



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAPIZ 2ND
DISTRICT ENGINEERING OFFICE
REGIONAL OFFICE VI
Dumalag, Capiz

Bidding Documents for

Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District

July 2025

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and Section II. Instructions to Bidders (ITB) and Section IV. General Conditions of Contract (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, Section III. Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.

- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except Section VII. Bidding Forms of Part II since these provide important guidance to Bidders.
- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

TABLE OF CONTENTS

PART I

SECTION I. REQUEST FOR EXPRESSION OF INTEREST	5
SECTION II. ELIGIBILITY DOCUMENTS	11
SECTION III. ELIGIBILITY DATA SHEET	19

PART II

SECTION I. NOTICE OF ELIGIBILITY AND SHORT LISTING	23
SECTION II. INSTRUCTIONS TO BIDDERS	26
SECTION III. BID DATA SHEET	56
SECTION IV. GENERAL CONDITIONS OF CONTRACT	68
SECTION V. SPECIAL CONDITIONS OF CONTRACT	93
SECTION VI. TERMS OF REFERENCE	105
SECTION VII. BIDDING FORMS	106
SECTION VIII. APPENDICES	132

Section I. Request for Expression of Interest

Notes on Request for Expression of Interest

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the IRR of R.A. 9184¹;

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Bidding Documents, the place where it may be secured and the deadline for submission of the Expression of Interest (EOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:
 - (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;

¹ Two years after effectivity of the 2016 Revised IRR of RA 9184 on **28 October 2016**, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.

- (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
- (iii) Current workload relative to capacity;
- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals; and
- (d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.

Department of Public Works and Highways

Contract ID: 25GPCS001

Contract Name: Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District

Contract Location: Capiz

DPWH Capiz 2nd District Engineering Office
Dumalag, Capiz

**REQUEST FOR EXPRESSION OF INTEREST (REI)
FOR CONSULTING SERVICES FOR THE CONDUCT OF SOIL SUBSURFACE
EXPLORATION FOR THE CONSTRUCTION OF RIVER CONTROLS ALONG
PANAY RIVER BASIN AND CONSTRUCTION OF CONCRETE BRIDGES AT
CAPIZ 2ND DISTRICT**

1. The Department of Public Works and Highways, Capiz 2nd District Engineering Office, through the Preliminary Detailed Engineering (PDE) 2025¹ intends to apply the sum of One Million Four Hundred Ninety Nine Thousand Nine Hundred Ninety Nine Pesos and 69/100 (Php1,499,999.69) being the Approved Budget for the Contract (ABC) to payments under the contract for 25GPCS001 - **Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District**. Bids received in excess of the ABC shall be automatically rejected at the opening of the Financial Proposals.
2. The Department of Public Works and Highways, Capiz 2nd District Engineering Office now calls for the submission of eligibility documents for **Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District**². Prospective Bidders must submit their Eligibility Documents on or before August 4, 2025, 10:00 AM at the Procurement Unit, DPWH Capiz 2nd District Engineering Office. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. The Terms of Reference (TOR), Request for Expression of Interest (REI) and Eligibility Forms are now available at DPWH and PhilGEPS websites.
4. Bidding Documents are also available at the DPWH and PhilGEPS websites until the deadline for the submission and receipt of technical and financial Proposals.

¹State General Appropriations Act (GAA) for Year ____ and/or Multi-Year Contractual Authority (MYCA).

²Provide a brief description of the TOR of the Consulting Services, including outputs/deliverables, location of project, and other information necessary to enable potential bidders to decide whether or not to respond to the invitation.

5. Mandatory submission of PhilGEPS Certificate of Registration and Membership (Platinum Membership) as Class “A” document will no longer be a requirement in the determination

Department of Public Works and Highways

Contract ID: 25GPCS001

Contract Name: Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District

Contract Location: Capiz

of the eligibility of the prospective bidder per GPPB Resolution No. 26-2017, dated July 31, 2017. In lieu of the above, prospective bidders are required to submit all Class “A” eligibility documents stated under Section 24.1a of 2016 Revised IRR, using the forms prescribed in the Eligibility and Bidding Documents³.

6. The BAC shall draw up the short list of consultants from those who have submitted *Expressions of Interest and/or Eligibility Documents* and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act,” and its Implementing Rules and Regulations (IRR).
7. The short list may preferably consist of five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:
 - a. Experience of the Firm – 60%
 - b. Availability of Required Personnel of the Firm – 10%
 - c. Current Workload Relative to Capacity– 30%

Eligible Bidders must obtain the passing score of 60 points to qualify in the shortlist.

In case of a sole prospective bidder, same shall undergo eligibility check and shortlisting process pursuant to Section 36 of the 2016 Revised IRR of RA 9184

8. Bidding will be conducted through open competitive bidding procedures using nondiscretionary “pass/fail” criterion as specified in the 2016 Revised IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

9. The procurement and employment of Corporation(s) as consultant(s) for this project is NOT ALLOWED.
10. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The Technical and Financial Proposals shall have weights of 65% and 35%, respectively. The criteria and rating system for the evaluation of bids are provided in the Instructions to Bidders.
11. The contract shall be completed within 60 calendar days.
12. Bidders are prohibited from making or accepting any communication with Members of the BAC, its staff and personnel, Secretariat, Technical Working Group (TWG) and/or observers, regarding matters connected to their bids from submission and receipt of bids until approval by the Head of the Procuring Entity (HOPE) of the ranking of bidders per

Department of Public Works and Highways

Contract ID: 25GPCS001

Contract Name: Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District

Contract Location: Capiz

Section 33.1 of 2016 Revised IRR of R.A. 9184. However, the BAC, through its Secretariat, may ask in writing the bidder for a clarification of its bid. All responses to request for clarification shall be in writing.

13. The Department of Public Works and Highways, Capiz 2nd District Engineering Office reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

14. For further information, please refer to:

ROSALIE D. DE JUSTO

OIC- Head, Procurement Unit

DPWH Capiz 2nd District Engineering Office

Dumalag, Capiz

+63 9474768148

SALVADOR T. RIPALDA

BAC Chairperson

For and in the absence of the BAC
Chairperson:

ROBEL A. HORARIO

BAC Vice Chairperson

July 28, 2025

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:

- (a) Duly licensed Filipino citizens/sole proprietorships;
- (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
- (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
- (d) Cooperatives duly organized under the laws of the Philippines; or
- (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.

1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.

1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.

1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

- (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 the relevant period provided in the **EDS**. 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 specified in the **EDS** 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.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation

of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ____ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.

4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.

4.3. All envelopes shall:

- (c) contain the name of the contract to be bid in capital letters;
- (d) bear the name and address of the prospective bidder in capital letters;
- (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
- (f) bear the specific identification of this Project indicated in the **EDS**; and
- (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach

and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility

document required, he shall be rated “passed” for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered “failed” for the particular eligibility requirement concerned. If a prospective bidder is rated “passed” for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “eligible.” If a prospective bidder is rated “failed” in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “ineligible.” In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

Eligibility Data Sheet

Eligibility Documents	
1.2	Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2 nd District
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within 10 years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Certificate of Completion.
0	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.

(e)	Bids and Awards Committee, DPWH Capiz 2 nd District Engineering Office, Dumalag, Capiz.
(f)	Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2 nd District
0	<p>The address for submission of eligibility documents is Procurement Unit, DPWH Capiz 2nd District Engineering Office, Dumalag, Capiz.</p> <p>The deadline for submission of eligibility documents is August 4, 2025, 10:00 AM.</p>
0	<p>The place of opening of eligibility documents is at Procurement Unit, DPWH Capiz 2nd District Engineering Office, Dumalag, Capiz.</p> <p>The date and time of opening of eligibility documents is August 4, 2025, 10:05 AM</p>

0	No further instructions”.										
0	<p>In the evaluation of the eligibility of the bidders, the following weights of the key personnel required shall be used to reflect the relative importance of their responsibilities and inputs in the contract being procured:</p> <table> <tr> <td>Geotechnical Engineer</td><td>= 34%</td></tr> <tr> <td>Materials Engineer</td><td>= 34%</td></tr> <tr> <td>Laboratory Technician</td><td>= 23%</td></tr> <tr> <td>Sr. Core Driller</td><td>= 9%</td></tr> <tr> <td>Total</td><td>=100</td></tr> </table>	Geotechnical Engineer	= 34%	Materials Engineer	= 34%	Laboratory Technician	= 23%	Sr. Core Driller	= 9%	Total	=100
Geotechnical Engineer	= 34%										
Materials Engineer	= 34%										
Laboratory Technician	= 23%										
Sr. Core Driller	= 9%										
Total	=100										

Section IV. Eligibility and Shortlisting Screening Forms

Notes on the Eligibility and Shortlisting Screening Forms

This Section provides the forms and template necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

Form Title: Checklist of Eligibility Requirements for Consulting Services

Date: _____

CHECK LIST OF REQUIRED ELIGIBILITY and SHORTLISTING DOCUMENTS

DOCUMENT	
Expression of Interest (EOI) and Application for Eligibility	
Class “A” Documents	
Legal Documents	
L.1 PhilGEPS Platinum Certificate (<i>in case of non-availability of the PhilGEPS Platinum certificate, submit L.2a, L.2b and L.2c</i>)	
L.2a Registration Certificate from SEC/DTI/CDA or any proof or registration as stated in the Bidding Documents	
L.2b Mayor’s Business Permit	
L.2c Tax Clearance	
Technical Documents	
T.1 Statement of Completed Projects	
T.2 Statement of On-Going Projects	
T.3 Statement of the Consultant specifying its nationality and confirming that those who _____ will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions.	
Financial Documents	
F.1 Consultant’s Audited Financial Statements, showing the Consultant’s total and current assets and liabilities, stamped “received” by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) year from the date of bid submission.	
Class “B” Documents	
Joint Venture Agreement (JVA) or statement from all potential joint venture partners that they will enter into and abide by the provisions of the JVA in case the bid is successful.	

EXPRESSION OF INTEREST (EOI)

[Insert Letterhead of Bidder]

[Date]

[Name of BAC Chairperson]

[Designation]

[Name of DPWH Procuring Entity]

[Address]

Dear Sir / Madame:

In response to your Request for Expression of Interest (REI) for the [insert Project Name] which was advertised/posted at the [PhilGEPS and/or DPWH websites] on [insert date], we hereby submit this Expression of Interest (EOI) to participate in the said bidding.

We, likewise, submit the attached required Eligibility Documents for the Project.

If found eligible and subsequently shortlisted for the Project by the Bids and Awards Committee, I/we commit to submit a bid for the Project.

Very truly yours,

(Name of the Bidder's representative)

(Designation)

(Name of Bidder)

Received by the BAC Secretariat:

[Name and designation of receiving official]

Date:_____

Form Title: Certificate of Registration of Business Name

Republic of the Philippines
Department of Trade & Industry (REGION)
Or SEC Registration

COPY OF CERTIFICATE OF REGISTRATION OF BUSINESS

THIS IS TO CERTIFY THAT

As a business name, or firm or style was registered in this office on _____
by:

Which will expire on _____, in accordance with the provisions of Act No. 3883 of the Philippines Legislature approved on November 14, 1931 as amended by Act No. 4147, approved November 28, 1934 and Republic Act No. 863, approved June 16, 1953, and in compliance with the rules and regulations prescribed by the Department of Trade and Industry/SEC.

(Name of the Director)
Director, DTI Or
SEC Certification

Republic of the Philippines
Name of the City or Municipality
Address
Telephone and Fax Numbers
Website address
E-mail address

**PAHINTULOT SA PANGANGALAKAL
(Business Permit)**

MATALASTAS NG LAHAT
(KNOW ALL MEN BY THESE PRESENT)

Na Si/Ang:

(That:) _____ (Name of Bidder)

Na matatagpuan at may pahatirang sulat sa
(with postal address at)

_____ (address of the Bidder)

Na itinatag ng may buong karapatan at umiiral sa ilalim ng mga batas ng
(duly organized and existing under the law of the)

Bagong Republika ng Pilipinas, ay pinagkaloob ng pahintulot na mangangalakal bilang
(New Republic of the Philippines, is hereby granted the permit to operate as)

(on this) Ngayon ika - _____ ng _____,
(day of)

Ang pahintulot na ito ay matatapos sa ika - _____ ng _____,
(this permit expires on)

Malibang ito'y maagang bawiin at walaing bias
(unless sooner revoked)

O.R. Bilang _____

(O.R. No.)

Halaga

(Amount)	(Name of Head of Office)	(Name of Mayor)	Petsa
(Pangalan ng Punong-Tanggapan)	(Pangalan ng Punong-Lungsod		
(Date)	Business Permit Office	o Bayan)	

ITO AT DAPAT IPASKEL SA HAYAG NA POOK NG KALAKALAN DAPAT
(This must be posted on conspicuous place and)
IPAKITA SA SANDALING HINGIN NG MGA KINAUKULANG
MAYKAPANGYARIHAN

(To be presented upon demand by proper authorities)

Form Title: Tax Clearance

REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF FINANCE
BUREAU OF INTERNAL REVENUE
TASK FORCE ON TAX CLEARANCE
National Office
(Office Address)

TAX CLEARANCE

... FOR BIDDING PURPOSES ...
(Under Executive Order No. 398)

.. [NAME OF FIRM] ..
Name of Taxpayer

[OFFICE ADDRESS OF THE FIRM]
Address

[TAXPAYER IDENTIFICATION NUMBER]
Taxpayer Identification Number

THIS IS TO CERTIFY THAT THE ABOVE MENTIONED TAXPAYER HAS NO LISTED TAX LIABILITY BASED ON THE AVAILABLE RECORDS OF THE COLLECTION ENFORCEMENT DIVISION AND RECORDS OF THE REVENUE DISTRICT OFFICE NO. [NUMBER] AS OF [DATE] AND [DATE] RESPECTIVELY. HOWEVER, ANY TAX LIABILITIES RECORDED OUTSIDE THE JURISDICTION OF THIS OFFICE IS NOT COVERED BY THIS CLEARANCE

ISSUED THIS [DAY] DAY OF [MONTH YEAR].

[NAME]
HEAD, TASK FORCE ON TAX CLEARANCE

TFTC NO. ## - ## - ###-#####-###

NOT VALID
WITHOUT BIR
DRY SEAL

By:

[NAME]
(Designation)
(Office)

Note: THIS CERTIFICATE SHALL BE VALID AND EFFECTIVE FROM [DATE] UNTIL [DATE] ONLY, AND THIS SHALL NOT BE USED ON SALE TRANSFER OF REAL PROPERTY/IES. CERTIFICATION FEE OF P100.00 WAS PAID ON [DATE] UNDER eFPS PAYMENT TRANSACTION NO. [NUMBER]. ANY ERASURE MADE ON THIS TCC SHALL RENDER IT NULL AND VOID

TECHNICAL ASPECTS: EXPERIENCE ON **COMPLETED PROJECTS**, GOVERNMENT AND PRIVATE

Name of Consultant: _____

As of: _____

Name and Location of Project	Project Category	Client	Date of Award of Contract	Type of Consulting Services	Awarded Contract Cost	Consulting Services Cost (undertaken by the bidder)	Project Duration		Consultants Role and Specific Services	Name of Permanent Technical Staff (in case of experience of technical staff)
							Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Attachments (Completed Projects):

- 1) Certificate of Completion
- 2) Notice of Award
- 3) Notice to Proceed

Project Category:

- 1) Roads
- 2) Bridges/Viaducts
- 3) Flood Control 4) Water Supply
- 5) Buildings
- 6) Ports
- 7) Airports
- 8) Interchanges
- 9) Shore Protection
- 10) Others – Please indicate

Type of Consulting Services:

- 1) Advisory and Review Services
- 2) Pre-Investment of Feasibility Studies
- 3) Design
- 4) Construction Supervision
- 5) Management and Related Services
- 6) Others – Please indicate

Consultants Role

- 1) Lead
- 2) Associate (JV or Subconsultant) TECHNICAL ASPECTS: EXPERIENCE ON **ON-GOING PROJECTS**,
GOVERNMENT AND PRIVATE

Name of Consultant: _____

As of: _____

Name and Location of Project	Project Category	Client	Date of Award of Contract	Type of Consulting Services	Awarded Contract Cost	Consulting Services Cost (undertaken by the bidder)	Project Duration		Consultants Role and Specific Services	Name of Permanent Technical Staff (in case of experience of technical staff)
							Start Date (mm/dd/yyyy)	Completion Date (mm/dd/yyyy)		
1.										
2.										
3.										
4.										
5.										
6.										
7.										
8.										
9.										
10.										

Form No.: DPWH-CONSL-07(TPF2B)-2016

Attachments (On-Going Projects):

- 1) Notice of Award
- 2) Notice to Proceed
- 3) Joint Venture or Association Agreement (if any)

Project Category:

- 1) Roads
- 2) Bridges/Viaducts
- 3) Flood Control 4) Water Supply
- 5) Buildings
- 6) Ports
- 7) Airports
- 8) Interchanges
- 9) Shore Protection
- 10) Others – Please indicate

Type of Consulting Services:

- 1) Advisory and Review Services
- 2) Pre-Investment of Feasibility Studies
- 3) Design
- 4) Construction Supervision
- 5) Management and Related Services

Consultants Role

- 1) Lead
- 2) Associate (JV or Subconsultant)

Form Title: Statement on Principals and Key Staff for Consulting Services Involving
Regulated Professions

Date of Issuance

The Chairperson, BAC

Name of Chairperson

Position

Name of Procuring Entity

Address of Procuring Entity

Dear Sir/Madame:

In compliance with the requirement of the (Name of the Procuring Entity) - BAC for the Bidding of the (Name of the Project), we certify that all of the owner/principals/partners and key staff of (Name of the Bidder) possess the required professional licenses issued by the Professional Regulation Commission or other regulatory body.

Name and Title	Degree	Area of Expertise	Nationality	Job Status*	Nature of Work**	Signature
1. 2. 3. 4. 5. 6. 7. 8. 9. 10.						

* Indicate whether Permanent (P) or Freelancer (F)

** Indicate whether Technical (T), Non-Technical (N), or Support/Administrative (A)

Attached are their curriculum vitae (CV), Contract of Service Agreement and Certificate of Employment (for Permanent Employees).

Very truly yours,

Name of Authorized Representative

Position

Name of the Bidder

CURRICULUM VITAE (CV) OF PROPOSED PROFESSIONAL STAFF

Name: _____
Last Name First Name Middle Name

Date of Birth : ____/____/____/
mm/dd/yyyy

Proposed Position: _____ Business Contact No. :

Nationality : _____ PRC License No. : (if any) _____

E-mail Address : _____ Cellphone No.(Optional): _____

1. EDUCATION

Education Level	Major / Specialization	Institution	Year Completed / Graduated

Educational Level : B – Bachelor's, M – Master's Degree, D – Doctorate Degree

2. TRAINING (within the last ten (10) years only)

Training Course	Date		Conducted by / Venue	No. Of Hours
	Start Date	End Date		

--	--	--	--	--

3. SERVICE RECORD

Position	Date		Company / Agency	Employment Status
	Start Date	End Date		

4. EXPERIENCE

Name of Project:	
Cost of Consulting Services Contracts:	
Client Name:	
Position:	
Types of Service:	
Duration of Assignment:	<i>Start to Completion [mm/yyyy]</i>
Location:	
Detailed Task Assignment:	

Attachments :

1. Diploma of Completed Degrees
2. Training Certification
3. Affidavit (in case of loss of Diploma)

Note:

1. For incomplete Post-Graduate Studies, please indicate the number of units earned.
2. No trainings, seminars and degrees shall be accepted without proper certification.
3. Provide the dates in the mm/yyyy format.

Certification:

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

Commitment:

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

[Signature over printed name] Date: _____
(Day/Month/Year)

(Name and Signature of Authorized representative (Day/Month/Year)
of the firm)

SUBSCRIBED AND SWORN to before me this *[Date]* at *[Place]* affiant having exhibited to me his community Tax No. _____ issued on *[Date]* at *[Place]*.

Doc. No. _____; Page

No. _____;

Book No. _____;

Series _____;

Form Title: Financial Documents for Eligibility Check

Name of Consultant : _____

Business Address : _____

Summary of the Bidder's assets and liabilities on the basis of the attached income tax return and audited financial statement, stamped "RECEIVED" by the Bureau of Internal Revenue or BIR authorized collecting agent, for the immediately preceding year and a certified copy of Schedule of Fixed Assets particularly the list of construction equipment.

		Year 20__
1.	Total Assets	
2.	Current Assets	
3.	Total Liabilities	
4.	Current Liabilities	
5.	Net Worth (1-3)	
6.	Net Working Capital (2-4)	

Attachment:

1. Income tax return and audited financial statement.

Submitted by:

Name of Representative of Bidder

Position

Name of Bidder

Date: _____

NOTE:

If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements.

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT exclusively for the abovementioned Contract is entered into by and between:

[insert name and address of Consultant A], represented herein by its [insert name and position of representative authorized under attached Resolution of _____]

-and-

[insert name and address of Consultant B], represented herein by its [insert name and position of representative authorized under attached Resolution of _____];

That the Parties hereby enter into this Joint Venture Agreement for the abovementioned Contract of the *[insert Name of the Procuring Entity]*, by joining together their resources, equipment, and other facilities and services needed to participate in the Eligibility Screening, Bidding and Undertaking of the said Contract;

That the nationalities and shares of each Party to this Agreement is as follows:

	<u>Nationality</u>	<u>Share</u>	
Consultant A	<i>[insert nationality]</i>	<i>[insert %]</i>	Consultant B
<i>[insert nationality]</i>	<i>[insert %]</i>		<i>[insert nationality]</i>

That the Parties agree that *[insert name]* and/or *[insert name]* shall be the official Authorized Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding for the abovementioned Contract as fully and effectively as the Joint Venture may do and if personally present with full power of substitution and revocation; and

That this Joint Venture Agreement shall remain in effect only for the above stated Contract until terminated by both Parties;

Done this ____ day of _____, in the year of our Lord ____.

Authorized Representative

Authorized Representative

Firm A

Firm B

AFFIDAVIT OF POTENTIAL JOINT VENTURE PARTNERS

After having been duly sworn to in accordance with law, we hereby depose and state:

1. That we, the below-listed Potential Joint Venture Partners, wish to jointly participate in the Eligibility Check, Bidding and Undertaking of the hereunder stated Contract of the Department of Public Works and Highways (DPWH)

NAME OF PROJECT

- a. _____, of legal age, (civil status) , owner/proprietor of _____ and a resident of _____
 - b. _____, of legal age, (civil status) , owner/proprietor of _____ and a resident of _____;
2. That the share and nationality of each Party are as follows:

Company Name	Nationality	Share

3. That we acknowledge that each Potential Joint Venture Partner shall submit all the legal eligibility documents prescribed under Republic Act 9184, its 2016 Revised Implementing Rules and Regulations and such other lawful order/s by the DPWH;
4. That we hereby undertake to enter into and abide by the provisions of the Joint Venture Agreement in the instance that the bid is successful;
5. That the Parties agree that _____ of _____ shall be the Official Authorized Representative of this Potential Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Potential Joint Venture in the bidding as fully and effectively as the Joint Venture (JV) may do and if personally present with full power of substitution and revocation;
6. That failure of the parties herein to enter into a JV in the event of a contract award shall be a lawful ground for the forfeiture of the bid security and the imposition of the proper penalty/ies under the law;

7. That we are executing this affidavit to attest to the truth of the foregoing for purpose of participating in the bidding for the above-stated project.

IN WITNESS WHEREOF, we have hereunto set our hands this _____ at _____

(Partner A)

(Partner B)

Witnesses:

SUBSCRIBED AND SWORN to before me this ____ day of _____, 20____, affiant exhibited to me his/her Community Tax Certificate No. _____ issued on _____ at _____, Philippines.

Notary Public

Until 31 ____

PTR No: _____

Issued at: _____

Issued on: _____

TIN No.: _____

Doc. No. _____ Page

No. _____

Book No. _____ .

Series of _____.

Department of Public Works and Highways Contract

ID:

Contract Name:

Contract Location: Nation wide

Department of Public Works and Highways [Office Address]

NOTICE OF SHORT LIST AND REQUEST FOR PROPOSALS (RFP)

[Date]

[Name and Address of Consultant]

Dear *[Addressee]*:

Subject: *[Name of Consultancy Project]*

Based on our evaluation of eligible bidders for the *[insert Name of Contract]*, please be informed that you have been shortlisted for the said Contract.

The following is the complete shortlist:

- 1. Name of the Shortlisted Bidder*
- 2. Name of the Shortlisted Bidder*
- .*
- n. Name of the Shortlisted Bidder*

We now issue this Request for Proposals (RFP) for you to provide the following Consulting Services: *[insert short description of the scope of services]*. More details on the Services are provided in the Terms of Reference (TOR) included in the Bidding Documents for the Contract.

You may purchase the Bidding Documents for this Contract for a fee of *[insert amount]* at *[insert address]* starting on *[insert date]*. You may also download the Bidding Documents from the websites of the DPWH at www.dpwh.gov.ph and the PhilGEPs at www.philgeps.gov.ph, and shall pay the fee for these Documents upon submission of your bid.

We shall select the Consultant from the short list in accordance with the *[insert evaluation system]* procedure as described in the Bidding Documents.

Very truly yours,

[Name]

[Designation]

Chairman, BAC for Consulting Services

Received by *(Name of Consultant)*

[Signature over Printed Name of Representative]

Date _____

DPWH-CONSL-16-2016

Bidding Documents

Republic of the Philippines

[Insert name of Project]

[Insert Brief Description of Services]

[Loan/Credit/Grant No.]²

² If applicable.

Section II. Instructions to Bidders

TABLE OF CONTENTS

A. GENERAL	28
1. Introduction	28
2. Conflict of Interest	28
3. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices	30
4. Consultant's Responsibilities	32
5. Origin of Associated Goods	34
6. Subcontracts	34
B. CONTENTS OF BIDDING DOCUMENTS	34
7. Pre-Bid Conference	34
8. Clarifications and Amendments to Bidding Documents	35
C. PREPARATION OF BIDS	35
9. Language of Bids	35
10. Documents Comprising the Bid: Technical Proposal	36
11. Documents Comprising the Bid: Financial Proposal	38
12. Alternative Bids	39
13. Bid Currencies	39
14. Bid Validity	40
15. Bid Security	40
16. Format and Signing of Bids	42
Sealing and Marking of Bids	17.
43	
D. SUBMISSION OF BIDS	44
18. Deadline for Submission of Bids	44
19. Late Bids	44
20. Modification and Withdrawal of Bids	44
E. EVALUATION AND COMPARISON OF BIDS	45
21. Process to be Confidential	45
22. Clarification of Bids	46

23. Bid Evaluation	46
24. Opening and Evaluation of Technical Proposals	47
25. Opening and Evaluation of Financial Proposals	48
26. Negotiations	48
27. Post Qualification.....	49 28.
Reservation Clause	50
F. AWARD OF CONTRACT	51
29. Contract Award	51
30. Signing of the Contract	52
31. Performance Security	53
32. Notice to Proceed	54
33. Protest Mechanism.....	53

A. General

1. Introduction

- 1.1. The Procuring Entity named in the Bid Data Sheet (**BDS**) shall select an individual, sole proprietorship, cooperative, partnership, corporation, or a joint venture (JV) (hereinafter referred to as “Consultant”) from among those short listed, in accordance with the evaluation procedure specified in the **BDS**.
- 1.2. The Procuring Entity has received financing (hereinafter called “funds”) from the source indicated in the **BDS** (hereinafter called the “Funding Source”) toward the cost of the Project named in the **BDS**. The Procuring Entity intends to apply a portion or the whole of the funds to payments for this Project.
- 1.3. Consultants are invited to submit bids composed of a technical proposal and a financial proposal for Consulting Services required for this Project described in the **BDS**. Bids shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant.
- 1.4. If the **BDS** indicates that the Project will be completed in phases, each phase must be completed to the Procuring Entity’s satisfaction prior to the commencement of the next phase.
- 1.5. Consultants must familiarize themselves with local conditions and take them into account in preparing their bids. To obtain firsthand information on the project and on the local conditions, Consultants are encouraged to visit the Procuring Entity before submitting a bid and to attend the pre-bid conference specified in **ITB** Clause 7.
- 1.6. The Consultants’ costs of preparing their bids and negotiating the contract, including a visit to the Procuring Entity, are not reimbursable as a direct cost of the project.
- 1.7. Consultants shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the Funding Source or the Procuring Entity in accordance with **ITB** Clause 3.1.

2. Conflict of Interest

- 2.1. The Funding Source’s policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Procuring Entity’s interests paramount, without any consideration for future work, and strictly avoid situations where a conflict of interest shall arise with their other projects or their own interests. Consultants shall not be hired for any project that would be in conflict with their prior or current obligations to other entities, or that may place them in a position of not being able to carry out the Project in the best interest of the Procuring Entity. Without limitation on the generality of this rule, Consultants shall not be hired under the circumstances set forth below:

- (k) If a Consultant combines the function of consulting with those of contracting and/or supply of equipment for the same Project;
- (l) If a Consultant is associated with, affiliated to, or owned by a contractor or a manufacturing firm with departments or design offices offering services as consultants unless such Consultant includes relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Consultant shall limit its role to that of a consultant and disqualify itself and its associates from work in any other capacity that may emerge from the Project (including bidding for any part of the future project). The contract with the Consultant selected to undertake the Project shall contain an appropriate provision to such effect; or
- (m) If there is a conflict among consulting projects, the Consultant (including its personnel and subconsultants) and any subsidiaries or entities controlled by such Consultant shall not be recruited for the relevant project. The duties of the Consultant depend on the circumstances of each case. While continuity of consulting services may be appropriate in particular situations where no conflict exists, a Consultant cannot be recruited to carry out a project that, by its nature, shall result in conflict with a prior or current project of such Consultant. Examples of the situations mentioned are when a Consultant engaged to prepare engineering design for an infrastructure project shall not be recruited to prepare an independent environmental assessment for the same project; similarly, a Consultant assisting a Procuring Entity in privatization of public assets shall not purchase, nor advise purchasers, of such assets; or a Consultant hired to prepare Terms of Reference (TOR) for a project shall not be recruited for the project in question.

2.2. Consultants shall not be related to the Head of the Procuring Entity (HoPE), members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. The prohibition shall apply as follows:

- (a) If the Consultant is an individual or sole proprietorship, then to himself;
- (b) If the Consultant is a partnership, then to all its officers and members;
- (c) If the Consultant is a corporation, then to all its officers, directors and controlling stockholders;
- (d) If the Consultant is a cooperative, to all its officers, directors, and controlling shareholders or members; or
- (e) If the Consultant is a JV, the provisions of items (a), (b), (c), or (d) of this Section shall correspondingly apply to each of the members of the said joint venture, as may be appropriate.

Relationship of the nature described above or a failure to comply with the provisions of this clause will result in the rejection of the Consultant's bid.

- 2.3. Subject to the provisions of **ITB** Clause 2, any previous or ongoing participation by the Consultant, its professional staff, or its affiliates or associates under a contract with the Funding Source or the Procuring Entity in relation to this Project may result in the rejection of its bid. Consultants should clarify their situation in that respect with the Procuring Entity before preparing its bid.
- 2.4. Failure by a Consultant to fully disclose potential conflict of interest at the time of Bid submission, or at a later date in the event that the potential conflict arises after such date, shall result in the Procuring Entity and/or the Funding Source seeking the imposition of the maximum administrative, civil and criminal penalties up to and including imprisonment.
- 2.5. Consultants are discouraged to include officials and employees of the Government of the Philippines (GoP) as part of its personnel. Participation of officials and employees of the GoP in the Project shall be subject to existing rules and regulations of the Civil Service Commission.
- 2.6. Fairness and transparency in the selection process require that Consultants do not derive unfair competitive advantage from having provided consulting services related to the Project in question. To this end, the Procuring Entity shall make available to all the short listed consultants together with the Bidding Documents all information that would in that respect give each Consultant a competitive advantage.

3. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

- 3.1. The Procuring Entity as well as the Consultants shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) “corrupt practice” means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the GoP, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
 - (ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial,

noncompetitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

- (iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
 - (iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;
 - (v) “obstructive practice” is
 - (aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - (bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
 - (b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.
- 3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).
- 3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a Consultant in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 51.

4. Consultant's Responsibilities

4.1. The Consultant or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VII. Bidding Forms as required in **ITB** Clause 10.2(d).

4.2. The Consultant is responsible for the following:

- (a) Having taken steps to carefully examine all of the Bidding Documents;
- (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
- (c) Having made an estimate of the facilities available and needed for this Project, if any;
- (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 8.4.
- (e) Ensuring that it is not “blacklisted” or barred from bidding by the GoP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the GPPB;
- (f) Ensuring that 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;
- (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
- (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and 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, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
- (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of Republic Act 3019;
- (j) Complying with existing labor laws and standards, in the case of procurement of services. Moreover, bidder undertakes to:
 - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage

related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and
- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of compensation, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Failure to observe any of the above responsibilities shall be at the risk of the Consultant concerned.

- 4.3. It shall be the sole responsibility of the prospective bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to this Project, including: (a) the location and the nature of the contract, project, or work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work.
- 4.4. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by the Procuring Entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including supplemental/bid bulletins issued are correct and consistent.
- 4.5. Before submitting their bids, the Consultants are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the GoP which may affect the contract in any way.

- 4.6. The Consultant shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.7. Consultants should note that the Procuring Entity will only accept bids from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Request for Expression of Interest.

5. Origin of Associated Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of Goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

6. Subcontracts

- 6.1. Unless otherwise specified in the **BDS**, the Consultant may subcontract portions of the Consulting Services to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Consultant from any liability or obligation that may arise from the contract for this Project.
- 6.2. Subconsultant must comply with the eligibility criteria and the documentary requirements specified in the **BDS**. In the event that any subconsultant is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Consulting Services shall be disallowed.
- 6.3. The Consultant may identify the subconsultant to whom a portion of the Consulting Services will be subcontracted at any stage of the bidding process or during contract implementation. If the Consultant opts to disclose the name of the subconsultant during bid submission, the Consultant shall include the required documents as part of the technical component of its bid. A subconsultant that is identified by the Consultant during contract implementation must comply with the eligibility criteria and documentary requirements and secure approval of the Procuring Entity.

B. Contents of Bidding Documents

7. Pre-Bid Conference

- 7.1. If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Consultants' questions on the technical and financial components of this Project.
- 7.2. The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the determination of the shortlisted consultants. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will

be more advantageous to the GoP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids.

- 7.3. Consultants are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Consultant will in no way prejudice its bid; however, the Consultant is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 7.4. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

8. Clarifications and Amendments to Bidding Documents

- 8.1. Shortlisted consultants may request for clarification(s) on and/or an interpretation of any part of the Bidding Documents. Such a request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
- 8.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin to be made available to all those who have properly secured the Bidding Documents at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 8.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 8.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Consultants who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Consultants who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 20.

C. Preparation of Bids

9. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

10. Documents Comprising the Bid: Technical Proposal

10.1. While preparing the Technical Proposal, Consultants must give particular attention to the following:

- (a) The Technical Proposal shall not include any financial information. Any Technical Proposal containing financial information shall be declared non-responsive.
- (b) For projects on a staff-time basis, the estimated number of professional staff-months specified in the **BDS** shall be complied with. Bids shall, however, be based on the number of professional staff-months estimated by the Consultant.
- (c) Proposed professional staff must, at a minimum, have the experience indicated in the **BDS**, preferably working under conditions similar to those prevailing in the Republic of the Philippines.
- (d) No alternative professional staff shall be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.

10.2. The Technical Proposal shall contain the following information/documents:

- (a) Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. Bidding Forms (TPF 1).
- (b) Bid security as prescribed in **ITB** Clause 15. If the bidder opts to submit the bid security in the form of:
 - (i) a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - (ii) a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument.

- (c) Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subconsultant, if any, following the formats described in the Technical Proposal Forms:
- (i) A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form TPF 2. Consultant's References. For each project, the outline should indicate *inter alia*, the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the Consultant was legally contracted by itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subconsultants, but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.
 - (ii) Comments, if any, on the TOR (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) to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule. It shall include a list of facilities requested by the Consultant to be provided by the Procuring Entity, if any, in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project.
 - (iii) A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4. Description of the Methodology and Work Plan for Performing the Project.
 - (iv) An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF 5. Team Composition and Task.

- (v) The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.
- (vi) The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert:
 - (vi.1) is proposed for a domestic position but is not a Filipino citizen;
 - (vi.2) failed to state nationality on the CV; or
 - (vi.3) the CV is not signed in accordance with paragraph (v) above.
- (vii) A Time Schedule (TPF 7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
- (viii) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule.

(d) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VII. Bidding Forms.

11. Documents Comprising the Bid: Financial Proposal

- 11.1. All information provided in a Consultant's Financial Proposal shall be treated as confidential. The Financial Proposal must be submitted in hard copy using the format shown in Financial Proposal Forms.
- 11.2. The Financial Proposal requires completion of six (6) forms, particularly, FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, and FPF 6. FPF 1. Financial Proposal Submission Form should form the covering letter of the Financial Proposal. Form FPF 2. Summary of Costs FPF 3. Breakdown of Price per Activity,

FPF 4. Breakdown of Remuneration per Activity, FPF 5. Reimbursables per Activity, and FPF 6. Miscellaneous Expenses, relate to the costs of consulting services under two distinct categories, namely: (a) Remuneration; and (b) Reimbursable Expenditures.

- 11.3. Remuneration is divided into billing rate estimates for international and domestic consultants. Reimbursable Expenditures are divided into per diem rates for international and domestic consultants and costs for other reimbursable expenditure items required to perform the consulting services.
- 11.4. The list of experts, and their respective inputs, identified in Financial Proposal Forms, must match the list of experts and their respective inputs shown in Technical Proposal Forms.
- 11.5. The Consultant shall be subject to Philippine taxes on amounts payable by the Procuring Entity under the contract through mandated withholding by local tax authorities of specified percentages of such amounts or otherwise. The **BDS** details the taxes payable.
- 11.6. The Financial Proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the Consultants, the subconsultants, and its personnel (other than Philippine Nationals or permanent residents of the Philippines).
- 11.7. Unless otherwise provided in the **BDS**, total calculated bid prices, as evaluated and corrected for minor arithmetical corrections, such as computational errors, which exceed the approved budget for the contract (ABC) shall not be considered.

12. Alternative Bids

Consultants participating in more than one bid or associating with any other entity other than those already provided in its eligibility documents and allowed by the Procuring Entity shall be disqualified.

13. Bid Currencies

- 13.1. All bid prices shall be quoted in Philippine Pesos unless otherwise provided in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate prevailing on the day of the bid opening.
- 13.2. If so allowed in accordance with **ITB** Clause 13.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rate as published in the *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.
- 13.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

14. Bid Validity

14.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.

14.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Consultants to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 15 should also be extended corresponding to the extension of the bid validity period at the least. A Consultant may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Consultant granting the request shall not be required or permitted to modify its bid.

15. Bid Security

15.1. The Consultant shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two percent (2%)
b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank. <i>For biddings conducted by LGUs, the Bank Draft/Guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such</i>	

<i>financial instrument.</i>	
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the performance security required under ITB Clause 31, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 15.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 15.3. No bid securities shall be returned to the Consultants after the opening of bids and before contract signing, except to those that failed or declared as post disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest or lapse of the reglementary period without having filed a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Highest Rated Responsive Bid (HRRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 15.2.
- 15.4. Upon signing and execution of the contract pursuant to **ITB** Clause 31, and the posting of the performance security pursuant to **ITB** Clause 32, the Consultant's bid security will be discharged, but in no case later than the bid security validity period as indicated in **ITB** Clause 15.2.
- 15.5. The bid security may be forfeited:
- (a) if a Consultant:
 - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 15.2;
 - (ii) does not accept the correction of errors pursuant to **ITB** Clause 11.7;

- (iii) has a finding against the veracity of the required documents submitted in accordance with **ITB** Clause 27.2;
 - (iv) submission of eligibility requirements containing false information or falsified documents;
 - (v) any submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
 - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
 - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
 - (viii) refusal or failure to post the required performance security within the prescribed time;
 - (ix) refusal to clarify or validate in writing its bid during postqualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
 - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
 - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Consultant:
- (i) fails to sign the contract in accordance with **ITB** Clause 31;
 - (ii) fails to furnish performance security in accordance with **ITB** Clause 32; or
 - (iii) any other reason stated in the **BDS**.

16. Format and Signing of Bids

16.1. Consultants shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VII. Bidding Forms on or before the deadline specified in the **ITB** Clause 18 in two (2) separate sealed

bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical proposal and the second shall contain the financial proposal.

- 16.2. Forms as mentioned in **ITB** Clause 16.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 16.3. The Consultant shall prepare an original of the first and second envelopes as described in **ITB** Clauses 10 and 11. In addition, the Consultant shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 16.4. Each and every page of the Technical Proposal Submission Form and the Financial Proposal Submission Form under **Section ____ hereof** shall be signed by the duly authorized representative/s of the Consultant. Failure to do so shall be a ground for the rejection of the bid.
- 16.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Consultant.

17. Sealing and Marking of Bids

- 17.1. Unless otherwise indicated in the **BDS**, Consultants shall enclose their original technical proposal described in **ITB** Clause 10, in one sealed envelope marked “ORIGINAL - TECHNICAL PROPOSAL”, and the original of their financial proposal in another sealed envelope marked “ORIGINAL - FINANCIAL PROPOSAL”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 17.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ____ - TECHNICAL PROPOSAL” and “COPY NO. ____ – FINANCIAL PROPOSAL” and the outer envelope as “COPY NO. ____”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 17.3. The original and the number of copies of the bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative/s.
- 17.4. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Consultant in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC in accordance with **ITB** Clause 18.1;
 - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and

- (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 18.

17.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the Bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked Bid, or for its premature opening.

D. Submission and Opening of Bids

18. Deadline for Submission of Bids

Bids must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the **BDS**.

19. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 18, shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of Bid submission and opening, the Consultant’s name, its representative and the time the late bid was submitted.

20. Modification and Withdrawal of Bids

20.1. The Consultant may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Consultant shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified in accordance with **ITB** Clause 17.4, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Consultant unopened.

20.2. A Consultant may, through a letter of withdrawal, withdraw its bid after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The letter of withdrawal must be executed by the authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.

20.3 Bids requested to be withdrawn in accordance with **ITB** Clause 20.1 shall be returned unopened to the Bidders. A Consultant, who has acquired the bidding documents, may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of bids. A Consultant that withdraws its

bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

- 20.4 No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Consultant on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Consultant's bid security, pursuant to **ITB** Clause 15.5, and the imposition of administrative, civil, and criminal sanctions as prescribed by R.A. 9184 and its IRR.

E. Evaluation and Comparison of Bids

21. Opening and Preliminary Examination of Bids

- 21.1 Only bids from short listed bidders shall be opened and considered for award of contract. These short-listed bidders, whether single entities or JVs, should confirm in their Technical Proposal Submission Form that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.
- 21.2 The BAC shall open the bids immediately after the deadline for the submission and receipt of bids in public, as specified in the **BDS**. In case the bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the bids submitted and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Bulletin to be posted at the PhilGEPS website and the website of the Procuring Entity concerned.
- 21.3 To determine each bidder's compliance with the documents prescribed in **ITB** Clause 10, the BAC shall open the first envelope (Technical Proposal) and check the submitted documents of each bidder in accordance with ITB Clause 10.2 to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 21.4 Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Consultant unopened
- 21.5 All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 21.6 All technical envelopes shall be resealed. Those rated "passed" shall be secured for the detailed technical bid evaluation, while those rated "failed" will be secured for purposes of possible filing of a request for reconsideration unless the bidder waives its right to file a request for reconsideration, in which case, the envelope shall be returned to the bidder immediately. .

21.7 The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

22. Process to be Confidential

22.1 Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any Consultant regarding the evaluation of their bids until the approval by the HoPE of the ranking of shortlisted Consultants, unless otherwise allowed in the **BDS** or in the case of **ITB** Clause 23.

22.2 Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Consultant's bid.

23. Clarification of Bids

To assist in the evaluation, comparison and post-qualification of the bids, the Procuring Entity may ask in writing any Consultant for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Consultant in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

24. Bid Evaluation

24.1 For the evaluation of bids, numerical ratings shall be used. In order to eliminate bias in evaluating the Bids, it is recommended that the highest and lowest scores for each Consultant for each criterion shall not be considered in determining the average scores of the Consultants, except when the evaluation is conducted in a collegial manner.

24.2 For complex or unique undertakings, such as those involving new concepts/technology or financial advisory services, participating short listed consultants may be required, at the option of the Procuring Entity concerned, to make an oral presentation to be presented by each Consultant, or its nominated Project Manager or head, in case of consulting firms, within fifteen (15) calendar days after the deadline for submission of Technical Proposals.

24.3 The entire evaluation process, including the submission of the results thereof to the HoPE for approval, shall be completed in not more than twenty-one (21) calendar days after the deadline for receipt of bids. The bid with the highest rank shall be identified as the Highest Rated Bid. The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.

24.4 All participating short listed consultants shall be furnished the results (ranking and total scores only) of the evaluation after the approval by the HoPE of the

ranking. Said results shall also be posted in the PhilGEPS and the website of the Procuring Entity, if available, for a period of not less than seven (7) calendar days.

25 Evaluation of Technical Proposals

25.1 The BAC shall then conduct a detailed evaluation of technical bids following the procedures specified in the **BDS** depending on the evaluation procedure identified in the Request for Expression of Interest and **ITB** Clause 1.1.

25.2 The BAC evaluates the Technical Proposals on the basis of their compliance with the requirements under **ITB** Clause 10 and responsiveness to the TOR using the following criteria:

- (a) Quality of personnel to be assigned to the Project which covers suitability of key staff to perform the duties for the Project and general qualifications and competence including education and training of the key staff;
- (b) Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The suitability of the Consultant to the Project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and
- (c) Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions.

25.3 The BAC shall assign numerical weights and the minimum required technical score to each of the above criteria which shall be indicated in the **BDS**. A Bid shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum Technical Score (St) indicated in the **BDS**.

25.4 Technical Proposals shall not be considered for evaluation in any of the following cases:

- (a) late submission, *i.e.*, after the deadline set in the **ITB** Clause 18;
- (b) failure to submit any of the technical requirements provided under this ITB and TOR;
- (c) the Consultant that submitted a Bid or any of its partner and/or subconsultant belongs to one of the conflict-of-interest cases as described

in **ITB** Clauses 2.1(k) to (c) and failed to make a proper statement to that effect in the cover letter; or

- (d) the Technical Proposal included any cost of the services.

26 Opening and Evaluation of Financial Proposals

- 26.1 Financial Proposals shall be opened on the date indicated in the **BDS**.
- 26.2 The Financial Proposals opened shall be evaluated based on the evaluation procedure indicated in **ITB** Clause 1.1 using the corresponding procedure provided in the **BDS**.

27 Negotiations

- 27.1 Negotiations with the Consultant that submitted the Highest Rated Bid shall be held at the address indicated in the **BDS**. The aim is to reach agreement on all points.
- 27.2 Negotiations shall cover the following:
- (a) Discussion and clarification of the TOR and Scope of Services;
 - (b) Discussion and finalization of the methodology and work program proposed by the Consultant;
 - (c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, taking note of over-qualified personnel to be commensurate with the compensation of personnel with the appropriate qualifications, number of man-months and schedule of activities (manning schedule);
 - (d) Discussion on the services, facilities and data, if any, to be provided by Procuring Entity concerned;
 - (e) Unless otherwise indicated in the **BDS**, discussion on the Financial Proposal submitted by the Consultant; and
 - (f) Provisions of the contract.
- 27.3 Having selected the Consultant on the basis of, among other things, an evaluation of the proposed key professional staff, the Procuring Entity expects to negotiate a contract on the basis of the experts named in the bid. Before contract negotiations, the Procuring Entity shall require assurances that the experts shall be actually available. The Procuring Entity shall not consider substitutions during contract negotiations except for justifiable reason as may be determined by the Procuring Entity, such as illness, death, or resignation, unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the Project. If this is not the case and if it is established that key staff were offered in the bid without confirming their availability, the Consultant may be disqualified. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons as may be determined by the

Procuring Entity. Violators shall be fined an amount equal to the refund of the replaced personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.

- 27.4 Negotiations shall include a discussion of the technical proposal, the proposed methodology (work plan), staffing and any suggestions made by the Consultant to improve the TOR. The Procuring Entity and Consultant shall then work out the final TOR, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final TOR shall then be incorporated in Appendix I and form part of the contract. Special attention shall be paid to getting the most the Consultant can offer within the available budget and to clearly defining the inputs required from the Procuring Entity to ensure satisfactory implementation of the Project.
- 27.5 The financial negotiations shall include a clarification of the Consultant's tax liability in the Philippines, if any, and the manner in which it shall be reflected in the contract; and shall reflect the agreed technical modifications in the cost of the services. The negotiations shall conclude with a review of the draft form of the contract. To complete negotiations, the Procuring Entity and the Consultant shall initial the agreed contract. If negotiations fail, the Procuring Entity shall invite the Consultant whose Bid received the second highest score to negotiate a contract. If negotiations still fail, the Procuring Entity shall repeat the process for the next-in-rank Consultant until the negotiation is successfully completed.

28 Post Qualification

- 28.1 The BAC shall determine to its satisfaction whether the Consultant that is evaluated as having submitted the Highest Rated Bid (HRB) complies with and is responsive to all the requirements and conditions specified in the Eligibility Documents and **ITB** Clauses 10 and 11.
- 28.2 Within a non-extendible period of five (5) calendar days from receipt by the Consultant of the notice from the BAC that it submitted the Highest Rated Bid, the Consultant shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (EFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided, in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 28.3 The determination shall be based upon an examination of the documentary evidence of the Consultant's qualifications submitted pursuant to **ITB** Clauses 10 and 11, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days.

- 28.4 If the BAC determines that the Consultant with the Highest Rated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Consultant with the HRRB, and recommend to the HoPE the award of contract to the said Consultant at its submitted price or its calculated bid price, whichever is lower, subject to **ITB** Clause 30.3.
- 28.5 A negative determination shall result in rejection of the Consultant's bid, in which event the BAC shall proceed to the next Highest Rated Bid with a fresh period to make a similar determination of that Consultant's capabilities to perform satisfactorily. If the second Consultant, however, fails the post qualification, the procedure for post qualification shall be repeated for the Consultant with the next Highest Rated Bid, and so on until the HRRB is determined for recommendation of contract award.
- 28.6 Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the HRRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 28.7 In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Consultant in writing of such decision and the grounds for it. When applicable, the BAC shall conduct negotiations, and if successful, post-qualification of the Consultant with the next Highest Rated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

29 Reservation Clause

- 29.1 Notwithstanding the eligibility, short listing, or post-qualification of a Consultant, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Consultant, or that there has been a change in the Consultant's capability to undertake this Project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Consultant which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Consultant as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 29.2 Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves,

or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;

- (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
- (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GoP as follows:
 - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
 - (ii) If the project is no longer necessary as determined by the HoPE; and
 - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

29.3 In addition, the Procuring Entity may likewise declare a failure of bidding when:

- (a) No bids are received;
- (b) All prospective bidders are declared ineligible;
- (c) All bids fail to comply with all the bid requirements or there is no successful negotiation, or fail post-qualification; or
- (d) The bidder with the HRRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

F. Award of Contract

30. Contract Award

30.1 Subject to **ITB** Clause 28, the HoPE or its authorized representative shall award the contract to the Bidder whose bid has been determined to be the HRRB.

30.2 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Consultant in writing that its bid has been accepted, through a Notice of Award duly received by the Consultant or its authorized representative personally or by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Consultant

with the HRRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.

30.3 Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:

- (a) Submission of the following documents within the (10) calendar days from receipt of the Notice of Award:

- (i) Valid JVA, if applicable;
 - (ii) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign consultant; and/or
 - (iii) SEC Certificate of Registration of the foreign consulting firm, and/or the authorization or license issued by the appropriate GoP professional regulatory body of the foreign professionals engaging in the practice of regulated professions and allied professions, where applicable.
- (b) Posting of the performance security in accordance with **ITB** Clause 32;
 - (c) Signing of the contract as provided in **ITB** Clause 31; and
 - (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

31. Signing of the Contract

31.1 At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

31.2 Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the Procuring Entity.

31.3 The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

31.4 The following documents shall form part of the contract:

- (1) Contract Agreement;
- (2) Bidding Documents;
- (3) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
- (4) Performance Security;
- (5) Notice of Award of Contract; and
- (6) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

32. Performance Security

32.1 Unless otherwise provided in the **BDS**, to guarantee the faithful performance by the winning Consultant of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

32.2 The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank;</p> <p><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Five percent (5%)
<p>(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and/or</p> <p><i>For biddings conducted by the LGUs, the Bank Draft/Guarantee or Irrevocable Letter of Credit may be issued by</i></p>	
<p><i>other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	
<p>(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.</p>	Thirty percent (30%)

32.3 Failure of the successful Consultant to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate negotiation and if successful, complete postqualification of the second Highest Rated Bid. The procedure shall be repeated until the HRRB is identified and selected for recommendation of contract award. However, if no Consultant had a successful negotiation or passed postqualification, the BAC shall declare the bidding a failure and conduct a rebidding with re-advertisement, if necessary.

33. Notice to Proceed

33.1 Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed together with copies of the approved contract to the successful Consultant. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Consultant.

33.2 The contract effectivity date shall be the date of contract signing. The Consultant shall commence performance of its obligations only upon receipt of the Notice to Proceed.

34. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

Section III is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Section II must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is Department of Public Works and Highways, Capiz 2nd District Engineering Office</p> <p>The evaluation procedure is</p> <p>Quality Cost Based Evaluation/Selection (QCBE/QCBS)</p> <p><i>QCBE/QCBS – (GoP and WB) Technical and Financial Scores are combined to determine the winner. ABC is stated and Financial Proposal above this amount are rejected except in the case of WB, no ABC or cost estimate is included in the Bidding Documents except for an estimate of the staff months required to complete the Project.</i></p>
1.2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GoP) through PDE 2025.</p> <p>The name of the project is 25GPCS001 - Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District</p>

1.3	To provide adequate information on sub-surface and surface conditions for the foundations and other sub-structures for the proposed project, leading to their economical and safe designs.
1.4	The Project shall not be phased.
5	No further instructions.
6.1	Subcontracting is not allowed.

6.2	Not applicable.
7.1	The Procuring Entity will hold a pre-bid conference for this Project on August 14, 2025, 10:00 AM at the Procurement Unit, DPWH Capiz 2 nd District Engineering Office, Dumalag, Capiz.
8.1	<p>The Procuring Entity's address is:</p> <p>SALVADOR T. RIPALDA BAC Chairperson DPWH Capiz 2nd District Engineering Office, Dumalag, Capiz 09163138641</p>
10.1(b)	The contract duration is 60 calendar days

10.1(c)	<p>The minimum required experience of proposed professional staff is as follows:</p> <table border="1"> <thead> <tr> <th data-bbox="461 289 915 457">Key Personnel Years of Experience</th><th data-bbox="915 289 1362 457">Minimum Years of Experience in Proposed Position</th></tr> </thead> <tbody> <tr> <td data-bbox="461 457 915 531">Geotechnical Engineer</td><td data-bbox="915 457 1362 531">5</td></tr> <tr> <td data-bbox="461 531 915 604">Materials Engineer</td><td data-bbox="915 531 1362 604">2</td></tr> <tr> <td data-bbox="461 604 915 667">Laboratory Technician</td><td data-bbox="915 604 1362 667">2</td></tr> <tr> <td data-bbox="461 667 915 730">Sr. Core Driller</td><td data-bbox="915 667 1362 730">2</td></tr> </tbody> </table>	Key Personnel Years of Experience	Minimum Years of Experience in Proposed Position	Geotechnical Engineer	5	Materials Engineer	2	Laboratory Technician	2	Sr. Core Driller	2
Key Personnel Years of Experience	Minimum Years of Experience in Proposed Position										
Geotechnical Engineer	5										
Materials Engineer	2										
Laboratory Technician	2										
Sr. Core Driller	2										
11.5	Taxes: <i>[Specify Consultant's liability: nature, sources of information]</i>										
11.7	The ABC is One Million Four Hundred Ninety Nine Thousand Nine Hundred Ninety Nine Pesos and 69/100 (Php1,499,999.69). Any bid with a financial component exceeding this amount shall not be accepted.										

13.1	The bid prices shall be quoted in Philippine Pesos.
13.3	No further instructions.
14.1	Bids will be valid until one hundred twenty (120) days from the date of bid opening.
15.1	<p>The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts:</p> <ol style="list-style-type: none"> 1. The amount of not less than 29,999.99 <i>[Insert 2% of ABC]</i>, if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than 74,999.98 <i>[Insert 5% of ABC]</i>, if bid security is in Surety Bond.

15.2	The bid security shall be valid until one hundred twenty (120) days from the date of bid opening.
15.5(b)(iii)	No further instructions.
17.1	No further instructions.

17.3	Each Bidder shall submit one (1) original and two (2) copies of the first and second components of its bid.
18	<p>The address for submission of bids is:</p> <p>Procurement Unit, DPWH Capiz 2nd District Engineering Office, Dumalag, Capiz.</p> <p>The deadline for submission of bids is August 26, 2025 until 10:00 AM.</p>
21.2	<p>The address for opening of bids is Procurement Unit, DPWH Capiz 2nd District Engineering Office, Dumalag, Capiz.</p> <p>The date and time for opening of bids is August 26, 2025, 10:05 AM.</p>
22.1	No further instructions.
	<p>The place of bid opening is Procurement Unit, DPWH Capiz 2nd District Engineering Office, Dumalag, Capiz.</p> <p>The date and time of bid opening is August 26, 2025, 10:05 AM.</p>
25.1	

	<p>The following processes for the opening and evaluation of bids shall be adopted:</p> <ul style="list-style-type: none"> a) The technical proposal together with the financial proposal shall be considered in the ranking of consultants. The technical proposals shall be evaluated first using the criteria in ITB Clause 25.2. The financial proposals of the consultants who meet the minimum technical score shall then be opened. b) The financial and technical proposals shall be given corresponding weights with the financial proposal given a minimum weight of fifteen percent (15%) up to a maximum of forty percent (40%). The weight of the technical criteria shall be adjusted accordingly such that their total weight in percent together with the weight given to the financial proposal shall add to one hundred percent (100%). The BAC shall rank the consultants in descending order based on the combined numerical ratings of their technical and financial proposals and identify the Highest Rated Bid. c) The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC. d) After approval by the HoPE of the Highest Rated Bid, the BAC shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for negotiation in accordance with ITB Clause 27.
25.3	<p>The numerical weight and the minimum required St for each criterion are as follows:</p> <ul style="list-style-type: none"> 1. Experience of the Firm – 10 2. Qualification of Proposed Key Personnel – 80

	3. Methodology - 10
	The attention of the Consultant is drawn to Technical Proposal Forms – Bids must adhere to the maximum number of pages outlined in Clause 10.2(b).
26.1	<p>The opening of Financial Proposals shall be right after the evaluation of Technical Proposals at the Procurement Unit, DPWH Capiz 2nd District Engineering Office, Dumalag, Capiz.</p> <p>Financial Proposals shall be opened in public.</p> <p>NOTE: <i>The opening of Financial Proposals in public or otherwise depends on the evaluation procedure to be used by the Procuring Entity.</i></p>
26.2	<p><i>For Quality Cost Based Evaluation (QCBE):</i> After the evaluation of quality is completed, the Procuring Entity shall notify those Consultants whose Bids did not meet the minimum qualifying mark or were considered non-responsive to the Bidding Documents and TOR, indicating</p>

that their Financial Proposals shall be returned unopened after completing the selection process. The Procuring Entity shall simultaneously notify the Consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date unless otherwise specified in **ITB** Clause 26.1. The notification may be sent by registered letter, facsimile, or electronic mail.

The Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Procuring Entity shall prepare minutes of the public opening.

The BAC shall determine whether the Financial Proposals are complete, *i.e.*, whether all the documents mentioned in **ITB** Clause 11 are present and all items of the corresponding Technical Proposals that are required to be priced are so priced. If not, the Procuring Entity shall reject the proposal. The BAC shall correct any computational errors, and convert prices in various currencies to the Philippine Peso at the rate indicated in **ITB** Clause 13. The Financial Proposal shall not exceed the ABC and shall be deemed to include the cost of all taxes, duties, fees, levies, and other charges imposed under the applicable laws. The evaluation shall include all such taxes, duties, fees, levies, and other charges imposed under the applicable laws; where special tax privileges are granted to a particular class or nationality of Consultant by virtue of the GoP's international commitments, the amount of such tax privileges shall be included in the Financial Proposal for purposes of comparative evaluation of Bids.

The lowest Financial Proposal (Fl) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:

$$Sf = 100 \times Fl/F$$

Where:

Sf is the financial score of the Financial Proposal under consideration,

Fl is the lowest Financial Proposal, and

F is the Financial Proposal under consideration.

Using the formula $S = St \times T\% + Sf \times F\%$, the Bids shall then be ranked according to their combined St and Sf using the weights (St is the technical score of the Technical Proposal under consideration; T = the weight given to the Technical Proposal; F = the weight given to the

	<p>Financial Proposal; $T + F = 1$) indicated below:</p> <p>T _____ [<i>From 0.6 to 0.85</i>]; and</p> <p>F _____ [<i>From 0.15 to 0.4</i>];</p> <p>provided that the total weights given to the Technical and Financial Proposals shall add up to 1.0.</p>
--	--

27.1	The address for negotiations is Procurement Unit, DPWH Capiz 2 nd District Engineering Office, Dumalag, Capiz.
27.2(e)	No negotiations pertaining to the Financial Proposal shall be undertaken.
28.2	<i>“No additional requirement.”</i>
31.4.6	<i>“No additional requirement.”</i>
32.1	No further instructions.
33.2	The effective date of the contract is upon receipt of Notice to Proceed.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The GCC, SCC, and other documents listed therein, expressing all the rights and obligations of the parties, should be completed.

The GCC herein shall not be altered. Any changes and complementary information, which may be needed, shall be introduced only through the SCC in Section V.

TABLE OF CONTENTS

1. DEFINITIONS.....	68
2. HEADINGS	69
3. LOCATION	69
4. LAW GOVERNING CONTRACT AND SERVICES.....	69
5. LANGUAGE.....	70
6. CONSULTANTS AND AFFILIATES NOT TO ENGAGE IN CERTAIN ACTIVITIES ...	70
7. AUTHORITY OF MEMBER IN CHARGE	70
8. RESIDENT PROJECT MANAGER	70
9. ENTIRE AGREEMENT	71
10. MODIFICATION	71
11. RELATIONSHIP OF PARTIES	71
12. AUTHORIZED REPRESENTATIVES	71
13. GOOD FAITH.....	71
14. OPERATION OF THE CONTRACT.....	71
15. NOTICES	72
16. WARRANTY AS TO ELIGIBILITY.....	72
17. CONFIDENTIALITY	72
18. PAYMENT	72
19. CURRENCY OF PAYMENT	73
20. LIABILITY OF THE CONSULTANT	73
21. INSURANCE TO BE TAKEN OUT BY THE CONSULTANT	73
22. EFFECTIVITY OF CONTRACT.....	73
23. COMMENCEMENT OF SERVICES.....	73
24. EXPIRATION OF CONTRACT.....	73
25. FORCE MAJEURE	73
26. SUSPENSION	75
27. TERMINATION BY THE PROCURING ENTITY	75

28. TERMINATION BY THE CONSULTANT	76
29. PROCEDURES FOR TERMINATION OF CONTRACTS.....	77
30. CESSATION OF SERVICES	78
31. PAYMENT UPON TERMINATION	78
32. DISPUTES ABOUT EVENTS OF TERMINATION	78
33. CESSATION OF RIGHTS AND OBLIGATIONS.....	79
34. DISPUTE SETTLEMENT	79
35. DOCUMENTS PREPARED BY THE CONSULTANT AND SOFTWARE DEVELOPED TO BE THE PROPERTY OF THE PROCURING ENTITY	79
36. EQUIPMENT AND MATERIALS FURNISHED BY THE PROCURING ENTITY	80
37. SERVICES, FACILITIES AND PROPERTY OF THE PROCURING ENTITY.....	80
38. CONSULTANT’S ACTIONS REQUIRING PROCURING ENTITY’S PRIOR APPROVAL	80
39. PERSONNEL	81
40. WORKING HOURS, OVERTIME, LEAVE, ETC	82
41. COUNTERPART PERSONNEL	82
42. PERFORMANCE SECURITY.....	83
43. STANDARD OF PERFORMANCE	83
44. CONSULTANT NOT TO BENEFIT FROM COMMISSIONS, DISCOUNTS, ETC	84
45. PROCUREMENT BY THE CONSULTANT.....	84
46. SPECIFICATIONS AND DESIGNS	84
47. REPORTS	84
48. ASSISTANCE BY THE PROCURING ENTITY ON GOVERNMENT REQUIREMENTS.....	85
49. ACCESS TO LAND	85
50. SUBCONTRACT	85
51. ACCOUNTING, INSPECTION AND AUDITING	86
52. CONTRACT COST	86
53. REMUNERATION AND REIMBURSABLE EXPENDITURES.....	87
54. FINAL PAYMENT.....	88

55. LUMP SUM CONTRACTS.....	88
56. LIQUIDATED DAMAGES FOR DELAY.....	89

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in the Philippines as they may be issued and enforced from time to time.
- (b) “Consultant” refers to the short listed consultant with the HRRB determined by the Procuring Entity as such in accordance with the ITB.
- (c) “Consulting Services” refer to services for Infrastructure Projects and other types of projects or activities of the Government of the Philippines (GoP) requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the Procuring Entity to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies.
- (d) “Contract” means the agreement signed by the Parties, to which these General Conditions of Contract (GCC) and other sections of the Bidding Documents are attached.
- (e) “Effective Date” means the date on which this Contract comes into full force and effect.
- (f) “Foreign Currency” means any currency other than the currency of the Philippines.
- (g) “Funding Source” means the entity indicated in the **SCC**.
- (h) “GCC” means these General Conditions of Contract.
- (i) “Government” means the Government of the Philippines (GoP).
- (j) “Local Currency” means the Philippine Peso (Php).
- (k) “Member,” in case the Consultant is a Joint Venture (JV) of two (2) or more entities, means any of these entities; and “Members” means all these entities.
- (l) “Party” means the Procuring Entity or the Consultant, as the case may be, and “Parties” means both of them.

- (m) “Personnel” means persons hired by the Consultant or by any Subconsultant as employees and assigned to the performance of the Services or any part thereof; “Foreign Personnel” means such persons who at the time of being so hired had their domicile outside the Government’s country; “Local Personnel” means such persons who at the time of being so hired had their domicile inside the Philippines; and “Key Personnel” means the Personnel referred to in **GCC** Clause 39.
- (n) “Procuring Entity” refers to any branch, constitutional commission or office, agency, department, bureau, office or instrumentality of the Government, including GOCC, GFI, SUC, LGU, and autonomous regional government procuring Goods, Consulting Services, and Infrastructure Projects.
- (o) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented.
- (p) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix I.
- (q) “Subconsultant” means any person or entity to whom/which the Consultant subcontracts any part of the Services in accordance with the provisions of **GCC** Clause 50.
- (r) “Third Party” means any person or entity other than the Government, the Procuring Entity, the Consultant or a Subconsultant.

2. Headings

The headings shall not limit, alter or affect the meaning of this Contract.

3. Location

The Services shall be performed at such locations as are specified in Appendix I and, where the location of a particular task is not so specified, at such locations, whether in the Philippines or elsewhere, as the Procuring Entity may approve.

4. Law Governing Contract and Services

4.1 This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.

4.2 The Consultant shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that any Subconsultant, as well as the Personnel of the Consultant and any Subconsultant, complies with the Applicable Law. The Procuring Entity shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

4.3 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased on a no loss-no gain basis, and corresponding adjustments shall be made to the ceiling amounts specified in GCC Clause 52, provided that the cost is within the Approved Budget for the Contract (ABC).

5. Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

6. Consultants and Affiliates Not to Engage in Certain Activities

6.1 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Subconsultant and any entity affiliated with such Subconsultant, shall be disqualified from providing goods, works, or consulting services for any project resulting from or closely related to this Contract other than the Services and any continuation thereof provided there is no current or future conflict.

6.2 The Consultant shall not engage, and shall cause their Personnel as well as their Subconsultants and their Personnel not to engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract; and
- (b) after the termination of this Contract, such other activities as may be specified in the **SCC**.

7. Authority of Member in Charge

In case the Consultant is a JV, the Members hereby authorize the entity specified in the **SCC** to act on their behalf in exercising all the Consultant's rights and obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.

8. Resident Project Manager

If required by the **SCC**, the Consultant shall ensure that at all times during the Consultant's performance of the Services in the Government's country, a resident project manager, acceptable to the Procuring Entity, shall take charge of the performance of such Services.

9. Entire Agreement

This Contract, including the documents specified in Section 37.2.3 of the IRR of RA 9184, contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make any statement, representation, promise, or agreement not set forth herein of which the Parties shall not be bound by or be liable for.

10. Modification

Unless otherwise specified in the **SCC**, no modification of the terms and conditions of this Contract, including any modification of the scope of the Services shall be allowed. Pursuant to **GCC** Clause 14 hereof, however, each Party shall give due consideration to any proposal for modification made by the other Party.

11. Relationship of Parties

11.1 Nothing contained herein shall be construed as establishing a relation of employer and employee or of principal and agent as between the Procuring Entity and the Consultant. The Consultant, subject to this Contract, has complete charge of its Personnel and Subconsultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

11.2 The Consultant shall during the performance of the Services be an independent contractor, retaining complete control over its Personnel, conforming to all statutory requirements with respect to all its employees, and providing all appropriate employee benefits.

12. Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Consultant may be taken or executed by the officials specified in the **SCC**.

13. Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

14. Operation of the Contract

The Parties recognize that it is impractical for this Contract to provide for every contingency which may arise during the life of this Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them; and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties shall use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to

this Clause shall give rise to a dispute subject to arbitration in accordance with **GCC** Clause 34 hereof.

15. Notices

15.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered

mail, telex, telegram or facsimile to such Party at the address specified in the **SCC**.

15.2 Notice shall be deemed to be effective as specified in the **SCC**.

15.3 A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC with respect to **GCC** Clause 15.2.

16. Warranty as to Eligibility

16.1 The Consultant represents, warrants, and confirms that it, as well as its Subconsultant, if any, is eligible, *i.e.*, has the legal personality to act as a consultant in accordance with Part I, Section II. Eligibility Documents issued for this project.

16.2 The Consultant shall fulfill its obligations under this Contract by using knowledge according to the best accepted professional standards. The Consultant shall exercise all reasonable skill, care and diligence in the discharge of duties agreed to be performed and shall work in the best interest of the GoP.

17. Confidentiality

Except with the prior written consent of the Procuring Entity, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services. For purposes of this clause, “confidential information” means any information or knowledge acquired by the Consultant and/or its Personnel arising out of, or in connection with, the performance of the Services under this Contract that is not otherwise available to the public.

18. Payment

18.1 In consideration of the Services performed by the Consultant under this Contract, the Procuring Entity shall make to the Consultant such payments and in such manner as is provided by **GCC** Clause 53 of this Contract. However, the

Procuring Entity may refuse to make payments when the terms and conditions of the contract are not satisfactorily performed by the Consultant.

18.2 Subject to the ceilings specified in **GCC** Clause 52 hereof, the Procuring Entity shall pay to the Consultant: (i) remuneration as set forth in GCC Clause 53.2; and (ii) reimbursable expenditures as set forth in **GCC** Clause 53.4. Said remuneration shall not be subject to price adjustment.

18.3 All payments under this Contract shall be made to the account of the Consultant specified in the **SCC**.

19. Currency of Payment

Unless otherwise specified in the **SCC**, all payments shall be made in Philippine Pesos.

20. Liability of the Consultant

Subject to additional provisions, if any, set forth in the **SCC**, the Consultant's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

21. Insurance to be Taken Out by the Consultant

21.1 The Consultant, at its own cost, shall be responsible for taking out or maintaining any insurance policy against any risk related to the project.

21.2 The Procuring Entity undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for the Personnel or for the dependents of any such Personnel.

22. Effectivity of Contract

The contract effectivity date shall be the date of contract signing, provided that the effectiveness of the conditions, if any, listed in the **SCC** have been met.

23. Commencement of Services

The Consultant shall begin carrying out the Services starting from the effectivity date of this Contract, as mentioned in **GCC** Clause 22.

24. Expiration of Contract

Unless sooner terminated pursuant to **GCC** Clauses 27 or 28 hereof, this Contract shall terminate at the end of such time period after the effectivity date as shall be specified in the **SCC**.

25. Force Majeure

25.1 For purposes of this Contract the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force

majeure shall be interpreted to mean an event which the Consultant could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Consultant.

25.2 The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of force majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

25.3 Unless otherwise agreed herein, force majeure shall not include:

- (a) any event which is caused by the negligence or intentional action of a Party or such Party's Subconsultants or agents or employees;
- (b) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder;
- (c) insufficiency of funds or failure to make any payment required hereunder; or
- (d) the Procuring Entity's failure to review, approve or reject the outputs of the Consultant beyond a reasonable time period.

25.4 A Party affected by an event of force majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder immediately or within a reasonable time.

25.5 A Party affected by an event of force majeure shall notify the other Party of such event as soon as possible, and in any event not later than fifteen (15) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.

25.6 The Parties shall take all reasonable measures to minimize the consequences of any event of force majeure.

25.7 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a direct and proximate result of force majeure.

25.8 During the period of their inability to perform the Services as a direct and proximate result of an event of force majeure, the Consultant shall be entitled to continue receiving payment under the terms of this Contract as well as to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the

Services after the end of such period, provided that such costs are still within the total contract price. However, the foregoing provision shall not apply if the Procuring Entity suspends or terminates this Contract in writing, notice thereof duly received by the Consultant, pursuant to GCC Clauses 26 and 27 hereof with the exception of the direct and proximate result of force majeure.

25.9 Not later than fifteen (15) days after the Consultant, as the direct and proximate result of an event of force majeure, has become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures considering the circumstances.

25.10 In the case of disagreement between the parties as to the existence, or extent of force majeure, the matter shall be submitted to arbitration in accordance with GCC Clause 34 hereof.

26. Suspension

26.1 The Procuring Entity shall, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fail to perform any of their obligations due to their own fault or due to force majeure or other circumstances beyond the control of either party (*e.g.* suspension of civil works being supervised by the consultant) under this Contract, including the carrying out of the Services, provided that such notice of suspension:

- (a) shall specify the nature of the failure; and
- (b) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultant of such notice of suspension.

26.2 The Consultant may, without prejudice to its right to terminate this Contract pursuant to **GCC** Clause 28, by written notice of suspension, suspend the Services if the Procuring Entity fails to perform any of its obligations which are critical to the delivery of the Consultant's services such as, non-payment of any money due the Consultant within forty-five (45) days after receiving notice from the Consultant that such payment is overdue.

27. Termination by the Procuring Entity

27.1 The Procuring Entity shall terminate this Contract when any of the following conditions attends its implementation:

- (a) Outside of force majeure, the Consultant fails to deliver or perform the Outputs and Deliverables within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Consultant prior to the delay;
- (b) As a result of force majeure, the Consultant is unable to deliver or perform a material portion of the Outputs and Deliverables for a period of not less than sixty (60) calendar days after the Consultant's receipt

of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased;

- (c) In whole or in part, at any time for its convenience, the HoPE may terminate the Contract for its convenience if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies;
- (d) If the Consultant is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction; in which event, termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Consultant;
- (e) In case it is determined *prima facie* that the Consultant has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to, the following: corrupt, fraudulent, collusive, coercive, and obstructive practices; drawing up or using forged documents; using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and any other act analogous to the foregoing. For purposes of this clause, corrupt, fraudulent, collusive, coercive, and obstructive practices shall have the same meaning as that provided in **ITB** Clause 3.1(a):
- (f) The Consultant fails to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to GCC Clause 15.2 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Procuring Entity may have subsequently approved in writing;
- (g) The Consultant's failure to comply with any final decision reached as a result of arbitration proceedings pursuant to GCC Clause 34 hereof; or
- (h) The Consultant fails to perform any other obligation under the Contract.

27.2 In case of termination, written notice shall be understood to mean fifteen (15) days for short term contracts, *i.e.*, four (4) months or less, and thirty (30) days for long term contracts.

28. Termination by the Consultant

The Consultant must serve a written notice to the Procuring Entity of its intention to terminate this Contract at least thirty (30) calendar days before its intended termination. This Contract is deemed terminated if no action has been taken by the

Procuring Entity with regard to such written notice within thirty (30) calendar days after the receipt thereof by the Procuring Entity. The Consultant may terminate this Contract through any of the following events:

- (a) The Procuring Entity is in material breach of its obligations pursuant to this Contract and has not remedied the same within sixty (60) calendar days following its receipt of the Consultant's notice specifying such breach;
- (b) The Procuring Entity's failure to comply with any final decision reached as a result of arbitration pursuant to **GCC** Clause 34 hereof
- (c) As the direct and proximate result of force majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) The Procuring Entity fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to **GCC** Clause 32 hereof within eighty four (84) days after receiving written notice from the Consultant that such payment is overdue.

29. Procedures for Termination of Contracts

The following provisions shall govern the procedures for the termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Procuring Entity shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Procuring Entity, the HoPE shall terminate this Contract only by a written notice to the Consultant conveying such termination. The notice shall state:
 - (i) that the contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Consultant to show cause as to why the contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report;

- (c) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Consultant shall submit to the HoPE a verified position paper

stating why this Contract should not be terminated. If the Consultant fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;

- (d) The Procuring Entity may, at anytime before receipt of the Consultant's verified position paper to withdraw the Notice to Terminate if it is determined that certain services subject of the notice had been completed or performed before the Consultant's receipt of the notice;
- (e) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Consultant of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Consultant of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and
- (f) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE.

30. Cessation of Services

Upon termination of this Contract by notice of either Party to the other pursuant to **GCC** Clauses 27 or 28 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Entity, the Consultant shall proceed as provided, respectively, by **GCC** Clauses 35 or 36 hereof.

31. Payment Upon Termination

Upon termination of this Contract pursuant to **GCC** Clauses 27 or 28 hereof, the Procuring Entity shall make the following payments to the Consultant:

- (a) remuneration pursuant to **GCC** Clause 53 hereof for Services satisfactorily performed prior to the effective date of termination;
- (b) reimbursable expenditures pursuant to **GCC** Clause 53 hereof for expenditures actually incurred prior to the effective date of termination; and
- (c) in the case of termination pursuant to **GCC** Clause 27(b) hereof, reimbursement of any reasonable cost incident to the prompt and orderly termination of this Contract including the cost of the return travel of the Personnel and their eligible dependents.

32. Disputes about Events of Termination

If either Party disputes whether an event specified in **GCC** Clause 27.1 or in **GCC** Clause 28 hereof has occurred, such Party may refer the matter to arbitration pursuant

to **GCC** Clause 34 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

33. Cessation of Rights and Obligations

Upon termination of this Contract pursuant to **GCC** Clauses 27 or 28 hereof, or upon expiration of this Contract pursuant to **GCC** Clause 24, all rights and obligations of the Parties hereunder shall cease, except:

- (a) such rights and obligations as may have accrued on the date of termination or expiration;
- (b) the obligation of confidentiality set forth in **GCC** Clause 17 hereof; and
- (c) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in **GCC** Clauses 51(b) and 51(c) hereof, any right which a Party may have under the Applicable Law.

34. Dispute Settlement

34.1 If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with the implementation of this Contract, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.

34.2 Any and all disputes arising from the implementation of this Contract shall be submitted to arbitration in accordance with the rules of procedure specified in the **SCC**.

35. Documents Prepared by the Consultant and Software Developed to be the Property of the Procuring Entity

35.1 All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract shall become and remain the property of the Procuring Entity, and the Consultant shall, prior to termination or expiration of this Contract, deliver all such documents to the Procuring Entity, together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. The plans, drawings, specifications, designs, reports, other documents and software, including restrictions on future use of such documents and software, if any, shall be specified in the **SCC**.

35.2 All computer programs developed by the Consultant under this Contract shall be the sole and exclusive property of the Procuring Entity; provided, however, that the Consultant may use such programs for its own use with prior written approval of the Procuring Entity. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of any such computer programs, the Consultant shall obtain the Procuring Entity's prior written approval to such agreements. In such cases,

the Procuring Entity shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned.

36. Equipment and Materials Furnished by the Procuring Entity

Equipment and materials made available to the Consultant by the Procuring Entity, or purchased by the Consultant with funds provided by the Procuring Entity, shall be the property of the Procuring Entity and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Procuring Entity an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Procuring Entity's instructions. While in possession of such equipment and materials, the Consultant, unless otherwise instructed by the Procuring Entity in writing, shall insure it at the expense of the Procuring Entity in an amount equal to their full replacement value.

37. Services, Facilities and Property of the Procuring Entity

The Procuring Entity shall make available to the Consultant and the Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in Appendix V at the terms and in the manner specified in said appendix, provided that if such services, facilities and property shall not be made available to the Consultant as and when so specified, the Parties shall agree on:

- (a) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services;
- (b) the manner in which the Consultant shall procure any such services, facilities and property from other sources; and
- (c) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to GCC Clause 52 hereinafter which should be within the agreed contract ceiling.

38. Consultant's Actions Requiring Procuring Entity's Prior Approval

The Consultant shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:

- (a) appointing such members of the Personnel as are listed in Appendix III merely by title but not by name;
- (b) entering into a subcontract for the performance of any part of the Services, it being understood that:
 - (i) the selection of the Subconsultant and the terms and conditions of the subcontract shall have been approved in writing by the Procuring Entity prior to the execution of the subcontract; and
 - (ii) the Consultant shall remain fully liable for the performance of the Services by the Subconsultant and its Personnel pursuant to this Contract;

- (c) replacement, during the performance of the contract for any reason, of any Personnel as listed in Appendix III of this Contract requiring the Procuring Entity's prior approval; and
- (d) any other action that may be specified in the **SCC**.

39. Personnel

- 39.1 The Consultant shall employ and provide such qualified and experienced Personnel and Subconsultants as are required to carry out the Services.
- 39.2 The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultant's Key Personnel are described in Appendix III.
- 39.3 The Key Personnel and Subconsultants listed by title as well as by name in Appendix III are hereby approved by the Procuring Entity. In respect of other Key Personnel which the Consultant proposes to use in the carrying out of the Services, the Consultant shall submit to the Procuring Entity for review and approval a copy of their biographical data and, in the case of Key Personnel to be assigned within the GoP, a copy of a satisfactory medical certificate attached as part of Appendix III. If the Procuring Entity does not object in writing; or if it objects in writing but fails to state the reasons for such objection, within twenty-one (21) calendar days from the date of receipt of such biographical data and, if applicable, such certificate, the Key Personnel concerned shall be deemed to have been approved by the Procuring Entity.
- 39.4 The Procuring Entity may request the Consultants to perform additional services not covered by the original scope of work but are determined by the Procuring Entity to be critical for the satisfactory completion of the Services, subject to **GCC** Clause 55.6.
- 39.5 No changes shall be made in the Key Personnel, except for justifiable reasons as may be determined by the Procuring Entity, as indicated in the **SCC**, and only upon prior approval of the Procuring Entity. If it becomes justifiable and necessary to replace any of the Personnel, the Consultant shall forthwith provide as a replacement a person of equivalent or better qualifications. If the Consultant introduces changes in Key Personnel for reasons other than those mentioned in the **SCC**, the Consultant shall be liable for the imposition of damages as described in the **SCC**.
- 39.6 Any of the Personnel provided as a replacement under **GCC** Clauses 39.5 and 39.7, the rate of remuneration applicable to such person as well as any reimbursable expenditures the Consultant may wish to claim as a result of such replacement, shall be subject to the prior written approval by the Procuring Entity. Except as the Procuring Entity may otherwise agree, the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and the remuneration to be paid for any of

the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.

39.7 If the Procuring Entity finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action as defined in the Applicable Law, or has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Procuring Entity's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.

40. Working Hours, Overtime, Leave, etc.

40.1 Working hours and holidays for Key Personnel are set forth in Appendix III. Any travel time prior to and after contract implementation shall not be considered as part of the working hours.

40.2 The Key Personnel shall not be entitled to claim payment for overtime work, sick leave, or vacation leave from the Procuring Entity since these items are already covered by the Consultant's remuneration. All leaves to be allowed to the Personnel are included in the staff-months of service set forth in Appendix III. Taking of leave by any Personnel should not delay the progress and adequate supervision of the Services.

40.3 If required to comply with the provisions of **GCC** Clause 43.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix III may be made by the Consultant by prior written notice to the Procuring Entity, provided that:

- (a) such adjustments shall not alter the originally estimated period of engagement of any individual by more than ten percent (10%); and
- (b) the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in **GCC** Clause 52.1 of this Contract. Any other such adjustments shall only be made with the Procuring Entity's prior written approval.

41. Counterpart Personnel

41.1 If so provided in Appendix III hereto, the Procuring Entity shall make available to the Consultant, as and when provided in such Appendix III, and free of charge, such Counterpart Personnel to be selected by the Procuring Entity, with the Consultant's advice, as shall be specified in such Appendix III. Counterpart Personnel shall work with the Consultant. If any member of the Counterpart Personnel fails to perform adequately any work assigned to such member by the Consultant which is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Entity shall not unreasonably refuse to act upon such request.

41.2 The responsibilities of the Counterpart Personnel shall be specified in Appendix III, attached hereto, and the Counterpart Personnel shall not perform any work beyond the said responsibilities.

41.3 If Counterpart Personnel are not provided by the Procuring Entity to the Consultant as and when specified in Appendix III, and or if the Counterpart Personnel lack the necessary training, experience or authority to effectively undertake their responsibilities, the Procuring Entity and the Consultant shall agree on how the affected part of the Services shall be carried out, and the additional payments, if any, to be made by the Procuring Entity to the Consultant as a result thereof pursuant to **GCC** Clause 52 hereof.

42. Performance Security

42.1 Unless otherwise specified in the **SCC**, within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the Consultant shall furnish the performance security in any the forms prescribed in the **ITB** Clause 32.2.

42.2 The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Consultant is in default in any of its obligations under the contract.

42.3 The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

42.4 The performance security may be released by the Procuring Entity and returned to the Consultant after the issuance of the Certificate of Final Acceptance subject to the following conditions:

- (a) There are no pending claims against the Consultant or the surety company filed by the Procuring Entity;
- (b) The Consultant has no pending claims for labor and materials filed against it; and
- (c) Other terms specified in the **SCC**.

42.5 In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

43. Standard of Performance

43.1 The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods.

43.2 The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subconsultants or third parties.

43.3 The Consultant shall furnish to the Procuring Entity such information related to the Services as the Procuring Entity may from time to time reasonably request.

43.4 The Consultant shall at all times cooperate and coordinate with the Procuring Entity with respect to the carrying out of its obligations under this Contract.

44. Consultant Not to Benefit from Commissions, Discounts, etc.

The remuneration of the Consultant pursuant to **GCC** Clause 53 hereof shall constitute the Consultant's sole remuneration in connection with this Contract or the Services and, subject to **GCC** Clause 45 hereof, the Consultant shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations hereunder, and the Consultant shall use its best efforts to ensure that any Subconsultants, as well as the Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

45. Procurement by the Consultant

If the Consultant, as part of the Services, has the responsibility of advising or procuring goods, works or services, for the Procuring Entity, the Consultant shall comply with any applicable procurement guidelines of the Funding Source, and shall at all times exercise such responsibility in the best interest of the Procuring Entity. Any discounts or advantages obtained by the Consultant in the exercise of such procurement responsibility shall be for the benefit of the Procuring Entity.

46. Specifications and Designs

46.1 The Consultant shall prepare all specifications and designs using the metric system and shall embody the best design criteria applicable to Philippine conditions. The Consultant shall specify standards which are accepted and well-known among industrial nations.

46.2 The Consultant shall ensure that the specifications and designs and all documentation relating to procurement of goods and services for this Contract are prepared on an impartial basis so as to promote national and international competitive bidding.

47. Reports

The Consultant shall submit to the Procuring Entity the reports, deliverables and documents in English, in the form, in the numbers, and within the time periods set forth in Appendix II.

48. Assistance by the Procuring Entity on Government Requirements

48.1 The Procuring Entity may assist the Consultant, Subconsultants, and Personnel in the payment of such taxes, duties, fees and other impositions as may be levied under the Applicable Law by providing information on the preparation of necessary documents for payment thereof.

48.2 The Procuring Entity shall use its best efforts to ensure that the Government shall:

- (a) provide the Consultant, Subconsultants, and Personnel with work permits and such other documents as shall be necessary to enable the Consultant, Subconsultants, or Personnel to perform the Services;
- (b) arrange for the foreign Personnel and, if appropriate, their eligible dependents to be provided promptly with all necessary entry and exit visas, residence permits, and any other documents required for their stay in the Philippines for the duration of the Contract;
- (c) facilitate prompt clearance through customs of any property required for the Services and of the necessary personal effects of the foreign Personnel and their eligible dependents;
- (d) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services; and
- (e) grant to foreign Consultant, any foreign Subconsultant and the Personnel of either of them the privilege, pursuant to the Applicable Law, of bringing into the Government's country reasonable amounts of foreign currency for purposes of the Services or for the personal use of the foreign Personnel and their dependents.

49. Access to Land

The Procuring Entity warrants that the Consultant shall have, free of charge, unimpeded access to all lands in the Philippines in respect of which access is required for the performance of the Services. The Procuring Entity shall be responsible for any damage to such land or any property thereon resulting from such access and shall indemnify the Consultant and each of the Personnel in respect of liability for any such damage, unless such damage is caused by the default or negligence of the Consultant or any Subconsultant or the Personnel of either of them.

50. Subcontract

50.1 Subcontracting of any portion of the Consulting Services, if allowed in the **BDS**, does not relieve the Consultant of any liability or obligation under this Contract. The Consultant will be responsible for the acts, defaults, and negligence of any subconsultant, its agents, servants or workmen as fully as if

these were the Consultant's own acts, defaults, or negligence, or those of its agents, servants or workmen.

50.2 Subconsultants disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

51. Accounting, Inspection and Auditing

51.1 The Consultant shall:

- (a) keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as shall clearly identify all relevant time changes and costs, and the bases thereof;
- (b) permit the Procuring Entity or its designated representative and or the designated representative of the Funding Source at least once for shortterm Contracts, and annually in the case of long-term Contracts, and up to one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Procuring Entity; and
- (c) permit the Funding Source to inspect the Consultant's accounts and records relating to the performance of the Consultant and to have them audited by auditors approved by the Funding Source, if so required.

51.2 The basic purpose of this audit is to verify payments under this Contract and, in this process, to also verify representations made by the Consultant in relation to this Contract. The Consultant shall cooperate with and assist the Procuring Entity and its authorized representatives in making such audit. In the event the audit discloses that the Consultant has overcharged the Procuring Entity, the Consultant shall immediately reimburse the Procuring Entity an amount equivalent to the amount overpaid. If overpayment is a result of the Consultant having been engaged in what the Procuring Entity (or, as the case may be, the Funding Source) determines to constitute corrupt, fraudulent, or coercive practices, as defined in **GCC** Clause 27(e) and under the Applicable Law, the Procuring Entity shall, unless the Procuring Entity decides otherwise, terminate this Contract.

51.3 The determination that the Consultant has engaged in corrupt, fraudulent, coercive practices shall result in the Procuring Entity and/or the Funding Source seeking the imposition of the maximum administrative, civil and criminal penalties up to and in including imprisonment.

52. Contract Cost

52.1 Except as may be otherwise agreed under **GCC** Clause 10, payments under this Contract shall not exceed the ceiling specified in the **SCC**. The Consultant

shall notify the Procuring Entity as soon as cumulative charges incurred for the Services have reached eighty percent (80%) of this ceiling.

52.2 Unless otherwise specified in the **SCC**, the cost of the Services shall be payable in Philippine Pesos and shall be set forth in the Appendix IV attached to this Contract.

53. Remuneration and Reimbursable Expenditures

53.1 Payments of Services do not relieve the Consultant of any obligation hereunder.

53.2 Remuneration for the Personnel shall be determined on the basis of time actually spent by such Personnel in the performance of the Services including other additional factors indicated in the **SCC** after the date determined in accordance with **GCC** Clause 22, or such other date as the Parties shall agree in writing, including time for necessary travel via the most direct route, at the rates referred to, and subject to such additional provisions as are set forth, in the **SCC**.

53.3 Remuneration for periods of less than one month shall be calculated on an hourly basis for time spent in home office (the total of 176 hours per month shall apply) and on a calendar-day basis for time spent away from home office (1 day being equivalent to 1/30th of a month).

53.4 Reimbursable expenditures actually and reasonably incurred by the Consultants in the performance of the Services are provided in the **SCC**.

53.5 Billings and payments in respect of the Services shall be made as follows:

- (a) The Procuring Entity shall cause to be paid to the Consultant an advance payment as specified in the **SCC**, and as otherwise set forth below. The advance payment shall be due after the Consultant provides an irrevocable standby letter of credit in favor of the Procuring Entity issued by an entity acceptable to the Procuring Entity in accordance with the requirements provided in the **SCC**.
- (b) As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, the Consultant shall submit to the Procuring Entity, in duplicate, itemized statements, accompanied by copies of receipted invoices, vouchers and other appropriate supporting materials, of the amounts payable pursuant to **GCC** Clauses 52.1 and 53 for such month. Separate monthly statements shall be submitted in respect of amounts payable in foreign currency and in local currency. Each separate monthly statement shall distinguish that portion of the total eligible costs which pertains to remuneration from that portion which pertains to reimbursable expenditures.

- (c) The Procuring Entity shall cause the payment of the Consultant's monthly statements within sixty (60) days after the receipt by the Procuring Entity of such statements with supporting documents. Only such portion of a monthly statement that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, the Procuring Entity may add or subtract the difference from any subsequent payments. Interest shall be paid for delayed payments following the rate provided in the **SCC**.

54. Final Payment

- 54.1 The final payment shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Procuring Entity. The Services shall be deemed completed and finally accepted by the Procuring Entity and the final report and final statement shall be deemed approved by the Procuring Entity as satisfactory ninety (90) calendar days after receipt of the final report and final statement by the Procuring Entity unless the Procuring Entity, within such ninety (90)-day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final statement. The Consultant shall thereupon promptly make any necessary corrections within a maximum period of ninety (90) calendar days, and upon completion of such corrections, the foregoing process shall be repeated.
- 54.2 Any amount which the Procuring Entity has paid or caused to be paid in accordance with this clause in excess of the amounts actually payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Procuring Entity within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by the Procuring Entity for reimbursement must be made within twelve (12) calendar months after receipt by the Procuring Entity of a final report and a final statement approved by the Procuring Entity in accordance with the above.

55. Lump Sum Contracts

- 55.1 For Lump Sum Contracts when applicable, notwithstanding the terms of **GCC** Clauses 10, 18.1, 31(c), 41.3, 53.2, 53.3, 53.4, 53.5, and 54.1, the provisions contained hereunder shall apply.
- 55.2 Personnel - Any replacement approved by the Procuring Entity in accordance with **ITB** Clause 27.3 shall be provided by the Consultant at no additional cost.
- 55.3 Staffing Schedule - Should the rate of progress of the Services, or any part hereof, be at any time in the opinion of the Procuring Entity too slow to ensure that the Services are completed in accordance with the Staffing Schedule, the Procuring Entity shall so notify the Consultant in writing and the Consultant shall at its sole cost and expense, thereupon take such steps as necessary, subject to the Procuring Entity's approval, or as reasonably required by the

Procuring Entity, to expedite progress so as to ensure that the Services are completed in accordance with the Staffing Schedule.

55.4 Final payment pursuant to the Payment Schedule in Appendices IV and V shall be made by the Procuring Entity after the final report has been submitted by the Consultant and approved by the Procuring Entity.

55.5 Termination - Upon the receipt or giving of any notice referred to in **GCC** Clause 29 and if the Consultant is not in default under this Contract and has partly or substantially performed its obligation under this Contract up to the date of termination and has taken immediate steps to bring the Services to a close in prompt and orderly manner, there shall be an equitable reduction in the maximum amount payable under this Contract to reflect the reduction in the Services, provided that in no event shall the Consultant receive less than his actual costs up to the effective date of the termination, plus a reasonable allowance for overhead and profit.

55.6 Unless otherwise provided in the **SCC**, no additional payment for variation order, if any, shall be allowed for this Contract.

56. Liquidated Damages for Delay

If the Consultant fails to deliver any or all of the Services within the period(s) specified in this Contract, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract pursuant to **GCC** Clause 27.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS in Section III, the Clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC.

The provisions of Section V complement the GCC included in Section IV, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Services purchased. In preparing Section V, the following aspects should be checked:

- (a) Information that complements provisions of Section IV must be incorporated.
- (b) Amendments and/or supplements to provisions of Section IV, as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of Section IV should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1.1(g)	<p>The Funding Source is:</p> <p>The Government of the Philippines (GoP)</p> <p>PDE FY 2025</p>
6.2(b)	<p>NOTE: <i>It is essential that Consultants that advise PROCURING ENTITIES on the privatization of state-owned enterprises or other assets (or on related problems), be prohibited from “switching sides” upon completion of their obligations and then either appearing as purchaser of these enterprises/assets or advising potential purchasers in this context. In these situations, the following provision must be used:</i></p> <p>For a period of two years after the expiration of this Contract, the Consultant shall not engage, and shall cause its Personnel as well as their Subconsultants and its Personnel not to engage, in the activity of a purchaser (directly or indirectly) of the assets on which they advised the Procuring Entity under this Contract nor in the activity of an adviser (directly or indirectly) of potential purchasers of such assets. The Consultant also agree that their affiliates shall be disqualified for the same period of time from engaging in the said activities.</p>
7	“Not applicable”.
8	Not applicable.
10	No further instructions.

12	<p>The Authorized Representatives are as follows:</p> <p>For the Procuring Entity: _____</p> <p>DPWH Capiz 2nd District Engineering Office, Dumalag, Capiz</p> <p>SALVADOR T. RIPALDA</p> <p>BAC Chairperson</p> <p>09163138641</p> <p>For the Consultant:</p> <p><i>NOTE: Name of authorized representative to be filled out by winning consultant prior to contract signing.</i></p>
15.1	<p>The addresses are:</p> <p>Procuring Entity: DPWH Capiz 2nd District Engineering Office, Dumalag, Capiz</p> <p>Attention: SALVADOR T. RIPALDA BAC Chairperson</p> <p>Address: DPWH Capiz 2nd District Engineering Office, Dumalag, Capiz</p> <p>Email Address: ripaldabobby@gmail.com</p> <p>Consultants: <i>[insert name of the Consultant]</i></p> <p>Attention: <i>[insert name of the Consultant's authorized representative]</i></p> <p>_____ Address:</p> <p>_____ Facsimile:</p> <p>Email Address: _____</p> <p><i>NOTE: Contact details to be filled out by winning consultant prior to contract signing.</i></p>

15.2	<p>Notice shall be deemed to be effective as follows:</p> <p>(a) in the case of personal delivery or registered mail, on delivery;</p> <p>(b) in the case of facsimiles, within <i>[insert hours]</i> following confirmed transmission; or</p> <p>(c) in the case of telegrams, within <i>[insert hours]</i> following confirmed transmission.</p>
------	--

18.3	<p><i>State here Consultant's account where payment may be made.</i></p> <p>NOTE: <i>Details of account to be filled out by winning consultant prior to contract signing.</i></p>
19	No further instructions.
20	"No additional provision

	<p>NOTE: <i>Provisions to the effect that the Procuring Entity shall indemnify and hold harmless the Consultant against third party claims are not acceptable, except, of course, if a claim is based on loss or damage caused by a default or wrongful act of the Procuring Entity.</i></p>
22	<p>The effectiveness conditions are the following:</p> <p>"None"</p>
24	<p>The time period shall be <i>[insert length of time]</i> or such other time period as the parties may agree in writing.</p> <p>NOTE: <i>Fill out the time period, e.g., "four (4) months after the submission of the Consultant final report"</i></p>

34.2	Any and all disputes arising from the implementation of this contract shall be submitted to arbitration in the Philippines according to the provisions of Republic Acts 876 and 9285, as required in Section 59 of the IRR of RA 9184.
35.1	The Final Test Result, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract that shall become and remain the property of the Procuring Entity.
38.1(d)	The Consultant's actions requiring the Procuring Entity's prior approval

	<p>is:</p> <p>The Consultant shall not use these documents for purposes not related to this contract without the prior written approval of the Department of Public Works and Highways (DPWH)</p>
39.5	<p>The Consultant may change its Key Personnel only for justifiable reasons as may be determined by the Procuring Entity, such as death, serious illness, incapacity of an individual Consultant, resignation, among others, or until after fifty percent (50%) of the Personnel's man-months have been served.</p> <p>Violators will be fined an amount equal to the refund of the replaced Personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.</p>
42.1	No further instructions.
42.4(c)	No further instructions.
52.1	<p>The total ceiling amount in Philippine Pesos is <i>[insert amount]</i>.</p> <p>NOTE: <i>The contract amount is to be filled out by the BAC Secretariat prior to contract signing.</i></p>
52.2	No further instructions.
53.2	No additional instructions.

53.4	
53.5(a)	No advance payment is allowed.
(c)	The interest rate is: <i>zero</i>
55.6	No further instructions.

Section VI. Terms of Reference

[Terms of Reference normally contain the following sections: (a) Background; (b) Objectives; (c) Scope of the Services; (d) Training (when appropriate); (e) Reports and Time Schedule; and (f) Data, Local Services, Personnel, and Facilities to be provided by the Procuring Entity.]



Republic of the Philippines
DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS
CAPIZ 2ND DISTRICT ENGINEERING OFFICE
Dumalag, Capiz, Region VI



TERMS OF REFERENCE

FOR

Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District

1. PURPOSE

The purpose of this standard is to define specifications to be followed for Soil Investigation work for the mentioned project.

2. SCOPE

These specifications cover the procedure for soil investigations for foundations. The work shall be carried out in accordance with the specification set out below and as directed by the Engineer, wherever necessary. These Specifications conform to the relevant Standards on Soils and Foundations for field investigations and Laboratory testing. Reference to any code in these specifications shall mean the latest revision of the code unless otherwise mentioned. In the event of any conflict between the requirements in these specifications and the referred codes, the former shall govern.

3. TECHNICAL REQUIREMENTS

3.1. GENERAL

The purpose of the proposed sub-soil investigation program is to provide adequate information on sub-surface conditions for the foundations and other sub-structures for the proposed project, leading to their economical and safe designs.

The planning of the work, choice of the method of boring, selection of the type of samples and procedure for sampling though indicated in the Tender. Tenderer, however, shall furnish his/her tentative program regarding the above along with his offer and should take into account the site conditions and time schedule for completing the work, comprising subsurface features, borings, in-situ test, sampling, visual observations and laboratory tests of samples, reporting of the test results, including discussions, correlating the field and the laboratory test values and recommendations.

These specifications cover the work pertaining to subsoil investigations and recommendations for economical and safe design of foundations and substructures for the proposed project site.

3.1.1. Location Plan for Soil Exploration

A location plan drawing showing various facilities with proposed facilities are attached. The exploration program in the site will be finalized by the successful bidder in consultation with the Engineer as suited to the site conditions.

3.1.2. General Requirements for Contractor

The Contractor shall have on site all required survey instruments to carry out the work accurately according to specifications and drawings. All the specified locations for boreholes and field tests shall be set out at site by the Contractor through the guidance of the Engineer. If required, the Contractor shall set out the base lines and the locations of boreholes and field tests with reference to the property line as indicated by the Engineer. At each location of boreholes, the Contractor shall establish the ground level prior to commencing of operations. The ground level shall be related to an established benchmark or as directed by the Engineer.

If the area, where the field tests are located, is likely to be inundated by tidal waters, the field work shall include provision for temporary fill, erection and removal of platforms, making good the ground, access, etc., as necessary for carrying out the work in this area. No extra payment for such cases in due, but whatever has covered in the Bill of Quantities under the Soil/Geo Investigation task's cost.

3.1.3. Mobilization

The Contractor shall mobilize adequate plants and equipment, instruments and personnel (skilled and unskilled) required to carry out the soil investigation work, including access, filling, provision of platforms, etc.

This scope also includes demobilization of all equipment/personnel in orderly manner so as to keep the site clean for any further work. No extra payment for such activities in due, but whatever has been covered in the Bill of Quantities under the Soil/Geo Investigation task's cost.

Based on the field examination or tests, bore logs shall be prepared in accordance with specified requirements. On completion of the field records, the soil investigator shall discuss and decide in consultation with the consultants, the schedule of tests to be performed and the exact number of samples to be tested for each test.

3.2. BORING

Boring shall be carried out in accordance with the specifications given below:

3.2.1. Shell and Auger Boring

Augers shall be of helical or posthole type and may be manually operated. The diameter of the borehole shall be 150 mm or as specified in the Bill of Quantities.

Uncase holes shall be permitted only up to a depth where the sides of the hole can stand unsupported. In case side fall is noticed, steps shall be taken immediately to stabilize the holes by using bentonite slurry or by casing pipes as directed by the Engineer.

No water shall be added while boring through cohesive soils and cohesionless soils above water table. While boring through cohesionless soil below water table, water in the casing shall always be maintained at or above the water table.

The cuttings brought up by the auger shall be carefully examined and soil descriptions duly recorded. Representative samples shall be preserved for laboratory testing.

Whenever in-situ tests are conducted and undisturbed samples are obtained at specified depths from the borehole, care shall be taken to ensure that the borehole is properly cleaned and free from foreign matters at the time of conducting these operations. Water table in the boreholes shall be carefully recorded and reported. One of the following methods shall be adopted for measuring the water table:

- a) The water table in the borehole shall be allowed to stabilize after depressing the water level adequately by bailing. Stabilizing of the borehole sides and bottom shall be ensured at all times.
- b) The borehole shall be filled with water and then bailed out to various depths. Observations shall be made at each depth to see if the water is rising or falling. The depth at which neither a fall nor a rise is observed shall be considered as the water table depth. This shall be established by three successive readings of water levels taken at intervals of two (2) hours.

Immediately on completion of a borehole, bore log shall be prepared in approved forms and submitted to the Engineer in duplicate.

Auger shall be used for soft to firm clay and for silty deposits at upper depths of 10 meters or up to the water table, whichever is deeper. For deeper depths in such deposits and for very stiff to hard clays and dense sands located at any depth, use of shell may be made.

While boring in soft clays and in sandy deposits below water table, it shall be ensured that the shell diameter shall be at least 25 to 50 mm less than the casing diameter. This is to ensure that suction is not created in the borehole during withdrawal of the shell with consequent "Caving-in and blowing" in the boreholes.

3.2.2. Rotary Mud Circulation Drilling

The drilling shall be carried out by the use of a suitable mechanical rig. Drilling up to water table shall be done by auger. Below the water table drilling by rotary mud circulation shall be adopted.

Use of percussion tools may be permitted in very stiff to hard clays and dense sandy deposits only after obtaining written permission from the Engineer.

3.2.3. Drilling in Rock

In rock strata, boring shall be done by using a rotary cutting tool tipped with diamonds and equipped to recover cores.

Core barrels shall be double-tube ball-bearing, swivel type, with the core lifter located in the lower end of the inner barrel. The Bidder shall confirm the same with his bid.

Drilling shall be carried out in such a manner that maximum core is recovered. This requires close surveillance of wash water, drilling pressures, lengths of runs, etc. The drill bit shall be withdrawn and the core removed as often as may be necessary to secure the maximum possible amount of core. Contractor shall ensure that drilling is carried out with necessary skill and expertise.

3.2.4. Borehole Depth

All boreholes shall be sunk to thirty (30) meters depth minimum and if bedrock is encountered, drilling shall be extended to three (3) meters depth.

It may be difficult to continue the boring due to presence of gravels and boulders. In this case, boreholes shall be advanced up to 6.5 to 7.0 m depth by cement grouting using suited size drill, followed by drilling with 3½" casing drill or of a larger size.

Initially about 1-1.5m depth shall be used, using suited size drill, followed by 1:1 cement water grouting.

After about 12-24 hours of grouting, the boreholes shall be redrilled with casing itself (which may have a bit at the bottom or simple teeth). Further drilling shall then be carried out up to another 1-1.5 m followed by grouting and redrilling.

This sequence will be continued till 6.5-7.0 m depth with SPT @ every one (1) meter interval.

3.2.5. Backfilling of Boreholes

On completion of boreholes, backfilling shall be carried out with an approved material as and when directed by the Engineer. Unless otherwise specified, the excavated soil shall be used for the purpose.

3.2.6. Termination Criteria

If a very hard stratum is met within the borehole at depths shallower than specified in tender documents, the borehole shall be advanced by coring using double tube core barrel. The borehole may be terminated three (3) meters below the depths are obtained consistently. Coring the bore hole shall be borne by contractor until Engineer satisfaction is enabled.

3.3. IN-SITU SAMPLING

3.3.1. Trial Pits

Trial pits shall be of minimum 3m x 3m x 3m size at base so as to permit easy access for a visual examination of the walls of the pit and to facilitate sampling and in-situ testing operations.

Precautions shall be taken to ensure the stability of pit walls, if necessary, by the provision of shoring. Arrangements shall be made for dewatering, if the pit is extended below water table.

In-situ tests shall be conducted and undisturbed samples obtained immediately on reaching the specified depths, so as to avoid substantial moisture changes in the subsoil.

After completion of tests and examination, the pits shall be suitably backfilled as directed by the Engineer. Unless otherwise specified, the excavated soil shall be used for this purpose.

3.3.2. Undisturbed Soil Samples from Boreholes

Samples for recovering undisturbed samples from cohesive soils at the specified depth shall conform to the specified requirements. However, use of samples less than 70 mm diameter shall not be permitted.

The sampling procedures shall conform to the specified requirements. Both the area ratio of the cutting edge, as well as recovery ratio of the sample shall be measured and reported. For normal soils, area ratio of the sampling tubes may vary from 10.9% to 12.4% but for sampling in very hard and dense soils, use of thick-walled sampling tubes with area ratio not exceeding 20% may be permitted subject to the approval of the Engineer.

In order to reduce the wall friction, suitable precaution such as oiling the inside and outside of the sampling tubes shall be taken. The sampling tube shall have smooth finish.

In soft to firm clays, undisturbed samples shall be collected by pushing the tube continuously without impact or twisting. Driving of sampling tubes shall be permitted only if stiff to very stiff and hard deposits exist.

For highly sensitive soils, piston samplers shall be employed.

For soft clays exceeding more than 15 m. depth from the ground level, collection of undisturbed samples shall be supplemented by a specified test.

The top and bottom of the sample shall be clearly marked on the sampling tube. Undisturbed samples shall be tested within a period of two weeks of taking them from the boreholes or trial pit.

If any space is left between the end of the tube and top of wax, the same shall be tightly packed with saw dust or any other suitable material. A close-fitting lid or screwed cap shall then be placed on each end of the tube and held in position by adhesive tape.

3.3.3. Core Samples of Rock

The ease or difficulty of drilling at different depths shall be carefully noted and recorded during drilling.

The returning drill water shall be kept constantly under observation and its character, such as, its clarity or its turbidity; its color etc. shall be recorded.

Coring runs shall be limited to a maximum length of 2.0 meters. When less than 50% of the core is recovered from a run or when a geological feature is to be accurately determined, the length of the run shall be reduced to 1.0m unless directed otherwise by the Engineer.

The core shall be removed from the drill hole immediately if blocking of the bit or grinding of the core is apparent, regardless of the length of run, which has been made. The Contractor shall not use drilling mud or any lubricant in the drill hole other than water.

For each run, Core Recovery and Rock Quality Designation (RQD) shall be noted carefully, immediately after cores are taken out of the barrel.

Each and every core piece shall be serially and sequentially numbered from top downwards as soon as the core pieces are removed from the core barrel. The serial number shall be painted with good quality enamel paint.

All core pieces shall be placed in core boxes in serial order in correct sequence from top downwards. Core boxes shall be made according to specifications laid down.

The cores, arranged in core boxes noted earlier, shall be submitted to the Engineer on submission of the report.

3.3.4. Water Samples

Water samples shall be collected from boreholes as specified. Water samples shall be collected before the addition of water to the hole unless that is not possible. If this is not possible, then prior to collection of water sample, water level in the bore hole shall be lowered up to the bottom of the borehole then allowed to rise by water seeping through the walls of the borehole. The water sample shall then be collected. Care shall be taken to see that water sample is not contaminated by surface water or rainwater.

In some cases, water samples may be required to be collected from different depths, if so specified. In such cases it is advisable to collect the samples on the completion of the relevant borehole unless a suitable sampler to collect water sample from different depths below free water surface is used. To collect the water sample, in absence of a suitable sampler the borehole shall be dewatered. The sample shall then be collected when the water rises to the required depth. If specified, ground water sample shall also be collected from trial pits. If there are any wells within the area investigated, one water sample from each well shall also be collected. If specified, water samples shall also be collected from wells located nearby the area being investigated. The water sample shall be collected in an air tight, scrupulously clean glass or inert plastic bottle or jerry can. The bottle or can shall be rinsed three times with water being sampled, before filling. The quantity of each water sample collected shall be about 1 liter.

Water samples shall be tested as soon as possible after sampling for sulphate and chloride contents and for other tests as specified.

3.4. IN-SITU TESTING

3.4.1. Standard Penetration Test

The test shall be conducted at specified intervals or at a depth where the strata change, whichever occurs earlier. The test shall be carried out by driving a standard split spoon by means of 65 kg hammer with a 75 cm free fall. Detailed procedure of testing as specified in the requirements. Method of Standard Penetration Tests in Soils shall be followed. The samples obtained in the split spoon shall be labeled and preserved for identification tests in the laboratory.

Standard penetration test shall be conducted at 1.5m interval. Sequence of conducting SPT shall be changed in each bore hole. Say for first bore hole SPT started at 1.5 m depth than 3.0 m..., etc.

For next borehole it shall be started at 1 meter depth than 2.5 meter..., etc. Similarly for another borehole. So that staggered value of SPT's obtained for entire site.

Disturbed samples to be collected (including packing and transporting) and sent to the Laboratory as per specifications. The standard penetration test shall be discontinued when the number of blows is greater than 75 blows for 30 cm. of penetration.

3.5. LABORATORY TESTS

The following laboratory tests shall be conducted on samples collected from the field covering all the bores using procedures specified in the relevant Standards. All the Laboratory Tests shall be conducted by skilled personnel only.

3.5.1. Atterberg Limits

The tests result should include liquid limit and plastic limit of the soil samples tested. These tests should be conducted as per specification.

3.5.2. Natural Moisture Content

In case of organic soils, the oven temperature shall be 60 °C and not 105 °C.

3.5.3. Dry Bulk Density and Void Ratio

3.5.4. Specific Gravity

This test should be conducted as per specified requirement and procedures.

3.5.5. Grain Size Distribution

Wherever applicable both the sieve and hydrometer analysis shall be conducted to indicate complete range of grain size in the soil sample tested. Generally, Hydrometer analysis will be carried out, wherever percentage passing No.200 sieve is greater than 30%.

3.5.6. Tri-axial Tests

These tests shall be done on specimens saturated by the application of back pressure. Only if the water table is at sufficient depth so that chances of its rising to the base of the footing are small or nil, shall the tri-axial tests be performed on specimens at Natural Moisture Content. The magnitude of the backup pressure applied shall be indicated in the report.

All stress diagrams as well as Mohr-circle envelopes shall be included in the report.

E-value shall be determined from the tri-axial tests. Relevant corrections applied to the computer 'E' shall be clearly illustrated in the report.

3.5.7. Unconfined Compression Test

This test shall be conducted as per specified requirements and procedures.

3.5.8. Free Swelling Index

This test shall be conducted as per specified requirements and procedures.

3.5.9. Swelling Pressure Test

This test shall be conducted as per Draft Standard circulated by Technical Committee on Expansive Soils (TC-6) of International Society of Soil Mechanics and Foundation Engineering; 'Evaluation of Swelling Pressure of Expansive Soil in Laboratory' (circulated in November, 1990).

3.5.10. Consolidation Test

The following loading stage shall be employed: 0, 0.1, 0.25, 1.0, 2.0, 4.0 and 8.0 kg. / sq.cm. From e vs. log p curves, pre-consolidation pressure shall be determined to establish whether the soil is normally consolidated or over consolidated. The point (e, p) showing initial condition of the soil under test must be specifically marked on the consolidation curves. Settlement predictions based on the field virgin compression curve shall only be acceptable. The procedure adopted in respect of obtaining compression indices from the field curve and that for computing settlements for the type of clay under consideration shall be clearly illustrated in the report.

It is to be noted that deviations from the standard procedure of performing consolidation tests is given in permissible in order to enable computation of settlements based on the above procedure i.e., cycles (s) of loading, unloading and reloading shall be employed wherever required.

The following curves shall be included in the report:

- a) e vs. log p
- b) e vs. p
- c) compression vs. log t or compression vs. t

The choice of relationship depends upon the shape of the plot, which enables a clear determination of C_v , the coefficient of consolidation.

The time period required for 50% and 90% primary consolidation should be given in the report.

Computation of secondary settlements, if significant, shall also be made and included in the report.

3.5.11. Chemical Test on Water and Soil

Chemical tests shall be conducted on soil and water samples to report the following:

- a) pH
- b) Chloride
- c) Sulphate
- d) Sulphite
- e) Organic contents
- f) Total hardness

3.5.12. Chemical Tests (Suitability of Water for Construction)

These tests shall be carried out to check suitability of water for construction purpose. Other inorganic Tests as required by World Health Organization (WHO) to test suitability for drinking purpose shall also be carried out.

3.5.13. CBR Tests for Sub-Grade soils (3 Point Tests)

These tests shall be conducted on soaked and un-soaked samples generally as per specified requirements. Bulk samples for laboratory tests shall be selected randomly from various road locations and also from locations of stacking areas in consultation with the Engineer. The 3-point test shall consist of preparation of samples with 15, 25, 35 blows per layer, which will give three different densities to soil and then testing each for soaked condition.

3.5.14. Proctor Density Tests

These tests shall be conducted as per specified requirements and procedures. Samples collected randomly in consultation with the Engineer.

3.5.15. Levels and Coordinates of Test Location

Contractor shall establish and tabulate reduced levels and co-ordinates of various test locations. Any expense on this account shall be deemed to have been included in the quoted rates.

3.6. REPORT

Two copies of Draft/Interim Report shall be submitted to the Engineer before preparing Final Report.

The record shall be prepared with due regards to above given requirements in a draft format and submitted for review and comment as soon as field and laboratory works are completed. Contractor shall incorporate the comments/remarks, if any, furnished by the Engineer upon review of the Draft Report and submit the final report. The draft copy of the report shall in general include but not be limited to the following:

1. Plot plan showing all the test locations with respect to reference benchmark.
2. General Geological information of the site
3. Character and genesis of soil

4. Procedure of investigation and methods of various testing adopted.
5. Detailed bore-logs indicating co-ordinates, reduced levels, ground water table etc., sub soil profiles along various profiles along various sections indicating borehole no. depth wise in-situ tests like SPT and other laboratory results etc.
6. Generalized soil profile of the underlying strata in cross section and longitudinal section, shall be furnished based on the bore log in grid pattern
7. All field and laboratory test results shall be plotted against depth and also in tabular form
8. Summary of results obtained from various tests and other interpretation to evaluate various soil parameters.
9. Recommend suitable foundation for above ground buildings.
10. Recommend suitable depth of foundation and foundation to be adopted for all building proposed at the given location.
11. The Contractor shall recommend in the report the suitable foundation system or ground improvements to be adopted for Enclosure wall, roads, drains, Pipeline pedestals and other structures; the permissible bearing pressure expected at the founding level with allowable settlement, if any; details of soil improvements, if any and any other aspect which will have any bearing on the proposed construction. The Contractor shall also provide the suggested filling materials characteristics/ parameters considering locally available soils and economics.
12. Ultimate and safe bearing capacity from shear as well as from settlement criteria (i.e., for 25mm and 40mm) for the shallow combined or raft footings.
13. Recommendation for pile foundation (if necessary) including types of piles, size and depth of pile and safe load in vertical, lateral and pull out.
14. Recommendations if water table location suggests use of Geo Textiles.
15. Comments on chemical aggressiveness of soil and ground water on reinforced concrete, steel and other building materials and firm recommendations on remedial/ preventive measures.
16. Recommendations of CBR value for design of road.
17. Recommendation of soil resistivity to be considered for design purpose.
18. Recommendation of design parameters for pressure meter test. Recommendation of foundation system with detailed calculations from pressure meter test result.
19. Recommendation regarding ground water fluctuation, horizontal and vertical permeability of sub soil strata.

Contractor shall submit 2 Sets of Final Reports along with soft copy in CD.

4. IMPLEMENTATION

4.1. STAFFING

The following experts/professionals and their members shall be required to carry out the Consulting Services for the project and should have appropriate educational degree, relevant training and adequate years of experience in the conduct of subsurface soil exploration:

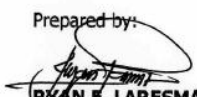
List of Staff	Soil Subsurface Exploration for Projects in Capiz 2 nd District	
	No. of Staff	Man-Months
1. Geotechnical Engineer	1	2.00 man-months
2. Materials Engineer	1	2.00 man-months
3. Laboratory Technician	1	2.00 man-months
4. Sr. Core Driller	1	1.00 man-months

Position/Key Staff	Job Description/Responsibilities	Required Qualification
Geotechnical Engineer	Overall guidance, direction, supervision and coordination of members of the Project Team and overall management of the consultancy services to be rendered. Lead/Manage geotechnical investigation and assessment.	<ul style="list-style-type: none"> • B.S. in Civil Engineering; • Must be a holder of a Master's Degree in Geotechnical Engineering • Duly licensed/registered civil engineer • Must have at least five (5) years of related work or research experience
Materials Engineer	Overall, in charge of the field and laboratory testing services and analyze data and findings	<ul style="list-style-type: none"> • B.S. in Civil Engineering; Doctoral or MS related field an added advantage • Duly licensed/registered civil engineer • Must have at least two (2) years' work experience as a Materials Engineer
Laboratory Technician	Perform the tests needed for the analysis and report	<ul style="list-style-type: none"> • With High School degree; • At least two (2) years' work experience as a Laboratory Technician
Sr. Core Driller	Overall, in charge in the supervision of the drilling activities in the field	<ul style="list-style-type: none"> • With High School degree; • At least two (2) years' work experience related to

4.2. CONTRACT PERIOD

The Consultant's contract period for undertaking the soil subsurface exploration and the preparation of geotechnical investigation reports of a forecited project shall not be more than sixty (60) calendar days and the Consultant shall commence work within seven (7) days after receipt of Notice to Proceed.

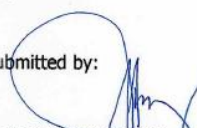
Prepared by:


RYAN E. LAREMA
Engineer II


Recommending Approval:


SALVADOR T. RIPALDA
OIC-Assistant District Engineer

Submitted by:


ROBEL A. HORARIO
Engineer III
Chief of Planning and Design Section

Approved:


GERARDO G. PARRA JR.
OIC-District Engineer

Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District

No.	Name of Project / Location	No. of Holes	Depth per Hole (m)
Flood Control:			
1.	Construction of River Control along Panay River Basin, Barangay Sto. Niño, Dumalag, Capiz	3	30.00
2.	Construction of River Control along Panay River Basin, Barangay Poblacion Ilaya, Dumarao, Capiz	3	30.00
3.	Construction of River Control, Nasunogan II Pump Communal Irrigation, Dao, Capiz	3	30.00
4.	Construction of River Control along Panay River Basin, Barangay Poblacion Ilawod to Barangay San Jose, Dumalag, Capiz	3	30.00
SUBTOTAL =		12	
Bridges:			
1.	Construction of Bridge in Barangay Jagnaya, Jamindan, Capiz	4	30.00
2.	Construction of Concrete Bridge, Barangay Bangonbangon, Sigma, Capiz	2	30.00
3.	Construction of Concrete Bridge, Sitio Sinandigan, Barangay Mianay, Sigma, Capiz	2	30.00
SUBTOTAL =		8	
TOTAL =		20	

Part II, Section VI.

Bidding Forms (BFs)

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Contract ID:

Contract Name: Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District

Location of the Project:

Contract Duration: 60 C.D.

BILL OF QUANTITIES					
Part No. _____			Part Descriptions: _____		
			ABC - 1,499,999.69		
Pay Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
I. Breakdown of Renumeration Costs					
Key Staff					
	Geotechnical Engineer	1	2.00	In words: Pesos	In figures: Php
				In figures: Php	
	Materials Engineer	1	2.00	In words: Pesos	In figures: Php
				In figures: Php	
	Laboratory Technician	1	2.00	In words: Pesos	In figures: Php
				In figures: Php	
	Sr. Core Driller	1	1.00	In words: Pesos	In figures: Php
				In figures: Php	

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Contract ID:

Contract Name: **Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District**

Location of the Project:

Contract Duration: 60 C.D.

BILL OF QUANTITIES					
				ABC - 1,499,999.69	
Part No. _____		Part Descriptions: _____			
Pay Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
Administrative and Support Staff					
	Core Driller Aide	4	1.00	In words: Pesos	In figures: Php
				In figures: Php	
	Encoder/Typist	1	1.00	In words: Pesos	In figures: Php
				In figures: Php	
II. Breakdown of Reimbursable Costs					
A.	Based on Agreed Fixed Rates				
	Per Diems	person-days	4	In words: Pesos	In figures: Php
				In figures: Php	
B.	Based on Actual Cost				
	Domestic Travel	roundtrip	2	In words: Pesos	In figures: Php
				In figures: Php	

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Contract ID:

Contract Name: Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District

Location of the Project:

Contract Duration: 60 C.D.

BILL OF QUANTITIES					
Part No. _____			Part Descriptions: _____		
			ABC - 1,499,999.69		
Pay Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)
	Communication	month	2	In words: Pesos	In figures: Php
				In figures: Php	
	Office/Engineering Supplies	Lumpsum	1	In words: Pesos	In figures: Php
				In figures: Php	
III. Miscellaneous Expenses					
	Geotechnical Survey/Investigation	L.S.	1	In words: Pesos	In figures: Php
				In figures: Php	
	Mobilization/Demobilization	L.S.	1	In words: Pesos	In figures: Php
				In figures: Php	

7

DEPARTMENT OF PUBLIC WORKS AND HIGHWAYS

Contract ID:

Contract Name: **Consulting Services for the Conduct of Soil Subsurface Exploration for the Construction of River Controls along Panay River Basin and Construction of Concrete Bridges at Capiz 2nd District**

Location of the Project:

Contract Duration: 60 C.D.

BILL OF QUANTITIES						
					ABC -	1,499,999.69
Part No. _____			Part Descriptions: _____			
Pay Item No.	Description	Unit	Quantity	Unit Price (Pesos)	Amount (Pesos)	
				In words: Pesos	In figures: Php	
	Holo to hole transfer	L.S.	1			
				In figures: Php		
Total					In words: Pesos	
					In figures: Php	

Submitted by: _____

Name and Signature of Bidder's Representative

Date: _____

Position _____

Name of Bidder _____

<u>Form No.</u>	<u>Name</u>
DPWH-CONSL-17 (TPF1)	Technical Proposal Submission Form
DPWH-CONSL-06 (TPF2A)	Experience on Completed Projects
DPWH-CONSL-07(TPF2B)	Experience on On-Going Projects
DPWH-CONSL-19 (TPF3)	Comments on TOR and Data, Services and Facilities to be provided by the Procuring Entity
DPWH-CONSL-20(TPF4)	Approach, Methodology and Work Plan
DPWH-CONSL-21(TPF5)	Organizational Chart, Team Composition and Tasks
DPWH-CONSL-22(TPF6)	Curriculum Vitae of Key Personnel
DPWH-CONSL-23(TPF7)	Time Schedule of Professional Personnel
DPWH-CONSL-24(TPF8)	Activity (Work) Schedule
DPWH-CONSL-08	Joint Venture Agreement (JVA)
DPWH-CONSL-08A	Affidavit of Potential Joint Venture Partners
DPWH-CONSL-18	Bid Securing Declaration
DPWH-CONSL-25	Omnibus Sworn Statement
DPWH-CONSL-26(FPF1)	Financial Proposal Submission Form
DPWH-CONSL-27(FPF2)	Summary of Costs
DPWH-CONSL-28(FPF3)	Breakdown of Price Per Activity
DPWH-CONSL-29(FPF4)	Breakdown of Remuneration Per Activity
DPWH-CONSL-30(FPF5)	Reimbursables Per Activity
DPWH-CONSL-46	Form of Contract Agreement

The bidder may download these forms from the DPWH website. The bidder may also obtain from the Procuring Entity hard copies of these forms as part of the **BDs** for the contract.

TPF 1. Technical Proposal Submission Form

[Letterhead of Bidder]

[Date]

[Name of Chairman of BAC]

[Designation]

[Name of DPWH Procuring Entity]

[Office Address]

Dear Sir / Madame:

Subject: Technical Proposal Submission

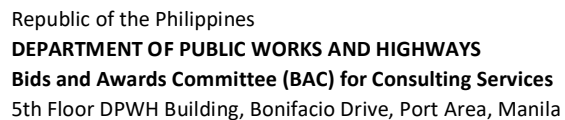
We, the undersigned, offer to provide the consulting services for *[insert Name of Project]* in accordance with your Bidding Documents dated *[insert date]* and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

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 Clause 51 of the General Conditions of Contract (GCC) which is part of the Bidding Documents for this Project, 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 remain,
Yours sincerely,

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



Name of Consultant: _____

[illegible]

Attachments:

1. Certificate of Completion
2. Notice of Award

Project Category:

1. Roads
2. Bridges/Viaducts

Type of Consulting Services

1. Advisory and Review Services
2. Pre-Investment of Feasibility Studies

Consultants Role

1. Lead Firm
2. Associate (JV or Subconsultant)

98

3. Notice to Proceed
3. Flood Control
3. Design
4. Joint Venture or Association Agreement
4. Water Supply
4. Construction Supervision
5. Buildings
5. Management and Related Services
6. Ports
6. Others - Pls indicate
7. Airports
8. Interchanges
9. Shore Protection
10. Others - Pls indicate

DPWH-CONSL-06(TPF2A)-2020

5th Floor DPWH Building, Bonifacio Drive, Port Area, Manila

Contract Location:

As of: _____

[illegible]

Attachments:

- 1) Notice of Award
- 2) Notice to Proceed
- 3) Joint Venture or Association Agreement

Project Category:

- 1) Roads
- 2) Bridges/Viaducts
- 3) Flood Control 4) Water Supply
- 5) Buildings
- 6) Ports
- 7) Airports
- 8) Interchanges
- 9) Shore Protection
- 10) Others – Please indicate

Type of Consulting Services:

- 1) Advisory and Review Services
- 2) Pre-Investment of Feasibility Studies
- 3) Design
- 4) Construction Supervision
- 5) Management and Related Services
- 6) Others – Please indicate

Consultants Role:

- 1) Lead Firm
- 2) Associate (JV or Subconsultant)

DPWH-CONSL-19 (TPF3). *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.

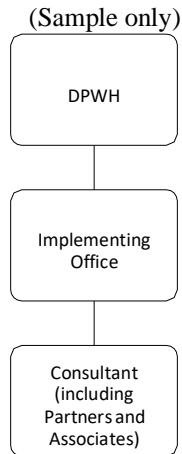
On the data, services, and facilities to be provided by the Procuring Entity:

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

DPWH-CONSL-20(TPF 4). DESCRIPTION OF THE **APPROACH,** METHODOLOGY
AND WORK PLAN FOR PERFORMING THE PROJECT

DPWH-CONSL-21(TPF 5). ORGANIZATIONAL CHART, TEAM COMPOSITION AND TASKS FOR THE PROJECT

Insert Organizational Chart for the Project.



1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

**DPWH-CONSL-22(TPF 6). CURRICULUM VITAE (CV) OF PROPOSED
PROFESSIONAL STAFF**

Name: _____

Last Name

First Name

Middle Name

Date of Birth : / / /
mm/dd/yyyy

Proposed Position: _____ Business Contact No. : _____ Nationality
: _____ PRC License No. : (if any) _____ E-mail Address : _____ Cellphone
No.(Optional): _____

1. EDUCATION

Education Level	Major / Specialization	Institution	Year Completed / Graduated

Educational Level : B – Bachelor's, M – Master's Degree, D – Doctorate Degree

2. TRAINING (within the last ten (10) years only)

Training Course	Date		Conducted by / Venue	No. Of Hours
	Start Date	End Date		

3. SERVICE RECORD

Position	Date		Company / Agency	Employment Status
	Start Date	End Date		

4. EXPERIENCE

Name of Project:	
Cost of Consulting Services Contracts:	
Client Name:	
Position:	
Types of Service:	
Duration of Assignment:	Start to Completion [mm/yyyy]
Location:	
Detailed Task Assignment:	

Attachments :

1. Diploma of Completed Degrees
2. Training Certification
3. Affidavit (in case of loss of Diploma)

Note:

1. For incomplete Post-Graduate Studies, please indicate the number of units earned.
2. No trainings, seminars and degrees shall be accepted without proper certification.
3. Provide the dates in the mm/yyyy format.

Certification:

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

Commitment:

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

<p>_____</p> <p>[Signature over printed name]</p>	<p>Date: _____</p> <p>(Day/Month/Year)</p>
<p>_____</p> <p>(Name and Signature of Authorized representative of the firm)</p>	<p>Date: _____</p> <p>(Day/Month/Year)</p>

SUBSCRIBED AND SWORN to before me this [Date] at [Place] affiant having exhibited to me his community Tax No. _____ issued on [Date] at [Place].

Doc. No. _____;

Page No. _____;

Book No. _____;

Series _____;

~~DPWH-CONSL-23(TPF 7). TIME SCHEDULE OF PROFESSIONAL PERSONNEL~~

			Months (in the Form of a Bar Chart)														
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	Number of Days/Months
																	Subtotal (1)
																	Subtotal (2)
																	Subtotal (3)
																	Subtotal (4)

Full-time:

Part-time:

Reports Due:

Activities Duration:

Location

Signature:

(Authorized representative)

Full Name: Title:

Address:

~~DPWH-CONSL-24(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 Deliverables/Reports

Deliverables/Reports <i>Example</i>	Date
1. Inception Report	
2. Interim Report	
3. Monthly Progress Reports: (a) First (b) Second ... (n)	
4. Draft Final Report	
5. Final Report	

~~DPWH-CONSL-08 JOINT VENTURE OR ASSOCIATION AGREEMENT~~

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT exclusively for the abovementioned Contract is entered into by and between:

[insert name and address of Consultant A], represented herein by its [insert name and position of representative authorized under attached Resolution of _____]

-and-

[insert name and address of Consultant B], represented herein by its [insert name and position of representative authorized under attached Resolution of _____];

That the Parties hereby enter into this Joint Venture Agreement for the abovementioned Contract of the *[insert Name of the Procuring Entity]*, by joining together their resources, equipment, and other facilities and services needed to participate in the Eligibility Screening, Bidding and Undertaking of the said Contract;

That the nationalities and shares of each Party to this Agreement is as follows:

	<u>Nationality</u>	<u>Share</u>
Consultant A	<i>[insert nationality]</i>	<i>[insert %]</i>
Consultant B	<i>[insert nationality]</i>	<i>[insert %]</i>

That the Parties agree that *[insert name]* and/or *[insert name]* shall be the official Authorized Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding for the abovementioned Contract as fully and effectively as the Joint Venture may do and if personally present with full power of substitution and revocation; and

That this Joint Venture Agreement shall remain in effect only for the above stated Contract until terminated by both Parties;

Done this____day of_____, in the year of our Lord_____.

Authorized Representative

Firm A

Authorized Representative

Firm B

DPWH-CONSL-08A AFFIDAVIT OF POTENTIAL JOINT VENTURE PARTNERS

After having been duly sworn to in accordance with law, we hereby depose and state:

1. That we, the below-listed Potential Joint Venture Partners, wish to jointly participate in the Eligibility Check, Bidding and Undertaking of the hereunder stated Contract of the Department of Public Works and Highways (DPWH)

NAME OF PROJECT

- a. _____, of legal age, (civil status), owner/proprietor of
and a _____ resident of _____
- _____ b. _____, of legal age, (civil status),
_____ owner/proprietor of
and a resident of _____;

2. That the share and nationality of each Party are as follows:

Company Name	Nationality	Share

3. That we acknowledge that each Potential Joint Venture Partner shall submit all the legal eligibility documents prescribed under Republic Act 9184, its 2016 Revised Implementing Rules and Regulations and such other lawful order/s by the DPWH;
4. That we hereby undertake to enter into and abide by the provisions of the Joint Venture Agreement in the instance that the bid is successful;
5. That the Parties agree that ___ of ___ shall be the Official Authorized Representative of this Potential Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Potential Joint Venture in the bidding as fully and effectively as the Joint Venture (JV) may do and if personally present with full power of substitution and revocation;
6. That failure of the parties herein to enter into a JV in the event of a contract award shall be a lawful ground for the forfeiture of the bid security and the imposition of the proper penalty/ies under the law;

7. That we are executing this affidavit to attest to the truth of the foregoing for purpose of participating in the bidding for the above-stated project.
IN WITNESS WHEREOF, we have hereunto set our hands this _____at

(Partner A)

(Partner B)

Witnesses:

SUBSCRIBED AND SWORN to before me this_day of__, 20_, affiant exhibited to me his/her
Community Tax Certificate No. issued on _____
_____ at _____, Philippines.

Notary Public
Until 31 _____

PTR No: _____

Issued at: _____

Issued on: _____

TIN No.: _____

Doc. No. _____

Page No.

Book No. _____

Series of _____

DPWH-CONSL-18 BID-SECURING DECLARATION

[SHALL BE SUBMITTED WITH THE BID IF BIDDER OPTS TO PROVIDE THIS FORM OF BID SECURITY]

Bid-Securing Declaration

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

x ----- x

Request for Expression of Interest *[PhilGEPS Reference No.]*

Contract ID and Project Title:

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
 - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
 - c. I am/we are declared as the bidder with the Highest Rated and Responsive Bid, and I/we have furnished the performance security and signed the Contract.

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

[Insert NAME OF BIDDER'S AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

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

Witness my hand and seal this ____day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

**Serial No. of Commission _ Notary Public for
until _____**

Roll of Attorneys No.

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

IBP No., *[date issued], [place issued]* **Doc. No.**

Page No.

Book No.

Series

Note: This must be dry-sealed.

DPWH-CONSL-25 OMNIBUS SWORN STATEMENT

Omnibus Sworn Statement For the Conduct of Procurement Activities under Republic Act No. 11494 or the Bayanihan to Recover as One Act

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 the *[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 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 its association or relation 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/Implementing 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/Implementing 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/Implementing 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;

8. [Name of Bidder] 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) Make 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]; and

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
my hand this day of, 20_ at _, Philippines.

—

set

[Bidder's Representative/Authorized Signatory]

[Jurat]

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

~~DPWH-CONSL-26(FPF 1). FINANCIAL PROPOSAL SUBMISSION FORM~~

[[Letterhead of Bidder]

[Date]

[Name of Chairman of BAC]

[Designation]

[Name of DPWH Procuring Entity]

[Office Address]

Dear Sir / Madame:

Subject: Financial Proposal Submission

We, the undersigned, offer to provide the consulting services for *[insert Name of Consultancy 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]*.

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., *[insert date]*.

In accordance with Clause 51 of the General Conditions of Contract (GCC) which is part of the Bidding Documents for this Project, 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), 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, the applicable guidelines for the procurement rules of the Funding Source, 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:

DPWH-CONSL-31(FPF 2). Summary of Costs

Item	Cost (Php)
A. Remuneration	
B. Reimbursable	
C. Miscellaneous Expenses	
D. Subtotal (A+B+C)	
E. VAT (12% of A)	
F. Contingency (5% of D)	
G. GRAND TOTAL (D+E+F)	
Total Amount of Financial Proposal	

SAMPLE

DPWH-CONSL-32(FPF 3). Breakdown of Price for the Project

Item	Cost (Php)
------	------------

A. Estimated Cost of Personnel Service (Remuneration)

A.1 Key Staff

1. Team Leader
2. Sr. Civil Engineer
3. System Developer/Programmer
4. Business Process Analyst
5. Traffic Engineer (Traffic Modeler)
6. Traffic Engineer
7. Highway Engineer

A.2 Administrative and Support Staff

1. Jr. Civil Engineer
2. CAD Operator
3. Computer Operator (Graphic Artist)
4. Administrative Officer

SAMPLE

5. Encoder

B. Estimated Cost of Reimbursable Items

BASED ON AGREED FIXED RATE

B.1 Training/Capacity Building Program

1. Capacity Building Program

B.2 Various Traffic Engineering Surveys

1. Travel Time and Delay Survey
2. Road Inventory and Topographic Survey
3. Video Recording Survey at Intersections (Training Data)
4. Manual Classified Turning Volume Count Survey (Test Data)
5. Video Recording Survey at Intersections (Test Data)

B.3 Various Traffic Engineering Surveys

1. Volume I- Traffic Survey
2. Volume II- Intersection Analysis
3. Volume III- At-grade Int. Design
4. Volume IV- Roundabout Design
5. Volume V- Traffic Signalization Manual
6. Volume VI- Road Signs and Pavement Markings

B.4 Development of Automatic Traffic Counter/Classifier System

1. Automatic Traffic Counter/Classifier System

BASED ON ACTUAL COSTS

B.5 Domestic Travel Expenses

1. Travel for Traffic Survey Supervision

B.6 Domestic Transportation

1. Service Vehicle (2-Vehicle; Fully Operated Basis)

B.7 Communication

1. Communication Cost

B.8 Office/Engineering Supplies

1. Office Rental
2. Office Furniture and Equipment
3. Office Supplies

B.9 Traffic Engineering Survey Equipment

1. Total Station
2. Tally Counters
3. GPS Receiver with post-processing software
4. Video Camera (Travel Time)
5. Stopwatch

7. Video Camera for Automation of Intersection Count Survey

SAMPLE

6. Drone Camera

B.10 Traffic Engineering Tools for Design and Analyses

1. Vehicle Trajectory/Path Analysis with License
2. Planning and Design of Road Intersection with License
3. Planning and Design of Roundabout with License
4. Design and Layout of Road Signs with License
5. Design and Layout of Pavement Markings with License
6. Computer-Aided Drawing or Drafting Application with License
7. Traffic Simulation of Intersection Operation with License

C. Miscellaneous Expenses

BASED ON ACTUAL COSTS

*C.1 Coordination Meeting with Concerned Agencies on Manual
Revision*

- 1. Venue (inclusive of food)

DPWH-CONSL-33(FPF 4). Breakdown of Remunerations for the Project

Position	No. of Personnel	Personnel-Months	Billing Rate	Amount
A.1 Key Staff				
1. Team Leader	1	18		
2. Sr. Civil Engineer	1	18		
3. System Developer/Programmer	4	16		
4. Business Process Analyst	1	18		
5. Traffic Engineer (Traffic Modeler)	1			
6. Traffic Engineer				
7. Highway Engineer				
A.2 Technical and Administrative Support Staff				
1. Jr. Civil Engineer	1			
2. CAD Operator				
3. Computer Operator (Graphic Artist)				
4. Administrative Officer	3	18		
5. Encoder	1	17		
	1	17		
TOTAL	1	18		

	1	18		
--	---	----	--	--

DPWH-CONSL-34(FPF 5). Reimbursables Per Activity (BASED ON AGREED FIXED RATE)

Items	Unit	Quantity	Unit Cost	Amount (PhP)
-------	------	----------	-----------	--------------

DPWH-CONSL-34(FPF 5). Reimbursables Per Activity (BASED ON ACTUAL COSTS)

Items	Unit	Quantity	Unit Cost	Amount (PhP)
B.5 Domestic Travel Expenses				
1. Travel for Traffic Survey Supervision	Lump Sum			Php 440,000.00
B.6 Domestic Transportation				
1. Service Vehicle (2-Vehicle; Fully Operated Basis)	Months	18		
B.7 Communication 1.				
Communication Cost	Months	18		
B.8 Office/Engineering Supplies				
		18		
				Php 2,481,445.60
				Php 1,892,000.00
		2		
2. Office Furniture and Equipment	Lump Sum	60		
		2		
		2		
1. Office Rental		2		
		2		
3. Office Supplies		4		
B.9 Traffic Engineering Survey Equipment				
1. Total Station				
2. Tally Counters	Months	2		
3. GPS Receiver with post-processing software		2		
4. Video Camera (Travel Time)	Lump Sum			
5. Stopwatch				
6. Drone Camera				

<p>7. Video Camera for Automation of Intersection Count Survey</p> <p>B.10 <i>Traffic Engineering Tools for Design and Analyses</i></p> <p>1. Vehicle Trajectory/Path Analysis with License</p> <p>2. Planning and Design of Road Intersection with License</p>	<p>set set</p> <p>unit</p> <p>unit</p> <p>unit</p> <p>unit</p> <p>set</p> <p>unit unit</p>			
<p>3. Planning and Design of Roundabout with License</p> <p>4. Design and Layout of Road Signs with License</p> <p>5. Design and Layout of Pavement Markings with License</p> <p>6. Computer-Aided Drawing or Drafting Application with License</p> <p>7. Traffic Simulation of Intersection Operation with License</p> <p>TOTAL</p>	<p>unit</p> <p>unit</p> <p>unit</p> <p>unit</p> <p>unit</p>	<p>2</p> <p>2</p> <p>2</p> <p>3</p> <p>2</p>		

SAMPLE

DPWH-CONSL-34(FPF 5). Miscellaneous Expenses (BASED ON ACTUAL COSTS)

Items	Unit	Quantity	Unit Cost	Amount (PhP)
<i>C.1 Coordination Meeting with Concerned Agencies on Manual Revision</i> 1. Venue (inclusive of food)	meeting	5		
TOTAL				

SAMPLE

DPWH-CONSL-46 Form of Contract Agreement

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of Procuring Entity]* (hereinafter called the "Entity") and *[name and address of Consultant]* (hereinafter called the "Consultant").

WHEREAS, the Entity is desirous that the Consultant execute *[name and identification number of contract]* (hereinafter called "the Works") and the Entity has accepted the bid for *[insert the amount in specified currency in numbers and words]* by the Consultant for the execution and completion of such Consulting Services and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Terms of Reference
 - (c) Request for Expression of Interest;
 - (d) Instructions to Bidders;
 - (e) Bid Data Sheet;
 - (f) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (g) Bid forms, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents/ statements submitted (*e.g.*, bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - (h) Eligibility requirements, documents and/or statements;
 - (i) Performance Security;
 - (j) Notice of Award of Contract and the Bidder's conforme thereto;
 - (k) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Entity to execute and complete the Consulting Services and remedy any defects therein in conformity with the provisions of this Consultant in all respects.
4. The Entity hereby covenants to pay the Consultant in consideration of the execution and completion of the Consulting Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Binding Signature of Procuring Entity

Binding Signature of Consultant

[Addendum showing the corrections, if any, made during the bid evaluation should be attached with this agreement]

DPWH-CONSL-46

