



Republika ng Pilipinas  
Lungsod Quezon



BIDS AND AWARDS COMMITTEE - INFRASTRUCTURE AND CONSULTANCY

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City  
8988-4242 local 8712 / 8710 / 8709

[bacinfra.procurement@quezoncity.gov.ph](mailto:bacinfra.procurement@quezoncity.gov.ph)

REQUEST FOR PROPOSAL  
NEGOTIATED PROCUREMENT  
SECTION 35.1

DATE : June 23, 2025

PROJECT NO. : CONSUL-25-002

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : CONSULTING SERVICES FOR THE FIRE AND LIFE SAFETY SYSTEM  
OF QUEZON CITY GENERAL HOSPITAL  
Approved Budget for  
the Contract : Php 950,000.00  
End-User /  
Implementing Office : DEPARTMENT OF ENGINEERING

Please quote your best offer for the project described below, subject to the Terms and Conditions provided. Submit your proposal duly signed by you or your duly authorized representative not later than **July 03, 2025, 09:00 AM**, Philippine Standard Time, together with the following documents of your company:

**First Envelope shall contain the following:**

**A. Eligibility Documents**

1. PhilGEPS certificate (not expired at the time of opening of quotations);
2. Business Registration (DTI/SEC);
3. Mayor's/Business Permit (2025);
4. Tax Clearance;
5. Income/Business Tax Return (for FY 2024) (For ABCs above P500,000.00);
6. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period (Annex B and Annex C);
7. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae (Annex D); and
8. If applicable, the JVA in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

- B. Technical Proposal Documents
1. Technical Proposal Submission Form (TPF 1);
  2. Consultant's References (TPF 2);
  3. Comments and Suggestions of Consultant on the Terms of Reference and on data, services, and facilities to be provided by the Procuring Entity (TPF 3);
  4. Description of the Methodology and work plan for performing the project (TPF 4);
  5. Team composition and task projects (TPF 5);
  6. Format of Curriculum Vitae (CV) for proposed professional staff (TPF 6);
  7. Time Schedule for Professional Personnel (TPF 7);
  8. Activity (Works) Schedule (TPF 8); and
  9. Omnibus Sworn Statement prescribed by the **QC BAC- Infrastructure and Consultancy**.

**Second Envelope shall contain the following:**

- A. Financial Proposal Documents
1. Financial Proposal Submission Form (FPF 1);
  2. Summary of Costs (FPF 2);
  3. Breakdown of Price per Activity (FPF 3);
  4. Breakdown of Remuneration per Activity (FPF 4);
  5. Reimbursables per Activity (FPF 5); and
  6. Miscellaneous Expenses (FPF 6).

Both the original Eligibility Documents and Technical Documents shall be enclosed in one (1) **SEALED LONG BROWN ENVELOPE** marked "ELIGIBILITY DOCUMENTS AND TECHNICAL DOCUMENTS" and the original Financial Proposal shall be enclosed in another sealed envelope marked "FINANCIAL DOCUMENTS", sealing them all in an outer envelope marked "PROPOSAL".

The schedules of activities are as follows:

Activities	Date	Time	Venue
Issuance of Negotiation Documents	Starting <b>June 23, 2025</b>	8:00AM - 5:00 PM	Philgeps, QC Website and conspicuous places
Conduct of Pre-Bidding Conference/Negotiation	<b>June 30, 2025</b>	10:00 AM	2 <sup>nd</sup> Floor Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City and Zoom Meeting Meeting ID: 854 9489 0133 Password: 273320
Deadline for the Submission of Negotiation Documents/Proposal	<b>July 03, 2025</b>	09:00 AM	2 <sup>nd</sup> Floor Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City
Opening of Negotiation Documents/Proposal	<b>July 10, 2025</b>	10:00 AM	2 <sup>nd</sup> Floor Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City and Zoom Meeting Meeting ID: 810 3646 5257 Password: 201522

Proposals shall be evaluated using the **Quality-Cost Based Evaluation (QCBE)** procedure at a weight ratio of **60% for the Technical Proposal** and **40% for the Financial Proposal**. The criteria and rating system for the evaluation of proposals is provided in the Terms of Reference (TOR).

For further information, please refer to  
ATTY. DOMINIC B. GARCIA  
OIC, Procurement Department  
2nd Floor, Procurement Department,  
Finance Building, Quezon City Hall Compound  
Elliptical Road, Barangay Central Diliman, Quezon City  
Tel. No. (02)8988-4242 loc 8506/871 0  
Email Add: [bacinfra.procurement@quezoncity.gov.ph](mailto:bacinfra.procurement@quezoncity.gov.ph)  
Website: [www.quezoncity.gov.ph](http://www.quezoncity.gov.ph)

By:

  
**MS. MARIAN C. ORAYANI**  
Chairperson, BAC-Infrastructure and Consultancy

*HS*

### TERMS AND CONDITIONS

1. Bidders shall **provide correct and accurate** information required in the attached forms.
2. Proposal/s must be valid for a period of thirty (30) calendar days from the date of submission.
3. Proposal/s, to be denominated in Philippine Peso shall include all taxes, duties and/or levies payable.
4. Quotation **exceeding** the Approved Budget for the Contract (ABC) shall be **rejected**.
5. Award of contract shall be made to the lowest quotation (for goods, services and infrastructure) or the highest rated offer (for consulting services) which complies with the minimum technical specifications and other terms and conditions stated herein.
6. Any interlineations, erasures or overwriting shall be valid only if they are signed or initialed by you or any of your duly authorized representative/s.
7. The Engineering Department shall have the right to inspect and monitor the consulting services.
8. Non-submission of eligibility documents shall mean disqualification of Proposal.
9. Liquidated damages equivalent to one tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Engineering Department shall rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, without prejudice to other courses of action and remedies open to it.
10. Failure to follow these instructions will disqualify your entire proposal.



## TERMS OF REFERENCE

### CONSULTING SERVICES FOR THE FIRE AND LIFE SAFETY SYSTEM OF QUEZON CITY GENERAL HOSPITAL

#### 1. INTRODUCTION

The Quezon City General Hospital (QCGH) was established through Quezon City Ordinance No. 7555 dated August 16, 1968. On August 26, 1972 QCGH was elevated as the 8<sup>th</sup> Department of the City pursuant to Republic Act 6548, the Revised Charter of Quezon City. It is licensed and accredited as Level III General Hospital by the Department of Health with 250 bed capacity. QCGH is also an accredited hospital by the Philippine Health Insurance Corporation.

In 2011, the city government has built a new five-storey hospital building for QCGH, which boasts of state-of-the-art facilities and services aimed at providing a comprehensive, curative and rehabilitative health care to the city's constituents, especially the poor.

During the operation of the Quezon City General Hospital (QCGH) in recent years, there have been several instances where the regular inspection, testing and maintenance of fire protection was failed to conduct as required by RA 9514 The Fire code of the Philippines and the applicable NFPA (National Fire Protection Association) code and standards.

Lack of proper testing and maintenance is one of the leading reasons for fire protection system failures. Fire sprinkler systems and other water-based fire protection system shall be properly inspected, tested, and maintained (ITM) in accordance with NFPA 25, Standard for Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems while the fire detection and alarm system shall be inspected, tested, and maintained (ITM) in accordance with NFPA 72 Fire Alarm and Signaling Code.

The QCGH intends to engage the services of a consulting firm to conduct an audit inspection and prepare the appropriate report for the test, maintenance, repair or upgrade for Fire Life Safety (FLS) of the building and occupants.

#### 2. RATIONALE

To protect the health and safety of patients and medical staff, it's vital that healthcare facilities make a strong commitment to implementing effective fire safety systems, practices, and procedures. Not only do medical facilities contain an abundance of volatile materials, but fires also pose a significant risk to patients who may be immobile due to their current condition.

The safety and well-being of our patients, staff, and visitors are of paramount importance at Quezon City General Hospital. To ensure the highest standards of fire and life safety, we recognize the need for expert consulting services.



### 3. PROJECT DESCRIPTION

Quezon City General Hospital (QCGH) prioritizes the safety and well-being of its patients, medical staff, and visitors. To strengthen its commitment to fire and life safety, the hospital seeks to engage expert consultants to assess and enhance its current fire prevention and emergency response systems. This initiative aims to align the hospital's fire safety protocols with both national and international standards, ensuring a proactive approach to risk mitigation and emergency preparedness.

As part of this project, specialists will conduct a comprehensive evaluation of the hospital's fire safety infrastructure. This includes assessing fire prevention measures, suppression systems, and emergency protocols to identify potential hazards and areas for improvement. A detailed review of the facility's structural components, electrical systems, and storage of flammable materials will also be carried out. Additionally, the functionality and compliance of fire detection, alarm, and suppression systems will be thoroughly examined, with necessary upgrades implemented to enhance overall safety.

Beyond infrastructure improvements, the project will focus on strengthening emergency response procedures to ensure hospital personnel are well-prepared for fire-related incidents. This includes refining evacuation plans, conducting staff training programs, and organizing emergency drills to reinforce quick and effective response strategies. By equipping hospital staff with the necessary knowledge and skills, the hospital can significantly reduce risks and improve overall safety outcomes in emergency situations.

Lastly, this initiative will ensure that all fire safety measures comply with the latest fire codes, health standards, and building regulations established by local and international authorities. Strict adherence to these guidelines will not only uphold best practices but also help prevent legal and operational risks associated with fire safety violations. Through this project, QCGH reaffirms its commitment to maintaining the highest standards of safety, creating a secure environment that safeguards lives and supports quality healthcare services.

### 4. OBJECTIVES

The QCG intends to engage the services of a consulting firm to conduct an audit inspection and prepare the appropriate report for the test, maintenance, repair or upgrade for Fire Life Safety (FLS) of the building and occupants.

The objective of enhancing the fire and life safety system at Quezon City General Hospital is to ensure the highest level of safety and security for our patients, staff, and visitors.



The general objectives of the project are:

- Adhering to all national and local fire safety regulations and standards.
- Implementing robust fire prevention, detection, and response systems tailored to the specific needs of a hospital environment.
- Developing and maintaining comprehensive emergency response plans, including regular training and drills for staff.
- Incorporating the latest fire safety technologies and ensuring their seamless integration and maintenance.
- Regularly updating and improving fire safety measures to reflect current best practices and technological advancements.
- Identifying and addressing potential fire hazards to minimize risks and enhance overall safety.

## 5. SCOPE OF SERVICES

The CONSULTANT shall perform required engineering services using a three-tiered process for fire and life safety evaluation of the existing building covering:

### A. TIER 1 – SCREENING PHASE

It consists of qualitative checklist statements that allows a rapid evaluation of the FLS (Fire and Life Safety) system of the building and the actual site conditions. The scope of work of the consultant shall include:

- Coordination with the Building Administrator or the QCG's authorized representative with regard to the scheduling of work so as to minimize, if not eliminate, any disturbance to the building occupants. As much as possible, work will be scheduled after office hours, weekends, and/or holidays;
- Ocular site inspection for verification of the actual conditions of the FLS (Fire and Life Safety) system of the building and project site. During and prior to performing the investigation, the building administrator shall be properly coordinated to inform all concerned offices which will be affected by the possible removal of architectural works to expose pipes and components installed above ceiling;
- Coordination with the Building Administrator for the method of temporary displacing any architectural finishes for possible reinstallation prior to the opening of the ceiling of the existing building. Removal and restoration of architectural obstruction and elements will be by the QCG;
- Record of all findings and damaged FLS components and parts, if any;



- Field measurements of the following for the purpose of verifying the FLS as-built drawings:
  - Fire Pump locations, rating & capacity and details of power supply source.
  - Water supply details for water-based fire protection system, the actual measurements (LXWXH) and other sources of water supply, with pressure or elevation;
  - Layout of existing building indicating the automatic sprinkler system pipe runs, pipe riser and sprinkler head locations;
  - Number of sprinklers on each riser per floor.
  - Full height cross section or schematic diagram, including ceiling construction;
  - Size and location of standpipe risers, hose outlets, hand hose, monitor nozzles, and related equipment.
  - Location of All control valves, check valves, drain pipes, and test connections.
- Preparation and submission of TIER 1 Report for Investigative Results, Equipment Test Results, Findings, and Recommendations.

#### **B. TIER 2 – EVALUATION PHASE**

A complete engineering analysis and calculation shall be performed with reference to the gathered data / information in TIER 1. Evaluation under TIER 2 is intended to identify the existing Fire and life Safety System in the building area(s) in accordance with the requirement of the Fire Code of the Philippines and applicable NFPA code and standards and not requiring a re-designing and upgrading. This would include:

- Preparation of As-Built Drawings of FLS plans;
- Evaluation of the performance of existing fire pump equipment subjected to different run test load, 0% flow, rated flow & 150% flows;
- Determination of the adequacy of water supply based on hydraulic calculation;
- Submission of Technical Report inclusive of the results of physical, theoretical and analytical investigations; and
- Preparation and submission of TIER 2 Report for Evaluation Results and Recommendations, including FLS As-Built Drawings. FLS As-Built Drawings must be duly signed and sealed by a reputable and registered Professional Mechanical- Engineer.

#### **C. TIER 3 — DETAILED EVALUATION PHASE (CONDITIONAL)**

A comprehensive or detailed evaluation shall be undertaken after recognizing the deficiency(ies) in TIER 2. A FLS standard procedure shall be carried out to identify the areas that will require repair or modification and attain the FLS safety performance objective. This would include:



- Conduct re-test where deficiencies have been identified. The system has to attain FLS Objective in this procedure;
- Verification of the following:
  - Stiffness of the structure through Global Building Checks using indicative factors such as seismic inter-story drift or wind displacement; and
  - Limit State of the structure either force-controlled or deformation- controlled members through Component Level Checks.
- Recommendation on remedial measures to strengthen structural members that are found to be structurally inadequate to resist the anticipated stresses and deformations (if necessary) with consideration on the minimum disturbance on the use of structure;
- Preparation of Final Report under TIER 3 duly signed and sealed by a reputable Civil/Structural Engineer and shall include but not limited to the following:
  - Scope and intent; ○ Site and building data; ○ List of assumptions (material properties, site soil conditions, etc.); Findings and recommendations; and ○ Appendices (references, material test results, calculations, checklists, summary data sheet and analysis procedure).
- Preparation of Repair Plans/Structural Retrofitting Drawings and other related documents for permitting and construction purposes duly signed and sealed a reputable Civil/Structural Engineer.
- During implementation / construction phase of retrofitting:
  - Attendance to weekly coordination meeting during design and construction phase;
  - Assistance to the Implementing Agency and other related trades in connection with Structural Details and Implementations; ○ Review and approval of shop-drawings and other submittals from the approved contractor during construction phase; and
  - Evaluation and recommendation on the tests result during project implementation.
- Issuance of Certificate of Completion that the FLS is in full compliance with RA 9514 The Fire Code of the Philippines after remedial measures has been implemented.



## 6. SUBMITTALS

The Consultant shall submit the following:

### A. TIER 1 – SCREENING PHASE

- |                                     |        |
|-------------------------------------|--------|
| • Tier 1 Report (8.5in x 13in)      | 2 Sets |
| • Electronic files of each document | 1 Set  |

### B. TIER 2 – EVALUATION PHASE

- |   |        |
|---|--------|
| • Fire and Life Safety As-Built Drawings (A3)   | 2 Sets |
| • Tier 2 Report (8.5in x 13in)                  | 2 Sets |
| • Design Calculations, Technical Specifications | 2 Sets |
| • Electronic files of each document             | 1 Set  |

### C. TIER 3 – DETAILED EVALUATION PHASE (CONDITIONAL)

- |   |        |
|---|--------|
| • Tier 3 Report (8.5in x 13in)                                | 2 Sets |
| • Fire and Life Safety Drawing                                | 2 Sets |
| • Bill of Quantities  | 2 Sets |
| • Hydraulic Calculation, and Technical Specifications         | 5 Sets |
| • Automatic Fire Sprinkler System Design (20x30<br>Blueprint) | 8 Sets |
| • Electronic files of each document                           | 1 Set  |

## 7. PROCUREMENT OF CONSULTING SERVICES

For the purpose of procuring the services of Consultant / Contractor for this undertaking, the Revised IRR of the Republic Act 9184 shall govern. An "Instruction to Bidders" (ITB) shall be issued detailing the requirements and procedures as provided in the IRR, which includes the following:

- 7.1. The Quality-Cost based evaluation procedure shall be adopted in this bidding;
- 7.2. There should be only (3) three consultants to be shortlisted. The Eligibility criteria and rating system for short listing of consultants:
  - 7.2.1. Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (Recommended weight: 50%);
  - 7.2.2. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (Recommended weight: 30%); and
  - 7.2.3. Current workload relative to capacity (Recommended weight: 20%).
  - 7.2.4. The minimum Eligibility Score is 70%.



- 7.3. The technical proposal together with the financial proposal shall be considered in the evaluation of consultant / contractor. The technical proposals shall be evaluated first using the following criteria:
- 7.3.1. Quality personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff such as but not limited to Registered/Licensed Civil / Structural Engineer(s) (CE/StrE), Professional /Registered Electrical Engineer(s) (PEE / REE), Professional / Registered Mechanical Engineer(s) (PME / RME), Registered/Licensed Sanitary Engineer(s) (SE) and Registered/Licensed Architect(s);- (Provide weight here: recommended weight 50%).
- 7.3.2. Experience and capability of the Consultant / Contractor which include records previous engagement and quality performance in similar and in other projects; relationship with the previous and current clients and overall work commitments, geographical distribution of current / impending projects and attention to be given by the.  
Consultant / Contractor. The experience of the Consultant / Contractor to the project shall be considering 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 - (Provide weight here: recommended weight 30%).
- 7.3.3. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach and the quality of interpretation of the project problems, risks and suggested solutions. - (Provide weight here: recommended weight 20%).
- 7.3.4. The minimum Technical Score is 70%.
- 7.4. All conditions for recommendations shall be in consideration with the minimum disturbance to the occupants both on the subject structure and other nearby buildings;
- 7.5. All procedures shall be able to satisfy the "**LIFE SAFETY OBJECTIVE**" since the structure is one of the essential facilities;
- 7.6. The financial proposal of Consultant / Contractor who meet the minimum technical score shall be opened; and
- 7.7. In identifying the Highest Rated Bid, the Technical Proposal shall be given a weight 60% while the Financial Proposal shall have 40%.



## 8. STAFFING

The Consultant shall provide the following key staff positions:

- **Principal Fire Safety Practitioner/Engineer** – One registered Mechanical Engineer with at least fifteen (15) years of experience in the design and installation Fire Protection System. Should be an active member of PSME (Philippine Society of Mechanical Engineers) or PSIM (Pambansang Samahan ng Inhenyero Mekanikal) & PIFPO (Philippine Integrated Fire Protection Organization) and have completed at least ten (10) similar design & installation, inspection and testing of fire protection projects.
- **Junior Mechanical Engineers** – One registered Mechanical Engineer with at least two (2) years of experience in the design of fire protection system and auto-cad operations.

Notes:

- The Consultant shall have complete computer facilities and related software. In addition, the Consultant shall use suitable software on hydraulic calculations.
- The Consultant shall provide the staff and equipment necessary for all field audit inspection.

## 9. PROJECT DURATION

The project must be completed in **SIXTY (60) CALENDAR DAYS** upon issuance of the Notice to Proceed (NTP). A detailed schedule of work and activity plan shall be prepared and submitted together with the Consultant's Proposal.

## 10. APPROVED BUDGET FOR THE CONTRACT

The approved budget is shown below in respective to phase(s) which includes the cost of all taxes, such as but not limited to value added levies and duties. Any and all taxes, charges, imposts and other legal exactions due or that may become due under this contract shall be for the account of the contractor / Consultant. The Implementing Agency shall withhold applicable withholding taxes, if any, from its payment to the Contractor/Consultant in accordance with the requirements of the law.



SCOPE OF WORKS		CUMMULATIVE PERCENTAGE	DURATION (CALENDAR DAYS)
TIER 1: SCREENING PHASE			
1.	Visual Inspection & Gathering of data and technical information	11%	15
2.	Tier 1 Report		
TIER 2: EVALUATION PHASE			
1.	Fire & Life Safety System & Equipment, As-built Drawing, and Evaluation	37%	15
2.	Tier 2 Report		
3.	Hydraulic Calculation not limited to NFPA Code	21%	
SUB – TOTAL		69 %	
TIER 3: DETAILED EVALUATION PHASE			
AS DEEMED NECESSARY			
1.	Tier 3 Report	5%	30
2.	Fire Protection Drawings	26%	
3.	Bill of Quantities/Cost Estimates		
4.	Hydraulic Calculation and Automatic Fire Sprinkler System Design		
5.	Technical Specifications		
Attendance to Coordination Meeting / Assistance during Construction Phase / Approval of Shop Drawing			
SUB – TOTAL		31%	
GRAND TOTAL		100%	60 CD

The Approved Budget for the Contract is **NINE HUNDRED FIFTY THOUSAND PESOS ONLY (Php 950,000.00)** inclusive of all government taxes/fees.

No Price Adjustment

The project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations costs are increased by more than 10% as a result of any extraordinary circumstances as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).



## 11. FULL PAYMENT UPON COMPLETION OF THE PROJECT

Relative to the deliverables, the following are the terms of payment:

### TIER 1 & 2

15% - Upon receipt of Notice to Proceed (NTP)

55% - Upon submission of Inception Report

30% - Upon submission of Technical Report / Certification of System Efficiency

### TIER 3 (CONDITIONAL)

50% - Progress Report

50% - Upon submission of Technical Report and Calculations

## 12. OWNER PROVIDED ITEMS

In the execution of the work, the following items shall be provided by the QCG:

Clearance in inspection the building, and access to various parts of the building; and

Building technical personnel to provide site assistance and support throughout the duration of the site works.

## 13. CHANGES

All instructions for revisions to the drawings and other documents shall be authorized and issued under Quezon City Department of Engineering (QCDE).

Revisions to the drawings and other documents, at no fault of the CONSULTANT, during any Phase that will substantially affect the scope of the delivery of the services, as determined and agreed upon by both parties, shall be implemented by the CONSULTANT within the corresponding and reasonable extension of the period concerned at no additional cost to the CDE.

Major revisions may be pursued as a separate contract subject to the applicable provisions of the IRR of RA 9184.

## 14. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the code & standards and requirements set by the Quezon City Government shall constitute an offense and shall subject the Supplier to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.



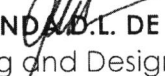
## 15. TERMINATION

The guidelines contained in RA 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53 of RA 9184 and its IRR.

Prepared By:

  
**Engr. PETE ANDRE S. IMATONG**  
Mechanical Engineer, Planning  
and Design Division

Checked By:

  
**Engr. FREDISWIND D.L. DE GUZMAN**  
Head, Planning and Design Division

Approved By:

  
**Atty. MARK DALE DIAMOND P. PERRALTA**  
City Engineer

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

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

In line with this submission, we certify that:

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

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

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

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

**“ANNEX B”**

List of all Ongoing Government & Private Contracts including contracts awarded but not yet started

Business Name : \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name and Location of Project	Description of the Project	Date of Award of the Contract	Consultant’s Role	Amount of Contract	Contract Duration
			Description		
<u>Government</u>					
<u>Private</u>					

Submitted by : \_\_\_\_\_  
(Printed Name & Signature of Representative of Bidder)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

“ANNEX C”

List of Completed Government & Private Contracts within the last ten (10) years

Business Name : \_\_\_\_\_ Business Address : \_\_\_\_\_

Name and Location of Project	Description of the Project	Date of Award of the Contract	Consultant’s Role	Amount of Contract	Contract Duration
			Description		
<u>Government</u>					
<u>Private</u>					

Attachments:

1. Certificate of satisfactory completion issued by the client

Submitted by : \_\_\_\_\_  
(Printed Name & Signature of Representative of Bidder)

Designation : \_\_\_\_\_

Date : \_\_\_\_\_

**“ANNEX D”**

**STATEMENT ON CITIZENSHIP & PROFESSIONAL REGISTRATION**

Date of Issuance

Ma. Josefina G. Belmonte  
Mayor  
City of Quezon  
Quezon City, Philippines

Attention : **The Chairperson**  
Bids and Awards Committee

Dear Sir/Madame:

In compliance with the requirements of the (Name of the Procuring Entity) BAC for the bidding of the (Name of the Project), I hereby certify that:

- ☐ I am a (Nationality) citizen wishing to participate in the bidding.
- ☐ I have the technical and financial capabilities to satisfactorily render the required services.
- ☐ I possess the required professional license issued by the professional Regulation Commission or other appropriate regulatory body (name of other regulatory body).

Very truly yours,

Name of Authorized Representative

Position

Name of the Bidder

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

---

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

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

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

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

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

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

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

We remain,

Yours sincerely,

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

TPF 2. CONSULTANT’S REFERENCES

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

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

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

Consultant’s Name: \_\_\_\_\_

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

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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**

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**TPF 5. TEAM COMPOSITION AND TASK**

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1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

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

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

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Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

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

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

\_\_\_\_\_

Detailed Tasks Assigned: \_\_\_\_\_

\_\_\_\_\_

**Key Qualifications:**

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

\_\_\_\_\_

**Education:**

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

\_\_\_\_\_

**Employment Record:**

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

\_\_\_\_\_

**Languages:**

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

\_\_\_\_\_

**Certification:**

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

**Commitment:**

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

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

Full name of staff member: \_\_\_\_\_  
Full name of authorized representative: \_\_\_\_\_

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

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

**NAME OF NOTARY PUBLIC**

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

TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

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

Full-time: \_\_\_\_\_  
Reports Due: \_\_\_\_\_  
Activities Duration: \_\_\_\_\_  
Location \_\_\_\_\_

Part-time: \_\_\_\_\_

Signature: \_\_\_\_\_  
(Authorized representative)

Full Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_

TPF 8. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

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

B. Completion and Submission of Reports

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

## OMNIBUS SWORN STATEMENT

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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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

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

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

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

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

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

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

We remain,

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

FPF 2. SUMMARY OF COSTS

Costs	Currency(ies) <sup>1</sup>	Amount in Philippine Peso
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		

<sup>1</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.

**FPF 3. BREAKDOWN OF PRICE PER ACTIVITY**

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies) <sup>2</sup>	Amount in Philippine Peso
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

<sup>2</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.

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

Activity No. _____		Name: _____		
Names	Position	Input <sup>3</sup>	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

<sup>3</sup> Staff months, days, or hours as appropriate.

FPF 5. REIMBURSABLES PER ACTIVITY

Activity No: \_\_\_\_\_

Name: \_\_\_\_\_

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

<sup>4</sup> Local transportation costs are not included if local transportation is being made available by the Entity. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Entity.

FPF 6. MISCELLANEOUS EXPENSES

Activity No. \_\_\_\_\_ Activity Name: \_\_\_\_\_

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