



*Republika ng Pilipinas*  
*Lungsod Quezon*



**BIDS AND AWARDS COMMITTEE - INFRASTRUCTURE AND CONSULTANCY**

**BAGONG PILIPINAS**

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-25-005**

Name of Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
Contact No. : \_\_\_\_\_  
Project Title : **CONSULTING SERVICES FOR THE QUEZON CITY EXCEL  
SCHOLARSHIP SUB-CATEGORY APTITUDE TEST AND  
PSYCHOLOGICAL EXAM**  
Approved Budget for Contract : **Php 625,000.00**  
End-User / Implementing Office : **QUEZON CITY YOUTH DEVELOPMENT OFFICE**

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; and
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.
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>	2:00 PM	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 03, 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 **70% for the Technical Proposal** and **30% 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

## 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 Quezon City Youth Development Office 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. Quezon City Youth Development Office 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 (TOR)**  
**Quezon City Excel Scholarship Sub-Category**  
**Aptitude Test and Psychological Exam**

**I. BACKGROUND / RATIONALE**

Pursuant to Ordinance SP-3283, S-2024, also known as the Expanded Scholarship Code of Quezon City, a scholarship program with newly established subcategories for tertiary students has been introduced. Among these newly instituted subcategories is the Excel Scholarship, designed for students who demonstrate exceptional academic performance by maintaining the prescribed General Weighted Average (GWA) while actively engaging in volunteer work or participating in programs, projects, or activities of social significance. In accordance with the provisions of the ordinance, applicants must pass the aptitude and psychological assessments to be administered by the Quezon City Youth Development Office (QCYDO).

Given the expertise needed to implement the Aptitude Test and Psychological Exam included in the selection process, it is imperative to acquire consultancy services to conduct the psychological testing of aspiring QC Excel scholars.

**II. PROJECT DESCRIPTION AND OBJECTIVES**

The primary objective of the project is to produce Quezon City scholars who are imbued with values and skills that are honed not only for their success as student and future professional, but also to equip them to become a leader and agent of positive change, serving fellow youth and residents of the city.

To accomplish the program's primary objective, the following specific objectives must be met:

- **To Ensure a Comprehensive and Standardized Evaluation Process** – Engage a qualified psychological testing center to administer, score, and interpret the Aptitude Test and Psychological Exam in accordance with established psychometric standards and best practices.
- **To Maintain Fairness and Objectivity in Scholar Selection** – Utilize a reliable third-party provider to ensure an unbiased assessment of applicants' cognitive abilities, personality traits, and psychological readiness for the Excel Scholarship.
- **To Identify High-Potential Scholars Aligned with Program Values** – Assess applicants' aptitude, emotional intelligence, and socio-civic orientation to select individuals who demonstrate academic excellence, leadership potential, and a commitment to community service.
- **To Ensure Data Accuracy and Confidentiality** – Implement secure protocols for administering, scoring, and interpreting test results while upholding ethical standards and protecting applicants' personal and psychological information.
- **To Optimize Efficiency in the Screening Process** – Streamline the testing and evaluation process by outsourcing to a specialized center, ensuring timely, accurate, and professional assessment of all scholarship applicants.
- **To Provide Evidence-Based Decision-Making Support** – Generate comprehensive psychological reports and insights to assist the Scholarship Screening Committee in making well-informed and data-driven selection decisions.

**III. AREA OF COVERAGE**

This program is intended for academically outstanding and socially engaged tertiary students (freshmen) residing in Quezon City. The scholarship will be open to applicants from all districts within the city, ensuring equitable access to educational support for deserving youth. Applicants will be sourced from diverse educational institutions within and beyond Quezon City, provided they meet eligibility criteria and requirements.

**IV. PROJECT DURATION**

The project must be completed in **FOUR (4) MONTHS** upon issuance of the Notice to Proceed (NTP). A detailed schedule of work and activity plan shall be prepared and submitted together with the Service Provider's Proposal.

**V. PROJECT STANDARDS**

All procedures in the Aptitude Test and Psychological Exam to be conducted by the Service Provider must adhere strictly to ethical and professional standards, in alignment with the Code of Ethics for Philippine Psychologists and Psychometricians and the APA Guidelines for Psychological Assessment and Evaluation.

**VI. MINIMUM QUALIFICATIONS AND REQUIREMENTS**

The service provider shall be eligible to participate in the bidding process, provided that they meet the following criteria:

Track Record

- 1. The Service Provider should be in the Psychological Assessment/Testing industry for at least three (3) years and is authorized with certification to use psychological tests appropriate for assessing the aptitude, personality traits, cognitive/intellectual abilities, and other competencies measured by the full test battery.
- 2. The Service Provider should have a single similar completed contract within the last three (3) years.

Personnel

- 1. The Service Provider should have sufficient and competent staff, including Psychometricians and Psychologists licensed under the Professional Regulation Commission (PRC) who can use, administer, and interpret various psychological paper-and-pen tests.
- 2. The Service Provider should have or be able to procure licensed/authorized psychological tests specified to be used in the Aptitude Test and Psychological Exam.

PERSONNEL	REQUIRED NO. OF PERSONNEL	PERSONNEL MINIMUM QUALIFICATIONS
Psychologist	1	<p>Must possess a PRC license, valid within the contract year, certifying that they are a Registered Psychologist.</p> <p>Must possess certification that the Psychologist has at least one (1) year experience in handling the instruments to be used in the Aptitude Test and Psychological Exam.</p> <p>Must have at least one (1) year experience in test administration, result interpretation, validation of interpretation, provision of recommendation, and creation of summary report of test results.</p>
Psychometrician	2	<p>Must possess a PRC license, valid within the contract year, certifying that they are a Registered Psychometrician.</p> <p>Must have at least one (1) year experience in test administration and creation of summary report of test results.</p>

**VII. BID EVALUATION METHODOLOGY**

For the purpose of procuring the services of Service Provider for this undertaking, the Revised IRR of the Republic Act 12009 shall govern.

- A. The evaluation of bids shall follow the Quality-Cost Based Evaluation Procedure where the merits of both the Technical and Financial Proposals of the bidders shall be considered, in accordance with Republic Act 12009 and its Revised IRR. The Technical and Financial Proposals shall be given the corresponding weights as follows:

Proposals	Perfect Score
Technical Proposal	70%
Financial Proposal	30%
TOTAL	100%

- B. Shortlisting:** Three (3) psychological testing centers shall be shortlisted based on the following:
- Applicable experience of the psychological testing center
  - Qualification of the key personnel assigned to the project
  - Job Capacity

- C. Eligibility:** Criteria for evaluation of eligibility for shortlisting:

Criteria	Percentage %
Applicable experience of the psychological testing center	40%
Qualification of the key personnel assigned to the project	35%
Current workload relative to Capacity	25%
<b>TOTAL</b>	<b>100%</b>

- D. Technical:** Criteria for evaluation of technical proposal:

Criteria	Percentage %
Experience and capability of the psychological testing center	40%
Quality of key personnel to be assigned to the project	35%
Plan of approach and methodology in delivering the services required	25%
<b>TOTAL</b>	<b>100%</b>

- E. Financial:** The lowest evaluated Financial Proposal is given the maximum financial score of 100%. Financial Proposals which exceed the Approved Budget for the Contract of this project shall automatically be disqualified.

- F.** To be shortlisted, prospective bidders must reach at least 70% of Eligibility Score. Failure to meet the specified requirement in the shortlisting would result in the ineligibility to proceed to the next step of the procurement process.

- G.** Shortlisted candidates must reach at least 70% Technical Score to proceed.

**VIII. APPROVED BUDGET FOR THE CONTRACT**

The Approved Budget for the Contract (ABC) is SIX HUNDRED TWENTY FIVE THOUSAND AND 0/100 PESOS ONLY (Php 625,000.00) inclusive of all applicable taxes, commissions, bank charges, remuneration, professional fee, and all incidental expenses such as printing of reports, deliverables, transportation, fuel, communications, etc. and other fees that may be incurred in the process.

**IX. SCOPE OF WORK AND EXPECTED OUTPUTS**

The Scope of Work for this Project is designed to achieve the project objectives. The following are the minimum activities that the Service Provider must undertake to fulfill this aim:

- A. Pre-Testing Coordination**
1. Coordinate with the Quezon City Youth Development Office on the planning and logistic management of the group psychological testing.
  2. Source and procure the necessary psychological tests to be administered.
  3. Prepare the testing materials (test booklets and answer sheets) to be used.
  4. Conduct ocular visit to the venue or testing facility together with the QCYDO.
  5. Provide formal orientation to the licensed psychometricians of the QCYDO on the following:
    - Administration of test battery of Aptitude Test and Psychological Exam;

- Aptitude Test and Psychological Exam descriptions with raw scores, percentile, and interpretation for validation purposes;
- Monitoring and record keeping.

**B. Administration of Aptitude Test and Psychological Exam**

1. Provide paper-and-pen assessment services and testing based on standardized tests with updated norms.
2. Administer the full test battery of the Aptitude Test and Psychological Exam on the testing facility in December 2025-April 2026.
3. Ensure proper test administration conditions, including security measures to prevent test irregularities.
4. Observe strict compliance with ethical and professional testing standards, in compliance with the Code of Ethics for Philippine Psychologists and Psychometricians and the APA Guidelines for Psychological Assessment and Evaluation.

**C. Test Scoring and Interpretation**

1. Utilize scientifically validated scoring procedures to ensure accuracy.
2. Interpret results based on established psychometric principles and in alignment with the scholarship program's selection criteria.
3. Analyze test outcomes to assess applicants' strengths and areas for development in intellectual resources, cognitive abilities, emotional intelligence, coping strategies, and resilience (grit).

**D. Reporting and Documentation**

1. Submit raw and processed test results within four (4) weeks after the testing period.
2. Submit a comprehensive report on the results of the Aptitude Test and Psychological Exam within eight (8) weeks after the testing date.
3. Provide individual psychological profiles detailing cognitive and emotional competencies, as well as appropriate recommendations based on the assessment results.
4. Generate a summary report outlining key findings, trends, and insights relevant to the scholarship selection process.

**E. Compliance and Ethical Standards**

1. Ensure strict confidentiality of all test results and applicant information in accordance with the Data Privacy Act of 2012 and other relevant laws.
2. Adhere to ethical guidelines set by the Psychological Association of the Philippines and other governing bodies.
3. Maintain objectivity, fairness, and non-discriminatory practices throughout the assessment process.

**F. Coordination and Support**

1. Work in close collaboration with QCYDO and the Excel Scholarship screening committee.
2. Provide technical support and assistance for any concerns related to test administration, scoring, or interpretation.
3. Participate in meetings, briefings, and consultations as necessary to ensure seamless execution of the assessment process.

Below is the list of exams to be conducted:

1. Aptitude Tests:
  - a. Raven's Advanced Progressive Matrices (APM)
  - b. Reading Comprehension Test
  - c. Differential Aptitude Tests (DAT)
2. Psychological Tests:
  - a. Trait Emotional Intelligence Questionnaire (TEIQue-SF)
  - b. Filipino Coping Strategies Scale
  - c. Grit Scale
  - d. Masaklaw na Panukat ng Loob (Mapa ng Loob)
  - e. DSM-5 Cross-cutting Symptom Measure



**X. PROJECT TIMELINE AND TERMS OF PAYMENT**

Deliverables	Description	Period	Payment Schedule
Pre-Testing Outputs	<ul style="list-style-type: none"><li>• Testing Plan and Schedule - A detailed timeline outlining the administration of the exams, including logistics and assigned personnel.</li><li>• Procured and Prepared Testing Materials - Securely sourced and prepared test booklets, answer sheets, and related materials.</li><li>• Pre-Testing Orientation Report - Documentation of the orientation provided to Quezon City Youth Development Office (QCYDO) psychometricians regarding test administration, scoring, and interpretation.</li><li>• Ocular Inspection Report - A report confirming the readiness of the testing venue after coordination with QCYDO.</li></ul>	Two (2) weeks from the issuance of Notice To Proceed	10%
Testing Administration Outputs	<ul style="list-style-type: none"><li>• Successfully Conducted Aptitude and Psychological Exams - Execution of standardized tests for all eligible applicants based on the agreed-upon schedule.</li><li>• Attendance and Monitoring Report - A record of all applicants who participated in the exams, including any irregularities or incidents during the testing process.</li></ul>	Three (3) weeks from the approval of the Testing Plan and Schedule	30%
Test Scoring and Interpretation Outputs	<ul style="list-style-type: none"><li>• Raw and Processed Test Scores - Accurate computation and processing of all test results based on standardized psychometric principles.</li><li>• Individual Psychological Profiles - A detailed report per applicant, including assessments of cognitive abilities, emotional intelligence, coping strategies, and other relevant psychological factors.</li></ul>	Four (4) weeks after the test administration	30%

Reporting and Documentation Outputs	<ul style="list-style-type: none"><li>• Comprehensive Test Result Report – A consolidated summary of all applicants' performance, trends, and key insights relevant to the scholarship selection process.</li><li>• Recommendation Report – A formal document outlining the strengths and areas for development of applicants, along with suggested next steps based on their psychological evaluation.</li><li>• Confidentiality and Data Privacy Compliance Report – Assurance that all test results and applicant information have been securely handled in compliance with the Data Privacy Act of 2012.</li></ul>	Eight (8) weeks after the test administration	15%
Post-Testing Support Outputs	<ul style="list-style-type: none"><li>• Clarifications and Consultations – Availability for follow-up discussions with QCYDO and the Excel Scholarship Committee regarding test interpretations.</li><li>• Final Project Completion Report – A summary of the entire engagement, including challenges encountered, resolutions, and recommendations for future assessments.</li></ul>	Eleven (11) weeks after the test administration	15%
Total			100%

**XI. CONFIDENTIALITY, INTELLECTUAL PROPERTY RIGHTS, AND NON-DISCLOSURE OF INFORMATION**

The Service Provider for the Aptitude Test and Psychological Exam shall maintain strict confidentiality and shall not disclose any proprietary or confidential information related to the test materials used. The Service Provider is prohibited from disclosing the results of the QC Excel applicants or using their data without the prior written consent of the QCYDO.

The QCYDO shall not be liable for any infringement of intellectual property rights arising from the use of any materials in the conduct of the Aptitude Test and Psychological Exam by the Service Provider. In case there are third-party claims of such infringement of patent, trademark, copyright, or industrial design rights, the Service Provider must hold the QCYDO free and harmless against such claims.

The Service Provider must maintain all Aptitude Test and Psychological Exam results and other information in strict confidence. The Service Provider must have sufficient security measures in place to ensure that Aptitude Test and Psychological Exam test results are stored and handled in such a way as to prevent any unauthorized use, access, or disclosure. The Service Provider must not disclose documents and information to any third party unless authorized, in writing, by the QCYDO or the QC Excel applicant concerned.

## **XII. OTHER TERMS AND CONDITIONS**

- QC LGU has two (2) weeks to comment on/approve the submitted preparatory documents/activities made by the service provider.
- QC LGU shall be allowed up to three (3) major revisions of the outputs, without any additional cost.
- The service provider shall hold Quezon City free and harmless of any liability arising from the intellectual property content not contributed by Quezon City.
- QC LGU owns the right to the copyright, reproduction, distribution, and other possible uses of the test results.

## **XIII. PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver goods according to the standards and requirements set by the city shall constitute an offense and shall subject the Contractor to penalties and/or liquidated damages, pursuant to RA 12009 and its revised implementing rules and regulations.

## **XIV. CANCELLATION OR TERMINATION OF CONTRACT**

This City may, without prejudice to other remedies against the Service Provider, unilaterally cancel or terminate the Contract, in whole or in part, due to default, insolvency or for justifiable cause or on any ground which it deems inimical to the City's public's interest, which includes but is not limited to the following:

1. Failure of the Service Provider to provide/meet the necessary requirements as stated in this TOR and in other bidding/contract documents;
2. Violation or non-performance of the other terms and conditions of the Contract; and
3. Other acts inimical to public interest.

The guidelines contained in RA 12009 and its revised IRR shall be followed in the termination of any 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 35 (d) of RA 12009 and its IRR.

Prepared by:



**CLAIRE DENISE H. ARADA, Rpm**  
Scholarship Coordinator  
Youth Welfare Programs and Operations Division

Recommending Approval by:



**MARIELLE SIARNO-GAW, MBA**  
Youth Development Officer  
Quezon City Youth Development Office

Noted by:



**EDDILYN DC. DIVIDINA, DBA**  
Head  
Quezon City Youth Development Office

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 : \_\_\_\_\_

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

“ANNEX C”

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 : \_\_\_\_\_

<b>“ANNEX D”</b>
------------------

**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**

---

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**

<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
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: \_\_\_\_\_

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

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

---

[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				_____