

# **PHILIPPINE BIDDING DOCUMENTS**

## **PART I**

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

### **“Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction of Saliksik Extension Building (Phase 1)”**

Government of the Republic of the Philippines

**Fifth Edition  
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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

## **REQUEST FOR EXPRESSION OF INTEREST**

**FOR THE**

### ***Procurement of Consulting Services for the “Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction of Saliksik Extension Building (Phase 1)”***

1. The Philippine Council for Health Research and Development (PCHRD), through the **General Appropriations Act (GAA2024)** intends to apply the sum of **One Million Eight Hundred Thousand Pesos (PhP 1,800,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **PCHRD – PB – 2024 – 01**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The PCHRD now calls for the submission of eligibility documents for the **Procurement of Consulting Services for the “Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction of Saliksik Extension Building (Phase 1)”**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **May 24, 2024 (Friday) 10:00AM**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. 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.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **May 17, 2024 – June 17, 2024**.

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.

5. 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
I. Applicable Experience a. Overall experience of the firm	35	
II. Qualification of Principal and Key Personnel a. Education, Training and Publication b. Technical adequacy for assignment	40	
III. Job Capacity a. Number of Technical Personnel in the firm relevant to the project b. Present workload	25	
<b>TOTAL SCORE</b>	<b>100%</b>	<b>60%</b>

The prospective Consultant(s) must pass the required minimum score of sixty percent (60%) to be shortlisted.

6. 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)**.
7. 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.

8. 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)**.
9. The contract shall be completed within seven (7) months upon signing/receipt of Contract.
10. 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.

11. For further information, please refer to:

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

Secretariat, 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

Email: [procurement@pchr.dost.gov.ph](mailto:procurement@pchr.dost.gov.ph)

Tel. Nos. 8-837-7535

Fax No. 8-837-7536 or 8-837-2924

(sgd.)

**MARIA VIOLETA G. INTIA**

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 (PCHR)</p> <p>The name of the project is <b>Consulting Services for the “Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction of Saliksik Extension Building (Phase 1)”</b>.</p>
1.3	No further instructions.
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 five (5) 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>• Highest Educational Attainment</li> <li>• Trainings undertaken</li> </ul>
4.2	Each prospective bidder shall submit <b>one (1)</b> original and <b>two (2)</b> copies of its eligibility documents.
4.3(e)	<p>PCHR Bids and Awards Committee            Philippine Council for Health Research and Development            PCHR Saliksik Building, Sikap Street, DOST Main Compound,            Gen. Santos Ave., Bicutan, Taguig City</p>
4.3(f)	<b>Procurement of Consulting Services for the “Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction of Saliksik Extension Building (Phase 1)”</b>

5	<p>Bidders should submit their Eligibility Documents through:</p> <ol style="list-style-type: none"> <li>1. <b>Electronic Copy</b> – Password-protected Eligibility Documents must be emailed to <a href="mailto:procurement@pchr.dost.gov.ph">procurement@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; <b>and</b></li> <li>2. <b>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>May 24, 2024 (Friday), 10:00AM</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 the submitted Eligibility Documents and check the submitted documents for each bidder to ascertain if they are all present. 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>May 24, 2024 (Friday), 10:30AM</b></p>
9.1	<p>Similar contracts shall refer to contracts with scope of works related to Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction of Building.</p>



9.2	The criteria and rating system for short listing are:		
	<b>Criteria</b>	<b>Score</b>	<b>Required Minimum Score</b>
	I. Applicable Experience a. Overall experience of the firm	35	
	II. Qualification of Principal and Key Personnel a. Education, Training and Publication b. Technical adequacy for assignment	40	
	III. Job Capacity a. Number of Technical Personnel in the firm relevant to the project b. Present workload	25	
<b>TOTAL SCORE</b>		<b>100%</b>	<b>60%</b>
The prospective Consultant(s) must pass the required minimum score of sixty percent (60%) to be shortlisted.			

## **TERMS OF REFERENCE**



## **TERMS OF REFERENCE**

### **FOR**

### **PROCUREMENT OF CONSULTING SERVICES FOR THE CONSTRUCTION PROJECT MANAGEMENT (CPM) TO UNDERTAKE THE PROJECT IMPLEMENTATION, MANAGEMENT AND SUPERVISION OF THE CONSTRUCTION OF SALIKSIK EXTENSION BUILDING (PHASE 1)**

#### **1. INTRODUCTION**

The Department of Science and Technology – Philippine Council for Health Research and Development (DOST-PCHRD), intends to engage the services of a qualified and experienced Consulting Engineering Firm (the Consultant) to provide the necessary engineering services that involve the construction supervision of the proposed Construction of the Saliksik Extension Building, located at DOST Science Complex, Gen. Santos Ave., Bicutan, Taguig City.

The project, the proposed Saliksik Extension Building, is designed to be a Green Building able to generate low-cost energy, utilize available renewable energy and water conservation features. Aside from the DOST-PCHRD employees, 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 an office for the designated Commission on Audit (COA) officials. The proposed building will also provide offices to the ASEAN-NDI Secretariat, the DOH Program staff, and other special project staff.

#### **2. OBJECTIVES**

The Consultant for the project, herein referred to as the Construction Project Management (CPM) Firm, shall act as the agent of the DOST-PCHRD to ensure the latter that the project will be carried out with high degree of quality, optimum cost, efficient construction control, inspection within the specified timelines. . The CPM services shall supplement and/or complement the project internal supervision of the DOST-PCHRD.

As such, the CPM shall establish and maintain all necessary and diligent coordination with the Contractor, the DOST-PCHRD and all other project-related entities. The CPM shall also pre-evaluate necessary pertinent documents and construction items for the project prior to the approval by the DOST-PCHRD.

DOST-PCHRD shall require the Consultant to render other technical support services, which are deemed relevant to the Project.

#### **3. SCOPE OF THE PROJECT DEVELOPMENT**

3.1 The construction supervision of the Phase-1 of the building construction involving the following scope works:

- a) General Requirements
- b) Site works
- c) Structural works

#### **4. GENERAL PROVISIONS**

The Consultant shall be required to provide professional services throughout the Pre-Construction Phase and Construction Supervision Phase of the Construction of the Saliksik Extension Building (Phase 1) with the Office of the Executive Director (OED) as the Executing Office.

During the construction supervision phase, the Consultant shall perform the following general tasks:

- a) The Consultant shall function on behalf of DOST-PCHRD as the “Engineer” of the project.

The Consultant shall perform duties and responsibilities in accordance with the acceptable criteria and standards applicable to the construction works called for and shall exercise the powers vested as the “Engineer” under the DOST-PCHRD’s contract of the contractor-awardee with the said works as defined in the Standard Specifications for Buildings, Revised 2004, and the National Structural Code of the Philippines, 2015 Edition.

The Consultant shall have full authority to direct, oversee, and revise the works as needed as defined in the Conditions of Contract.

- b) The term “Engineer” shall mean the Consultant, or his authorized representative appointed by the DOST-PCHRD, and notified in writing to the contractors to act as the “Engineer” for the purpose of contract. The term “Engineer’s Representative” shall mean any resident engineer, assistant resident engineer, or any responsible engineer appointed from time to time by the Engineer to perform the duties and whose authority shall be notified in writing to the Contractor by the Engineer. In general, the duties of the Engineer’s Representatives are: to inspect, watch, and supervise the works; to review and validate the design parameter; and to test and examine any materials to be used or workmanship employed in connection with the works to ensure that the construction is carried out in accordance with plans and specifications.
- c) The Consultant in their capacity as the Engineer will coordinate all works and will issue if necessary, some amendments or modifications to the established guidelines for the purpose of achieving effective administrative and technical working procedures. The above undertakings, however, will have to be consulted and reported to the OED before effecting said amendments or modifications, in case there are.
- d) All data such as progress of works, accomplishment, problems, etc. shall be compiled for each phase for convenience of monitoring by DOST-PCHRD.

## 5.0 SCOPE OF CONSULTING SERVICES

The Consultant shall perform all works necessary to obtain the objectives set out in Section-2 of the Terms of Reference. In carrying out the work, the Consultant shall cooperate fully with the concerned office of DOST-PCHRD, in particular with OED.

The Consultant shall perform the CPM services in accordance with the following phases:

### 5.1 Bidding Process for the Construction

- 5.1.1 Assist in the preparation and review of all Bidding Documents;
- 5.1.2 Assist the DOST-PCHRD BAC in the conduct of Pre-bid Conference to ensure a clear understanding of the bidding documents by all prospective bidders, preparation of bid bulletins and evaluation of bids as may or may not be required by the DOST-PCHRD.

## 5.2 Construction Project Management and Supervision

- 5.2.1 Provide assistance to the Executing office for the coordination with the Taguig City Government and other concerned Government agencies to secure all the necessary permits, clearances, and rights-of-way, if any, for the orderly and expeditious implementation of construction works.
- 5.2.2 The consultant shall prepare and establish guidelines and procedures for the construction supervision, including monitoring and reporting of contractor's field accomplishment, establishment of quality control, and testing procedures as well as procedures for field supervision.
- 5.2.3 Represent the interests of the Government vis-à-vis the Contractor in any matter related to the construction contract and the proper execution thereof.
- 5.2.4 Furnish for the use of the contractor all necessary ground and topographic data for the establishment of road alignments and grades.
- 5.2.5 Revise and recommend for approval the Contractor's work schedule or revision thereto and any such plans of programs that the Contractor is obliged to furnish for the Engineer's approval. Prepare and submit to the DOST-PCHRD disbursement schedule.
- 5.2.6 Assess the adequacy of all inputs such as materials and labor provided by the contractor and their methods of works in relation to the required rate of progress and when required, take appropriate action in order to expedite progress. Keep and regularly update a list of the Contractor's equipment (and its condition) to ensure compliance with the list of equipment which the Contractor provided in their bid.
- 5.2.7 Inspect and evaluate all the Contractor's installation, housing, shops, and warehouses and other accommodations to ensure compliance with the terms and conditions of the contract documents.
- 5.2.8 Organize the supervision of the works with proper locations of responsibilities to the individual inspectors and supervise their work in order to ensure that it is effectively executed.
- 5.2.9 Organize and operate materials laboratory on the basis of the provisions in the construction contract and perform all laboratory and field testing of materials and products needed to ensure the quality as required by the plans and specifications is obtained.
- 5.2.10 Maintain a representative at the site at all times to supervise all phases of the works, compliance to standards, and necessary health and safety protocols implemented by the contractor and to issue site instruction as required.
- 5.2.11 Review and approve all contractor's working drawings, shop drawings, erection drawings, and drawings for temporary works.
- 5.2.12 Perform verification surveys of the Contractor's stake-out surveys for centerline alignment, structure location surveys, and vertical control benchmarks.
- 5.2.13 Compute quantities of approved and accepted works and materials and check, certify and make recommendations to the DOST-PCHRD on the contractor's monthly and final payment certification.
- 5.2.14 Prepare and submit reports to the DOST-PCHRD periodically as required on the progress of the work, the contractor's performance, quality of works, and the project's financial status and forecasts.
- 5.2.15 Furnish timely assistance and direction to the Contractors in all matters related to the interpretation of the contract documents, ground survey controls, quality control testing, and other matters relating to contract compliance and progress of the report.
- 5.2.16 Prepare and maintain inspection and engineering reports and records to adequately document the progress and performances of the works.
- 5.2.17 Perform initial cross-section, periodic and final survey measurements of completed and accepted works or partial works to determine quantities and perform settlement control.

- 5.2.18 Assure the receipts of, and maintain as permanent records, all warrants required under the terms of the contract documents for materials and equipment accepted and incorporated in the Project. All local materials incorporated in the Project and their sources are also to be approved, and the as-built drawings shall be prepared for all works completed.
- 5.2.19 Examine and recommend to the DOST-PCHRD, if justifiable, of all claims/requests of Contractors for time extensions, extra compensations for works or expenses and other similar matters.
- 5.2.20 Propose and present to the DOST-PCHRD for approval any changes in the plans he may deem necessary for the completion of works including information or any effect the changes may have on the contract amount and time of completion of the project and prepare all necessary variation orders including alterations on the plans and specifications and other details. Inform DOST-PCHRD of problems or potential problems, which may arise in connection with any construction contract, any deviation therein and suggest or make recommendations to the DOST-PCHRD of possible solutions. Prepare and sign/approve revised design plans incorporating major changes (i.e. significant changes in alignment, change in type or main component of structures, introduction of new work items) in original design, subject to approval/concurrence of the original Design Consultant prior to the submission to the OED for conceptual review.
- 5.2.21 Inspect the safety aspects of construction and improvement works and methods based on Building Safety Audit Checklists/Requirements to ensure that every reasonable measure has been taken to protect life and property.
- 5.2.22 The Consultant shall monitor payments to contractors in close coordination with OED and the DOST-PCHRD FAD-Accounting Section, and prepare disbursement schedule on a quarterly basis for submission to OED.
- 5.2.23 All Project information shall be compiled in a database and continuously updated and incorporated in the Monthly and Quarterly Progress Reports to be prepared by the Consultant for submission to OED.
- 5.2.24 The Consultant shall prepare an Annual Progress Report compiling all activities of the year and submit it to OED.
- 5.2.25 Upon the substantial completion (95%) and before the issuance of Certificate of Completion in favor of the contractor, advise the DOST-PCHRD that the work is ready for general inspection. Relative thereto, the Consultant shall:
  - a. Prepare a punch list of items that still need to be corrected/rectified/completed by the contractor and check when it is done. The Consultant shall recommend a deadline and ensure that the contractor performs the necessary works.
  - b. Report and recommend final inspection of the project to the DOST-PCHRD after the contractor has completed the corrections and has complied with all the prerequisites prior to the acceptance of the DOST-PCHRD. At least one (1) representative from the Consultant shall join the final inspection.
- 5.2.26 Review and certify correct all as-built plans submitted by the Contractor and transmit to and recommend for approval of the same to DOST-PCHRD.
- 5.2.27 Perform any and all other items of works not specifically mentioned above but which are necessary and essential to successfully supervise and control the construction activities in accordance with the plans, specifications and terms of contract. The Consultant's responsibility for the works shall continue until the Certificate of Acceptance has been issued by the DOST-PCHRD.
- 5.2.28 Should any problems and other concerns occur during the mandatory one (1) year liability period on any completed contract phase the Consultant shall upon the request of the DOST-PCHRD, make available its personnel involved in the construction supervision to assist the DOST-PCHRD in resolving said problems/issues.

### 5.3 Environmental Management and Monitoring

The Consultant shall supervise the site and its surroundings from adverse environmental pollution through the environmental survey and evaluation to be carried out by the contractor by undertaking of the following tasks:

The consultant shall monitor any changes which might arise during construction. Such monitoring shall be undertaken in accordance with the Government Environmental Guidelines, and this Terms of Reference.

- 5.3.1 Comprehensive environmental study to assist the DOST-PCHRD in setting up environmental conservation strategy/methods in the future, if any.
- 5.3.2 Monitoring of the present environmental condition which shall include, among others, the following points:
  - Water pollution
  - Air pollution
  - Noise and vibration
  - Solid waste management
  - Others
- 5.3.3 Monitoring of the environmental condition and/or supervision of the monitoring during and after construction which shall include, among others, the following items of survey:
  - Water pollution
  - Air pollution
  - Noise and vibration
  - Solid waste management
  - Others
- 5.3.4 Monitoring of ECC Requirements/Conditionalities

Monitoring the compliance of the Project with conditions stated in the Environmental Compliance Certificate (ECC) and makes the necessary recommendations on environmental mitigation measures to DOST-PCHRD and contractor(s) of the Project.

## 6. ORGANIZATION AND STAFFING

6.1 The following experts and their number shall be required to carry out the consulting services:

Tender Assistance for the Bidding of Construction	-	Two (2) months
Construction Supervision Stage	-	Five (5) months
<b>TOTAL</b>	-	<b>Seven (7) months</b>

Positions	No.	Man-Months	Total Man-Months
1. Project Manager/Team Leader	1	7	7
2. Deputy Team Leader/Quality Assurance Expert	1	5	5
3. Structural Engineer	1	4	4

4. Resident Civil Engineer	1	4	4
5. Quantity / Cost Engineer	1	4	4
6. Procurement Specialist	1	2	2
<b>Total</b>	<b>6</b>		<b>26</b>

**NOTE: Please see Annex A for Job Descriptions/Qualifications**

The above-mentioned Key Staff should have several years of experience in designing and supervising **medium-rise building and vertical projects**.

A total of **26 man-months** for the Construction Supervision Stage are estimated to be required from the Consultant's Key Staffs' respective positions.

Replacement of personnel shall be in accordance with the pertinent provisions of the IRR of R.A. No. 9184 (as amended). DOST-PCHRd reserves the right to demand the replacement of any of the Consultant's personnel assigned to the project who is found wanting in competence, honesty, integrity or whose services shall be prejudicial to the interest of the DOST-PCHRd.

#### **7. MODE OF PAYMENT TO THE CONSULTANT**

For the services rendered, the DOST-PCHRd shall pay the Consultant monthly, in accordance with submitted Financial Proposal, subject to the compliance of reports and documents required under this TOR specifically, the submission of complete Monthly Progress Reports. The final payment shall be released only after the issuance of Certificate of Completion and satisfying all the requirements.

If the Consultant fails to deliver any or all of the Services within the period specified in this TOR, the liquidated damages shall be referred under the provision of the General Condition of the Contract.

#### **8. REPORTS AND DOCUMENTS**

The consultant shall submit the following reports and documents and all English, viz:

- 8.1 Prerequisite for the Public Bidding, shall submit Scope of Works, Program of Work, Approved Budget of the Contract, Detailed Unit Price Analysis, List of Equipment and BOQ Form (uniform to all prospective bidders).
- 8.2 Before the end of the 1<sup>st</sup> month, five (5) copies of Inception Report shall be submitted compiling the methodologies, schedule, organization, etc.
- 8.3 By the twenty ninth (29<sup>th</sup>) day of each month, the Consultant shall submit five (5) copies of a Monthly Progress Report in the accepted form, briefly and concisely describing all activities and progress for the previous month. Problems encountered, or problems anticipated shall be clearly stated, together with steps taken or recommendations for their correction. It shall also indicate the works to be performed during the coming month.
- 8.4 The consultant, on behalf of the DOST-PCHRd shall submit without delay, Progress Report of the Project on a quarterly basis until the project is completed.
- 8.5 By the tenth (10<sup>th</sup>) day of January of the following year, the Consultant shall submit five (5) copies of an Annual Progress Report in the accepted form, briefly and concisely describing all activities and progress for the previous year.
- 8.6 The Consultant shall submit quarterly disbursement schedule.



- 8.7 Within one (1) month after completion of construction, provide the DOST-PCHRD with one (1) full size set of as-built plans on stable base materials plus an electronic copy and three (3) printed copies showing final details of the project completed together with all data, records, field books, etc., properly indexed catalog.
- 8.8 Within one (1) month after completion of construction, a final report summarizing the monthly construction activities indicating, among other things, the disbursement, accomplishment, activities, contract changes, claims or dispute or any other substantive matters having an effect on the amount and progress of works shall be submitted. The number of reports shall be five (5).
- 8.9 The Consultant shall assist the DOST-PCHRD in preparing the Project Completion Report (PCR) in such form. The submission of the PCR shall be a condition for final payment of the Consultant.
- 8.10 Service Completion Report shall be submitted after completion of all services stipulated in the contract, giving a summary of the whole period of the services. This report shall be referred to the issuance of the Statement of Performance for the final payment.
- 8.11 All plans, reports (except the Monthly Progress Reports) and other relevant documents must be accompanied by a back-up electronic file in a stable media storage the number of which will be agreed upon before preparation/submission.

## 9.0 DATA AND ASSISTANCE TO BE PROVIDED BY THE GOVERNMENT

With regard to the work of the Consultant that requires the cooperation of other government agencies, DOST-PCHRD will provide liaison and will ensure that the Consultant has access to all information as may be allowed by law for the performance of these services.

## 10.0 RESPONSIBILITY OF DOST-PCHRD

- 10.1 The DOST-PCHRD shall assist in the maintenance of peace and order along the project when and if necessary, upon the request of the Consultant.
- 10.2 The DOST-PCHRD shall expedite all decisions required by the Consultant to proceed with their duties.

## 11.0 SHORTLISTING OF PROSPECTIVE BIDDERS

Criteria	Weight (%)
I. Applicable Experience	35
a. Overall experience of the firm	
II. Qualification of Principal and Key Personnel	40
a. Education, Training and Publication	
b. Technical adequacy for assignment	
III. Job Capacity	25
a. Number of Technical Personnel in the firm relevant to the project	
b. Present workload	
<b>Total</b>	<b>100</b>

Prospective bidders must pass the required minimum score of 60% to be shortlisted. Failure of the Consultant to meet the specified requirements would result in a zero (0) rating for the specific criterion.

## 12.0 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. Applicable experience of the firm	10
II. Qualification of principal and key personnel	30
III. Adequacy of the proposed work plan and methodology and the organization and staffing	60
<b>Total</b>	<b>100</b>

To be declared as HRB, the bidder shall pass the required minimum technical score of seventy five percent (75%). Failure of the firm to meet the specified requirements would result in zero (0) rating for a specific criterion.

### 13.0 METHOD OF EVALUATION

Proposals 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).

Prepared by:

(sgd.)  
**JOHN JAVE D. MARABE**  
 Administrative Officer - V  
 PCHRD Engineer

Recommending Approval:

(sgd.)  
**MICHELLE V. ATIENZA**  
 Chief Administrative Officer  
 Finance and Administrative Division

APPROVED:

(sgd.)  
**JAIME C. MONTOYA, MD, MSc, PhD, CESO II**  
 Executive Director III  
 Head of Procuring Entity

**CONSULTING SERVICES FOR THE CONSTRUCTION  
PROJECT MANAGEMENT (CPM) TO UNDERTAKE THE PROJECT  
IMPLEMENTATION, MANAGEMENT AND SUPERVISION OF THE CONSTRUCTION  
OF SALIKSIK EXTENSION BUILDING (PHASE 1)**

**Key Staff Job Descriptions and Qualifications**

**Construction Supervision Stage**

Position	Job Description / Responsibilities	Required Qualifications
<b>Central Team</b>		
Project Manager/Team Leader	<ul style="list-style-type: none"> <li>■ Oversees the entire operation, direction, supervision and coordination of members of the Project Team and overall management of the consultancy services to be rendered by the Consultant</li> <li>■ Responsible for all the administrative staff and for the day-to-day activities of the local technical staff</li> <li>■ Prepares and submits reports to Implementing Units Office on the progress of work, the Contractor's performance, quality of works and the project's financial status and forecasts</li> </ul>	<ul style="list-style-type: none"> <li>■ Registered civil engineer with valid PRC License; Doctoral or MS in related field an added advantage</li> <li>■ Eight (8) years experience as Team Leader of Building Construction or higher in the construction supervision of medium or high-rise building projects.</li> </ul>
Deputy Team Leader /Quality Assurance Expert	<ul style="list-style-type: none"> <li>■ Assists the Team Leader in the management and supervision of the Project Team and the services to be rendered by the Consultant in the Construction Supervision Stage</li> <li>■ Assists the Team Leader in the review of the Contractor's working, erection and temporary work drawings as well as verification surveys and measurement of completed works</li> <li>■ Inspects of the safety aspects of construction and upgrading / improvement works and methods to ensure that every reasonable measure has been taken to protect life and property</li> <li>■ Ensures quality control of construction activities in accordance with the approved plans and specifications</li> </ul>	<ul style="list-style-type: none"> <li>■ Registered civil engineer with valid PRC License; Doctoral or MS in related field an added advantage</li> <li>■ Five (5) years experience as Deputy Team Leader or Quality Assurance Expert or in equivalent capacity or higher in the construction supervision of building projects.</li> </ul>

Position	Job Description / Responsibilities	Required Qualifications
Structural Engineer	<ul style="list-style-type: none"> <li>■ Monitors and supervises the construction of Building and related structures to ensure compliance with plans and specifications and implementation of appropriate quality control procedures and building construction methods</li> </ul>	<ul style="list-style-type: none"> <li>■ Registered civil engineer with valid PRC License; Doctoral or MS in related field (i.e., structural engineering) an added advantage</li> <li>■ Five (5) years experience as a Structural Engineer or in equivalent capacity or higher in the construction supervision of building projects.</li> </ul>
Procurement Specialist	<ul style="list-style-type: none"> <li>■ Assists the DOST-PCHRD during the Tender / Bidding stage of construction</li> </ul>	<ul style="list-style-type: none"> <li>■ BS in Architecture or Civil Engineering; Doctoral or MS in related field an added advantage</li> <li>■ Registered architect or civil engineer with valid PRC License</li> <li>■ Three (3) years experience in procurement of infrastructure projects.</li> </ul>
<b>Field Teams</b>		
Resident Civil Engineer	<ul style="list-style-type: none"> <li>■ Oversees the progress of works, the Contractor's performance, the quality of works and the project's financial status and forecasts</li> <li>■ Supervises field staff under their charge</li> <li>■ Coordinates with the Central Team and other members of the Field Team, assessment of the adequacy of all inputs such as materials, labor and equipment provided by the Contractor and their methods of work in relation to the required rate of progress.</li> <li>■ Supervises the works of the Contractor in the project site at all times and issuance of instruction(s) and timely assistance and direction to the Contractor on all matters related to the interpretation of the contract documents, ground survey controls, quality control testing and other matters related to compliance of the construction contract.</li> </ul>	<ul style="list-style-type: none"> <li>■ BS in Civil Engineering with valid PRC License; Doctoral or MS in related field an added advantage</li> <li>■ Duly licensed/registered civil engineer</li> <li>■ Three (3) years experience as Resident Engineer or in equivalent capacity or higher in the construction supervision of building projects</li> </ul>
Quantity / Cost Engineer	<ul style="list-style-type: none"> <li>■ Checks and approves of quality and quantity of materials supplied for construction works</li> <li>■ Checks and approves of quality and quantity of works completed for a given period</li> </ul>	<ul style="list-style-type: none"> <li>■ BS in civil engineering with valid PRC License; Doctoral or MS in related field an added advantage</li> <li>■ Three (3) years experience as Quantity/Cost Engineer or in equivalent capacity or higher in</li> </ul>

Position	Job Description / Responsibilities	Required Qualifications
	<ul style="list-style-type: none"> <li>■ Assists in the issuance of monthly certificates for payment</li> <li>■ Evaluates change orders claimed by the Contractor</li> <li>■ Assists in the preparation of monthly progress reports</li> <li>■ Keeps financial and physical progress records</li> <li>■ Coordinates with the Central Team, the Resident Engineer (L) and the other members of the Team to ensure the Contractor's compliance with plans and specifications.</li> </ul>	<p>the construction supervision of building projects.</p>

# **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 “Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction of Saliksik Extension Building (Phase 1)”, 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 "Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction 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 " Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction of 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 "Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction 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 " Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction Building " is just part of the required services of the contract, state how much for JVAs, 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 <sup>2</sup>	No. of Trainings Relevant to Profession <sup>3</sup>		Over-all Work Experience <sup>4</sup>	Number of Projects Undertaken Related to the " Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction 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 highest educational attainment

<sup>3</sup> Provide proof of trainings undertaken

<sup>4</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 Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction 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 “Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction of Saliksik Extension Building (Phase 1)” 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 also be provided during the submission of Technical Proposal. Only those attainments and undertakings with supporting documents will be considered for evaluation.</p>
--

**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 five (5) years. Similar projects refer to the projects with scope of works related to Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction 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 Construction Project Management (CPM) to Undertake the Project Implementation, Management and Supervision of the Construction 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 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, highest educational attainment, 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.

12		Supplemental Bid Bulletin, if any
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**Note:** PCHRD shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by PCHRD 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**

