

# **NEGOTIATED PROCUREMENT DOCUMENTS**

*NOTE: This Document is compliant with the Philippine Bidding Documents (Consulting Services)  
5<sup>th</sup> Edition (August 2016) prepared by GPPB.*

*Some minor changes have been made to suit the requirements of the  
Philippine Council for Health Research and Development (PCHRD)  
as the Procuring Entity*

## **Procurement of Consulting Services for the**

### **“Green Architectural and Engineering (A&E) Design Services for the Proposed Three-Story Extension Building with Basement and Roof Deck”**

#### **PART I – ELIGIBILITY DOCUMENTS**

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## PART I

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***Section I. Request for Expression of  
Interest***



The Government of Republic of the Philippines  
**PHILIPPINE COUNCIL FOR HEALTH RESEARCH & DEVELOPMENT**  
General Santos Ave., Bicutan, Taguig City

**INVITATION FOR NEGOTIATED PROCUREMENT**  
**TWO FAILED BIDDINGS**  
*(PURSUANT TO SECTION 53.1 OF THE REVISED IMPLEMENTING RULES AND REGULATIONS OF RA 9184 TWO FAILED BIDDINGS)*

FOR THE

*Procurement of Consulting Services for the*  
*“Green Architectural and Engineering (A&E) Design*  
*Services for the Proposed Three-Story Extension Building*  
*with Basement and Roof Deck”*

1. In view of the three (3) failed public biddings, the Philippine Council for Health Research and Development (PCHRD) invites consultants to participate in the negotiation for the project: **Consulting Services for the “Green Architectural and Engineering (A&E) Design Services for the Proposed Three-Story Extension Building with Basement and Roof Deck”**.
2. The PCHRD, through the **General Appropriations Act (GAA2021)** intends to apply the sum of **Four Million Pesos (PhP 4,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **PCHRD – NP-TFB – 2021 – 01**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
3. The PCHRD now calls for the submission of eligibility documents for the **Procurement of Consulting Services for the “Green Architectural and Engineering (A&E) Design Services for the Proposed Three-Story Extension Building with Basement and Roof Deck”**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **August 31, 2021 (Tuesday) 01:00PM**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. The opening of Eligibility Documents is on the same day at **01:30PM**.
4. A **Pre-Eligibility Conference** for the discussion of the Eligibility requirements will be on **August 24, 2021 (Tuesday), 10:30AM** through video-conferencing/web casting.
5. Interested bidders may obtain further information from Philippine Council for Health Research and Development (PCHRD) and inspect the Bidding Documents at the address given below during weekdays, from 8:00AM to 4:00PM.
6. A complete set of Bidding Documents may be acquired by interested Bidders on August 19, 2021 to September 20, 2021.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

7. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of at most five (5) prospective bidders who will be entitled to submit bids. In the event that more than five (5) prospective bidders qualify, only the top five (5) scorers will be shortlisted. The criteria and rating system for short listing are:

Criteria	Score	Required Minimum Score
1. Applicable experience of consultant a. Overall experience of the firm b. Individual experience of the principal and key staff c. Extent of Consultancy Services Provided d. Feedback from previous projects/clients	50	
2. Qualification of Personnel to be assigned to the job (education, work experience, number of years in firm, etc.) vis-à-vis extent and complexity of undertaking	30	
3. Current workload relative to capacity	20	
<b>TOTAL SCORE</b>	<b>100%</b>	<b>70%</b>

The prospective Consultant(s) must pass the required minimum score of seventy percent (70%) to be shortlisted.

8. Shortlisted Consultants may purchase the Bid Documents upon payment of the applicable fee, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Five Thousand Pesos (PhP 5,000.00)**.
9. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

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

10. The Procuring Entity shall evaluate bids using the **Quality-Cost Based Evaluation (QCBE) procedure**. Wherein the technical and financial proposal shall be given corresponding weight equivalent to **80% (technical) and 20% (financial)**.
11. The contract shall be completed within at least:
  - a. **Design Period - Ninety (90) calendar days upon signing/receipt of Contract**
  - b. **Construction Period - Eighteen (18) months**

12. The PCHRD reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

13. For further information, please refer to:

**Mr. Cirio D. Pangan Jr.**

Secretariat, Bids and Awards Committee

Philippine Council for Health Research and Development

2nd Floor, PCHRD Saliksik Building, Sikap Street,

DOST Main Compound, Gen. Santos Ave., Bicutan, Taguig City

Email: [cdpangan@pchrd.dost.gov.ph](mailto:cdpangan@pchrd.dost.gov.ph)

Tel. Nos. (02) 8-837-7536 or (2) 8-837-7537 loc. 504 or 506

Fax No. (02) 8-837-7536 or (2) 8-837-2924

**ROSELLE L. MARTONITO**

Chairperson, Bids and Awards Committee

## ***Section II. Eligibility Documents***

## 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***

# Eligibility Data Sheet

Eligibility Documents	
1.2	<p>The Procuring Entity is Department of Science and Technology (DOST) – Philippine Council for Health Research and Development (PCHRD)</p> <p>The name of the project is Consulting Services for the “Green Architectural and Engineering (A&amp;E) Design Services for the Proposed Three-Story Extension Building with Basement and Roof Deck”.</p>
1.3	No further instructions.
2	<p>The Procuring Entity will hold a Pre-Eligibility Conference for this project on:</p> <p><b>August 24, 2021 (Tuesday), 10:30AM</b> through video-conferencing /web casting. The link for the pre-eligibility conference will be sent via email to all invited consultant(s) and to prospective consultant(s) who wants to attend the pre-eligibility conference.</p>
2.1(a)(i)	PhilGEPS Platinum Certification of Membership
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the period of three (3) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<p>Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts. Notice of Award, Notice to Proceed or signed contracts issued by the client for on-going contracts and for contracts awarded but not yet started.</p> <p>Customer Feedback / Customer Performance Evaluation Report for Completed Projects</p>
2.1(a)(iii)	<p>All bidders are required to submit/provide proof/certificate of the following in their Eligibility Documents:</p> <ul style="list-style-type: none"> <li>• Professional Registration</li> <li>• Trainings undertaken</li> </ul>
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3(e)	<p>PCHRD Bids and Awards Committee            Philippine Council for Health Research and Development            PCHRD Saliksik Building, Sikap Street, DOST Main Compound,            Gen. Santos Ave., Bicutan, Taguig City</p>
4.3(f)	Procurement of Consulting Services for the “Green Architectural and Engineering (A&E) Design Services for the Proposed Three-Story

	Extension Building with Basement and Roof Deck”.
5	<p>Bidders should submit their Eligibility Documents through:</p> <ol style="list-style-type: none"> <li><b>1. Electronic Copy</b> – Password-protected Eligibility Documents must be emailed to <a href="mailto:cdpangan@pchr.dost.gov.ph">cdpangan@pchr.dost.gov.ph</a> on or before the submission due date. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and</li> <li><b>2. Hardcopy</b> should be submitted to the address given below on or before the submission due date.</li> </ol> <p>The address for submission of eligibility documents is:</p> <p>PCHRD Bids and Awards Committee  Philippine Council for Health Research and Development  PCHRD Saliksik Building, Sikap Street, DOST Main Compound,  Gen. Santos Ave., Bicutan, Taguig City</p> <p>The deadline for submission of eligibility documents is:</p> <p><b>August 31, 2021 (Tuesday), 01:00 PM</b></p>
8.1	<p>Opening of eligibility documents is through videoconferencing, webcasting or similar technology.</p> <p>Bidders are advised to join the opening of eligibility documents via Zoom Cloud Meetings. The link for the opening of eligibility documents will be sent via email to all bidders who submitted their eligibility documents on time.</p> <p>The BAC shall open first the submitted Electronic copy and check the submitted documents for each bidder to ascertain if they are all present. Any missing required documents in the submitted electronic copy, BAC members will check the submitted hardcopy for the missing document.</p> <p>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 Eligibility envelope as “passed”.</p> <p>The date and time of opening of eligibility documents is:</p> <p><b>August 31, 2021 (Tuesday), 01:30 PM</b></p>
9.1	<p>Similar contracts shall refer to contracts with scope of works related to preparation of tender documents, green architectural design and detailed engineering design of government/public and/or private building.</p>



9.2	The criteria and rating system for short listing are:		
	<b>Criteria</b>	<b>Score</b>	<b>Required Minimum Score</b>
	1. Applicable experience of consultant a. Overall experience of the firm b. Individual experience of the principal and key staff c. Extent of Consultancy Services Provided d. Feedback from previous projects/clients	50	
	2. Qualification of Personnel to be assigned to the job (education, work experience, number of years in firm, etc.) vis-à-vis extent and complexity of undertaking	30	
	3. Current workload relative to capacity	20	
<b>TOTAL SCORE</b>	<b>100%</b>	<b>70%</b>	
The prospective Consultant(s) must pass the required minimum score of seventy percent (70%) to be shortlisted.			



## TERMS OF REFERENCE (TOR)

### **Procurement of Consulting Services for Green Architectural and Engineering (A & E) Design for the Proposed Three-Story Extension Building with Basement and Roof Deck.**

#### **1. BACKGROUND**

Currently, PCHRD is housed in the DOST Saliksik Building and Executive Lounge, occupying a floor area of approximately 760 sqm and 300 sqm respectively.

From 2004-2016, PCHRD's budget increased by approximately 632%. Add to that the substantial amount of funds from other Institutions (e.g. DOH) being managed by PCHRD (which continues to increase every year), it is a given that the number of projects and personnel managing the projects will increase. Currently PCHRD has around 150 employees trying to fit in a small space.

More projects also means more paper files as required by our ISO certification and by the National Archives of the Philippines. Thus we will also need more storage spaces.

The proposed extension building will address the shortage of space for the increasing number of PCHRD personnel, as well as space for other amenities like a conference room (which we currently don't have) and storage rooms for documents.

Aside from organic PCHRD staff, the proposed building will also house the Philippine National Health Research System (PNHRS) - related committee secretariats, as well as the Philippine Health Research Ethics Board (PHREB), National Ethics Committee (NEC), and COA office. It will also house the ASEAN-NDI Secretariat, the DOH-HSRM Program staff, other special projects staff (PITAHC project, National TB Program project, Newton Fund Program, etc).

One of the initial phase for building construction is the Planning Phase. This Terms of Reference will guide the prospective design firms that will help craft the detailed architectural and engineering design for the proposed extension building.

#### **2. BASIC INFORMATION**

2.1 Budget for A & E Design Firm – PhP 4,000,000.00

2.2 Bicutan Science Community, DOST Compound, Gen. A. Santos Avenue, Bicutan, Taguig City

2.3 Estimated Design Period – 90 Calendar Days

2.4 Estimated Construction Period – 18 Months

#### **3. OBJECTIVE**

The basic objective of hiring a Green Architectural and Engineering (A & E) Design Firm is to tap the expert services of a qualified Green firm that would assist Philippine Council for Health Research and Development (PCHRD) in crafting the architectural and allied engineering design of the **Proposed Three-Storey Extension Building with Basement and Roof Deck.**

#### 4. GENERAL SCOPE OF SERVICES

The project calls for the crafting of detailed Green Architectural and Engineering (A & E) Design for the Proposed Saliksik Building Extension located at Bicutan Science Community, DOST Compound, Gen. A. Santos Avenue, Bicutan, Taguig City.

#### 5. DEFINITION OF TERMS

For this purpose, the following terms and acronyms are defined to ensure common terms of reference.

- 5.1 Green Architectural Design Firm - refers to the Architectural and Engineering Design firm
- 5.2 Project - Refers to the Proposed Green Saliksik Extension Building
- 5.3 DOST-PCHRD - Refers to Department of Science and Technology - Philippine Council for Health Research and Development. This may be used interchangeably with OWNER.
- 5.4 Similar Projects - refers to at least two (2) story office, commercial or institutional buildings of similar or greater magnitude and complexity

#### 6. SCOPE OF WORK

The Green Architectural Design Firm shall render green architectural and allied engineering design services necessary for the implementation of the project. The allied engineering design services shall include but shall not be limited to design for civil/structural, sanitary/plumbing, electrical works and fire protection.

The following services are based on the Standards of Professional Practice (Pursuant to Republic Act No. 9266) published by the United Architects of the Philippines 2017.

#### 7. Project Definition Phase

This phase involves the definition of the requirements of the project by **DOST-PCHRD**. The Architect in turn informs **DOST-PCHRD** of the technical requirements of the project. In this phase, the Architect:

- 7.1 Consults with **DOST-PCHRD** to ascertain the conceptual framework and related requirements of the project and confirms such requirements with him.
- 7.2 Gathers information and data through a survey leading to the definition of the requirements of the project.
- 7.3 Refines space requirements and translates them into an architectural program.
- 7.4 Prepares an initial statement of estimated construction cost.

#### 8. Schematic Design Phase

This phase consists of the preparation of schematic design studies derived from the Project Definition Phase, leading to conceptual plans. The Architect:

- 8.1 Evaluates DOST-PCHRD's program, schedule, budget and project site
- 8.2 Prepares the initial line drawings representing design studies, including a general description of the project for approval by **DOST-PCHRD**.
- 8.3 Submits a statement of estimated construction cost based on current cost parameters.

#### 9. Design Development Phase (Preliminary Design Phase)

Based on approved schematics and conceptual designs, the Architect Prepares:

- 9.1 The Design Development documents consists of plans, elevations sections, other drawings.

- 9.2 Outline architectural specifications to fix and illustrate the size and character of the project as to type of materials, structural, electrical, mechanical, sanitary, electronic and communications systems.
- 9.3 Diagrammatic layout of construction systems, and
- 9.4 An updated estimated construction cost

#### **10. Contract Document Phase (Final Construction Drawings Phase)**

Based on the approved Design Development Documents, the Architect:

- 10.1 Prepares the Contract Documents for the architectural design, structural, electrical, plumbing/sanitary, mechanical, and fire protection works.
- 10.2 Prepares Technical Specifications
- 10.3 Submits to **DOST-PCHRD** twelve (12) sets of architectural drawings and specifications needed for building permit application
- 10.4 An Updated estimated construction cost

#### **11. Construction Phase**

In this phase the Architect performs the following:

- 11.1 Make decisions on all claims, subject to approval by **DOST-PCHRD**, on all matters relating to the execution and progress of work or interpretation of Contract Document.
- 11.2 Checks and approves samples, shop drawings and other submissions for conformance with the Contract Architectural Documents.
- 11.3 Makes periodic visits to the project site to determine whether the work is proceeding in compliance with the Contract Architectural Documents.
- 11.4 Attend regular technical coordination meetings with the project management office / firm, Contractor and **DOST-PCHRD**.

#### **12. DELIVERABLES**

- 12.1 All electronic drawings (Construction Architectural Plans only) in dwg/CAD and PDF format stored in a USB Flash drive.
- 12.2 Construction Plans signed and sealed by the Design Firm and the respective professionals in twelve (12) copies of 20"x30" blueprint and photocopy of PRC ID and PTR No. with 3 signatures and sealed by the respective professionals.

#### **13. MINIMUM REQUIREMENTS OF FIRM AND ITS KEY PERSONNEL**

##### **13.1 Firm**

Prospective Consultancy Firms must have at least three (3) years of similar and/or relevant experience related to this TOR

Similar Projects shall refer to contracts with scope of works related to preparation of tender documents, green architectural design and detailed engineering design of government/public and/or private building.

Relevant Projects shall refer to contracts with scope of works related to the preparation of tender documents, architectural design and detailed engineering design of other vertical structures (government/public and/or private buildings) such as dams, port facilities, airport facilities and the like.

Prospective bidders are required to submit the following:

1. Company Profile, to include information on the key personnel, ongoing and completed projects;
2. Copies of Certificate of Project Completion and Acceptance or equivalent certification from their previous related studies/projects; and
3. Curriculum Vitae (CV) of Key Personnel highlighting their relevant work experience.

- 13.1.1 Three (3) years of experience in similar projects presented in written and duly notarized documents showing therein the following but shall not be limited to:
- 13.1.2 Record of past projects
  - a. Name of Projects
  - b. Completion Date
  - c. Services Rendered
- 13.1.3 Professional Credentials as a Green Designer:
  1. Must be accredited as a Certified Designer of Green Building Rating System

Leading organizations that give accreditation for the credentials mentioned above:

Philippine Green Building Initiative (PGBI)  
 U.S. Green Building Council (USGBC)  
 Building Research Establishment Environmental Assessment Method (BREEAM)  
 Excellence in Design and Greater Efficiencies (EDGE)  
 Philippine Green Building Council (PhilGBC)  
 Green Mark  
 Comprehensive Assessment System for Built Environment Efficiency (CASBEE)

## 13.2 Key Personnel

- 13.2.1 Design Architect/s – Architect with minimum of three (3) years in the design of projects of similar or greater complexity and in coordinating architectural with engineering and other disciplines. Must be accredited as a Certified Designer of Green Building Rating System and must be an Accredited Green Building Professional.
- 13.2.2 Structural Engineer/s – Structural Engineer/s with extensive experience in the design of structural steel and reinforced concrete structures for commercial, institutional, industrial buildings or projects of similar or greater magnitude and complexity; with minimum five (5) years civil/structural design experience.
- 13.2.3 Electrical Engineer/s – Professional Electrical Engineer/s with extensive experience in the design of electrical system requirements for commercial, institutional, industrial buildings or projects of similar or greater magnitude and complexity; with experience in the design of buildings; with minimum of five (5) years electrical design experience.
- 13.2.4 Sanitary Engineer/s – Sanitary Engineer/s with extensive experience in storm drainage system for commercial, institutional, industrial buildings or projects of similar or greater magnitude and complexity; with minimum of five (5) years sanitary/plumbing design experience.
- 13.2.5 Mechanical and Fire Protection Engineer/s – Professional Mechanical Engineer/s with extensive experience in the design of air conditioning, ventilation and fire protection system requirements for commercial, institutional, industrial buildings or projects or similar or greater magnitude and complexity; with minimum of five (5) years of mechanical design experience.

#### 14. SHORTLISTING OF PROSPECTIVE BIDDERS

Criteria	Weight (%)
I. Applicable experience of consultant a. Overall experience of the firm b. Individual experience of the principal and key staff c. Extent of Consultancy Services Provided d. Feedback from previous projects/clients	50
II. Qualification of Personnel to be assigned to the job (education, work experience, number of years in firm, etc.) vis-à-vis extent and complexity of undertaking	30
III. Current workload relative to capacity	20
<b>TOTAL</b>	<b>100</b>

Prospective bidders must pass the required minimum score of 70% to be shortlisted. Failure of the Consultant to meet the specified requirements would result in a zero (0) rating for the specific criterion.

#### 15. DETERMINATION OF THE HIGHEST RATED BID (HRB)

Shortlisted bidders shall be evaluated to determine the bidder with the HRB, wherein the criteria shall be as follows:

Criteria	Weight (%)
I. Experience and Capability of the Firm	50
II. Qualifications of Key Personnel proposed to be assigned to the project	30
III. Plan, Approach and Methodology	20
<b>TOTAL</b>	<b>100</b>

To be declared as HRB, the bidder shall pass the required minimum technical score of seventy percent (70%). Failure of the firm to meet the specified requirements would result in a zero (0) rating for a specific criterion.

#### 16. METHOD OF EVALUATION

The proposal will be evaluated using Quality-Cost Based Evaluation (QCBE) Procedure wherein the technical and financial proposal shall be given corresponding weight equivalent to 80% (technical) and 20% (financial).

#### 17. RESPONSIBILITY OF DOST-PCHRD

The DOST-PCHRD shall:

- 17.1 Provide full information on all requirements for the **PROJECT**.
- 17.2 Give prompt written notice thereof to the A&E Architectural Design Firm, if it observes or becomes aware of any defect in the **PROJECT**.
- 17.3 Designate, when necessary, representatives authorized to act on its behalf. It shall examine documents submitted by the A&E Architectural Design Firm and render decisions pertaining

thereto promptly, to avoid unreasonable delay in the progress of the A&E Architectural Design Firm's work. It shall observe the procedure of issuing orders to the contractor only through the A&E Architectural Design Firm, in coordination with the **PROJECT MANAGEMENT OFFICE/FIRM**

## **18. PROJECT CONSTRUCTION COST**

The Project Construction Cost shall mean the cost of all items indicated in the drawings, as specified or designated by the A&E Design Firm subject for review of the **DOST-PCHRD**.

## **19. OTHER CHARGES**

The A&E Design Firm shall submit to **DOST-PCHRD** twelve (12) complete sets of working drawings, technical specifications, and other contract documents. However, when extra sets of contract documents are required by the **DOST-PCHRD** or its representative, the cost of printing of reproduction shall be at the expense of **DOST-PCHRD**.

## **20. OWNERSHIP OF DOCUMENTS & CONFIDENTIALITY OF DATA AND INFORMATION**

Ownership of all designs, drawings, specifications and copies thereof including electronic file, prepared and furnished by the A&E Design Firm in the performance of the services subject of this agreement shall be vested in the **DOST-PCHRD**.

All data and information related to this project shall be treated as confidential and shall not be released without the written consent of the **DOST-PCHRD**.

## **21. CONTRACT FEE AND TERMS OF PAYMENT**

### **21.1 Fee**

For and in consideration of the faithful and full performance of the services enumerated herein, **DOST-PCHRD** agrees to pay the A&E Design Firm the fee as may be agreed upon on by the parties after negotiations provided that the amount indicated in the financial envelope shall be made as the basis for negotiations and the total contract amount shall not exceed the amount indicated in the envelope and the approved budget for the contract as stated in the invitation to Apply for Eligibility and to bid. The foresaid fee is inclusive of all applicable taxes.

### **21.2 Terms of Payment for Architectural Design Services**

The payment scheme below shall be observed in the processing of payment in/or in favor of the A&E Design Firm. **DOST-PCHRD** shall release the balance of fifteen percent (15%) to the A&E Design Firm upon the final acceptance of the work and upon clearance of all liabilities relative to the **PROJECT**.

- a. Fifteen percent (15%) of the above fee --shall be payable upon completion of **Project Definition Phase (Requirements defined through Survey)** as approved by **DOST-PCHRD**.
- b. Thirty five percent (35%) of the fee --shall be payable upon completion of **Schematic Design Phase (Schematic line drawings, etc.)** as approved by **DOST-PCHRD**.
- c. Thirty five percent (35%) of the fee --shall be payable upon completion of **Contract Document Phase (Complete Construction Plans)** as approved by **DOST-PCHRD**.
- d. Fifteen percent (15%) of the fee --shall be payable upon the completion of **Construction Phase** as approved by **DOST-PCHRD**.


Prepared by:

  
**JOHN JAVE D. MARABE**  
Engineer II

Recommending Approval:

  
**EDGAR F. ORTIZ**  
Chief, FAD

Approved By:

  
**JAIME C. MONTOYA, MD, MSc, PhD, CESO II**  
Executive Director



# **ELIGIBILITY FORMS**

## EF1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

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*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

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

In line with this submission, we certify that:

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

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

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

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

**EF2. STATEMENT OF ALL ON-GOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED**

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*[Letterhead]*

*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

In compliance with the eligibility of the Bids and Awards Committee of the Philippine Council for Health Research and Development for the bidding of Consulting Services for the “Green Architectural and Engineering (A&E) Design Services for the Proposed Three-Story Extension Building with Basement and Roof Deck”, we certify that *[name of the bidding firm]* has *[state applicable statement:: on-going and completed government and private contracts, including contracts awarded but not yet started]*, as enumerated in EF 3. Summary of Projects.

Sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

**EF 3A. SUMMARY OF ALL COMPLETED GOVERNMENT AND PRIVATE CONTRACTS**

Project No. <sup>1</sup>	Project Name & Location	Project Description	Type of Consulting Service	Contract Amount <sup>2</sup>	If JV Partner, Contract amount for Consultant's Involvement (if applicable)	Part of Contract Amount for Consultant's Involvement in "Preparation of tender documents, green architectural design and detailed engineering design of government/public and/or private building" (if applicable) <sup>3</sup>	Date of Contract Awarded	Contract Period <sup>4</sup>	Proof of Undertakings <sup>5</sup>

Certified by:

*[Signature over printed name of Authorized Representative]*

*[Name of the Bidding Firm]*

<sup>1</sup> Indicate Project No. as shown in EF 4. Consultant's References.

<sup>2</sup> In Philippine Peso.

<sup>3</sup> If Consulting services for the "Preparation of tender documents, green architectural design and detailed engineering design of government/public and/or private building" is just part of the required services of the contract, state how much for JVs, state how much is the subcontracted amount allocated for consulting services for this contract, in Philippine Peso.

<sup>4</sup> State the start and completion dates of the contract.

<sup>5</sup> Contract; Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts; and Customer Feedback / Customer Performance Evaluation Report for Completed Projects. Notice of Award or Notice to Proceed or signed contracts for on-going contracts and for contracts awarded but not yet started

**EF 3B. SUMMARY OF ALL ON-GOING GOVERNMENT AND PRIVATE CONTRACTS INCLUDING CONTRACTS  
AWARDED BUT NOT YET STARTED**

Project No. <sup>1</sup>	Project Name & Location	Project Description	Type of Consulting Service	Contract Amount <sup>2</sup>	If JV Partner, Contract amount for Consultant's Involvement (if applicable)	Part of Contract Amount for Consultant's Involvement in "Preparation of tender documents, green architectural design and detailed engineering design of government/public and/or private building" (if applicable) <sup>3</sup>	Date of Contract Awarded	Contract Period <sup>4</sup>	Proof of Undertakings <sup>5</sup>

Certified by:

*[Signature over printed name of Authorized Representative]*

*[Name of the Bidding Firm]*

<sup>1</sup> Indicate Project No. as shown in EF 4. Consultant's References.

<sup>2</sup> In Philippine Peso.

<sup>3</sup> If Consulting services for the "Preparation of tender documents, green architectural design and detailed engineering design of government/public and/or private building" is just part of the required services of the contract, state how much for JVs, state how much is the subcontracted amount allocated for consulting services for this contract, in Philippine Peso.

<sup>4</sup> State the start and completion dates of the contract.

<sup>5</sup> Contract; Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts; and Customer Feedback / Customer Performance Evaluation Report for Completed Projects. Notice of Award or Notice to Proceed or signed contracts for on-going contracts and for contracts awarded but not yet started.

## EF 4. CONSULTANT'S REFERENCES

### Relevant Services Carried Out That Best Illustrate Qualifications

*[Using the format below, provide information on each contract, whether similar or not similar in nature and complexity to the contract to bid, for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted].*

Project No. *[State numerical order starting with number 1]*

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

Consultant's Name: \_\_\_\_\_

**Important Note:** Applicable supporting documents to substantiate undertaking shall be provided during the submission of Technical Proposal. Only those contracts with supporting documents will be considered for evaluation.

**EF 5. SUMMARY OF CVs**

No.	Name of Key Staff	Nominated Position	Registered Profession <sup>1</sup>	Highest Educational Attainment	No. of Trainings Relevant to Profession <sup>2</sup>		Over-all Work Experience <sup>3</sup>	Number of Projects Undertaken Related to the "Preparation of tender documents, green architectural design and detailed engineering design of government/public and/or private building"
					Local	Foreign		
1								
2								
3								
4								
5								

Certified by:

*[Signature over printed name of Authorized Representative]  
[Name of the Bidding Firm]*

<sup>1</sup> Provide proof of professional registration

<sup>2</sup> Provide proof of trainings undertaken

<sup>3</sup> State total number of years for work experience

**EF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF (KEY PERSONNEL)**

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

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

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

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

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

Years with Firm: \_\_\_\_\_ Current Position in the Firm: \_\_\_\_\_

**Education**

*[Summarize college/university and other specialized education, giving names of schools, dates attended, and degrees obtained using matrix below.]*

College/University	Degree/Title Obtained	Inclusive Dates

**Training/Seminars**

*[Summarize the trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below. Continue on separate sheet, if necessary.]*

Title/Description	Conducted by	Inclusive Dates	Venue	Involvement*

\*Such as Participant, Speaker or Trainer

**Completed projects similar in nature with the PCHRD Requirement**

*[Similar projects refer to the projects with scope of works related to preparation of tender documents, green architectural design and detailed engineering design of government/public and/or private building. Provide outline of projects legally contracted within the period of five (5) years, using the matrix below]*

Title/Description	Client	Position	Completion Date	Nature of services rendered related to his/her function in the PCHRD Project



**Ongoing Projects**

*[Provide outline of ongoing projects using the matrix below]*

Title/Description	Client	Position	Start Date	End Date

**Memberships in Professional Societies**

*[Give an outline of memberships in professional societies using the matrix below]*

Name of Society/Commission	Date of Conferment/Registration	License/Professional Number	Validity Date

**Languages**

*[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing.]*

Language	Proficiency		
	Speaking	Reading	Writing

**Employment Record:**

*[Starting with present position, list in reverse order every employment held by nominated staff. List all positions since graduation, giving dates, names of employing organizations, titles of positions held, and description of projects. Indicate relevant work experience of staff in his/her nominated position. Continue on separate sheet if necessary.]*

Employing Organization	Position Held	Description of Project	Start Date	End Date

**Certification:**

I, *[full name of proposed professional staff]*, certify that to the best of my knowledge and belief, these data correctly described me, my qualifications, and my experience.

I further commit that I shall work for the Consulting Services for the “Green Architectural and Engineering (A&E) Design Services for the Proposed Three-Story Extension Building with Basement and Roof Deck” as *[nominated position]* of *[name of bidding firm]* once awarded the contract.

*[Signature over printed name of nominated key staff]*  
Date:

*[Signature over printed name of authorized representative of the firm]*  
Date:

<p><b>Important Note:</b> Applicable documents to substantiate professional registration, educational attainment and trainings undertaken shall be provided during the submission of Technical Proposal. Only those attainments and undertakings with supporting documents will be considered for evaluation.</p>
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**EF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND  
CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES  
ARE REGISTERED PROFESSIONAL**

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*[Letterhead]*

*[Date]*

The Bids and Awards Committee  
Philippine Council for Health Research and Development  
PCHRD Saliksik Building, Sikap Street, DOST Main Compound,  
Gen. Santos Ave., Bicutan, Taguig City

Ladies/Gentlemen:

*[Name of Bidding Firm]* is issuing this statement in compliance with the requirements of the Philippine Council for Health Research and Development (PCHRD) Bids and Awards Committee, that the nationality of members of the project team are indicated below and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project:

Name	Assignment	Nationality

*[Name of Bidding Firm]* issues this statement in accordance with clause 2.1 of the eligibility requirements for the project.

Sincerely,

*[Signature over printed name of Authorized Signatory]*

*[Title]*

## EF 8. FORMAT OF CURRICULUM VITAE (CV) OF THE FIRM

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

**Address:** \_\_\_\_\_

**No. of Years of Operation:** \_\_\_\_\_

**Years of Professional Experience:**           (in projects similar in nature with the PCHRD requirement)          

**Completed projects similar in nature with the PCHRD Requirement**

*[Provide list of projects similar in nature with the PCHRD requirement legally contracted within the period of three (3) years. Similar projects refer to the projects with scope of works related to preparation of tender documents, green architectural design and detailed engineering design of government/public and/or private building. Provide outline of projects undertaken using the matrix below.]*

Title/Description	Client	Inclusive Dates	Value of Contract	Nature of Services:

**Ongoing Projects**

*[List all projects similar in nature with the PCHRD requirement based on current contracts. Similar projects refer to the projects with scope of works related to preparation of tender documents, green architectural design and detailed engineering design of government/public and/or private building. Provide outline of projects undertaken using the matrix below.]*

Title/Description	Client	Inclusive Dates	Value of Contract	Nature of Services:

**Membership in Professional Societies (if applicable):**

Year	Professional Society

**Certification**

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe the firm, its qualifications and experiences.

\_\_\_\_\_  
Signature over printed name of Authorized Representative of the firm  
Date: \_\_\_\_\_

# **CHECKLIST OF REQUIREMENTS**

## CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Tab No.		Description
1	<b>EF 1</b>	Eligibility Submission Form
2		Platinum PhilGEPS Certificate of Registration (each member in case of JV or Consortium)
3	<b>EF 2</b>	Statement of all on-going and completed government and private contracts including contracts awarded but not yet started
4	<b>EF 3A</b>	Summary of all completed government and private contracts. Supported with: 1. Contract; 2. Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts; 3. Customer Feedback / Customer Performance Evaluation Report for Completed Projects
	<b>EF 3B</b>	Summary of all on-going and completed government and private contracts including contracts awarded but not yet started. Supported with: 1. Notice of Award; 2. Notice to Proceed or signed contracts for on-going contracts for contracts awarded but not yet started
5	<b>EF 4</b>	Consultant's References
6	<b>EF 5</b>	Summary of CVs
7	<b>EF 6</b>	Curriculum Vitae for each of the following nominated key staff (Please attach supporting documents, i.e. valid licenses/professional registrations, certificates of trainings attended, work experiences and other supporting documents relative to credentials of proposed Professional Staff)
8	<b>EF 7</b>	Statement of Consultant Specifying its Nationality and Confirming that those who will Actually Perform the Services are Registered Professional authorized by the appropriate regulatory body to practice those professions and allied professions
9	<b>EF 8</b>	Curriculum Vitae of the Firm Supported with: 1. Company Profile (Background, Services Offered, etc.)
10		Audited Financial Statement, duly stamped "RECEIVED" by the BIR.
11		Valid joint venture agreement, in case a joint venture is in existence.

**Note:** PCHR D shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by PCHR D in relation to this bidding. The Consultant shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all of the Bidding Documents and its amendments.

**Reminder: ALL PAGES TO BE SIGNED BY BIDDER'S REPRESENTATIVE**

