall marry 1) the rationale (mind) and the emotion (heart) and 2) personal/people development and quality performance management towards the transformation of the BCDA Group and its core values and creation of One Common Culture across the BCDA Group, that are sustainable across administrations.

The CONSULTANT shall provide a Database for 1) Reasons for being (IKIGAI), 2) Profile of Strengths, and 3) Profile of Behavioral Patterns as a supporting document to achieve the objectives of the training program.

**B. Facilitation in the identification of BCDA Core Values and Corporate Culture**

The CONSULTANT shall facilitate and assist BCDA in identifying and consolidating the BCDA core values of the participants and formulate the BCDA corporate culture. It is expected that BCDA's core values and corporate culture are translated into a BCDA Manual on Corporate Culture.

**C. BCDA One Common Culture and Core Values Sustainability Plan**

The Consultant is expected to submit the Consolidated Core Values of the participants from four phases of the TCV program and formulate the BCDA Group One Culture Sustainability Plan to BCDA to ensure continuity of the Program. The Sustainability Plan should include coaching sessions.

The CONSULTANT shall recommend various activities to be plotted across the One Common Culture and Core Values Sustainability Roadmap with a five-year horizon or more, to ensure that the intended BCDA Group culture and core values are reinforced, sustained, and practiced.

The CONSULTANT shall identify the level of participation needed for the recommended activities across units, divisions, department, groups, and BCDA organization, in general.

Critical in the sustainability plan is the identification of TCV Champions across the BCDA Group. These Champions shall adapt, initiate, practice and lead in the implementation of the BCDA Group core values until all the employees do the same.

The CONSULTANT should be available anytime, at least until 2022, to assist the champions in the implementation of the sustainability plan until the champions are confident enough to move on their own.

**D. Conduct of the Training Sessions**

The consultant shall conduct pre-work, actual conduct of training sessions, and post-training session activities to ensure that the objectives are met, as follows:

**1. Pre-work**

- a. **Conduct a complete staff work.** The consultant is expected to conduct complete staff work on company profile, internal systems, and processes about BCDA and its subsidiaries, including the profile of BCDA Group employees at the middle management level and those employees whose roles are technical in nature, to customize the delivery of the training sessions. The consultant is also expected to prepare the participants prior to the conduct of the training sessions, among others.
- b. **Submit the concept, design, plans of approach and methodology.** The consultant shall submit the concept, training design, plan of approach and methodology to consider the target participants' profile, program content, composition of participants per training session, talent sourcing, logistics plan, venue arrangement, and post-event activities. This includes all copies of necessary presentation materials.
- c. **Conduct a Walk-Through of the training activities.** The consultant shall conduct a walk-through of the activities of the Program with CPD to ensure smooth execution of the entire program during the BCDA Team Building.
- d. **Conduct a dry-run.** The consultant shall undertake a dry-run of each activity with CPD to ensure that the content is aligned with the objectives.
- e. **Coordinate with the venue owner/operator.** The consultant shall coordinate with the venue owner/operator regarding logistics, food, and other concerns in preparation for all training sessions, with assistance from BCDA, if needed.
- f. **Coordinate with the participants of the training sessions.** The consultant is expected to coordinate and communicate with the participants for any pre-training requirements to ensure 100% participation, with the assistance of BCDA Corporate Planning Department and Human Resources and Management Department.
- g. **Ensure that each training session is held in compliance with the minimum public health standards and IATF guidelines and protocol.** Along with venue coordination, the consultant is expected to comply with the minimum public health standards and follows and/or responds to any changes in the IATF resolution on mass gatherings (*see Part XVIII. Appendix for the latest IATF Resolution guidelines on mass gatherings*).

2. **Actual Conduct of the Training Sessions for a minimum of one hundred twenty (120) participants divided into four (4) batches**

- a. **Facilitate the conduct of training sessions.** The consultant is expected to conduct and facilitate the training sessions for a minimum of one hundred twenty (120) participants across the BCDA Group based on the prescribed training schedule.
- b. **Conduct technical rehearsal and manage technical requirements.** The consultant shall conduct technical rehearsal and manage technical requirements.

- c. **Document the proceedings of all training sessions, workshops, and team building activities.** The consultant shall document the proceedings of training sessions, workshops, and all activities.

### 3. **Post-training Activities**

- a. **Submit an accomplishment report and training materials.** The consultant shall submit an accomplishment report and training materials for each of the training sessions within two (2) weeks after the conduct of each training session.
- b. **Together with the CPD, conduct an assessment of each session.** The consultant shall lead CPD in assessing the outcome of each training session, taking the lessons for improvement.
- c. **Conduct a Follow-up Consultation with the Participants.** Whenever necessary, the consultant shall conduct one-on-one sessions or group sessions with the participants to assess the application of the learnings from the BCDA Team Building at their workplace.

The conduct of all sessions must be compliant with the minimum public health standards and Inter-Agency Task Force guidelines and protocols.

### E. **Delivery of the Training Sessions According to the Prescribed Timetable**

The CONSULTANT shall conduct the training sessions in accordance with the prescribed BCDA training calendar as follows, subject to changes depending on unforeseen circumstances:

BATCH	SESSION	TARGET SCHEDULE	DATE
1	1st Module	1st week January	6-8 Jan 2021
	2nd Module	4th week January	20-22 Jan 2021
	3rd Module	4th week February	23-24 Feb 2021
2	1st Module	3rd week January	13-15 Jan 2021
	2nd Module	3rd week February	17-19 Feb 2021
	3rd Module	3rd week March	15-16 Mar 2021
3	1st Module	1st week February	1-3 Feb 2021
	2nd Module	1st week March	1-3 Mar 2021
	3rd Module	1st week April	7-8 Apr 2021
4	1st Module	2nd week February	9-11 Feb 2021
	2nd Module	2nd week March	8-10 Mar 2021
	3rd Module	2nd week April	12-13 Apr 2021

### F. **Provision of Training Materials and Issuance of Certificates of Participation**

The CONSULTANT shall provide all the (1) training materials and (2) certificates of participation. The CONSULTANT must distribute the training materials to the participants on time to ensure that the participants would greatly benefit from the

training. The CONSULTANT must recognize all participants through a ceremony at the end of the training program with the presentation of the Certificates of Participation.

**G. Project Duration**

The CONSULTANT shall complete the conduct of training sessions for the minimum 120 participants, divided into four batches, based on the required timetable specified in Sec. F above. The entire TCV Program for the 120 participants shall be completed, including the submission of the required reports, within six (6) months from the issuance of Notice to Proceed (NTP).

**IV. DELIVERABLES**

- a. Concept, design, plan of approach and methodology.
- b. Actual Conduct of training for a minimum of one hundred twenty (120) participants.
- c. Materials including certificates of attendance/participation.
- d. Report on the outcome of each training session.
- e. Conduct of individual one-on-one sessions and/or group sessions with the participants, whenever necessary.
- f. BCDA Group Core Values Manifest consisting of consolidated participants' values from Phase 1 to Phase 4 of the TCV Program.
- g. Draft BCDA Culture and Core Values Sustainability Plan based on the identification of the core values, strengths, and behavioral characteristics of all participants from Phase 1 to Phase 4.
- h. Creation of additional Champions for the Transformation and Core Values Program from the participants of Phase 4 of the TCV Program.

**V. COMPOSITION OF THE PROJECT TEAM**

- A. The Project Team shall be composed of qualified and competent personnel who shall be assigned exclusively for the Project.
- B. At the minimum, the Project Team shall be composed of the following:
  1. **One (1) Project Head/Lead Trainer/Facilitator.** Certified to administer experiential tools such as the Points of you, Ikigai, Gallup Clifton Strengths and TetraMap, with at least three (3) years experience as a Lead Trainer/ Facilitator in said tools, has bachelor's degree in a field related to the project on bid.
  2. **Two (2) Support Trainers/Facilitators.** At least 3 years experience in handling projects related to the project on bid, has a bachelor's degree, and has acquired skills in any of the Points of You, Ikigao, Gallup Clifton Strengths and TetraMap.
- C. CONSULTANT shall guarantee that all members of the team are available to do the project during the duration of the project.

**VI. ELIGIBILITY CHECK AND SHORTLISTING OF THE CONSULTANT FIRM**

The determination of eligibility of the CONSULTANT shall be based on the documents submitted using a non-discretionary pass/fail criterion. From among those who have been considered eligible CONSULTANTS, a short list of at most five (5) proponents shall be drawn.

The minimum criteria for eligibility are:

- A. Has minimum five (5) years' experience in strategic management and utilization of experiential concepts and tools for participants.
- B. Shall have undertaken at a minimum, three (3) consultancy works within the last three (3) years on team development, performance management and branding of products/organizations. using all three (3) preferred training tools such as Points of You, GallupStrength, and Tetramap in three (3) or more completed projects.
- C. With relevant certification/s on team development and trade/advertising.
- D. Shall have substantial experience in any of the following: language framework of organizations, urban design, branding and marketing, experiential concepts/tools.
- E. With relevant certification/s on the different experiential concepts and tools with preference to Gallup Strengths, Points of You/Ikigai and TetraMap/ Graham Nicholls.
- F. Will be able to conduct the program in accordance with the prescribed calendar.
- G. The Consultant shall be registered online with the Philippine Government Electronic Procurement System (PHILGEPS).

Shortlisting of proponents shall be based on the following criteria and rating system:

CRITERIA	% Points
I. Company Track Record	40%
II. Qualification of Personnel	55%
III. Workload Relative to Capacity	5%
<b>TOTAL SCORE</b>	<b>100%</b>

The required minimum score to pass is 70%. The shortlisted proponent shall be entitled to bid upon payment of a non-refundable fee of Ten Thousand Pesos only (Php10,000.00), per the Revised Implementing Rules and Regulations of R.A. 9184.

Notwithstanding the eligibility of a CONSULTANT and/or its inclusion in the shortlist, BCDA reserves the right to review its qualifications at any time during the procurement process.

## VII. EVALUATION CRITERIA

The CONSULTANT shall be selected through competitive bidding in accordance with the Revised IRR of RA 9184 and its implementing guidelines. The prospective bidders' proposal shall be evaluated based on the **Quality-Cost Based Evaluation (QCBE)** procedure. The technical and financial proposals shall be given weights of eighty percent (80%) and twenty percent (20%), respectively. The Technical Proposal shall be evaluated according to the following criteria:

A.	Experience and Capability of the Consultant	20%
B.	Quality of Personnel to be Assigned to the Project	40%
C.	Plans of Approach and Methodology	<u>40%</u>
	<b>TOTAL</b>	<b><u>100%</u></b>

As part of the technical evaluation, the bidders shall be required to make a presentation of their technical proposal i.e. Plan of Approach and Methodology whereby the bidders will

demonstrate how the training program shall be implemented based on the scope of works specified in No. 2 of the TOR. The technical proposals shall be evaluated using an approved criteria. The financial proposals of the bidders will be opened subsequently. Using the evaluation criteria, the BAC-C shall rate the bidders accordingly.

The BAC shall rank the consultants in descending order and identify the Highest Rated Bid: *Provided, however,* that the Highest Rated Bid shall pass the minimum score of 70%.

After approval by the HoPE of the Highest Rated Bid, the BAC shall, within three (3) calendar days, notify and invite the CONSULTANT with the Highest Rated Bid for the purpose of conducting a negotiation with the said consultant.

**VIII. OWNERSHIP OF THE TRAINING MATERIALS, BCDA CORE VALUES MANIFEST, AND ONE CULTURE AND CORE VALUES SUSTAINABILITY PLAN**

The BCDA shall have ownership of the training materials (except those that are covered by any local or international intellectual rights), BCDA Core Values Manifest, and One Culture and Core Values Sustainability Plan. Thus, all relevant data, materials, documents or reports prepared in the course of the performance of the Services by the CONSULTANT shall be considered as an exclusive property of the BCDA and shall not be used by the CONSULTANT for purposes unrelated to this project without the prior written approval of the BCDA. Upon the completion or delivery of the Services, all such data, materials, documents or reports, shall be turned over by the CONSULTANT to BCDA. The CONSULTANT shall not retain any of the said materials (except those that are covered by any local or international intellectual rights) for its records."

**IX. STANDARD OF SERVICES**

The CONSULTANT shall fulfill its obligations by using its technical expertise and according to the best-accepted professional and industry standards. The CONSULTANT shall exercise all reasonable skill, care, diligence, and prudence in the discharge of the duties agreed to be performed and shall always work for the best interest of BCDA.

The services shall be conducted by the CONSULTANT in accordance with the instructions or directions made or to be made by the BCDA at any time before the Project's completion. The CONSULTANT shall conduct regular consultation with BCDA in relation to the undertaking of its responsibilities.

**X. OBLIGATIONS OF BCDA**

BCDA, through the Corporate Planning Department, shall coordinate with the CONSULTANT who shall conceptualize, design, and conduct the Transformation and Core Values Program for the latter's efficient performance, facilitate the processing and approval of documents for the Project per deliverables and reports.

**XI. CONSIDERATION AND TERMS OF PAYMENT**

In consideration of the Consulting services for the Project, BCDA agrees to pay the total amount of Pesos: **FIVE MILLION FOUR HUNDRED THOUSAND PESOS (PhP5,400,000.00)**, inclusive of all applicable taxes and fees. **Any bid in excess of the ABC** shall be considered disqualified. The consideration shall be paid under the following terms and conditions:

<b>Milestone/Deliverable</b>	<b>Payment (% of Contract Price)</b>	<b>Due Date</b>
A. Signing of Contract	10%	30 days upon contract signing
B. Conduct of each training session	@4% (72%)	30 days upon submission of report
C. Submission of BCDA Culture and Core Values Sustainability Plan	8%	30 days upon submission of report
D. Submission of final report	10%	30 days upon submission of report
<b>TOTAL</b>	<b>100%</b>	

Payment of billing shall be made within thirty (30) calendar days from acceptance of each milestone. No progress payment shall be construed as an acceptance of the works or any portion thereof.

BCDA shall have the right to deduct from the CONSULTANT's claim for progress payment such amounts as may be necessary to cover third party liabilities and uncorrected defects discovered in the CONSULTANT's submissions.

## **XII. PERFORMANCE SECURITY**

To guarantee the faithful performance by the CONSULTANT of its obligations under the contract, it shall post a Performance Security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award and in no case later than the signing of the contract. The Performance Security may be in any of the following forms:

<b>Form of Security</b>	<b>Amount ( % of Total Contract Price)</b>
Cash, or cashier's check/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	
Surety bond callable on demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

The Performance Security shall remain valid until the issuance by BCDA of the Final Certificate of Acceptance.

The Performance Security shall be posted in favor of BCDA, and shall be forfeited in favor of the procuring entity in the event it is established that the CONSULTANT is in default in any of its obligations under the contract.

The Performance Security shall be released after the issuance of the Certificate of Acceptance and when BCDA has no claims filed against the CONSULTANT.

## **XIII. CONTRACT DURATION**



The contract shall be for a maximum period of six (6) months from the issuance of the Notice to Proceed (NTP).

#### **XIV. OTHER CONDITIONS**

BCDA reserves the right to reject any or all proposals, or to waive any defect or informality thereon or minor deviations, which do not affect the substance and validity of any or all of the proposals.

BCDA reserves the right to reject the proposal of a proponent found to be in any of the following situations:

- A. The offer is not in accordance with the BCDA requirements as provided for in this Terms of Reference;
- B. The proponent has been discovered to have suppressed or falsified the information given to BCDA;
- C. The proponent failed to satisfactorily perform/complete any previous contract with BCDA;
- D. The proposal is NOT in compliance with the existing minimum public health standards and protocols and Inter-Agency task Force (IATF) guidelines and issuances (see Part XVIII. *APPENDIX* for IATF guidelines that apply).

BCDA reserves the right to gather and conduct further validation of other relevant information affecting the proponent or the proposal before the approval of the contract. Should such verification uncover any misrepresentation made in the proposal documents, or any change in the situation of the proponent which affects the substance of his/her proposal, BCDA may disqualify the said proponent from obtaining the award of the contract.

#### **XV. CORRUPT, FRAUDULENT, COLLUSION AND COERCIVE PRACTICES**

Any attempt by a CONSULTANT to influence the BAC-C or its authorized representatives in the evaluation of the bids or contract award decision shall result in the rejection of its bid or revocation of award as the case may be, and the implementation of other sanction as remedies provided by law.

#### **XVI. CONFIDENTIALITY**

After the end of the contract, all materials, data, proprietary information and other related documents provided to the CONSULTANT and which are hereby deemed owned by the BCDA shall be returned to the BCDA. The CONSULTANT undertakes that it shall make appropriate instructions to its employees who need to have access to such information and materials to satisfy and comply with this confidentiality clause.

This confidentiality obligation shall survive even after the termination of the Contract.

The Consultant's breach of the confidentiality provision shall entitle BDA to legal and other equitable remedies, including but not limited to, the immediate cancellation of the Contract, and shall entitle the BCDA to claim for damages and any other relief applicable under the circumstances. BCDA may also elect to terminate further access by the CONSULTANT to any data and information related to the Project.

A Non-Disclosure Agreement shall be executed between BCDA and the CONSULTANT which shall form part and shall outline, among others, confidential materials, knowledge, or information that both parties wish to share with one another for certain purposes but wish to restrict access to or by third parties.

## **XVII. CONTRACT SIGNING**

The winning CONSULTANT shall enter into contract with BCDA within ten (10) calendar days from receipt of the Notice of Award provided that all the documentary requirements and the posting of the Performance Security are complied with.

## **XVIII. APPENDIX**

The Inter-Agency task Force (IATF) Resolution No. 43 dated June 3, 2020, states that all "Accommodation Establishments"<sup>1</sup> are not allowed to operate under Enhanced, Modified Enhanced, and General Community Quarantine except if the establishments possess the following:

- A. Certificate of Authority to operate by the Department of Tourism (DOT).
- B. All foregoing hotel operations shall be limited to basic accommodation services to guests through in-house skeleton workforce. Ancillary establishments within the premises, such as restaurants, cafes, bars, spas, gyms, and the like shall not be allowed to operate or to provide room service.
- C. Accommodation establishments may prepare:
  - 1. packed meals for distribution to guests who opt for the same; and
  - 2. food orders for take-out and delivery only.

Furthermore, amendments to Section [4] Guidelines for areas under General Community Quarantine (GCQ), Paragraph 5 of Resolution No. 43 states that mass [...] gatherings that are essential for the provision of government services or authorized humanitarian activities shall be allowed provided that participants shall be limited to **fifty percent (50%) of the seating or venue capacity.**

Lastly, Paragraph 10 of Resolution No. 43 states that only hotels and accommodation establishments accredited as provided by law and relevant DOT and Department of the Interior and Local Government (DILG) issuances may operate, and only upon issuance of a Certificate of

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<sup>1</sup> *Accommodation Establishments defined by the IATF, refers to an establishment operating primarily for purposes of accommodation purposes including, but not limited to, hotels, resorts, apartment hotels, tourist inns, motels, pension homes, private homes used for homestay, ecolodges, serviced apartments, condotels, and bed and breakfast facilities.*

Authority to operate with the DOT. DOT and DILG shall work with LGUs to ensure compliance of accommodation establishments.

**SECTION VII**  
**BIDDING FORMS**

## **TECHNICAL PROPOSAL FORMS**

---

## **Notes for Consultants**

The following summarizes the content and maximum number of pages permitted for the Technical Proposal. A page is considered to be one printed side of A4 or letter sized paper.

### **Cover Letter**

Use TPF 1. Technical Proposal Submission Form.

### **Experience of the Firm**

Maximum of *[insert acceptable number of pages]* introducing the background and general experience of the Consultant, including its partner(s) and subconsultants, if any.

Maximum of *[insert acceptable number of pages]* completed projects in the format of TPF 2. Consultant's References illustrating the relevant experience of the Consultant, including its partner and subconsultants, if any. No promotional material should be included.

### **General approach and methodology, work and staffing schedule**

Use TPF 4. Description of the Methodology and Work Plan for Performing the Project, TPF 5. Team Composition and Task, TPF 7. Time Schedule for Professional Personnel, and TPF 8. Activity (Work) Schedule.

*If subcontracting is allowed, add the following:* If the Consultant will engage a subconsultant for the portions of the Consulting Services allowed to be subcontracted, the Consultant shall indicate which portions of the Consulting Services will be subcontracted, identify the corresponding subconsultant, and include the legal eligibility documents of such subconsultant.

### **Curriculum Vitae (CV)**

Use TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff.

### **Comments on the terms of reference and data and facilities to be provided by the Procuring Entity**

Not more than *[insert acceptable number of pages]* using TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the

## TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

---

*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

We, the undersigned, offer to provide the consultancy services for the **Consultancy Service for the Fourth Phase of the BCDA Transformation and Core Values Program** 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 (Month/Year):	Date
		Approx. Value of Services:
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:		

\_\_\_\_\_  
[Signature over printed name of Authorized Representative]  
[Title]  
[Name of Firm]

\_\_\_\_\_  
[Note:] Provide applicable supporting documents to substantiate undertakings (i.e; Certificate of Satisfactory Completion/Acceptance of valid proof of Final Payment issued by the client) Only those supporting docs will be considered for evaluation.

**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
	Project Head/Lead Trainer/Facilitator	
	Support Trainers/Facilitators 1	
	Support Trainers/Facilitators 2	

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:

Registered Profession:

Date of Birth: \_\_\_\_\_ Nationality: \_\_\_\_\_

Years with Firm:

Current Position in the Firm:

### 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, giving names of schools, dates attended, and degrees obtained using the matrix below]*

College/University	Degree/Title Obtained	Inclusive Dates

### Trainings/Seminars

*[Summarize the trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]*

Title/Description	Conducted by	Inclusive Dates	Venue	Involvement *

\*Such as participant, speaker or trainer

### Projects Undertaken Related to team development, performance management and branding of products/organizations

*[Provide outline of projects undertaken using the matrix below]*

Title/Description	Client	Position	Start Date	Completion Date

--	--	--	--	--

### Projects Presently Being Undertaken

*[Provide outline of on-going projects using the matrix below]*

Title/Description	Client	Position	Start Date	End Date

### Memberships in Professional Societies

*[Give an outline of memberships in professional societies using the matrix below]*

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date

### Languages

*[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]*

Language	Proficiency		
	Speaking	Reading	Writing

### Employment Record:

*[Starting with present position, list in reverse order every employment held by nominated staff. List all positions since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. Indicate relevant work experience of staff in his/her nominated position. For experience in last ten years, also give types of activities performed and client references, where appropriate]*

---

### Certification:

I, *[full name of proposed professional staff]*, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

I Further commit that I shall work for Consultancy Service for the Fourth Phase of the Transformation and Core Values Program as *[nominated position]* of *[name of bidding firm]* once awarded the contract.

Date:

*[Signature over printed name of nominated key staff]*

Date:

*[Signature over printed name of authorized representative of the firm]*

**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**

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

## OMNIBUS SWORN STATEMENT

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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 Consultant]* with office address at *[address of Consultant]*;

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

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

*If a sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Consultant]*, 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]**[insert "as shown in the attached duly notarized Special Power of Attorney" for authorized representative]*;

*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]*, accompanied by the duly notarized Special Power of Attorney,

Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Consultant]* 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;
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 Consultant]* 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 Consultant]* 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 Consultant]* complies with existing labor laws and standards; and
8. *[Name of Consultant]* is aware of and has undertaken the following responsibilities as a Bidder:
  - a) Carefully examine all of the Bidding Documents;
  - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;

- c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
- d) Inquire or secure 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.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_, 20\_\_ at \_\_\_\_\_, Philippines.

\_\_\_\_\_  
*[Bidder's Representative/Authorized*  
*Signatory]*

**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** \_\_\_\_.



## 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**

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### **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:

- (f) followed the applicable rules and guidelines indicated in this ITB;
- (g) not taken any action which is or constitutes a corrupt, fraudulent, or coercive practice as defined in the applicable rules and guidelines; and
- (h) 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

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[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the *Re-bidding of Consultancy Service for the Fourth Phase of the Transformation and Core Values Program* 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], inclusive of all applicable taxes and fees.

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

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

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

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

We remain,

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

## FPF 2. SUMMARY OF COSTS

Costs	Amount in Philippine Peso
Remuneration	_____
Miscellaneous	_____
<b>Subtotal</b>	_____
All Applicable Taxes and Fees	_____
<b>Total Amount of Financial Proposal</b>	_____

\_\_\_\_\_  
[Signature over printed name of Authorized Representative]  
[Title]  
[Name of Firm]

### FPF 3. BREAKDOWN OF PRICE PER ACTIVITY

<b>Activity No.: 1</b> <b>Activity Name: Delivery of Consultancy Service for the Fourth Phase of the Transformation and Core Values Program and until Acceptance by the BBB Committee</b>	<b>Description:</b>  A. Concept, design, plan of approach and methodology. B. Actual Conduct of trainings for a minimum of one hundred twenty (120) participants. C. Materials including certificates of attendance/participation. D. Report on the outcome of each training session. E. Conduct of individual one-on-one sessions and/or group sessions with the participants, whenever necessary. F. BCDA Group Core Values Manifest. G. One BCDA Culture and Core Values Sustainability Plan. H. Creation of Champions for the Transformation and Core Values Program.
Price Component	Amount in Philippine Peso
Remuneration  Miscellaneous Expenses  <b>Subtotal</b>	

<b>Activity No. 2</b> <b>Activity Name: Turnover of Materials upon expiration of the contract</b>	<b>Description:</b>  1. <b>Project Duration</b> 2. <b>Ownership of Materials</b>
Price Component	Amount in Philippine Peso
Remuneration  Miscellaneous Expenses  <b>Subtotal</b>	

<b>Total</b>	
--------------	--

[Signature over printed name of Authorized Representative]

[Title]

[Name of Firm]

#### **FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY**

Activity No. 1		Name: <b>Delivery of Consultancy Service for the Fourth Phase of the BCDA Transformation and Core Values Program and until Acceptance by BCDA</b>		
Names	Position	No. of Man Months	Remuneration Rate	Amount
Key Personnel				
Support staff				
Subtotal				_____

Activity No. 2		Name: <b>Turnover of Materials upon expiration of the contract</b>		
Names	Position	No. of Man Months	Remuneration Rate	Amount

Key Personnel				
Support staff				
Subtotal				_____

<b>Total</b>	
--------------	--

\_\_\_\_\_  
[Signature over printed name of Authorized Representative]

[Title]

[Name of Firm]

## FPF 6. Miscellaneous Expenses

Activity No. 1				Name: <b>Delivery of Consultancy Service for the Fourth Phase of the BCDA Transformation and Core Values Program and until Acceptance by the BCDA</b>	
No.	Description	Unit	Quantity	Unit Price	Unit Cost
1					
2					
3					
4					
5	<b>Subtotal</b>				_____

Activity No. 2				Name: <b>Turnover of Materials upon expiration of the contract</b>	
No.	Description	Unit	Quantity	Unit Price	Unit Cost

1					
2					
3					
4					
5	<b>Subtotal</b>				<hr/>

<b>Total</b>	
--------------	--

\_\_\_\_\_  
[Signature over printed name of Authorized Representative]

[Title]

[Name of Firm]

**OPENING AND PRELIMINARY EXAMINATION OF TECHNICAL PROPOSAL  
FOR THE RE-BIDDING OF CONSULTANCY SERVICE FOR THE FOURTH PHASE OF THE BCDA  
TRANSFORMATION AND CORE VALUES PROGRAM**

BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center,  
Bonifacio Global City, Taguig City

**CHECKLIST OF TECHNICAL PROPOSAL FORMS**

The ABC, inclusive of government taxes and fees:

Batch	Budget ( in Php)
1	1,650,000
2	1,650,000
3	1,400,000
4	1,300,000

**TECHNICAL PROPOSAL**

Tab #		Description
1	TPF 1	Technical Proposal Submission Form
2		Valid Bid Security
3	TPF 2	Consultant's References
4	TPF 3	Comments and Suggestions of Consultant on the TOR & on the Data, Services, Facilities to be Provided by BCDA
5	TPF 4	Description of the Methodology and Work Plan for performing the project
6	TPF 5	Team Composition and Tasks
7	TPF 6	Curriculum Vitae for each of the nominated key staff Curriculum Vitae (CV) of proposed Professional Staff to be assigned to the Project (duly signed and notarized). Please attach supporting documents, i.e. valid licenses/professional registrations, certificates of trainings attended, work experiences and other supporting documents relative to credentials of proposed Professional Staff
	7.1	Project Head/Lead Trainer/Facilitator
	7.2	Support Trainers/Facilitator 1
	7.3	Support Trainers/Facilitator 2
8	TPF 7	Time Schedule for Professional Personnel
9	TPF 8	Activity (Work) Schedule
10		Omnibus Sworn Statement

**BASES CONVERSION AND DEVELOPMENT AUTHORITY**  
**OPENING AND PRELIMINARY EXAMINATION OF FINANCIAL PROPOSAL**  
**FOR THE RE-BIDDING OF CONSULTANCY SERVICE FOR THE FOURTH PHASE OF THE**  
**TRANSFORMATION AND CORE VALUES PROGRAM**  
 BCDA Corporate Center, 2nd Floor, Bonifacio Technology Center,  
 Bonifacio Global City, Taguig City

**CHECKLIST OF FINANCIAL PROPOSAL FORMS**

**Approved Budget of Contract (ABC):**

Batch	Budget (in Php)	
1	1,650,000	
2	1,650,000	
3	1,400,000	
4	1,300,000	

FINANCIAL PROPOSAL		
Tab #		Description
1	FPF 1	Financial Proposal Submission Form
2	FPF 2	Summary of Costs
3	FPF 3	Breakdown of Price per Activity
4	FPF 4	Breakdown of Remuneration per Activity
5	FPF 5	Reimbursable per Activity (not applicable)
6	FPF 6	Miscellaneous Expenses

**Note: BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the bidder out of the data furnished by BCDA in relation to this bidding. It is the responsibility of the bidder to ensure the completeness of its submission based on its diligence in complying with the requirements of the Bid Documents and its amendments.**



## FORM OF CONTRACT AGREEMENT

---

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of Procuring Entity]* (hereinafter called the “Entity”) and *[name and address of Consultant]* (hereinafter called the “Consultant”).

WHEREAS, the Entity is desirous that the Consultant execute *[name and identification number of contract]* (hereinafter called “the Works”) and the Entity has accepted the bid for *[insert the amount in specified currency in numbers and words]* by the Consultant for the execution and completion of such Consulting Services and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
  - (a) General and Special Conditions of Contract;
  - (b) Terms of Reference
  - (c) Request for Expression of Interest;
  - (d) Instructions to Bidders;
  - (e) Bid Data Sheet;
  - (f) Addenda and/or Supplemental/Bid Bulletins, if any;
  - (g) Bid forms, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents/statements submitted (*e.g.*, bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
  - (h) Eligibility requirements, documents and/or statements;
  - (i) Performance Security;
  - (j) Notice of Award of Contract and the Bidder’s conforme thereto;
  - (k) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Entity to execute and complete the Consulting Services and remedy any defects therein in conformity with the provisions of this Consultant in all respects.

4. The Entity hereby covenants to pay the Consultant in consideration of the execution and completion of the Consulting Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Binding Signature of Procuring Entity

---

Binding Signature of Consultant

---

*[Addendum showing the corrections, if any, made during the bid evaluation should be attached with this agreement]*

**SECTION VIII**  
APPENDICES

# ***Section VIII.***

## ***Appendices***

### **I. Description of Services**

Please refer to the Terms of Reference (TOR) for the duration of the Services and the deliverables of the Construction Manager.

### **II. Reporting Requirements**

Please refer to the Terms of Reference (TOR) for the frequency and types of reports to be submitted by the Construction Manager.

### **III. Key Personnel and Sub-Consultants**

Please refer to the Terms of Reference (TOR) for the title and minimum qualifications of each of the Key Personnel that shall be engaged in carrying out the Services. The estimated period of engagement of each of the Key Personnel shall be determined through TPF 7. Time Schedule. Any provision outside of the TOR is not applicable.

### **IV. Breakdown of Contract Price**

Please refer to the Terms of Reference (TOR). Any provision outside of the TOR is not applicable.

### **V. Services and Facilities Provided by the**

**Client NONE**

### **VI. Consultant's Representations Regarding Costs and Charges**

The breakdown of Remuneration and Miscellaneous Costs are enumerated in the Financial Proposal Forms. Any provision outside of the TOR and the Bidding Forms is not applicable.

### **VII. Breakdown of Agreed Fixed Rates**

Not Applicable.

