



**REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF TRADE AND INDUSTRY
Bids and Awards Committee
(Bidding No. 21-033)**

**Request for Proposal for Negotiated Procurement
Consulting Service for the Development and Conduct of Logistics Efficiency Index
(LEI) Survey**

1. In view of the two (2) failed public biddings, the Department of Trade and Industry (DTI) Bids and Awards Committee (BAC) invites interested bidders to submit proposal in the negotiation for the **Consulting Service for the Development and Conduct of Logistics Efficiency Index (LEI) Survey** with an Approved Budget for the Contract (ABC) of **Six Million Pesos (PhP6,000,000.00)** in accordance with Section 53.1 of the Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act."

For more details on this project, please refer to attached Terms of Reference (Annex A).

2. Negotiated Conference will be on **14 September 2021, 9:30 AM** through video conferencing, which shall be open to all prospective bidders. The Zoom Meeting Details are:

Zoom Meeting Details:

<https://zoom.us/j/92389350826?pwd=Ml9hTmVkVTZGY0ZxbHBGUUx0MCsvUT09>

Meeting ID: 923 8935 0826
Passcode: 847590

3. The Eligibility documents, Technical Proposal Forms (Annex B) and Financial Proposal Form (Annex C) shall be submitted in a separate envelope on or before **22 September 2021, 9:00 AM** through video conferencing or webcasting via Zoom, which shall be open to prospective bidders.
4. Opening of the eligibility documents and technical proposal will be on **22 September 2021, 9:30 AM** and the opening of the financial proposal will be on **29 September 2021, 9:30 AM** at the Center Conference Room, Trade & Industry Building, 361 Sen. Gil Puyat Avenue, Makati City.

The Zoom Meeting Details for 22 September 2021:

<https://zoom.us/j/94604769182?pwd=Q3krekkzOEpmaldyTDMxdGVNTURwdz09>

Meeting ID: 946 0476 9182
Passcode: 997232

The Zoom Meeting Details for 29 September 2021:

<https://zoom.us/j/93057245146?pwd=RVB1VFVIL0JMRnA5c1Z3Rks1M3RFQT09>

Meeting ID: 930 5724 5146

Passcode: 567502

5. The bidders may submit their bids in any of the following form:
 - 5.1. Physical submission of the documents on the address stated below; or
 - 5.2. Electronic submission of bids with the following guidelines:
 - 5.2.1. The Bidder shall submit three (3) set of files of the same documents in PDF format, NOT EDITABLE, with different individual password before the set deadline. The Encryption Key and Password shall be submitted during the opening of the bids of the concerned bidder.
 - 5.2.2. The Bidder shall have the full responsibility on securing the files submitted are not corrupted. The DTI-BAC shall have three (3) attempts to open the submitted files.
 - If the first file was successfully opened, the two (2) remaining files shall be disregarded.
 - If the first file was corrupted, the DTI-BAC shall open the second file. If the second file was successfully opened, the first and third file shall be disregarded.
 - If the first and second file were corrupted, the third file shall be opened.
6. If the third file was corrupted, the bidder shall be automatically disqualified.
7. The DTI reserves the right to accept or reject any offer, to annul the negotiation process, and to reject all offers at any time prior to contract award, without thereby incurring any liability to affected firms.
8. For further information, please refer to:

Mary Ann D. Yulas

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Human Resource and Administrative Service
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361 Sen. Gil Puyat Avenue, Makati City
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Email: MaryAnnYulas@dti.gov.ph
Website: www.dti.gov.ph

You may visit the following websites:

For downloading of Bidding Documents:

<https://notices.philgeps.gov.ph/>

<https://www.dti.gov.ph/good-governance-program/transparency-seal/bac-resources/>

For online bid submission: BACSecretariat@dti.gov.ph

SGD.

MARY JEAN T. PACHECO
Assistant Secretary
Chairperson
DTI-Bids and Awards Committee

List of Eligibility Documents

(a) Class "A" Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) 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 five (5) years prior to the deadline for the submission and receipt of eligibility documents. The statement shall include, for each contract, the following:

- (ii.1) the name and location of the contract;
- (ii.2) date of award of the contract;
- (ii.3) type and brief description of consulting services;
- (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
- (ii.5) amount of contract;
- (ii.6) contract duration; and
- (ii.7) certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract;
- (iii) 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.
- (iv) Original duly signed Omnibus Sworn Statement (OSS) (Annex D), and Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

(b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

Annex A

Terms of Reference

I. BACKGROUND AND RATIONALE

The logistics service sector continues to achieve significant growth given the strong demand brought about by the increasing eCommerce activities and robust manufacturing sector in the past years. Because of these developments, the country's freight and logistics are forecasted to reach 3.6 trillion pesos by 2023. Recently, many local conglomerates are investing in logistics-related businesses to meet the rising demand for logistics services. Along with the growing demand, there is a need to provide significant improvement and development to increase the efficiency and competitiveness of the logistics services sector.

In the 6th edition of Connecting to Compete and the 2018 edition of the Logistics Performance Index (LPI) of the World Bank, the Philippines' LPI rank increased 11 notches from 71st place in 2016 to 60th out of 160 countries. The country's improvement was attributed to improvements in infrastructure, logistics quality and competence, tracking and tracing, ease of arranging competitively priced international shipments. However, slippages were seen in terms of efficiency of customs and border management clearance and timeliness (i.e. frequency with which shipments reach consignees within the scheduled or expected)

Despite the country's improvement in the overall ranking, when compared to neighboring ASEAN, the Philippines' slipped to 6th place out of 10, besting Brunei (80), Lao PDR (82), Cambodia (98) and Myanmar (137). Meanwhile, Singapore (7), Thailand (32) registered in the top 20% of 160 economies surveyed.

In 2017, the Department of Trade and Industry's Supply Chain and Logistics Management Division (DTI-SCLMD) in partnership with the World Bank conducted a survey with the Logistics Service Providers (LSPs) to measure the performance of the country's logistics sector and identify improvements. The result of the survey can be summarized as follows:

- Truck operators has the most long-term contractual relationship with the LSPs. Thus, Domestic trucking is the most outsourced logistics activity.
- Food produce (34%), general cargo (16%) and electronics (15%) are the main import commodities while electronics (40%), food (20%), and garments (20%) are the main exports handled by LSPs.
- Domestic flows mostly originate from Luzon to Visayas as the main domestic destination. Luzon is also the main origin of exports going to top three destinations, namely the United States, Japan and China.
- International ocean freight provides the highest level of revenue
- Cost is the dominant logistics performance; LSPs consider that the cost dimension needs to be more controlled than other dimensions (time and reliability) in order to achieve profits.
- Delays in customs processes is considered the most problematic issue for LSPs.
- The overall logistics performance is perceived higher than the World Bank's LPI score and ranking.

Because of the accelerated adoption of e-commerce and the launching of the e-commerce Roadmap 2022 last January 2021, which focuses on Market access, digitalization and LOGISTICS INTEGRATION, the e-Commerce office in partnership with the DTI-SCLMD shall conduct a logistics efficiency indicator survey on logistics services providers, focusing on last mile delivery services. The survey results are vital to understand the current state of the logistics industry and to identify recommendations for making a competitive and future ready logistics services sector.

The Logistics Efficiency Indicator (LEI) study 2020 is in line with the development of ASEAN Work Plan for the implementation of the ASEAN Agreement on E Commerce, which state that: *By 2025 ASEAN will have identified and quantified key obstacles to efficient e-commerce logistics across the region, and will have commenced impactful collaborative initiatives among e-commerce facilitators including customs agencies, postal agencies and private sector stakeholders.*

II. OBJECTIVES

The primary objective of the project is to measure the country's logistics efficiency from the perspective of the logistics service providers, and identify recommendations to reduce cost and improve efficiency. Specifically, the project shall:

- Measure the logistics and company operations of logistics service providers;
- Measure the effectiveness and importance of domestic and international logistics functions;
- Measure the Skills and Human Development of logistics service providers workforce;
- Identify the logistics service providers' bottlenecks in fulfillment of orders; and
- Identify the priority issues experienced by logistics service providers.

To help the ECO and SCLMD develop relevant interventions to promote logistics integration, the study shall provide an understanding of the operations and concerns of last mile delivery services to improve business to consumer transactions. As indicated in the ASEAN E-Commerce workplan,

E-commerce relies on a chain involving public (customs, postal) and private (logistics, express couriers) facilitators to fulfil the promise of fast, low-cost and reliable delivery. Establishing new collaborative projects between these stakeholders will bring tangible benefits to consumers and establish a platform for further cooperation. Quantifying and identifying the challenges across the e-commerce fulfillment chain will allow better targeting of support and collaborative initiatives.

III. SCOPE OF WORK AND DELIVERABLES

The study shall comprise the following parts:

Part 1: LEI 2020 vs. 2017 – a measurement of efficiency and performance of the logistics service providers in the Philippines as compared from the 2017 LEI results conducted by the DTI and World Bank.

Part 2: Logistics Cost. – a measurement of international and domestic transport and logistics cost components of identified products in the supply chain. (ie., trucking cost, port fees, shipping cost, warehouse cost, permits/licenses fees, etc.)

Part 3: Last Mile Delivery – identification of last mile/door-to-door delivery players in the ecosystem as well as the challenges in the last mile landscape. (ie., regulatory burden, skills and human development issues, lack of infrastructure development for last mile delivery)

Part 4: Conclusion and Recommendations – suggest government interventions in any or all areas (eg., skills and human development, digital transformation, policy/regulations, infrastructure, investment, etc.)

The Consultant shall:

1. Develop the appropriate tool/questionnaire to address scope/coverage.
2. Administer the survey to a minimum sample size of 300 respondents representing from the following sector:
 - Customs Brokerage
 - Cold Storage
 - Warehousing
 - Trucking
 - Domestic Freight Forwarding
 - International Freight Forwarding
 - Domestic Shipping Lines
 - International Shipping Lines
 - Last Mile Delivery Services
 - Others Logistics Services Providers
3. Develop case study assumptions to measure logistics cost. The case study must show the time, cost, and process of shipments within ASEAN from the point of origin to the place of destination (ie., from Warehouse A going through a Port to Warehouse B to Company A to Distribution Hub and via Last Mile Delivery to Customers).
4. Submit the results of the survey including recommendations within the timeline set by end-user and in the format prescribed. (ie., 500-word summary, full-report, infographic poster for social media, PPT deck for presentation)
5. Conduct presentations, as appropriate, to report the final results of the survey.

IV. RESPONSIBILITIES OF THE CONSULTANT

1. The Consultant shall render services equivalent to six (6) months beginning from the development of the survey design until the submission of the final report.
2. The Consultant shall directly report to the DTI Assistant Secretary of Digital Philippines on the plan of action and timing of the deliverables.

3. The Consultant shall be physically or virtually available for consultations at least once (1) a month during the duration of the research study.
4. The Consultant shall be responsible for the development and completion of the deliverables, including the:
 - (i) survey questionnaire;
 - (ii) inception and interim reports;
 - (iii) draft final report;
 - (iv) final report;
 - (v) fully-compiled survey dataset;
 - (vi) accompanying presentations from (ii) to (v), including the conduct of an internal forum; and
 - (vii) submission to DTI of the appropriate monthly billing statements and the corresponding official receipts/certificate under oath of actual disbursements for payment of reimbursable items.
5. The Consultant shall be responsible for the full dataset compilation and the final edit and lay-out of the printable version of the final report, including an infographic or brief narrative.

V. RESPONSIBILITIES OF THE DTI

The DTI shall facilitate the process of the survey by providing the following:

1. All necessary reference materials to support the development of the study. (ie., LEI 2017 study result, LEI LSP 2017 Survey Form).
2. Determine the acceptability of the deliverables and shall be the approving authority for all operations-related activities.

VI. QUALIFICATION REQUIREMENTS

1. **Qualification Requirements.** The survey research shall be undertaken by a reputable Consultancy. The Firm shall mobilize key personnel, i.e., a principal/lead consultant and at least two (2) experts. The Consulting Firm, as well as the principal/lead consultant and experts, should have the following qualifications:

	Qualifications	Minimum Requirements
Quality of Consulting Firm	<ul style="list-style-type: none"> • Knowledgeable in survey design and survey field operations • Involvement in similar and/or relevant consulting or professional services of complexity and technical specialty comparable to the job under consideration • Recognized for competence in statistics • Well-versed in the 	<ul style="list-style-type: none"> • Preferably five (5) years of experience in survey research, particularly in survey design and field operations that can implement a survey project covering at least 1,000 respondents • Must have been engaged in managing/administering a similar and/or relevant professional and consulting services or data generation

	management of data collection	with sample related work (at least one (1) completed report and at least two (2) presentations/ trainings conducted)
Quality of Principal, Lead Consultant, and experts	<p>Education</p> <ul style="list-style-type: none"> Educational attainment in statistics, economics, and/or related fields, with strong background in survey research. <p>Training</p> <ul style="list-style-type: none"> Knowledgeable in the conduct of survey research particularly survey design and survey field operations, and other similar and/or relevant trainings. Knowledgeable in the logistics industry <p>Professional Experience</p> <ul style="list-style-type: none"> Recognized for competence in statistics, well-versed in the management of data collection with experience in survey research particularly survey design and survey field operations Involvement in similar and/or related consulting or professional services of size, complexity and technical specialty comparable to the job under consideration. Recognized for expertise in logistics industry sector. 	<ul style="list-style-type: none"> Principal/Lead Consultants: Preferably an MA degree holder; PhD will be an advantage; Experts: At least BS/BA degree holder; MS/MA an advantage Must have at least 24 hours (for principal/lead consultant) and 12 hours (for experts) of training in the conduct of survey research particularly survey design and survey field operations, and other similar and/or relevant trainings At least five (5) years of experience in survey research, particularly in survey design and field operations. Must have been a Team Leader/ Manager (for principal/lead consultant) in similar and/or relevant consulting services Principal/lead consultant must have sample related work engagement (with at least two (2) completed reports and must have at least one (1) presentation/ training conducted). At least five (5) years of experience in logistics industry operations
Overall work commitment	<ul style="list-style-type: none"> To be determined by the number of ongoing projects that the principal/ lead consultant and experts are currently engaged with 	<ul style="list-style-type: none"> The principal/lead consultant and experts that will be engaged must have no more than five (5) current and on-going consultancy projects

2. **Criteria for Selection.** The Consultant shall be selected using the Quality-Cost Based Selection/Evaluation (QCBS/QCBE) procedure as prescribed under Section 24.5.3 of the Revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184, or the Government Procurement Reform Act (GPPRA), and based on the following criteria:

a. Technical Proposal (80%)

The following shall be submitted as part of the Technical Proposal:

1. List of accomplished similar projects with contract amounts no less than P1,000,000

Bidders are required to submit the list of accomplished similar projects using the following format:

Name of Similar Project	Date of Contract	Amount of Contract	Number of Research Members Involved	Completion Date	Client

The track record, qualifications of key personnel, and proposed methodology will be evaluated as part of the Technical Proposal.

2. Curriculum Vitae of key personnel

Each bidder shall submit the curriculum vitae of each member who shall be assessed based on experience (80%) and education (20%). Bidder should state number of years, educational attainment, similar projects handled, and references, including awards/distinctions received among others.

	Point System
1. Project Leader	Relative Work Experience
2. Assistant Project Leader	
3. Senior Researcher	Educational attainment of key personnel
4. Research Analyst	
5. Data Surveyor	
6. Data Visualization Specialist	
7. Statistician	
8. Administrative Staff	

3. Proposed Methodology and Implementation Plan.

Each bidder shall submit and present their technical proposal containing the approach/methodology, resources, timeline, possible challenges/risk of the project, and the suggested solutions. Each bidder shall be given fifteen (15) minutes to present via Zoom meeting. The criteria and points are as follows:

1. Approach

- a. Overall strategy, methodology, and analyses to be used to accomplish the objectives of the project. (ie., how the data will be collected, analyzed, and interpreted).
- b. Possible problems, alternative strategies, and suggested solutions to achieve the objectives of the project.

2. Resources / Tool to be used in data processing

- a. Instrument/s that shall be used in data and Information gathering.
- b. The instrument/s should be advance, practical, and efficient in processing data.

3. Timeline

- a. Less than six (6) months or twenty-four (24) weeks (until the first quarter of 2022).
- b. More than six (6) months or twenty-four (24) weeks.

b. **Financial Proposal (20%)**

Each bidder shall submit its financial proposal not exceeding PhP6,000,000.00 inclusive of taxes.

The passing score is **70 points**.

VII. APPROVED BUDGET FOR THE CONTRACT (ABC)

Fund for this survey research shall be sourced from the budget of DTI E-Commerce Division.

The ABC for the proposed undertaking is Six Million Pesos (PHP6,000,000.00), inclusive of all applicable government taxes and charges, professional fees, and other incidental and administrative costs, which shall be paid on a reimbursement basis (e.g., meetings, consultations, materials, etc.).

Note that this consulting contract shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to the Government.

All manuals, reports, materials, databases, questionnaires, references, etc. acquired through the conduct of the survey research shall be turned over to DTI at the conclusion of the undertaking.

VIII. SCHEDULE OF PAYMENT

Breakdown of payment shall be as follows:

No. of Tranche	Deliverables	Completion date	Payment
First Payment	<ul style="list-style-type: none"> • Inception Report 	October 15, 2021	15%
Second Payment	<ul style="list-style-type: none"> • Survey questionnaire 	October 30, 2021	20%
Third Payment	<ul style="list-style-type: none"> • Conduct of Survey • Interim Report 	December 15, 2021	25%
Fourth Payment	First draft of	February 15, 2022	25%

	preliminary results <ul style="list-style-type: none"> • Report • PowerPoint • Infographics • Presentation of draft report 		
Fifth Payment	<ul style="list-style-type: none"> • Final report • Final PowerPoint • Infographics • Presentation of Final Report 	March 31, 2021	15%

IX. CONFIDENTIALITY CAUSE

The Consultant warrants the full confidentiality of all information gathered for the consultancy contract given by DTI, unless the latter indicated the contrary. The Consultant shall not disclose any communication disclosed to him for the purpose of this service. After the completion of contract, all materials, data, and other related documents shall be in full ownership to DTI.



Technical Proposal Forms

Notes for Consultants

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

Cover Letter

Use TPF 1. Technical Proposal Submission Form TPF 1. Technical Proposal Submission Form.

Experience of the Firm

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

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

General approach and methodology, work and staffing schedule

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

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

Curriculum Vitae (CV)

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

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

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

TPF 1. Technical Proposal Submission Form

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the 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 Signatory:

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: PHILIPPINES

TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity

On the Terms of Reference:

- 1.
- 2.
- 3.
- 4.
- 5.

On the data, services, and facilities to be provided by the Procuring Entity:

- 1.
- 2.
- 3.
- 4.
- 5.



TPF 4. Description of the Methodology and Work Plan for Performing the Project



TPF 5. Team Composition and Task

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

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

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

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

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.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] 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

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)												Number of Months			
			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	

Financial Proposal Forms

Notes for Consultants

The following summarizes the content of the Financial Proposal.

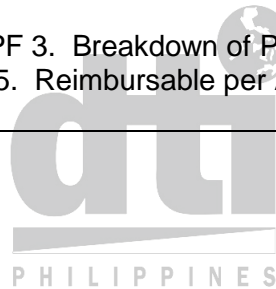
Cover Letter

Use FPF 1. Financial Proposal Submission Form, which is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:

- (a) followed the applicable rules and guidelines indicated in this ITB;
- (b) not taken any action which is or constitutes a corrupt, fraudulent, or coercive practice as defined in the applicable rules and guidelines; and
- (c) agrees to allow the Procuring Entity and the Funding Source, at their option, to inspect and audit all accounts, documents, and records relating to the its Bid and to the performance of the ensuing contract.

Costs of Consulting Services

Use FPF 2. Summary of Costs; FPF 3. Breakdown of Price per Activity; FPF 4. Breakdown of Remuneration per Activity; FPF 5. Reimbursable per Activity; and FPF 6. Miscellaneous Expenses.



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) ¹	Amount in Philippine Peso
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____



¹ 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) ²	Amount in Philippine Peso
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____



² 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 ³	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____



³ Staff months, days, or hours as appropriate.

FPF 5. Reimbursable 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 ⁴				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____



⁴ 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.				
3.	Software				
4.	Grand Total				_____



Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

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 Bidder] with office address at [address of Bidder];

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

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

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

[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], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] 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 Bidder] 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 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;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing 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.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Performance Securing Declaration (Revised)

[if used as an alternative performance security but it is not required to be submitted with the Bid, as it shall be submitted within ten (10) days after receiving the Notice of Award]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

PERFORMANCE SECURING DECLARATION

Invitation to Bid: [Insert Reference Number indicated in the Bidding Documents]

To: [Insert name and address of the Procuring Entity]

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, to guarantee the faithful performance by the supplier/distributor/manufacturer/contractor/consultant of its obligations under the Contract, I/we shall submit a Performance Securing Declaration within a maximum period of ten (10) calendar days from the receipt of the Notice of Award prior to the signing of the Contract.
2. I/We accept that: I/we will be automatically disqualified from bidding for any procurement contract with any procuring entity for a period of one (1) year for the first offense, or two (2) years **for the second offense**, upon receipt of your Blacklisting Order if I/We have violated my/our obligations under the Contract;
3. I/We understand that this Performance Securing Declaration shall cease to be valid upon:
 - a. issuance by the Procuring Entity of the Certificate of Final Acceptance, subject to the following conditions: PHILIPPINES
 - i. Procuring Entity has no claims filed against the contract awardee;
 - ii. It has no claims for labor and materials filed against the contractor; and
 - iii. Other terms of the contract; or
 - b. replacement by the winning bidder of the submitted PSD with a performance security in any of the prescribed forms under Section 39.2 of the 2016 revised IRR of RA No. 9184 as required by the end-user.

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

*[Insert NAME OF BIDDER OR ITS
AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]
Affiant*

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

