**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](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.1i7cz46).  **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](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.4270hrz) 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](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.2hcarzs), [TPF 5. Team Composition and Task](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.whl27l) , [TPF 7. Time Schedule for Professional Personnel](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.3gh8kve), and [TPF 8. Activity (Work) Schedule](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.1vmiv37).  *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](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.4fm6dr0).  **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](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.2urgnyt) |

**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 Date (Month/Year): | 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.

|  |
| --- |
|  |

**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: Part-time:

Reports Due:

Activities Duration:

Location Signature:

(Authorized representative)

Full Name:

Title:

Address**:**

**TPF 8. Activity (Work) Schedule**

**A. Field Investigation and Study Items**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***[1st, 2nd, etc. are months from the start of project.]*** | | | | | | | | | | | | |
|  | 1st | 2nd | 3rd | 4th | 5th | 6th | 7th | 8th | 9th | 10th | 11th | 12th |
| Activity (Work) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |
| --- | --- |
| **B. Completion and Submission of Reports** | |
| **Reports** | **Date** |
|  |  |
|  |  |
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|  |  |

**Omnibus Sworn Statement**

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]*;

1. ***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*;*

1. *[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;
2. 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;
3. *[Name of Consultant]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
4. ***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;

1. *[Name of Consultant]* complies with existing labor laws and standards; and
2. *[Name of Consultant]* is aware of and has undertaken the following responsibilities as a Bidder:
   1. Carefully examine all of the Bidding Documents;
   2. Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
   3. Made an estimate of the facilities available and needed for the contract to be bid, if any; and
   4. Inquire or secure Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
3. *[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:

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.

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.

I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:

Upon expiration of the bid validity period, or any extension thereof pursuant to your request;

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;

I am/we are declared as the bidder with the Highest Rated Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

***[Insert NAME OF BIDDER’S AUTHORIZED REPRESENTATIVE]***

***[Insert signatory’s legal capacity]***

Affiant

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

Witness my hand and seal this \_\_\_ day of *[month] [year].*

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission \_\_\_\_\_\_\_\_\_\_\_**

**Notary Public for \_\_\_\_\_\_ until \_\_\_\_\_\_\_**

**Roll of Attorneys No. \_\_\_\_\_**

**PTR No. \_\_,** *[date issued], [place issued]*

**IBP No. \_\_,** *[date issued], [place issued]*

**Doc. No. \_\_\_**

**Page No. \_\_\_**

**Book No. \_\_\_**

**Series of \_\_\_\_.**

**Financial Proposal Forms**

|  |
| --- |
| **Notes for Consultants**  The following summarizes the content of the Financial Proposal.  **Cover Letter**  Use [FPF 1. Financial Proposal Submission Form](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.19wqy6m), which is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:   * + - 1. followed the applicable rules and guidelines indicated in this ITB;       2. not taken any action which is or constitutes a corrupt, fraudulent, or coercive practice as defined in the applicable rules and guidelines; and       3. 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](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.3tweguf); [FPF 3. Breakdown of Price per Activity](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.291or28); [FPF 4. Breakdown of Remuneration per Activity](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.o6z1a1); [FPF 5. Reimbursables per Activity](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.386mjxu); and [FPF 6. Miscellaneous Expenses](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.1nbwu5n). |

**FPF 1. Financial Proposal Submission Form**

*[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](https://docs.google.com/document/d/1R1kA9ICXOK1JFDV6KEzuaxUZRJ98EwL5/edit#bookmark=id.47bkctg), 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  **Subtotal**  All Applicable Taxes and Fees  **Total Amount of Financial Proposal** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over printed name of Authorized Representative]

[Title]

[Name of Firm]

**FPF 3. Breakdown of Price per Activity**

|  |  |
| --- | --- |
| **Activity No.: 1**  **Activity Name: Delivery of Consultancy Service for the Fourth Phase of the Transformation and Core Values Program and until Acceptance by the BBB Committee** | **Description:**   * 1. Concept, design, plan of approach and methodology**.**   2. Actual Conduct of trainings for a minimum of one hundred twenty (120) participants.   3. Materials including certificates of attendance/participation.   4. Report on the outcome of each training session.   5. Conduct of individual one-on-one sessions and/or group sessions with the participants, whenever necessary.   6. BCDA Group Core Values Manifest.   7. One BCDA Culture and Core Values Sustainability Plan.   8. Creation of Champions for the Transformation and Core Values Program. |
| **Price Component** | **Amount in Philippine Peso** |
| Remuneration  Miscellaneous Expenses  **Subtotal** |  |

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

|  |  |
| --- | --- |
| **Total** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over printed name of Authorized Representative]

[Title]

[Name of Firm]

**FPF 4. Breakdown of Remuneration per Activity**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity No. 1 | | | Name: **Delivery of Consultancy Service for the Fourth Phase of the BCDA Transformation and Core Values Program and until Acceptance by BCDA** | | |
| Names | Position | No. of Man Months | | Remuneration  Rate | Amount |
| Key Personnel  Support staff  Subtotal |  |  | |  | \_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Activity No. 2 | | | Name: **Turnover of Materials upon expiration of the contract** | | |
| Names | Position | No. of Man Months | | Remuneration  Rate | Amount |
| Key Personnel  Support staff  Subtotal |  |  | |  | \_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Total** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature over printed name of Authorized Representative]

[Title]

[Name of Firm]

**FPF 6. Miscellaneous Expenses**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity No. 1 | | | | Name: **Delivery of Consultancy Service for the Fourth Phase of the BCDA Transformation and Core Values Program** **and until Acceptance by the BCDA** | | |
| No. | Description | Unit | Quantity | | Unit Price | Unit Cost |
| 1  2  3  4  5 | **Subtotal** |  |  | |  | \_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Activity No. 2 | | | | Name: **Turnover of Materials upon expiration of the contract** | | |
| No. | Description | Unit | Quantity | | Unit Price | Unit Cost |
| 1  2  3  4  5 | **Subtotal** |  |  | |  | \_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| **Total** |  |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[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:

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.

1. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
   1. General and Special Conditions of Contract;
   2. Terms of Reference
   3. Request for Expression of Interest;
   4. Instructions to Bidders;
   5. Bid Data Sheet;
   6. Addenda and/or Supplemental/Bid Bulletins, if any;
   7. 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;
   8. Eligibility requirements, documents and/or statements;
   9. Performance Security;
   10. Notice of Award of Contract and the Bidder’s conforme thereto;
   11. Other contract documents that may be required by existing laws and/or the Entity.
2. 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.
3. 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]*