

TERMS OF REFERENCE

CONSULTANCY SERVICES FOR THE PREPARATION OF AS-BUILT PLANS FOR THE SSS MAIN BUILDING

I. BACKGROUND

The Philippine Social Security System (SSS) is a state-run pension fund that provides social security protection to workers in the private sector for the last 62 years. Its main building, located at East Avenue, Diliman, Quezon City, was designed by National Artist for Architecture, Juan F. Nakpil. Its construction was completed in 1965 and since then it served as the main office for the System.

In the course of processing for the occupancy permit for the SSS Main Building in the previous year, it has been noted that the existing SSS main office building has no record of having a building permit and certificate of occupancy issued for its construction, which may have been because the Office of the Building Official which issues building permits and occupancy permits was only enacted in 1977 through Presidential Decree No. 1096 or the National Building Code. Thus, the Quezon City Office of the Building Official required the System to secure a Certificate of Occupancy for the SSS Main Building.

However, one of the requirements in securing the Certificate of Occupancy is the submission of a comprehensive as-built plan for the building, which the Engineering and Facilities Management Department (EFMD) is not in possession of. There are construction plans available in the EFMD repository but the plans are incomplete and will likewise require extensive updating works considering that the space utilization, interior configuration, and actual facilities and utilities installed have undergone significant changes since initial building occupancy 55 years ago.

In view of this, the SSS intends to engage the services of an architectural and engineering firm which has the technical expertise to undertake the preparation of a comprehensive architectural and engineering as-built plan for the existing SSS Main Building based on the updated space utilization and actual facilities/utilities installed.

II. OBJECTIVES

The general objectives of the project are:

1. To perform necessary field investigations and site inspection to determine the actual condition of the building and obtain necessary data for the preparation of as-built plans
2. To generate a detailed and comprehensive as-built plans for all architectural and engineering trades (e.g. architectural, structural, sanitary, electrical, mechanical, FDAS, auxiliary and geodetic).

III. APPROVED BUDGET FOR THE CONTRACT

The Approved budget for the contract is **P2,309,300.00**.

IV. PROJECT DESCRIPTION

Name of Project	:	Preparation of As-Built Plan for the SSS Main Building
Location	:	East Avenue, Diliman, Quezon City
Project Components	:	a. Data gathering, site inspection and site measurement of the existing SSS Main Building b. Preparation of comprehensive architectural and engineering as-built plans for the SSS Main Building
No. of Floor Levels	:	Twelve (12) Storey with basement, and roof deck
Type of Construction	:	Reinforced concrete beams, columns, and slabs with four (4) passenger elevators enclosed with shear wall from ground to 12 th floor
Lot Area	:	19,999.50 sq.m.
Total Floor Area	:	33,150 sq.m.
Floor Area of	:	7,496.58 sq.m.

Ground Floor Floor Area of	: 5,928.52 sq.m.
Second Floor Floor Area of 3 rd to 12 th Floor	: 1,830 sq.m. (typical)
Floor Area of Basement	: 1,425.39 sq.m.

V. PROCUREMENT OF SERVICES

The SSS will engage an **Architectural and Engineering Firm or Construction Firm** that has been established for at least five (5) years and must have experience in the preparation of comprehensive as-built plans for buildings. The Consultant will provide a core team of experienced and competent technical personnel in the delivery of services required for the project. Also, the Consultant shall be responsible in all the plans and documents related to the scope of services and during the conduct of the project.

Hiring of Consultant shall be done through public bidding following the IRR of RA 9184 using Quality-Cost Based Evaluation Procedure.

VI. SCOPE OF SERVICES

1. Data Gathering, Site Investigation, Site Measurement and Preliminary Data Encoding and Preparation of As-Built Plans

- 1.1 Conduct research and consultation with concerned offices to ascertain the specific requirements of the project.
- 1.2 Undertake site inspection of the entire building from the ground floor up to the 12th floor including the basement, penthouse and roof deck. Record existing partitions, furniture, fixtures, utility lines, equipment, and other data needed for the preparation of as-built plans.
- 1.3 Conduct applicable engineering surveys (lot/land and topographic) to determine data needed for the preparation of as-built plans
- 1.4 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.
- 1.5 The consultant shall prepare the following as-built drawings:
 - a. Architectural
 1. Floor Plans
 2. Building Elevations
 3. Building Sections
 4. Reflected Ceiling Plans
 5. Finishes Plan
 6. Furniture Layout
 - b. Civil
 1. Site Development Plan
 - c. Structural
 1. Layout of existing building indicating center to center spacing of all columns and other vertical reinforced concrete elements;
 2. Center to center spacing of all beams and girders of any and their relative layout with reference to the column centerlines into which they are connecting.
 3. Cross sectional dimension and details of Structural members;
 4. Actual floor to floor heights of all levels from the top of the structural slab to the level of the next structural slab immediately above;
 5. Other structural details

- d. Geodetic Plans
 - 1. Lot Plan
 - 2. Site Development Plan
 - 3. Topographic Plan

2. Data Encoding and Preparation of As-Built Plans

2.1 The Consultant shall prepare comprehensive as-built drawings (minimum required plans) of the following:

- e. Architectural
 - 1. Details of the Building and Rooms
 - a. Details of Notable Features in the Building Elevation
 - b. Toilet Details,
 - c. Room Details for Lobby, Hallways, Board Room, RM Hall, Green Room, Gallery, Chapel, Canteen
 - d. Door & Window Schedule and Details
 - e. Other Details as may be required
- f. Civil
 - 1. Site Drainage Plan
 - 2. Site Utilities Plan
 - 3. Other civil works details
- g. Sanitary
 - 1. Water Line Layout
 - 2. Sewer Line Layout
 - 3. Drainage Layout
 - 4. Septic Tank plans and Details
 - 5. Water Tank plans and details
 - 6. Other Sanitary details and plans
- h. Electrical
 - 1. Lighting Layout
 - 2. Power Layout
 - 3. Single Line Diagram of Main Building and Substation
 - 4. Other Electrical Details
- i. Mechanical and Fire Detection and Alarm System
 - 1. Aircon System Layout
 - 2. Precision Aircon Layout
 - 3. Fire Suppression Layout
 - 4. Sprinkler Layout
 - 5. FDAS Layout and Single Line Diagram
 - 6. Other mechanical and FDAS details
- j. Auxiliary
 - 1. CCTV Layout and Single Line Diagram
 - 2. Voice and Data Layout and Diagram
 - 3. Public Address System Layout
 - 4. Other Auxiliary systems and details

VII. DELIVERABLE/SUBMITTALS

1. Data Gathering, Site Investigation, Site Measurement and Preliminary Data Encoding and Preparation of As-Built Plans

1.1 The Consultant shall prepare and submit one (1) sets of the following as-built plans/drawings (minimum requirement) in 24" x 36" size tracing paper, duly signed and sealed by professionals in various architectural and engineering discipline who prepared the documents:

- a. Architectural
 - 1. Floor Plans
 - 2. Building Elevations
 - 3. Building Sections
 - 4. Reflected Ceiling Plans
 - 5. Finishes Plan

- 6. Furniture Layout
 - b. Civil
 - 1. Site Development Plan
 - c. Structural
 - 1. Layout of existing building indicating center to center spacing of all columns and other vertical reinforced concrete elements;
 - 2. Center to center spacing of all beams and girders of any and their relative layout with reference to the column centerlines into which they are connecting.
 - 3. Cross sectional dimension and details of Structural members;
 - 4. Actual floor to floor heights of all levels from the top of the structural slab to the level of the next structural slab immediately above;
 - 5. Other structural details
 - d. Geodetic Plans
 - 1. Lot Plan
 - 2. Site Development Plan
 - 3. Topographic Plan
- 1.2 The Consultant shall also submit shall also submit ten (10) sets of blueprint copies of the previously mentioned as-built plans/drawings duly signed and sealed by the professionals who prepared the plans.
- 1.3 The consultant shall also submit electronic copies of the drawings in the following formats to be saved in a USB flash drive/thumb drive:
- a. AutoCAD drawing format (dwg file) which can be edited
 - b. Pdf file format
- 1.4 The consultant shall also prepare a technical report of the engineering surveys, data gathering and site investigation done in the building including photo documentation. The report shall be submitted in three (3) sets, A4 size paper together with an electronic copy (word and pdf file format) to be saved in a USB flash drive/thumb drive
2. Data Encoding/Preparation of As-Built Plan
- 2.1 The consultant shall prepare and submit one (1) set of the following as-built plans/drawings (minimum requirement) in 24"x36" size tracing paper, duly signed and sealed by professionals in various architectural and engineering discipline who prepared the documents:
- a. Architectural
 - 1. Details of the Building and Rooms
 - a. Details of Notable Features in the Building Elevation
 - b. Toilet Details,
 - c. Room Details for Lobby, Hallways, Board Room, RM Hall, Green Room, Gallery, Chapel
 - d. Door & Window Schedule and Details
 - e. Other Details as may be required
 - b. Civil
 - 1. Site Drainage Plan
 - 2. Site Utilities Plan
 - 3. Other civil works details
 - c. Sanitary
 - 1. Water Line Layout
 - 2. Sewer Line Layout
 - 3. Drainage Layout
 - 4. Septic Tank plans and Details
 - 5. Water Tank plans and details
 - 6. Other Sanitary details and plans
 - d. Electrical
 - 1. Lighting Layout

2. Power Layout
 3. Single Line Diagram of Main Building and Substation
 4. Other Electrical Details
- e. Mechanical and Fire Detection and Alarm System
 1. Aircon System Layout
 2. Precision Aircon Layout
 3. Fire Suppression Layout
 4. Sprinkler Layout
 5. FDAS Layout and Single Line Diagram
 6. Other mechanical and FDAS details
 - f. Auxiliary
 1. CCTV Layout and Single Line Diagram
 2. Voice and Data Layout and Diagram
 3. Public Address System Layout
 4. Other Auxiliary systems and details
- 2.2 The consultant shall also submit ten (10) sets of blueprint copies of the previously mentioned as-built plans/drawings duly signed and sealed by the professionals who prepared the plans.
- 2.3 The consultant shall also submit electronic copies of all the as-built plans and drawings in the following formats to be saved in a USB flash drive/thumb drive:
- a. AutoCAD drawing format (dwg file) which can be edited
 - b. Pdf file format

VIII. STAFFING

1. To efficiently carry out all phases of works in the Project, the Consultant shall provide staff for the following positions on a full time or part time basis:

Key Staff/Personnel	Minimum number of years of relevant work experience
1. Project Manager / Architect	10
2. Structural Engineer	5
3. Electrical Engineer	3
4. Sanitary Engineer	3
5. Mechanical Engineer	3
6. Electronics and Communications Engineer	3
7. Geodetic Engineer	3

2. The consultant shall provide technical and administrative support staff as required including support engineers/architects, AutoCAD operators, drivers, etc.
3. The consultant shall have complete computer facilities which will be utilized for the project. In addition, the Consultant is responsible for providing on-site personal computer or laptop computer with suitable software,
4. The consultant shall provide the staff and equipment necessary for all field survey investigations, site inspections and building measurement.

IX. PROJECT DURATION

1. The project duration is ninety (90) calendar days, excluding the duration of SSS approval. Each phase of the project must be completed within the following prescribed duration to avoid commensurate penalties.

Stages of Work	Duration
Data Gathering, Site Investigation, Site Measurement and Preliminary Data Encoding and Preparation of As-Built Plans	60 calendar days
Data Encoding and Preparation of As-Built Plans	30 calendar days

A detailed schedule of work and activity plan shall be prepared and submitted together with the Consultant's Technical Proposal.

2. The consultant shall commence after the date of receipt of Notice to Proceed and signed Contract/Job Order.

X. MODE OF PAYMENT

1. The consultant shall be paid based upon submission and acceptance of the complete set of deliverables per Stage of the Project based on the following schedule:

Stages of Work	Payment	Work Accomplishment
Data Gathering, Site Investigation, Site Measurement and Preliminary Data Encoding and Preparation of As-Built Plans	50% of Total Contract Cost	100% completion and acceptance of deliverables
Data Encoding and Preparation of As-Built Plans	50% of Total Contract Cost	100% completion and acceptance of deliverables

2. The corresponding payable amount for the consulting services rendered in each stage of the Project shall be based on the Service Fee or Contract Price as indicated in the Contract between SSS and the consultant.

XI. RESPONSIBILITIES OF THE CONSULTANT

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.
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
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.
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.

XII. INSTITUTIONAL ARRANGEMENT

1. If required, the SSS shall assign temporary workstation or working area for the Consultant's Engineer(s)/Architect(s) relative to the rendering of services during data gathering, site inspection and site measurement.
2. Provide full information to the Consultant of its requirements for the Project
3. The SSS shall provide any available building plans (CAD file and hardcopy) to be utilized as reference for the conduct of the above undertaking.
4. The SSS will designate representative/s authorized to act on its behalf. It shall examine documents submitted by the Consultant and render decisions pertaining thereto promptly, to avoid unreasonable delay in the progress of the Consultant's work.
5. The SSS through its Engineering & Facilities Management Department (Implementing Unit) shall be responsible for the following:

- 5.1 Validates and recommends approval of payments for billing request, variation order, work suspension, time extensions and other related issues
 - 5.2 Validates and approves plans, detailed engineering drawings, safety and security requirements, reports, work schedules, etc.
 - 5.3 In-charge and responsible for the overall supervision and implementation of the project
 - 5.4 Provides available plans, work permits, access/gate pass, authorization and clearances to the building or work area in coordination with Security Office
6. All technical documents submitted by the Consultant shall be reviewed and approved by the Social Security System.

XIII. CRITERIA FOR EVALUATION OF TECHNICAL AND FINANCIAL PROPOSAL

The evaluation procedure is Quality Cost Based Evaluation (QCBE)

CRITERIA			RATING
1.	Evaluation of Technical Proposal		70%
	a. Experience and capability of consultant	30%	
	b. Plan of approach and methodology	30%	
	c. Quality of Personnel to be assigned to the project	40%	
	Total (St) – minimum score required to pass is 80	100.00	
2.	Evaluation of Financial Proposal		30%
	The lowest Financial Proposal (FI) 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: $Sf = 100 \times FI/F$ Where: Sf is the financial score of the Financial Proposal under consideration, FI is the lowest Financial Proposal, and F is the Financial Proposal under consideration		
	TOTAL		100%

TECHNICAL PROPOSAL FORMS (TPF)

- TPF 1 - Technical Proposal Submission Form
- TPF 2 - Consultant's Reference: Relevant Services Carried out in the last 5 years that best illustrate qualifications (attach proof of project completion and/or notice of award, whichever is applicable)
- TPF 3 - Comments and Suggestions of Consultant on the Term of Reference and on data, services, facilities to be provided by the Social Security System
- TPF 4 - Description of the Methodology and Work Plan for Performing the Project
- TPF 5 - Team Composition and Task including organizational chart indicating relationship amongst the Consultant
- TPF 6 - Curriculum Vitae of the Team Composition and all technical personnel/professionals that are employed by the Consultant, either as a regular employee or on a per-project basis
- TPF 7 - Time Schedule for Professional Personnel
- TPF 8 - Activity (Work) Schedule

FINANCIAL PROPOSAL FORMS (FPF)

- FPF 1 - Financial Proposal Submission Form
- FPF 2 - Summary of Costs
- FPF 3 - Breakdown of Remuneration per Activity
- FPF 4 - Miscellaneous Expenses

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

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

In accordance with **ITB** Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

If negotiations are held during the period of bid validity, *i.e.*, before [insert date], we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

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

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

We remain,

Yours sincerely,

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

TPF 2. CONSULTANT'S REFERENCES

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

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

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

Consultant's Name: _____

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**

Methodology and Work Plan shall include the following:

- A. Project Background and Objectives
- B. Detailed Description of activities / scope of work to be undertaken per stage of the project
- C. Time schedule/delivery period for the activities to be undertaken
- D. Manpower/key personnel requirement per stage

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 key technical/managerial staff 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,

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

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

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

Education:

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

Employment Record:

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

Languages:

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

Certification:

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

Commitment:

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

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

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

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

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

NAME OF NOTARY PUBLIC

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

TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

Name	Position	Reports Due/Activities	Months (in the Form of a Bar Chart)		
			1	2	Number of Months
					Subtotal (1)
					Subtotal (2)
					Subtotal (3)
					Subtotal (4)

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

Part-time: _____

Signature: _____
 (Authorized representative)

Full Name: _____

Title: _____

Address: _____

TPF 8. ACTIVITY (WORK) SCHEDULE

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are 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. Signed and Sealed Comprehensive As-Built Plans	
2. Signed and Sealed Blueprint copies of As-Built Plans	
3. Electronic copies of the As-Built Plans	

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

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

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, *[Date]*.

In accordance with **GCC Clause Error! Reference source not found.**, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), Terms of Reference (TOR), the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

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

We remain,

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

FPF 2. SUMMARY OF COSTS

Price Component	Cost (Php) / Phase		
	Data Gathering and Site Measurement	Data Encoding and Preparation of As-Built Plan	Total
A. Preparation of As-Built Plan for the SSS Main Building			
1. Remunerations ¹			
2. Miscellaneous Expenses ²			
3. Local Taxes ³			
Total	=	=	=
TOTAL AMOUNT OF FINANCIAL PROPOSAL (Σ of Total Amount Per Phase) = _____			

Note : *The Total Amount of Financial Proposal should not exceed the corresponding ceiling amount, as indicated in BDS 11.70 and SCC 52.1, otherwise the Consultant's bid will be considered nonresponsive.*

¹ Derived from Subtotal of Remunerations in various phases of subprojects as computed in FPF 3

² Derived from Subtotal of Miscellaneous Items as computed in FPF 4

³ Local Taxes = 12% x (Remunerations + Miscellaneous Items)

FPF 3. BREAKDOWN OF REMUNERATION PER ACTIVITY

PROJECT: _____

Personnel ⁴	Name	Input ⁵	Rate ⁶	Amount / Phase	
				Data Gathering and Site Measurement	Data Encoding and Preparation of As-Built Plan
1. Project Manager					
2. Architect					
3. Structural Engineer					
4. Electrical Engineer					
5. Sanitary Engineer					
6. Mechanical Engineer					
7. Electronics and Communications Engineer					
8. Geodetic Engineer					
9. Support Staff ⁷					
SUBTOTAL (Remunerations/Phase)				=	=

⁴ Refers to technical/key personnel as indicated in the Terms of Reference and BDS 10.1(c)

⁵ Staff months, days or hours as appropriate

⁶ Remuneration/rate corresponding to Input

⁷ Support Staff refers to Architectural and Engineering Assistants, CAD Operators or Draftsmen, Secretary, Drivers and other support personnel applicable.

FPF 4. MISCELLANEOUS EXPENSES

PROJECT: _____

Price Component	Cost (PhP) / Phase	
	Data Gathering and Site Measurement	Data Encoding and Preparation of As-Built Plan
1. Expenses for site visit, site inspections / investigation, applicable engineering surveys, and research		
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)		
Subtotal (Miscellaneous Expenses/Phase)	=	=

XIV. DOCUMENTARY REQUIREMENTS

1. PhilGEPS Registration
2. SEC Registration
3. Mayor's Permit
4. Tax Clearance
5. Omnibus Sworn Statement (Form Supplied)
6. Bid Securing Declaration (Form Supplied)
7. Technical Proposal Forms (TPF 1 to TPF 8)
8. Financial Proposal Form (FPF)

Omnibus Sworn Statement (Revised)

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

AFFIDAVIT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and residing at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. **Select one, delete the other:**

[If a sole proprietorship:] I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[address of Bidder]*;

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

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

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of *[Name of Bidder]*, I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]* as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, as shown in the attached [state title of attached documents showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable;)];

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. *[Name of Bidder]* is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. **Select one, delete the rest:**

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of *[Name of Bidder]* is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a) Carefully examining all of the Bidding Documents;
 - b) Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquiring or securing Supplemental/Bid Bulletin(s) issued for the *[Name of the Project]*.
9. *[Consultant]* did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s.1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

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

[Jurat]

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

GPPB Resolution No. 16-2020, dated 16 September 2020

Bid Securing Declaration Form

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

BID SECURING DECLARATION Project Identification No.: *[Insert number]*

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 procurement 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 the 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 No. 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; and
 - c. I am/we are declared the bidder with the Lowest Calculated 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 OR ITS AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity] Affiant

[Jurat]

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

GPPB Resolution No. 16-2020, dated 16 September 2020