



**REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF TRADE AND INDUSTRY  
Bids and Awards Committee  
(Bid Reference No. 22-002)**

**Request for Proposal for Negotiated Procurement  
Consulting Service for the Development and Conduct of the Food Certification  
Program for Micro, Small and Medium Enterprises (MSMEs)**

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 the Food Certification Program for Micro, Small and Medium Enterprises (MSMEs)** with an Approved Budget for the Contract (ABC) of **One Million Two Hundred Sixty Thousand Pesos (PhP1,260,000.00)** 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 **07 February 2022, 9:30 AM** through video conferencing, which shall be open to all prospective bidders. The Zoom Meeting Details are:

**Join Zoom Meeting**

<https://zoom.us/j/98849446903?pwd=VFFBUk5FODVtRnp1VE0wa0ErU1hVQT09>

Meeting ID: 988 4944 6903  
Passcode: 801971

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 **14 February 2022, 9:00 AM** through video conferencing or webcasting via Zoom, which shall be open to prospective bidders. The Zoom Meeting Details are:
4. Opening of the eligibility documents and technical proposal will be on **14 February 2022, 9:30 AM** and the opening of the financial proposal will be on **18 February 2022, 9:30 AM** at the Center Conference Room, Trade & Industry Building, 361 Sen. Gil Puyat Avenue, Makati City.

The Zoom Meeting Details for 14 February 2022:

<https://zoom.us/j/92100808551?pwd=cDExQXVINDJTQkKjYmg1cUs2ZzNpdz09>

Meeting ID: 921 0080 8551  
Passcode: 912449

The Zoom Meeting Details for 18 February 2022:

<https://zoom.us/j/93824413522?pwd=QkxETGR6Y1IKNG1RUlca1ZCRzFqQT09>

Meeting ID: 938 2441 3522

Passcode: 549492

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**

Assistant Chief, Procurement Management Division  
Human Resource and Administrative Services  
Department of Trade and Industry  
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Website: [www.dti.gov.ph](http://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](mailto: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. 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.

(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. Rationale**

Food manufacturing is the largest subsector of the manufacturing sector in the Philippines. These manufacturers are regulated by the government, one of which is through the Food and Drugs Administration (FDA), and must ensure necessary compliances and certifications to be able to penetrate both the local and international market. However, compliances of the small-scale food manufacturing companies are hindered by internal and external factors which may include human resources, financial, and technical capabilities.

The Department of Health issued the Administrative Order (AO) No. 153 S. 2004 on the Revised Guidelines on Current Good Manufacturing Practice in Manufacturing, Packing, Repacking, or Holding Food. The revised AO aims to produce good quality, safe, and affordable products by aligning the Philippine cGMP standards to the International cGMP standards. This will promote global competitiveness of the Micro Small and Medium Enterprises (MSMEs).

The cGMP program, based on the AO. No 153, has a set of recommended standards and guidelines for the following areas: organization, premises, equipment, sanitation and hygiene. Production and process controls, quality control, documentation, quality audits, warehousing and distribution, product recall, retention of samples, sub-contracting of manufacture. A company is expected to conform to the guidelines as indicated in the AO to eliminate and/or reduce the risk of contamination of food from handling up to displaying.

### **II. Project Description**

Given the above requirements, guidelines, and processes, food manufacturers/processors find the application and alignment tedious especially when unguided and unversed about the certification requirements. With such being the case, the application for the cGMP certification by the MSMEs remains optional despite the issuance of the AO No. 153.

In 2020, DTI-NCRO saw an increase in the number of food-based entrepreneurs because of the COVID-19 Pandemic. Some of the businesses have physical stores while others make their products in their own kitchens at home. Majority of these businesses are not familiar with the AO. No. 153 and the basic food safety protocols. Recognizing such bottlenecks in food industry, the Department of Trade and Industry – National Capital Regional Office (DTI-NCRO) is proposing to conduct a Food Certification Program to capacitate Food-based MSMEs in order to help them comply with the mandatory guidelines and at the same time, level up their products. The program aims to provide a comprehensive range of assistances such as training, technical assistance, and testing services to selected food-based MSMEs that are committed to complete the program and apply for an FDA-License To Operate (FDA-LTO) and other food product certifications.

### **III. Objectives and Expected Output**

The Food Certification Program for the NCR-based Food Manufacturers/Processors, in support to DTI and Negosyo Center's goal to assist and capacitate Micro, Small and Medium Enterprises (MSMEs), aims to meet the following objectives:

1. To transfer knowledge on food safety and proper implementation systems for Food Entrepreneurs
2. To educate and refresh the NCR Food Entrepreneurs on the current Good Manufacturing Practices
3. To help the MSMEs in leveling up their brand and products by capacitating them in the alignment of the company with FDA-LTO requirements
4. To assist identified micro and small entrepreneurs in obtaining necessary requirements like nutritional facts and shelf-life for application of FDA-LTO and/or Certificate of Product Registration (CPR).

#### **IV. Source of Funds**

The source of fund will be from the Negosyo Center Fund.

#### **V. Roles and Responsibilities**

**That DTI-NCRO shall:**

- a.) Employ the service of a Consultant based on the qualifications below, who shall manage the entire project, conduct capability trainings and supplemental consultancy sessions to MSMEs to further level up their compliance with the requirement of FDA for licenses;
- b.) DTI-NCRO shall pre-identify ten (10) MSMEs that shall be selected based on the following criteria:
  - i. Complete Business Registration Documents (eg. DTI/SEC/CDA Registration, Mayor's Permit, BIR)
  - ii. Manufacturing or producing processed-food products
  - iii. Has a separate production area/facility for the products
  - iv. Committed to participate and complete the whole program within the timeframe
- c.) Ensure that the program and the different activities included therein will be executed properly within the period agreed upon by both parties and to render assistance to both the Consultant and the MSME, such as but not limited to:
  - a. Act as the secretariat, co-facilitator;
  - b. Assign the Area OTOP Coordinators who shall monitor and assist the MSMEs and the consultant in the entire duration of the program.
- d.) Conduct post-evaluation on the service rendered by the Consultant to determine the effectiveness of implementation, after all of the deliverables have been complied.

- e.) Coordinate with the Consultant and request for the revision/correction of any report/deliverables that may need to be rectified.

**That the CONSULTANT shall:**

- a.) Conduct a two half-day online seminar via Zoom Conference on cGMP, SSOP, and FDA requirements to at least twenty (20) food MSMEs, from which DTI-NCRO pre-selected ten (10) MSMEs who shall proceed and participate with the Food Certification Program. A copy of the learning materials or presentation will be shared with the participants;
- b.) Facilitate a Plant Processing Observation and Pre-Assessment of Existing Documents of the ten (10) pre-identified MSMEs by DTI;
- c.) Conduct a gap analysis report and preparation of results/findings from the Plant Processing Observation and pre-assessment of the MSMEs;
- d.) Review the completeness/applicability of existing GMP Policies/Guidelines on the documents of the ten (10) pre-identified MSMEs and follow-through with the MSMEs, ensuring that documents necessary for the application are complete;
- e.) Prepare, check and test the submitted Product Samples of the ten (10) pre-identified MSMEs for Nutritional Facts and Shelf-Life. Cost of which shall be part of the contract price agreed and stated herein.;
- f.) Revise, prepare, and finalize the documentation of GMP Policies /Guidelines of the MSMEs for the application of their FDA-LTO and/or Certificate of Product Registration (CPR);
- g.) Conduct a Verification Audit to determine the readiness and capacity of MSMEs for the application of FDA-LTO and provide feedback/recommendation ensuring to meet the intention of this program;
- h.) Facilitate an Exit Meeting with DTI to present and discuss the findings from the last verification audit within fifteen (15) working days and provide a comprehensive report indicating the comments and suggestions for improvement of the enrolled MSMEs;
- i.) Assist DTI-NCRO and the MSME resolving issues/concern arising within a period of fifteen (15) calendar days from the date of the exit meeting. The consultant within a period of five (5) working days shall support the MSME in resolving such matter.

## VI. Timeline of Activities

#	Activity	Week 1	Week 2-3	Week 4-5	Week 6-7	Week 8
1	A two half-day review online seminar on cGMP, SSOP, and FDA requirements <ul style="list-style-type: none"> <li>- A total of 10 NCR-based Food MSMEs and DTI Representatives</li> </ul>					
2	<b>Plant processing observation</b> <ul style="list-style-type: none"> <li>- Entry meeting</li> <li>- Expectation setting</li> </ul> <b>Pre-assessment of existing documents</b> <ul style="list-style-type: none"> <li>- Quality manual</li> <li>- Quality policy</li> <li>- Sanitation standard operating procedures (SSOP)</li> <li>- Other documentary requirements</li> </ul>					
3	Conduct of gap analysis and preparation of results/findings from pre-assessment and gap analysis  Presentation of results/findings from said pre-assessment and gap analysis					
4	Review of completeness/applicability of existing GMP Policies/Guidelines documents					
5	MSMEs to submit Product Samples for the conduct of the following tests: <ul style="list-style-type: none"> <li>- Nutritional Facts</li> <li>- Shelf-Life</li> </ul>					
6	Revision/Preparation and documentation of FDA-LTO Policies/Guidelines: <ul style="list-style-type: none"> <li>- GMP Organization</li> <li>- Premises, Plant, and Grounds</li> <li>- Equipment</li> <li>- Sanitation and Hygiene</li> <li>- Personnel Hygiene</li> <li>- Production and Process Controls</li> <li>- Quality Control</li> <li>- Documentation</li> <li>- Quality Audits</li> <li>- Warehousing and Distribution</li> <li>- Product Recall</li> <li>- Retention of Samples</li> </ul>					

<b>7</b>	<p>Verification Audit – The consultant will conduct a mock audit to assess if the MSME is ready for the actual audit by FDA.</p> <p>Afterwards, the consultant will give a comprehensive report to the MSME with the suggestions and comments for improvement and tips how to further improve their process.</p>					
<b>8</b>	<p>Exit Meeting</p> <ul style="list-style-type: none"> <li>- Presentation and discussion of findings from the said inspection</li> </ul>					

**VII. Qualification Requirements**

1. The Food Certification Program will be conducted by a reputable consultancy firm that can properly deliver the tasks for the program.

	Qualifications	Minimum Requirements
Experience and Capability of the Consultancy Firm	<ul style="list-style-type: none"> <li>• Has personnel that are knowledgeable in Food Industry inspection, implementation and certification for compliance of Good Manufacturing Practices (GMP) Policies</li> <li>• Has the capacity to test products for nutritional facts and shelf life</li> <li>• Involvement in similar and/or relevant consulting or professional services of complexity and technical specialty comparable to the job</li> </ul>	<ul style="list-style-type: none"> <li>• Must have relevant experience and worked with other private or government agencies on a similar project within the last five (5) years.</li> <li>• Has a Certificate of Accreditation and Scope of Accreditation for its Laboratory on Biological and Chemical Testing</li> </ul>
Quality of Personnel	<ul style="list-style-type: none"> <li>• Personnel are well-versed in the documentary requirements and process for application of an FDA – License to Operate (FDA-LTO)</li> <li>• Personnel has the educational attainment in Food Science, Food Technology and/or any related fields</li> <li>• Involvement in similar and/or related consulting or professional services of size, complexity and technical specialty</li> </ul>	<ul style="list-style-type: none"> <li>• Principal/Lead Consultants: Preferably an MA degree holder; PhD will be an advantage; related to the field of Food Industry</li> <li>• At least five (5) years of experience in food inspection, implementation and verification of GMP Policies</li> <li>• Personnel must have sample related work engagement (with at least two (2) completed</li> </ul>



	<p>comparable to the job under consideration.</p> <ul style="list-style-type: none"> <li>Strong background and able to conduct one-on-one consultations with micro and small food entrepreneurs</li> </ul>	<p>reports and must have at least one (1) presentation/ training conducted related to the field.</p>
Overall Work Approach and Commitment	<ul style="list-style-type: none"> <li>Has the capacity to deliver the expected workload or outputs on time and perform additional work should the need rises</li> </ul>	<ul style="list-style-type: none"> <li>Provide a proposed timeline of activities of the program for a period of eight (8) weeks or two (2) months.</li> </ul>

1. **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 (GPRA), and based on the following criteria with passing score is **70 points**..

a. **Technical Proposal (80%)**

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

1. List of accomplished similar projects for the last five (5) years with contract amounts no less than P500,000;
  - a. Highest No. of completed project: (20 Max)
    - i. 10 or more completed or ongoing similar projects (20 pts)
    - ii. 6-9 completed or ongoing similar projects (15 pts)
    - iii. 1-5 completed or ongoing similar projects (10 pts)

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. Qualifications 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.

	<b>Point System</b>
1. Project Lead (1 pax)	Relative Work Experience
	Educational attainment
2. Operation Executive (1 pax)	Relative Work Experience
	Educational attainment
3. Food Auditor (1)	Relative Work Experience
	Educational attainment
4. Food Inspector (at least 3 pax)	Relative Work Experience
	Educational attainment
5. Junior Operations Executive (1 pax)	Relative Work Experience
	Educational attainment
6. Technical Operations Manager (1 pax)	Relative Work Experience
	Educational attainment
7. Laboratory Manager (1 pax)	Relative Work Experience
	Educational attainment
8. Laboratory Analyst (at least 2 pax)	Relative Work Experience
	Educational attainment

### 3. Proposed Methodology and Implementation Plan.

Each bidder shall submit their technical proposal that should contain the proposed methodology and design, including timelines.

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

Each bidder shall submit its financial proposal not exceeding PhP1,260,000.00 inclusive of taxes.

### **VIII. Approved Budget**

The office shall be providing a budget amounting to **ONE MILLION TWO HUNDRED SIXTY THOUSAND PESOS & 0/100 (Php 1,260,000.00)**, inclusive of all taxes, **in one-term payment within thirty (30) days after all deliverables have been successfully submitted**, subject to applicable laws and government accounting and auditing rules and regulations.

If there are changes to be made or delays in the project implementation, the **FIRST PARTY** must be informed and both parties must have arrived with a resolution to address the matter.



## Annex B

### **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

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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. 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: \_\_\_\_\_

**dti**  
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**

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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**

<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.

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### **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: \_\_\_\_\_

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

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#### **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.]*

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#### **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.]*

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#### **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.]*

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#### **Languages:**

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

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**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: \_\_\_\_\_ PHILIPPINES

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	

## Annex C

### *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

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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**

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



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<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				_____



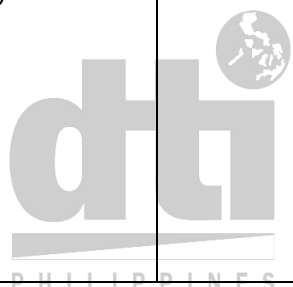
<sup>3</sup> Staff months, days, or hours as appropriate.

**FPF 5. 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 <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.				
3.	Software				
4.	Grand Total				_____



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

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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 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]*

