



Republic of the Philippines
SOCIAL SECURITY SYSTEM
 East Avenue, Diliman, Quezon City

REQUEST FOR QUOTATION

2020-0150

SEALED QUOTATION FORM

October 12, 2020
 Date

PHILGEPSREF. NO. 7247341
 DATEPOSTED 10-12-2020
 POSTED BY: ERIKA

Sir / Madam:

Please furnish us with your quotation on or before **October 19, 2020 @ 5:00PM** for the following items:

No.	Quantity	PARTICULARS	Total Cost
1	1 Lot	Hiring of Consultancy Services for the Structural Re-assessment of SSS Davao Building located at JP Laurel Ave., Bajada, Davao City, as follows: a. Total Remunerations b. Total Miscellaneous Expenses c. Local Taxes TOTAL	P _____ P _____ P _____ P _____/Lot
<p>The Consultant shall be a Structural Engineering Consulting Firm that has been established for at least five (5) years and must have experience in the field of engineering design, structural investigation and evaluation of buildings that includes design of new buildings (conventional and post-tensioned concrete), as well as strengthening/retrofitting of existing buildings.</p> <p>The Consultant shall provide a core team of experienced and competent technical personnel in the delivery of services required for the project.</p> <p>The Consultant shall submit the accomplished RFQ and the following accomplished Technical and Financial Forms: *TPF 1 (Notarized) *FPF 1 (Notarized) *TPF 2 to TPF 8 *FPF 2 to FPF 4</p> <p>Attached for reference are the following: 1. Terms of Reference 2. General Criteria and Rating System using Quality-Cost Based Evaluation. 3. Technical Proposal Forms (TPF) 1 to 8 and Financial Proposal Forms (FPF) 1 to 4.</p> <p>GRAND TOTAL ABC = P 450,000.00 / Lot EFMD - Memo dated 10-08-2020; 09-24-2020, received by PPMD on 10-12-2020 (Revised) with Request # 2020-0256 [APP #2 FY 2020 for the Month of September (2nd Update)]</p>			

DELIVERY TERMS: Sixty (60) Calendar Days upon receipt of approved Job Order.
Payment Terms: Government Terms (Payment is upon delivery of items / services & submission of billing documents.
Price validity : Three (3) Months

- NOTE/S:**
- 1.) **For canvass with an ABC of P 100,000.00 and above**, the winning bidder is required to post a Performance Bond from receipt of Notice of Award equivalent to 5% Cash (Goods & Consulting Services) & 10% Cash (Infrastructure), Cashier's / Manager's Check, Bank Guarantee / Draft or 30% Surety Bond callable upon demand, of the contract price.
 - 2.) **Supplier is required to indicate his PhilGeps Registration Number on the Request For Quotation Form.**
 - 3.) SSS shall withhold the applicable taxes from the amount payable in accordance with the BIR regulations.
 - 4.) **Alternative offer is not allowed.**
 - 5.) **Quantity is subject to change but not to exceed of the approved JO.**
 - 6.) **For clarification of details, please reach Engr. Stephen Yap / EFMD @ 920-6401 loc 5534. or via e-mail - yapsp@sss.gov.ph.**

This is to certify that my Company is updated in the payment of contributions and loans to SSS, and conformed with the above terms & conditions, and the data / quotation indicated are valid.

 Owner/Company Representative
 (Sign over Printed Name)

Reminder : Price quotation should be made with extra care taking into account the specification and unit of quantity to avoid errors. The offeror binds himself to this quotation.

Please indicate below your Business Name, Address and Telephone Number and Date Received.

Your Business SSS No. _____

PhilGeps Registration No. _____

T I N no. _____

Date Received : _____

 (Business Name)

 (Address & Telephone No.)

 (E-mail Address)

Very Truly Yours,

Hydee R. Raquid
HYDEE R. RAQUID

Department Manager III

Procurement, Planning & Management Department

Tel No. 920-6401 loc 5504-5507

Fax No. 435-9861

E-mail Address: bansilea@sss.gov.ph; pmd@sss.gov.ph



TERMS OF REFERENCE

1. BACKGROUND

In view of the DPWH-NBCDO Memorandum Circular No. 05 S. 2007 which requires buildings that have existed for 15 years and above to be subjected to comprehensive evaluation to ensure that the building is safe for human habitation and to avert loss of lives in the event of fortuitous disasters, the Social Security System (SSS) Management took initiative to propose the structural assessment of its buildings nationwide. This is part of the earthquake preparedness plans to ensure the safety of the occupants, transacting SSS members and the public, as well as ensuring the stakeholders of providing continuous basic services in case a strong earthquake occurs.

As part of this initiative, a structural assessment was conducted for the SSS Davao Building in 2018, following the occurrence of a series of earthquakes in February and April of 2017. The assessment was already completed with a recommendation to retrofit the existing building. However, in the last quarter of 2019, Davao again experienced a series of earthquakes, the strongest being 6.8 magnitude, prompting a proposal to re-assess the building if the proposed retrofitting measures previously recommended is still applicable for the said building.

In line with this, the SSS intends to engage the services of a Structural Engineering Consulting Firm for the structural re-investigation, re-evaluation and recommendation (if necessary) of the most suitable and economical treatment appropriate for the repair and strengthening/retrofitting works of the SSS Davao buildings.

2. PROJECT GENERAL INFORMATION

Name of Project : Consultancy Services for the Structural Re-Assessment of SSS Davao Building
Location : J.P. Laurel Ave., Bajada, Davao City

Main Building

Age of Building : 22 years
No. of Floor Levels : Five (5) Storey
Type of Construction : Reinforced Concrete beams, columns, and slabs with one (1) passenger elevator enclosed with shear wall from ground floor to 4th floor
Total Floor Area of Building : \pm 5,301 sq.m.

Annex Building

No. of Floor Levels : One (1) Storey
Type of Construction : Reinforced Concrete beams, columns, and slabs
Total Floor Area of Building : \pm 471 sq.m.



3. PROJECT OBJECTIVES

The general objectives of the project are:

- 3.1 Perform the necessary field investigations to determine the actual condition of the building and update the data obtained from the previous data assessment.
- 3.2 Perform structural re-evaluation and re-analysis to ascertain if there are changes in the stability of the building after the occurrence of previous earthquakes.
- 3.3 If found that based on the re-evaluation and re-analysis the previous retrofitting design is no longer applicable to the latest condition of the building, prepare and update the construction drawings, specifications, construction cost estimates and work schedule for the repair and retrofitting/strengthening works.
- 3.4 To issue a Certificate of Structural Adequacy/Stability after the retrofitting works.

4. PROCUREMENT OF SERVICES

The SSS will engage an **Structural Engineering Consulting Firm** with at least five (5) years of experience in the field of engineering design, structural investigation and evaluation of buildings that includes design of new buildings (conventional and post-tensioned concrete), as well as strengthening/retrofitting of existing buildings. The Consultant will provide a core team of experienced and competent technical personnel. The Consultant shall be responsible in all his recommendations, designs, specifications, and other documents related to the scope of services and during the conduct of investigation and evaluation of the building.

Hiring of the Consultant shall be made through small value procurement following the IRR of RA9184.

5. SCOPE OF SERVICES

5.1 Structural Re-Investigation/Re-Assessment

5.1.1 Field Investigation and Condition Assessment

- a. Undertake the site inspection and global visual re-examination of the entire building to update previous data from the previous assessment, and record all structural and non-structural damages inclusive of column settlements, ground settlement and possible movements, if any. All columns, beams and girders, walls and floor slabs of the entire building shall be inspected. Photographs must be taken to document the present state of existing structure focusing on the visible defects, sign of distress or deflection.



- b. Record the extent of damages either temperature, minimal cracks and/or major damages that will be referred to during the stage of the development of the recommendation for the structural strengthening and retrofitting works. Any observed cracks or deflections on structural and non-structural elements and structural modifications on the building will be mapped.
- c. Coordinate with the Engineering and Facilities Management Department (EFMD) before opening of ceiling, floor finishes, and other architectural treatment of the existing for their method of displacing any architectural finishes for possible reinstallation before opening any part of the ceiling, floor finishes and other architectural treatment of the existing building. Further, the Consultant will coordinate with EFMD authorized representative with regards to the scheduling of work so as to minimize, if not eliminate, any disturbance to the building occupants. As much as possible, work will be scheduled after office hours, weekends, and/or holidays.

5.1.2 Structural Analysis and Re-evaluation

- a. The Consultant shall undertake the structural engineering design analysis using the latest computer software for the vertical and earthquake loads based on the latest edition of the National Structural Code of the Philippines (NSCP) as well as other latest applicable international code of practice.
- b. With the structural design analysis, the Consultant shall undertake the checking of design capacities of all major structural elements such as but not limited to the column, beams/girders, and shear walls.
- c. The Consultant shall make an updated assessment to the structural adequacy and safety to resist earthquake load based on internationally accepted design philosophies and standards.
- d. The Consultant shall update findings and reports, and ascertain if there are changes in the stability of the building, and recommend if there is a need to update the previous retrofitting plans.
- e. The Consultant shall prepare an updated Technical Report and Certification reflecting the current state of the building.

5.2 Structural Retrofitting Design

- 5.2.1 Relative to the re-assessment made, in case that there is a need to update the previous structural retrofitting design, the Consultant shall prepare its recommended mitigating/retro-fitting measures with the end-result of achieving a rehabilitated structure that is upgraded and complying with the latest provisions of the National Structural Code of the Philippines (NSCP).



5.2.2 The Consultants shall prepare plans, specifications, cost estimates and work schedule for the repair and retrofitting works.

6. DELIVERABLES/SUBMITTALS

6.1 Pre-Site Inspection/Investigation and Assessment

6.1.1 After the award of the contract, the consultant shall **submit a schedule of activities** prior to the conduct of site inspection and other activities related to the project for proper coordination with the EFMD, branch office and security department

6.2 Structural Re-Investigation/Re-Assessment

The Consultant shall submit reports of the findings of the re-assessment and re-evaluation of structural safety and adequacy of the building, to include:

6.2.1 Five (5) Sets of Condition Assessment Report of structural findings and evaluation on the structural assessment of the structural performance and safety of the building during a major earthquake.

6.2.2 Seven (7) sets of plans mapping location of existing structural defects and including photo documentation.

6.2.3 Five (5) sets of Technical Report containing the result of the re-evaluation of the building, computations, analysis, and recommendations.

6.2.4 Other reports as may be required to address or clarify issues/findings pertaining to structural re-assessment report

6.3 Structural Retrofitting Design

In case that the previous retrofitting design of the consultant needs to be updated based on the findings of the re-assessment and re-investigation, the Consultant shall prepare detailed plans and documents for the Structural Retrofitting, Repairs and/or Structural Strengthening of the building structure. The following are the documents that will be prepared and submitted by the Consultant:

6.3.1 Seven (7) sets of complete plans and drawings for the strengthening/retrofitting works, including repair works duly signed and sealed by Structural Engineer, if any.

6.3.2 Seven (7) sets of Bill of Quantities and Cost Estimates of structural retrofitting and repair works in the manner and form specified by the SSS including detailed breakdown of quantity estimates/take-off.



- 6.3.3 Seven (7) sets of Technical Specifications
- 6.3.4 Special Provisions for specific items of work or methods of construction, measurement and payment.
- 6.3.5 Unit Price Analysis/Unit Cost Derivation of all applicable unit prices using current cost indices, rental, etc. divided into local and foreign exchange components.
- 6.3.6 PERT-CPM Diagram of Schedule for Retrofitting Works including detailed computation of schedule showing how the number of calendar days for each work item was determined.
- 6.3.7 Government Estimate utilizing the quantities and the unit prices determines above.
- 6.3.8 Other reports as may be required to address or clarify issues/findings pertaining to structural retrofitting design
- 6.3.9 Electronic file copy of plans (in .dwg and .pdf format) and documents (in .docx., .xls, and .pdf format)
- 6.3.10 Certificate of Structural Adequacy/Stability after the retrofitting works

7. STAFFING

- 7.1 The Consultant shall provide key personnel for the following positions:

Key Staff/Personnel	No. of Personnel required	Minimum number of years of relevant work experience
1. Sr. Structural Engineer	1	10
2. Jr. Civil/Structural Engineer	1	5

- 7.2 Aside from the Key Personnel, the Consultant shall provide a team of technical support staff and draftsmen/CAD Operators for the duration of the project. The deployment of these personnel shall be necessary in accordance with the project requirements and with the prior approval of the SSS.
- 7.3 The Consultant shall have complete computer facilities and related software. In addition, the Consultant shall use suitable software on structural engineering with specific capability seismic analysis and design of structures. As a minimum, the



Consultant is expected to use the latest version of ETABS (Extended Three Dimensional Analysis of Building System) for application in computer modeling.

- 7.4 The Consultant shall provide the staff and equipment necessary for all field surveys and investigations including geotechnical investigation.
- 7.5 The Consultant shall also provide administrative support staff as required including such support as drivers and secretarial/typist/encoder as may be required.

8. PROJECT DURATION

- 8.1 The project duration is **sixty (60) calendar days** to undertake the above-mentioned scope of work, broken down as follows:

Particulars	Duration
Structural Re-Investigation/Re-Assessment	45 calendar days
a. Field Investigation and Condition Assessment	
b. Structural Analysis and Evaluation	
Structural Retrofitting Design	15 calendar days

A detailed schedule of work and activity plan shall be prepared and submitted together with the Client's proposal.

- 8.2 The Consultant shall submit the following documents (as enumerated in Item No. 6) on the following schedule:

8.2.1 On the 45th calendar day:

- a. Condition Assessment Report including plan mapping/showing location of structural defects, cracks, etc.
- b. Comprehensive Technical Report of Structural Findings and Evaluation on the Structural Re-Assessment of the SSS Davao Building.

8.2.2 On the 60th calendar day:

- a. Detailed Structural Retrofitting drawings, signed and sealed by Structural Engineer
- b. Technical Specifications, Cost Estimates, Structural Computations and Design Calculations, Unit Price Analysis and other documents as may be required for the design of retrofitting works.



9. APPROVED BUDGET FOR THE CONTRACT

- 9.1 The approved budget for the contract is **Four Hundred Fifty Thousand Pesos (P450,000.00)** for the whole duration of sixty (60) calendar days which includes Structural Re-Investigation/Re-Assessment (45 calendar days) and the Structural Retrofitting Design (15 calendar days).
- 9.2 If the re-assessment or re-investigation report indicates that there is no need to update the previous retrofitting design, **an amount equivalent to the contract price representing the Detailed Engineering & Design Stage will be deducted from the total contract amount for services that will no longer be performed.**

10. RESPONSIBILITIES OF THE CONSULTANT

- 10.1 The Consultant shall be solidarily liable with the Contractor and/or Sub-contractor, for any and all damages caused as a result of acts or omissions of the latter that violate the Contract of Documents and which were approved by the Consultant without the knowledge and consent of the SSS.
- 10.2 The Consultant shall pay the amount equivalent to One Tenth of One Percent (1/10 of 1%) of the total Service Fee as Liquidated Damages for each calendar day of delay or refusal to perform its obligation under the Contract Agreement in addition to the actual loss or damages which the SSS may prove. Such amount shall be deducted from any money due or which may become due to the Consultant or collected from the Performance Security posted by the Consultant, whichever is more convenient to the SSS
- 10.3 If the Consultant shall violate any of the Terms and Conditions of the Contract Agreement or shall neglect to perform any of their work, duties, functions, responsibilities or obligations stipulated therein, or for any other causes shall not carry the tasks in acceptable manner and by reason thereof, the SSS suffers damage and losses, the Consultant shall be assessed a penalty in the amount equivalent to Ten Percent (10%) of the total Service Fee in addition to the actual loss or damages as determined/proven by SSS.
- 10.4 The Consultant shall hold the SSS free from all claims, liabilities, losses and suits arising from error in design, error in plans and other errors relative to its services.

11. INSTITUTIONAL ARRANGEMENT

- 11.1 If required, the SSS shall assign a temporary workstation or working area for the Consultant relative to the rendering of support services during the conduct of the structural investigation.
- 11.2 The SSS shall provide full information to the Consultant of its requirements for the Project



- 11.3 The SSS shall provide any available building plans to be utilized as reference for the conduct of the above undertaking.
- 11.4 The SSS through its Engineering and Facilities Management Department shall be responsible of the following:
- a. Directly monitor and supervise the conduct of the structural re-investigation
 - b. Provide access, work permits, gate pass, authorization and clearance to the building work area in coordination with the Security Office.
- 11.5 All technical documents submitted by the Consultant shall be reviewed and approved by the Social Security System.

Prepared by

ELEANOR MARIE V. SANTOS-PARIAN
Sr. Architect, CAT

Reviewed by:

MICHAEL A. SAIYO
OIC, CAT

Approved by:

STEPHEN P. YAP
Acting Head, EFMD

STRUCTURAL RE-ASSESSMENT OF SSS DAVAO BUILDING

CRITERIA AND RATING SYSTEM FOR THE
EVALUATION OF BIDDER'S TECHNICAL AND FINANCIAL PROPOSAL
USING QUALITY-COST BASED EVALUATION (QCBE) PROCEDURE

CRITERIA FOR THE EVALUATION OF TECHNICAL AND FINANCIAL PROPOSAL

CRITERIA		RATING
1.	Evaluation of Technical Proposal	80%
	a. Experience and capability of consultant	15 points
	b. Plan of approach and methodology	25 points
	c. Quality of Personnel to be assigned to the project	60 points
	Total (St)	100 points
	Minimum score required to pass is 80 points.	
2.	Evaluation of Financial Proposal	20%
	<p>The lowest Financial Proposal (F1) 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:</p> <p>$Sf = 100 \times F1/F$</p> <p><i>Where:</i> <i>Sf is the financial score of the Financial Proposal under consideration,</i> <i>F1 is the lowest Financial Proposal, and</i> <i>F is the Financial Proposal under consideration</i></p>	
	TOTAL (St + Sf)	100%

RATING SYSTEM FOR THE EVALUATION OF TECHNICAL PROPOSAL

		WEIGHT								
1.	Experience and Capability of the Consultant	15.00								
	Criteria									
	<p>a. Record of previous engagement and quality of Performance in similar completed projects</p> <ul style="list-style-type: none"> • <i>Similar completed projects shall refer to completed projects involving structural design, investigation and evaluation including strengthening/retrofitting works of multi-level buildings of at least five (5) storey, structural engineering design of new buildings (conventional and post-tensioned concrete) of at least five (5) storey, and other related scope of work completed in the last five (5) years</i> 									
	b. Relationship with previous and current clients considering repeat engagements									
	c. Overall work commitment									
2.	Plan of Approach and Methodology	25.00								
	Criteria									
	<p>a. Clarity and substance of methodology and work plan developed to accomplish the project requirements as outlined in the TOR</p> <ul style="list-style-type: none"> • <i>The following must be included in the Description of Methodology and Work Plan:</i> <ol style="list-style-type: none"> <i>i. Project background and objectives</i> <i>ii. Detailed description of activities/scope of work to be undertaken per stage/phase of project</i> <i>iii. Time schedule / delivery period for the activities / scope of work to be undertaken</i> <i>iv. Manpower / key personnel requirement per activity / stage</i> <i>v. Deliverables / reportorial duties per stage / activity</i> 									
	<p>b. Completeness of the Consultant's Technical Proposal in accordance with the methodology and work plan and Terms of Reference:</p> <table border="1" style="margin-left: 20px;"> <tr> <td><i>i.</i></td> <td><i>Team Composition and Tasks</i></td> </tr> <tr> <td></td> <td><i>a. Name and Position of Key Personnel</i></td> </tr> <tr> <td></td> <td><i>b. Name and Position of Support Personnel</i></td> </tr> <tr> <td></td> <td><i>c. Detailed description of tasks to be performed per stage of the project</i></td> </tr> </table>	<i>i.</i>	<i>Team Composition and Tasks</i>		<i>a. Name and Position of Key Personnel</i>		<i>b. Name and Position of Support Personnel</i>		<i>c. Detailed description of tasks to be performed per stage of the project</i>	
<i>i.</i>	<i>Team Composition and Tasks</i>									
	<i>a. Name and Position of Key Personnel</i>									
	<i>b. Name and Position of Support Personnel</i>									
	<i>c. Detailed description of tasks to be performed per stage of the project</i>									

	<ul style="list-style-type: none"> ii. <i>Time Schedule for Professional Personnel</i> <ul style="list-style-type: none"> a. <i>List of Key Personnel and Support Staff and their positions</i> b. <i>Time Schedule / Duration for the activities per stage and Bar Chart</i> c. <i>Activities and reports due per stage</i> d. <i>Location where activities will be performed</i> iii. <i>Activity (Work) Schedule</i> <ul style="list-style-type: none"> a. <i>Field investigation and Study Items</i> <ul style="list-style-type: none"> • <i>Detailed lists of activities to be performed per stage of work</i> • <i>Duration of listed activities</i> • <i>Milestones per stage</i> b. <i>Completion and Submission of Reports / Deliverables</i> <ul style="list-style-type: none"> • <i>List of deliverables and reports to be submitted per activity/stage of the project</i> • <i>Inclusive dates for preparation and of submission of deliverables</i> 	
3.	Quality of Personnel to be Assigned to the Project	60.00
	Criteria	
	<ul style="list-style-type: none"> a. Relevant work experience b. Educational attainment c. Training and seminars attended in the last five (5) years related to the position to be performed 	
	TOTAL POINTS	100.00
	<i>Minimum score required to pass is 80 points.</i>	

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

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

Our Technical Proposal shall be binding up to expiration of the bid validity period, *i.e.*, [Date].

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,

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

TPF 2. CONSULTANT'S REFERENCES

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months, Duration of Project:
Start Date (Month/Year):	Completion Date (Months/Year):	Approx. Value of Services (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: _____

TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY

On the Terms of Reference:

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

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

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

TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN
FOR PERFORMING THE PROJECT

TPF 5. TEAM COMPOSITION AND TASK

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3. Where applicable, indicate relationships among the Consultant and any partner and/or sub-consultant, and relationship to the Procuring Entity, the Funding Source and other parties or stakeholders, if any, involved in the project.

Attached Curriculum Vitae for all technical/managerial and support staff, including the list of all technical personnel/professionals that are employed by the Consultant, either as a regular employee or on a per-project basis, together with their respective Curriculum Vitae.

TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

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

Certification:

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

Commitment:

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

[Signature of staff member and authorized representative of the firm] Date: _____
Day/Month/Year

Full name of staff member: _____
Full name of authorized representative: _____

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*
Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

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

Full-time: _____
 Reports Due: _____
 Activities Duration: _____
 Location: _____

Part-time: _____

Signature: _____
 (Authorized representative)

Full Name: _____
 Title: _____
 Address: _____

TPF 8. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are weeks 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

Deliverables	Date
1. Comprehensive Final Report	
2. As-Built Structural Drawings	
3. Structural Defects Mapping Plans	
4. Sampling Location Plans	
5. Complete Structural Retrofitting Plans	
6. Technical Documents (Cost Estimates, Technical Specifications, Unit Price Analysis, PERT-CPM, etc.)	
7. Structural Plans and Technical documents	
8. Electronic Copies of Plans and Documents	

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[Title of Project]* in accordance with your Bidding Documents dated *[insert date]* and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[amount(s) in words and figures]*.

Our Financial Proposal shall be binding up to expiration of the bid validity period, *i.e.*, *[Date]*.

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 Terms of Reference (TOR), **the provisions relating to the eligibility of Consultant** and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

We understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

FPF 2. SUMMARY OF COSTS

Price Component	Cost (Php) / Phase		
	Structural Investigation / Assessment	Detailed Engineering and Design for Structural and Retrofitting Works	Total
1. Remunerations			
2. Miscellaneous Expenses			
3. Local Taxes			
	=	=	=
TOTAL AMOUNT OF FINANCIAL PROPOSAL			= _____

Note : *The Total Amount of Financial Proposal should not exceed the Approved Budget For The Contract (P 450,000.00), otherwise the Consultant's bid will be considered nonresponsive.*

FPF 3. BREAKDOWN OF REMUNERATION PER ACTIVITY

PROJECT: _____

Personnel ¹	Name	Input ²	Rate ³	Amount / Phase	
				Structural Investigation /Assessment	Detailed Engineering and Design for Structural and Retrofitting Works
1.	Sr. Structural Engineer				
2.	Jr. Civil / Structural Engineer				
3.	Support Staff / CAD Operators				
TOTAL (Remunerations/Phase)				-	-

¹ Refers to technical/key personnel as indicated in the Terms of Reference

² Staff months, days or hours as appropriate

³ Remuneration/rate corresponding to Input

FPF 4. MISCELLANEOUS EXPENSES

PROJECT: _____

Price Component	Cost (Php) / Phase	
	Structural Investigation /Assessment	Detailed Engineering and Design for Structural and Retrofitting Works
1. Expenses for site visit, site inspections / investigation, applicable engineering surveys, material testing, and research, etc.		
2. Transportation and Communication costs (telephone, cellphone, data transportation allowances/expenses)		
3. Preparation and reproduction cost of plans, drawings, blueprints and other documents		
4. Administrative/Office expenses (office equipment and supplies, power and water consumption, office rent, etc.)		
5. Other out-of-the-pocket expenses (enumerate, if necessary)		
TOTAL (Miscellaneous Expenses/Phase)	-	-

