



OFFICIAL BIDDING DOCUMENTS

NOTE: This OBD is compliant with the Philippine Bidding Documents (Consulting Services),
1st Edition (May 2025) prepared by GPPB.

Some minor changes have been made to suit the requirements of the

development academy of the philippines (DAP)
as the Procuring Entity

for

**ONE LOT CONSULTING SERVICES FOR THE
PREPARATION OF THE CONCEPTUAL MASTER
PLAN FOR THE FUTURE UPDATES AND
UPGRADES OF THE EXISTING DAP
CONFERENCE CENTER AND 4-STOREY
DORMITORY LOCATED IN THE 4.08 HECTARES
DAPCC TAGAYTAY COMPOUND**

with an
Approved Budget for the Contract (ABC)
of

₱13,400,000.00

Invitation to Bid No.: IB25-420125-07

DAP Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788, Ortigas Center, Pasig City 1600

Telephone: (632) 8631 0921 loc. 133

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GLOSSARY OF ACRONYMS, TERMS, AND ABBREVIATIONS

ABC – Approved Budget for the Contract
BAC – Bids and Awards Committee
BIR – Bureau of Internal Revenue
BSP – Bangko Sentral ng Pilipinas
CDA - Cooperative Development Authority
DOLE – Department of Labor and Employment
GCC - General Conditions of Contract
GFI – Government Financial Institution
GOCC – Government-Owned and/or –Controlled Corporation
GoP – Government of the Philippines
GPPB – Government Procurement Policy Board
HoPE – Head of Procuring Entity
HRRB – Highest Rated Responsive Bid
IRR – Implementing Rules and Regulations of Republic Act No. 12009
ITB – Instructions to Bidders
LGUs – Local Government Units
LoC – Letter of Credit
MYCA – Multi-Year Contracting Authority
NGA – National Government Agency
PhilGEPS - Philippine Government Electronic Procurement System
Procuring Entity - the organization purchasing Consulting Services, as named in the SCC
RA No. – Republic Act Number
SCC - Special Conditions of Contract
SEC – Securities and Exchange Commission
UN – United Nations
WB – World Bank

Nothing Follows

DEFINITION OF TERMS

Bid – a signed offer, proposal, or quotation submitted by a supplier, manufacturer, distributor, contractor, consultant, or service provider in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR of RA No. 12009, Section 5[c]).

Bidder – a supplier, manufacturer, distributor, contractor, consultant, and service provider, whether public or private, who submits a Bid in response to the requirements of the Procuring Entity as stated in the Bidding Documents. (IRR of RA No. 12009, Section 5[d]).

Bidding Documents – the documents issued by the Procuring Entity as the basis for Bids, furnishing all information necessary to prospective bidder to prepare a Bid for the Goods, Infrastructure Projects, and Consulting Services required by the Procuring Entity. (IRR of RA No. 12009, Section 5[e]).

Consultant – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in providing Consulting Services.

Consulting Services – refer to services for Infrastructure Projects and other types of projects or activities of the government requiring adequate external technical and professional expertise that are beyond the capability or capacity of the government to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies. (IRR of RA No. 12009, Section 5[i])

Contract – refers to the agreement entered into between the Procuring Entity and the Supplier or Manufacturer or Distributor or Service Provider for procurement of Goods and Services; Contractor for Procurement of Infrastructure Projects; or Consultant or Consulting Firm for Procurement of Consulting Services; as the case may be, as recorded in the Contract Form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.

Contract Price – the price payable to the Supplier under the Contract for the full and proper performance of its contractual obligations.

Effective Date of the Contract – the date indicated in the contract. However, the Consultant shall commence performance of its obligations only upon receipt of the Notice to Proceed.

Framework Agreement – is a procurement strategy which shall be in the nature of an option contract between the Procuring Entity and the bidder that stipulates the terms and conditions to be applied in subsequent contracts for the procurement of Goods, Infrastructure Projects, and Consulting Services with a single or multiple contractor, manufacturer, supplier, distributor, consultant, and service provider to expand the pool of prospective bidders, take advantage of economies of scale, minimize the administrative burden of conducting separate procurement activities, and generate time and money savings. (IRR, Sections 16.1 and 16.2).

Foreign-funded Procurement or Foreign-Assisted Project – refers to the acquisition of Goods, Consulting Services, and the contracting for Infrastructure Projects by the Government of the Philippines which are wholly or partly funded by foreign loans or grants pursuant to a Treaty or International or Executive Agreement.

Goods – refer to (i) all items, supplies, and materials, whether in the nature of equipment, furniture, stationery, materials for construction, or personal property of any kind, needed in the transaction of public businesses or in the pursuit of any government undertaking, project or activity; or (ii) general support services which pertain to all types of services except Consulting Services and Infrastructure Projects, such as the repair and maintenance of equipment and furniture, as well as trucking, hauling, janitorial, security, and related or analogous services. (IRR of RA No. 12009, Section 5[n])

Infrastructure Projects – include the construction, improvement, rehabilitation, demolition, repair, restoration, or maintenance of roads and bridges, railways, airports, seaports, communication facilities, civil works components of information technology projects, irrigation, flood control and drainage, water supply, sanitation, sewerage and solid waste management systems, shore protection, energy/power and electrification facilities, national buildings, school buildings, hospital buildings, and other related construction projects of the government. Also referred to as “civil works” or “works;” (IRR of RA No. 12009, Section 5[r])

Online submission – pertains to the submission of the short-listing documents and bids for Consulting Services through electronic means or through the e-bidding facility of the PhilGEPS.

Project – refers to a specific or identified procurement covering Goods, Infrastructure Projects or Consulting Services. A Procurement Project shall be described, detailed, and scheduled in the Project Procurement Management Plan prepared by the agency which shall be consolidated in the procuring entity's Annual Procurement Plan.

Supplier – refers to a citizen, or any corporate body or commercial company duly organized and registered under the laws where it is established, habitually established in business and engaged in the manufacture or sale of the merchandise or performance of the general services covered by his bid. Supplier as used in these Bidding Documents may likewise refer to a manufacturer, distributor, contractor, consultant, or service provider.

Verified Report – refers to the report submitted by the Implementing Unit to the HoPE setting forth its findings as to the existence of grounds or causes for termination and explicitly stating its recommendation for the issuance of a Notice to Terminate.

Nothing Follows

PART I:
ELIGIBILITY AND SHORT-
LISTING

SECTION I. REQUEST FOR EXPRESSION OF INTEREST



development academy of the philippines

BIDS AND AWARDS COMMITTEE (SO NO. 2025-070)



REQUEST FOR EXPRESSION OF INTEREST

FOR

ONE LOT CONSULTING SERVICES FOR THE PREPARATION OF THE CONCEPTUAL MASTER PLAN FOR THE FUTURE UPDATES AND UPGRADES OF THE EXISTING DAP CONFERENCE CENTER AND 4-STOREY DORMITORY LOCATED IN THE 4.08 HECTARES DAPCC TAGAYTAY COMPOUND

IB25-420125-07 | ABC: PHP13,400,000.00

- 1) The Development Academy of the Philippines (DAP), through the Prior Year's Subsidy (APY as per Special Provisions of GAA 2025) intends to apply the sum of **THIRTEEN MILLION FOUR HUNDRED THOUSAND PESOS (₱ 13,400,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **"One Lot Consulting Services for the Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory located in the 4.08 Hectares DAPCC Tagaytay Compound"** per **IB25-420125-07**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
- 2) The DAP now calls for Expressions of Interest by submitting a Letter of Intent to participate in the eligibility and short-listing process. A submission of short-listing documents for Consulting Services for the Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory located in the 4.08 Hectares DAPCC Tagaytay Compound using competitive public bidding.

Short-Listing Documents of interested consultants must be duly received by the Bids and Awards Committee (BAC) Secretariat through manual submission on or before 12 November 2025 (Wednesday) at 10:00AM at the DAP Bldg., San Miguel Avenue, Pasig City. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.

The opening of Short-Listing Documents shall be on 12 November 2025 (Wednesday) at 10:00AM at the DAP Bldg., San Miguel Avenue, Pasig City. It will be opened in the presence of the bidders' authorized representatives who choose to attend the activity.

- 3) Interested bidders may obtain further information from the BAC Secretariat and inspect the Bidding Documents at the DAP Bldg., San Miguel Avenue, Pasig City from Monday to Friday, 9:00AM to 4:30PM.
- 4) Bidders who submitted their Letter of Intent to participate in the eligibility and short-listing process will be provided by the BAC Secretariat with electronic-copies of the complete set

of the **Official Bidding Documents (OBD)**, including the prescribed Forms free of charge. It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the DAP.

Provided that those Bidders determined to be eligible and short-listed, and decided to participate, shall pay the applicable fee for the OBD, pursuant to the latest Guidelines issued by the GPPB, in the amount of **Twenty-Five Thousand Pesos (P25,000.00)** on or before the date and time of the submission of bids set by the DAP.

- 5) The BAC shall draw up the short-list of consultants from those who have submitted Expression of Interest, including the short-listing documents, and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 12009, otherwise known as the “New Government Procurement Act”, and its Implementing Rules and Regulations (IRR). The short-list shall consist of ***not more than five (5) prospective bidders who passed the minimum passing score of 60 points*** will be entitled to submit bids.

The **criteria and rating system for short-listing** shall be based on the consultant’s demonstrated experience, professional qualifications, and capacity to undertake the project as follows:

- a. Applicable **EXPERIENCE (40 pts)** refers to the Bidder’s / Consultant Firm’s years of existence in business and registration status; lists of all master planning or similar projects in the last ten (10) years to include project owner, amount, scope and size (in terms of square meters); lists of all other projects completed over the last ten (10) years to include project owner, amount, scope and size (in terms of square meters) including project folio of all similar completed and all other completed projects; project testimonials and awards;
- b. **QUALIFICATIONS (50 pts)** of the Bidder/Consultant Firm who will be committed for the Project: Info/Data will be culled from submitted Consultant Firm Qualification Statement – to include name of principal(s) with respective CVs, with at least (1) or more of the principal(s)’ expertise is master planning (years of experience, background, preferably ASEAN/ Asian Architects and Engineers, with applicable professional accreditation, etc.); key personnel with respective CVs to include applicable licenses and membership in PRC-Accredited Professional Organizations, etc.; total number of staff and total number of registered Architects and other professionals; honors and awards of the firm; and professional and civic affiliations;
- c. Current Workload relative to **CAPACITY (10 pts)**: the assessed workload of the Bidder / Consultant Firm considering current workload to include value and size (in terms of square meters); status (% completion) of the current/on-going and master planning and similar projects for the current fiscal year being handled by the Bidder / Consultant.

The Method of Determining the Final Score for Short-listing Purposes: To determine a Bidder’s score, the BAC will be guided using this table:

Adjectival Rating	Range of Scores That Can Be Assigned		
	EXPERIENCE	QUALIFICATIONS	CAPACITY
PASS	24-40	30– 50	6-10
FAIL	below 24	below 30	below 6

- 6) Bidding will be conducted through competitive selection using non-discretionary “pass/fail” criterion as specified in the Implementing Rules and Regulations (IRR) of RA No. 12009.

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.

- 7) The Procuring Entity shall evaluate bids to determine the Highest Rated Bid using the Quality-Cost Based Evaluation (QCBE) procedure. The technical proposal shall carry seventy percent (70%) and financial proposal thirty percent (30%) weight in the bid evaluation. In the event of a tie in the top overall rating, the bidder with the lowest quoted financial proposal among the tied bidders shall be declared as the highest rated bid. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
- 8) The contract shall be completed within Eight (8) Months.
- 9) All Bids must be accompanied by a bid security in any of the acceptable forms and in the amount stated in **ITB** Clause 16.
- 10) The DAP 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 70 of RA No. 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
- 11) For further information, please refer to:

RODEL D. CASTILLO

Officer-in-Charge, BAC Secretariat Division

Development Academy of the Philippines

Address : Ground Floor, DAP Bldg., San Miguel Ave., Pasig City

Telephone : (632) 8631-0921 loc. 133

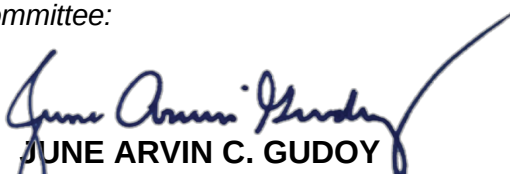
BAC Secretariat email : dapbacsec@dap.edu.ph

Website address : <https://www.dap.edu.ph>

You may visit the website <https://www.dap.edu.ph/invitation-to-bid> to download the OBD.

Issued this 4th day of November 2025.

For the DAP Bids and Awards Committee:


JUNE ARVIN C. GUDOY
Chairperson, Bids & Awards Committee

Nothing Follows

SECTION II. SHORT-LISTING DOCUMENTS

1) Short-listing 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 or 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%), **subject to the latest foreign investment negative list**. 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 Joint Venture Agreement (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 **SDS**.

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 **SDS**.

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 eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. The following eligibility requirements, together with the Short-listing 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 of this Section for purposes of determining eligibility of prospective bidders:

- a) PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR.

- b) Statement 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 procurement project, within the relevant period provided in the **SDS**. The statement shall include, for each contract, the following:

- i) the name and location of the contract;
- ii) date of award of the contract;
- iii) type and brief description of Consulting Services;
- iv) consultant's role (whether main consultant, or partner in a JV)
- v) amount of contract;
- vi) contract duration; and
- vii) certificate of satisfactory completion or equivalent specified in the **SDS** issued by the client, in the case of a completed contract.

- c) 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.

- d) *[If applicable]* the JVA in case the joint venture is already in existence, or in the absence of a JVA, a duly notarized statement from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the event that the bid is successful.

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 or post, or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, as defined in Section 20.9.2 of the IRR, except for countries identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

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. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with Filipino Consultants.

2.4 To facilitate the determination of eligibility, the BAC shall use the contents of the PhilGEPS electronic registry of manufacturers, suppliers, distributors, contractors, or consultants, in accordance with Section 20 of the IRR.

3) Format and Signing of Short-listing Documents

3.1 Prospective bidders shall submit their short-listing documents through their duly authorized representative on or before the deadline specified in Clause 5 of this Section.

3.2 The Short-listing 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 short-listing documents.

3.3 Any insertions, 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 Short-listing Documents

4.1 Prospective bidders shall enclose their short-listing documents described in Clause 2.1, in a sealed envelope marked "SHORT-LISTING DOCUMENTS."

4.2 The short-listing documents as indicated in the SDS shall be signed by the prospective bidder or its duly authorized representative/s.

4.3 All envelopes shall:

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

4.4 Unsealed or unmarked envelopes or short-listing documents that cannot be opened or corrupted in case of online submission, as required in the Bidding Documents, shall be rejected. However, for manually submitted envelopes that are not properly sealed and marked as required in the Bidding Documents, the same shall be accepted; Provided, that the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for misplacement of the contents of the short-listing documents, or for its premature opening.

5) Deadline for Submission of Short-listing Documents

Short-listing documents must be received by the Procuring Entity's BAC at the address indicated in the Request for Expression of Interest or through online submission on or before the date and time indicated in the SDS.

6) Late Submission of Short-listing Documents

Any short-listing documents submitted after the deadline for submission and receipt prescribed in Clause 5 of this Section 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 short-listing documents, the Bidder's name, its representative and the time the short-listing documents were submitted late.

7) Modification and Withdrawal of Short-listing Documents

7.1 The prospective bidder may modify its short-listing documents before the deadline for the submission and receipt of short-listing documents. For manual submission and receipt of short-listing documents, the prospective bidder shall not be allowed to retrieve its short-listing documents but shall be allowed to submit the modification to

the short-listing documents equally sealed, properly identified, linked to its bid marked as "SHORT-LISTING 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. For online submission, where bidders modify their short-listing documents, they shall not be allowed to retrieve their short-listing documents but shall only be allowed to submit the short-listing modification equally secured and properly identified, and it shall be labelled as a "modification" of the one previously submitted. The time indicated in the latest short-listing receipt page generated shall be the official time of submission. Short-listing documents submitted after the deadline shall not be accepted.

- 7.2 A prospective bidder may, in writing, withdraw its short-listing documents before the deadline for the submission and receipt of short-listing documents.
- 7.3 Short-listing 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 short-listing documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the short-listing 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 short-listing documents.

8) Opening and Preliminary Examination of Short-listing Documents

- 8.1 The BAC will open the envelopes containing the short-listing 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 **SDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.
- 8.2 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 on the PhilGEPS website and the website of the Procuring Entity concerned.
- 8.3 Letters of withdrawal shall be read out and recorded during the opening of short-listing documents and the envelope containing the corresponding withdrawn short-listing documents shall be returned unopened to the withdrawing prospective bidder.
- 8.4 The short-listing documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- a) the name of the prospective bidder;
 - b) whether there is a modification or substitution; and
 - c) the presence or absence of each document comprising the short-listing documents vis-à-vis a check of the required documents.
- 8.5 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 short-listing document required, it 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, it shall be considered eligible to participate in the bidding, and the BAC shall mark the set of short-listing 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 short-listing 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 **SDS** 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 **SDS**.
- 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

Decisions of the Procuring Entity at any stage of the procurement process may be protested to the HoPE; Provided, that a prior request for reconsideration should have been filed by the party concerned to the BAC and the same has been resolved.

Nothing Follows

SECTION III. SHORT-LISTING DATA SHEET

SDS Clause	Details of the SHORT-LISTING DATA SHEET (SDS)
1.2 Type of Consulting Services	The Consulting Services to be performed under this Contract shall cover Master Planning, Site Planning, Architecture, Interior Design, Landscape Architecture, and Engineering Consultancy in relation to the preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory within the 4.08-hectare DAPCC Tagaytay Compound.
1.3 Eligible Bidders	No further instructions.
2.1 (b) Statement of all Ongoing and Completed Contracts	The statement of all ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, shall include all such contracts within ten (10) years prior to the deadline for the submission and receipt of short-listing documents.
2.1 (b) (vii) Proof of Satisfactory Completion of Completed Contracts	Certificate of satisfactory completion and/or acceptance of all past project(s) within the last ten (10) years or any document/s that may represent the satisfactory completion and acceptance of the bidder's client(s) of the output(s) or deliverable(s) performed by the bidder.
4.2 Eligibility and Short-Listing Documents	Bidders must submit clear and readable copy of the following eligibility and short-listing documents: 1. Filled-out Form 1: Short-Listing Documents Submission Form; 2. Valid PhilGEPS Certificate of Registration under PLATINUM CATEGORY with the current and updated copy of the Class "A" eligibility documents as follows: 2.1. Registration Certificate from SEC or DTI, or CDA, whichever is applicable; 2.2. Tax Clearance Certificate for FY2024 issued by the Bureau of Internal Revenue (BIR); 2.3. Audited Financial Statements for FY2023 and FY2024 stamped "received" by the BIR or its duly accredited and authorized institutions; and 2.4. Valid Mayor's / Business Permit issued by the city or municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas. PROVIDED FURTHER, THAT THE PRINCIPAL BUSINESS ADDRESS SHALL MATCH WITH THE ADDRESS INDICATED IN ANY OF THE DOCUMENTS LISTED ABOVE. 3. Filled-out Form 2: Statement of ALL Ongoing Government and/or Private Contracts, including Contracts Awarded but Not Yet Started, if any, to include project owner, amount, scope and size (in terms of sq.m.); and project folio with photo documentation. Bidder shall attach supporting documents as follows: ☐ Photocopy of the Notice-of-Award; or ☐ Photocopy of Notice-To-Proceed; or ☐ Photocopy of the contract for the project/s; and

	☐ Certified True Copy of the “Certificate of Work Accomplishment” signed by Project Owner or its duly authorized representative/s. 4. Filled-out Form 3: Statement of ALL Completed Master Planning or Similar Government and/or Private Contracts within the last 10 years, to include project owner, amount, scope and size (in terms of sq.m.); project folio with photo documentation; project testimonials and awards; and supported by photocopy of the Client’s or its duly authorized representative’s certificate of satisfactory completion or equivalent document. 5. Filled-out Form 4: Statement of ALL Other Completed Government and/or Private Contracts within the last 10 years, to include project owner, amount, scope and size (in terms of sq.m.); project folio with photo documentation; project testimonials and awards; and supported by photocopy of the Client’s or its duly authorized representative’s certificate of satisfactory completion or equivalent document. 6. Filled-out Form 5: Consultant Firm Qualification Statement (Firm ID / Company Profile), to include the following: 6.1. Name and Curriculum Vitae of Principal(s) / Owner(s) of the Firm; 6.2. Name and Curriculum Vitae of Key Personnel of the Firm; 6.3. Total number of PRC-registered Architects and other Professionals; 6.4. Total number of Firm personnel and staff including their Profession/Position; and 6.5. List of Honors and Awards of the Firm (attach photo/s of plaque/trophy and/or copy of the certificate/s). 7. If applicable, valid Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. 8. USB Thumb Drive containing electronic-copies of the submitted eligibility and short-listing documents. Note: USB thumb drive containing an electronic-copy that cannot be opened or is corrupted or is incomplete shall not be a ground for disqualification. In the event of any discrepancy between the original printed-copies and the electronic-copies, the original printed-copies shall prevail. Instruction to Bidders: a. Each Prospective Bidder shall submit one (1) original and one (1) certified true copy of its eligibility and short-listing documents. b. Each Bidder’s representative, other than the authorized contract signatory, shall submit the Letter of Authorization (LOA) indicating that the one physically submitting the eligibility and short-listing documents is the authorized representative. The LOA shall be presented by any Bidder’s Representative during the submission and must be signed by the same person who will sign the contract for the said transaction.
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	c. The said LOA should be separated from the sealed documents, and must be readily available for scrutiny of the DAP-BAC; preferably pasted either at the face or the back of the 'biggest envelope'.
4.3 (c) Address of the Procuring Entity's BAC	The DAP's contact person and address is: RODEL D. CASTILLO Officer-in-Charge, BAC Secretariat Division Development Academy of the Philippines Address : Ground Floor, DAP Bldg., San Miguel Ave., Pasig City Telephone: (632) 8631-0921 loc. 133 BAC Secretariat email: dapbacsec@dap.edu.ph
4.3 (d) Project Identification Number	The Identification Number is: IB25-420125-07
5 Deadline for Submission of Short-Listing Documents	The deadline for submission of short-listing documents is 12 November 2025 (Wednesday), 10:00AM.
8.1 Date, Time and Place of Opening of Short-Listing Documents	The date, time, and place of opening of short-listing documents is 12 November 2025 (Wednesday) at 10:00AM, at the DAP Building, San Miguel Ave., Ortigas Center, Pasig City.
9.1 Contracts Similar to the Contract to be Bid	Similar contracts shall refer to consulting services involving the preparation of master planning, site planning, architecture, interior design, landscape architecture and engineering consultancy for institutional, educational, training, conference, or hospitality facilities, which may include components of heritage conservation, sustainable site planning, and infrastructure integration.
9.2 Criteria and Rating System	The short list of prospective bidders shall consist of not more than five (5) consultants. Only the top five (5) from among those who had earned the minimum (or better than) passing scores will be considered in the short list. The criteria and the rating system for short listing are: 1. Applicable EXPERIENCE (40 pts) refers to the Bidder's / Consultant Firm's years of existence in business and registration status; lists of all master planning or similar projects in the last ten (10) years to include project owner, amount, scope and size (in terms of square meters); lists of all other projects completed over the last ten (10) years to include project owner, amount, scope and size (in terms of square meters) including project folio of all similar completed and all other completed projects; project testimonials and awards. 2. QUALIFICATIONS (50 pts) of the Bidder/Consultant Firm who will be committed for the Project: Info/Data will be culled from submitted Consultant Firm Qualification Statement – to include name of principal(s) with respective CVs, with at least (1) or more of the principal(s)' expertise is master planning (years of experience,

background, preferably ASEAN/Asian Architects and Engineers, with applicable professional accreditation, etc.); key personnel with respective CVs to include applicable licenses and membership in PRC-Accredited Professional Organizations, etc.; total number of staff and total number of registered Architects and other professionals; honors and awards of the firm; and professional and civic affiliations.

3. Current Workload relative to CAPACITY (10 pts): the assessed workload of the Bidder / Consultant Firm considering current workload to include value and size (in terms of square meters); status (% completion) of the current/on-going and master planning and similar projects for the current fiscal year being handled by the Bidder / Consultant.

To determine a Bidder’s score, the BAC will be guided using this table.

Adjectival Rating	Range of Scores That Can Be Assigned		
	EXPERIENCE	QUALIFICATIONS	CAPACITY
PASS	24-40	30– 50	6-10
FAIL	below 24	below 30	below 6

The minimum passing score is 60 points.

Nothing Follows

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Nothing Follows

Bidder's LETTERHEAD

FORM 1: SHORT-LISTING DOCUMENTS SUBMISSION FORM

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE SHORT-LISTING DOCUMENTS MARKED AS "**SD01**"; AND
- 02.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

[Date]

BIDS & AWARDS COMMITTEE

Development Academy of the Philippines
GF, DAP Bldg., San Miguel Avenue, Pasig City 1600
P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines
Telephone: (632) 8631-0921 loc. 133
BAC Secretariat email: dapbacsec@dap.edu.ph
Website address: <http://www.dap.edu.ph>

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated [insert date] for **"One Lot Consulting Services for the Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory located in the 4.08 Hectares DAPCC Tagaytay Compound"**, [Name of Consultant] hereby expresses interest in participating in the eligibility and short-listing for said Project and submits the attached short-listing documents in compliance with the Short-listing 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 or 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 Short-listing Documents Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

Nothing Follows

Bidder's LETTERHEAD

FORM 2: STATEMENT OF ALL ONGOING GOVERNMENT AND/OR PRIVATE CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, IF ANY

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE SHORT-LISTING DOCUMENTS MARKED AS "SD07";
- 02.** IF THERE IS NO ONGOING INCLUDING AWARDED BUT NOT YET STARTED GOVERNMENT AND/OR PRIVATE CONTRACTS, STATE "NONE", OR EQUIVALENT TERM;
- 03.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND
- 04.** BIDDERS SHALL ATTACH CLEAR AND READABLE COPY OF THE FOLLOWING:
 - ☐ PHOTOCOPY OF THE NOTICE-OF-AWARD; OR
 - ☐ PHOTOCOPY OF NOTICE-TO-PROCEED; OR
 - ☐ PHOTOCOPY OF THE CONTRACT FOR THE PROJECT/S; AND
 - ☐ CERTIFIED TRUE COPY OF THE "CERTIFICATE OF WORK ACCOMPLISHMENT" SIGNED BY PROJECT OWNER OR ITS DULY AUTHORIZED REPRESENTATIVE/S.

Note: Excel-file will be provided as part of the complete set of Bidding Documents bought by the Bidder.

Bidder's LETTERHEAD

FORM 3: STATEMENT OF ALL COMPLETED MASTER PLANNING OR SIMILAR GOVERNMENT AND/OR PRIVATE CONTRACTS

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE SHORT-LISTING DOCUMENTS MARKED AS "**SD08**";

02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND

03. BIDDERS SHALL ATTACH CLEAR AND READABLE COPY OF THE FOLLOWING:

- ☐ PHOTOCOPY OF THE CERTIFICATE OF SATISFACTORY COMPLETION; OR
- ☐ PHOTOCOPY OF THE CERTIFICATE OF ACCEPTANCE; OR
- ☐ ANY EQUIVALENT DOCUMENTS, WHICHEVER IS APPLICABLE; AND
- ☐ PROJECT FOLIO WITH PHOTO DOCUMENTATION; AND
- ☐ PROJECT TESTIMONIALS AND AWARDS (IF ANY).

Note: *Excel-file will be provided as part of the complete set of Bidding Documents bought by the Bidder.*

Bidder's LETTERHEAD

FORM 4: STATEMENT OF ALL OTHER COMPLETED GOVERNMENT AND/OR PRIVATE CONTRACTS

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE SHORT-LISTING DOCUMENTS MARKED AS "**SD09**";

02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER; AND

03. BIDDERS SHALL ATTACH CLEAR AND READABLE COPY OF THE FOLLOWING:

- ☐ PHOTOCOPY OF THE CERTIFICATE OF SATISFACTORY COMPLETION; OR
- ☐ PHOTOCOPY OF THE CERTIFICATE OF ACCEPTANCE; OR
- ☐ ANY EQUIVALENT DOCUMENTS, WHICHEVER IS APPLICABLE; AND
- ☐ PROJECT FOLIO AND PHOTO DOCUMENTATION; AND
- ☐ PROJECT TESTIMONIALS AND AWARDS (IF ANY).

Note: *Excel-file will be provided as part of the complete set of Bidding Documents bought by the Bidder.*

Bidder's LETTERHEAD

FORM 5: CONSULTANT FIRM QUALIFICATION STATEMENT

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE SHORT-LISTING DOCUMENTS MARKED AS "SD10"; AND
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

[Date]

BIDS & AWARDS COMMITTEE

Development Academy of the Philippines

GF, DAP Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines

Telephone: (632) 8631-0921 loc. 133

BAC Secretariat email: dapbacsec@dap.edu.ph

Website address: <http://www.dap.edu.ph>

Ladies/Gentlemen:

We are submitting herewith the pertinent information for the Project:

Project: **ONE LOT CONSULTING SERVICES FOR THE PREPARATION OF THE CONCEPTUAL MASTER PLAN FOR THE FUTURE UPDATES AND UPGRADES OF THE EXISTING DAP CONFERENCE CENTER AND 4-STOREY DORMITORY LOCATED IN THE 4.08 HECTARES DAPCC TAGAYTAY COMPOUND per IB25-420125-07**

01. BASIC INFORMATION

01.1. Firm Name:

01.2. Business Address:

01.3. Contact Information:

01.4. Contact Person / Firm Representative:

01.5. Type of Organization:

01.5.1. _____ Single Proprietorship

01.5.2. _____ Professional Partnership

01.5.3. _____ Corporation

01.5.4. _____ Partnership

01.5.5. _____ Joint Venture* (give details)

01.5.6. _____ Other(s), please specify: _____

02. GENERAL STATEMENT OF QUALIFICATION

02.1. General Information

- 02.1.1. Names of Principals / Owners of the Firm: [Include CV of Principals / Owners]
- 02.1.2. Professional History: [Valid PRC ID, In Standing PRC APO, Current PTR]
- 02.1.3. Registration Status:
- 02.1.4. Key Personnel of the Firm: [Name(s) and include CV]
- 02.1.5. Total Number of Firm Personnel and Staff: [Number and Profession/Position]
- 02.1.6. Number of PRC-registered Architects and other Professionals:
- 02.1.7. List of Honors and Awards of the Firm: [Attach photo/s of plaque/trophy and/or copy of the certificate/s relating to projects and services provided]

02.2. Consultant Firm Organizational Chart [Include names and position titles]

02.3. Related Professional Services

- 02.3.1. Civil/Structural
- 02.3.2. Sanitary/Plumbing
- 02.3.3. Mechanical
- 02.3.4. Electrical/Electronics
- 02.3.5. Landscape
- 02.3.6. Interiors
- 02.3.7. Model Making

03. PROJECTS

03.1. Projects representative of the Architects (and related professional's) recent works.

- 03.1.1. Project Owner
- 03.1.2. Owner Contact
- 03.1.3. Amount
- 03.1.4. Size
- 03.1.5. Brief Description / Scope
- 03.1.6. Completion Date
- 03.1.7. Contractor/Construction Manager

03.2. Other completed Projects.

- 03.2.1. Project Owner
- 03.2.2. Owner Contact
- 03.2.3. Amount
- 03.2.4. Size
- 03.2.5. Brief Description / Scope
- 03.2.6. Completion Date
- 03.2.7. Contractor/Construction Manager

03.3. Project Testimonials and Awards (if any)

03.3.1. ...

03.3.2. ...

03.3.3. ...

03.4. Projects / Works Folio with photo documentation (hard copy compilation and e-file, colored): *of selected Projects to include brief basic information about the Project and Client and its architectural / engineering highlights and any innovative approaches or methodologies applied*

03.4.1. ...

03.4.2. ...

03.4.3. ...

I hereby certify that as of the above date, the information provided in this Consultant's Qualification Statement is true and complete so as not to be misleading.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

Nothing Follows

SECTION V. DOCUMENTARY REQUIREMENT CHECKLIST

OBD Part-1: **ELIGIBILITY and SHORT-LISTING DOCUMENTS**

01. All submissions of the Bidder should be **clear and readable** and must indicate the document number. Bidders' Eligibility and Short-listing Documents should be marked "SD01" to "SD12".
02. On this checklist; the column "As Checked" shall be marked ...
 - ✓ **"PASSED"** to indicate that said document was available; or
 - ✓ **"FAILED"** when the document listed is not available in the bid proposal submitted; or
 - ✓ **"NOT APPLICABLE"** if the item in the checklist was not appropriate or no longer required.
03. During the evaluation at the stage of post-qualification, a proposal may still be declared **"not eligible"** or **"failed"** if the contents / substance of the submitted document is missing, or is found inappropriate, or does not comply with the given requirements for this transaction.

Bidding No. IB25-420125-07	Total ABC: THIRTEEN MILLION FOUR HUNDRED THOUSAND PESOS (P13,400,000.00)
Particulars: ONE LOT CONSULTING SERVICES FOR THE PREPARATION OF THE CONCEPTUAL MASTER PLAN FOR THE FUTURE UPDATES AND UPGRADES OF THE EXISTING DAP CONFERENCE CENTER AND 4-STOREY DORMITORY LOCATED IN THE 4.08 HECTARES DAPCC TAGAYTAY COMPOUND	
Venue of Bid Opening:	DAP Bldg., San Miguel Avenue, Pasig City DATE & TIME of Bid Opening 12 November 2025 at 10:00 AM

PROPONENT INFORMATION	COMPANY NAME:	?
	COMPANY MAILING ADDRESS:	?
	COMPANY WEBSITE OR EMAIL ADDRESS:	?
Bidder's Authorized Representative:	NAME OF THE COMPANY REPRESENTATIVE:	?
	POSITION TITLE OF THE COMPANY REPRESENTATIVE:	?

ELIGIBILITY AND SHORT-LISTING DOCUMENTS	mark	As Checked
1. Filled-out Short-Listing Documents Submission Form	SD01	☐ Present ☐ Absent

ELIGIBILITY AND SHORT-LISTING DOCUMENTS	mark	As Checked
2. Photocopy of valid PhilGEPS Certificate of Registration.	SD02	☐ Present ☐ Absent
3. Photocopy of Registration Certificate from SEC or DTI, or CDA, whichever is applicable.	SD03	☐ Present ☐ Absent
4. Photocopy of Tax Clearance Certificate for FY2024 issued by the Bureau of Internal Revenue (BIR).	SD04	☐ Present ☐ Absent
5. Photocopy of Audited Financial Statements for FY2023 and FY2024 stamped “received” by the BIR or its duly accredited and authorized institutions.	SD05	☐ Present ☐ Absent
6. Photocopy of valid Mayor’s/Business Permit issued by the city or municipality where the principal place of business is located, or the equivalent document for Exclusive Economic Zones or Areas. <i>Provided that the principal business address shall match with the address indicated in any of the eligibility documents, i.e. SD02, SD03, SD04, or SD05.</i>	SD06	☐ Present ☐ Absent
7. Statement of All Ongoing Government and/or Private Contracts, including contracts awarded but not yet started, if any, to include project owner, amount, scope and size (in terms of square meters), to include Project Folio with photo documentation. Bidders shall attach clear and readable copy of the following: ☐ Photocopy of the Notice-of-Award; or ☐ Photocopy of Notice-To-Proceed; or ☐ Photocopy of the contract for the project/s; and ☐ Certified True Copy of the “Certificate of Work Accomplishment” signed by Project Owner or its duly authorized representative.	SD07	☐ Present ☐ Absent
8. Statement of All Completed Master Planning or Similar Government and/or Private Contracts within the last 10 years, to include project owner, amount, scope and size (in terms of sq.m.); to include Project Folio with photo documentation; project testimonials and awards. Bidders shall attach clear and readable copy of the following: ☐ Photocopy of the Certificate of Satisfactory Completion; or ☐ Photocopy of the Certificate of Acceptance; or ☐ Any equivalent documents, whichever is applicable.	SD08	☐ Present ☐ Absent
9. Statement of All Other Completed Government and/or Private Contracts within the last 10 years, to include project owner, amount, scope and size (in terms of sq.m.); to include Project Folio with photo documentation; project testimonials and awards. Bidders shall attach clear and readable copy of the following:	SD09	☐ Present ☐ Absent

ELIGIBILITY AND SHORT-LISTING DOCUMENTS		mark	As Checked
☐ Photocopy of the Certificate of Satisfactory Completion; or ☐ Photocopy of the Certificate of Acceptance; or ☐ Any equivalent documents, whichever is applicable.			
10. Filled-out Consultant Firm Qualification Statement (Company Profile / Firm ID).		SD10	☐ Present ☐ Absent
10.1. Name and Curriculum Vitae of Principal(s) / Owner(s) of the Firm;			☐ Present ☐ Absent
10.2. Name and Curriculum Vitae of Key Personnel of the Firm;			☐ Present ☐ Absent
10.3. Total number of PRC-registered Architects and other Professionals;			☐ Present ☐ Absent
10.4. Total number of Firm personnel and staff including their Profession/Position; and			☐ Present ☐ Absent
10.5. List of Honors and Awards of the Firm (attach photo/s of plaque/trophy and/or copy of the certificate/s).			☐ Present ☐ Absent
11. If applicable , valid Joint Venture Agreement (JVA), in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. NOTE: If not into JVA, please attach a paper with the note stating "NOT APPLICABLE" marked as "SD11".		SD11	☐ Present ☐ Absent ☐ N/A
12. USB Thumb Drive containing electronic-copies of the submitted eligibility and short-listing documents.		SD12	☐ Present ☐ Absent
END OF ELIGIBILITY AND DOCUMENTS CHECKLIST			
BAC's Remarks:		☐ PASSED	☐ FAILED
		☐ FOR RECONSIDERATION	
CHECKED BY:	ENDORSED BY:	DOCUMENTS RECEIVED BY:	
Engr. VENER V. MADERAJE Chairperson, TWG	JUNE ARVIN C. GUDOY Chairperson, BAC	RODEL DV. CASTILLO Officer-in-Charge, BAC Secretariat Division	

PART II:
TECHNICAL AND
FINANCIAL PROPOSALS

SECTION I. NOTICE OF ELIGIBILITY AND SHORT-LISTING



development academy of the philippines
BIDS AND AWARDS COMMITTEE (SO NO. 2025-070)



[Insert Date]

[Name and Address of Short-Listed Consultant]

Dear [Addressee]:

- 1) The Development Academy of the Philippines (DAP) (hereinafter called “Procuring Entity” has received financing (hereinafter called “funds”) from the Prior Year’s Subsidy (APY as per Special Provisions of GAA 2025) (hereinafter called the “Funding Source”) toward the cost of the **Procurement of Consulting Services for the Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory located in the 4.08 Hectares DAPCC Tagaytay Compound per IB25-420125-07** (herein referred as “Consulting Services”).
- 2) The DAP intends to apply a portion of the funds in the amount of **THIRTEEN MILLION FOUR HUNDRED THOUSAND PESOS (₱13,400,000.00)** to eligible payments under the contract for the “**Consulting Services**” for which the Bidding Documents are issued.
- 3) The DAP now invites bids to provide the following Consulting Services: Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory located in the 4.08 Hectares DAPCC Tagaytay Compound. More details on the services are provided in the Terms of Reference for the project at Section VI of this Bidding Documents.
- 4) The Consultant shall be selected and employed in accordance with Quality-Cost Based Evaluation (QCBE) procedures as described in the Bidding Documents.
- 5) This notice has been addressed to the following short-listed consultants:
 - A.
 - B.
 - C.
 - D.
 - E. *[Insert list of short-listed consultants]*
- 6) This invitation is non-transferable and may not be assigned to any other consultant.
- 7) Complete set of the Official Bidding Documents (OBD), including electronic and editable-copy of Bidding Forms to be used for preparation of Technical and Financial Proposals may be acquired by eligible and short-listed consultants on 20 November 2025 (Thursday) to 04 December 2025 (Thursday) from 9:00AM to 4:30PM, from the BAC Secretariat at

the DAP Bldg., San Miguel Avenue, Pasig City , upon payment of an applicable fee, pursuant to the latest Guidelines issued by the GPPB in the amount of **Twenty-Five Thousand Pesos (P25,000.00)**.

It may also be downloaded from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the DAP. Provided further that those who is/are interested to participate in the procurement shall pay the applicable fee for the OBD on or before the date and time of the submission of bids set by the DAP.

- 8) Interested bidders can make their payments through the DAP Account as stated below in Cash, Check, or Online transfer:

❖ <i>Account Name:</i>	DEVELOPMENT ACADEMY OF THE PHILIPPINES
❖ <i>Account Number:</i>	0671-0105-40
❖ <i>Bank:</i>	LANDBANK OF THE PHILIPPINES
❖ <i>Branch of Account:</i>	PASIG CAPITOL BRANCH

Or, at DAP Cash Treasury located at Floor 3A/F, DAP Building, San Miguel Avenue, Ortigas Center, Pasig City.

- 9) The DAP will hold a Pre-Bid Conference on 20 November 2025 (Thursday) at the DAP Conference Center in Tagaytay City, which shall be open to all short-listed consultants.
- 10) Bids must be duly received by the BAC Secretariat through manual submission on or before 04 December 2025 (Thursday) at 10:00AM at the Ground Floor, DAP Bldg., San Miguel Avenue, Pasig City.
- 11) Bid opening shall be on 04 December 2025 (Thursday) at 10:00AM at the DAP Bldg., San Miguel Avenue, Pasig City. Bids will be opened in the presence of the Bidders' representatives who choose to attend the activity. Late bids shall not be accepted.
- 12) The DAP 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 70 of RA No. 12009 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
- 13) For further information, please refer to:

RODEL D. CASTILLO

Officer-in-Charge, BAC Secretariat Division

Development Academy of the Philippines

Address : Ground Floor, DAP Bldg., San Miguel Ave., Pasig City

Telephone : (632) 8631-0921 loc. 133

BAC Secretariat email : dapbacsec@dap.edu.ph

Website address : <https://www.dap.edu.ph>

Very truly yours,

JUNE ARVIN C. GUDAY

Chairperson, Bids & Awards Committee

Nothing Follows

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Nothing Follows

A. General

1) Scope of Bid

- 1.1 The Procuring Entity named in the **BDS** shall select an individual, sole proprietorship, cooperative, partnership, corporation, or a joint venture (JV) (hereinafter referred to as “Consultant”) from among those short-listed, in accordance with the evaluation procedure specified in the **BDS**. The identification number shall be specified in the **BDS**.
- 1.2 Consultants are invited to submit bids composed of a technical proposal and a financial proposal for Consulting Services required for this Project described in the **BDS**. Bids shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant.
- 1.3 If the **BDS** indicates that the Project will be completed in phases, each phase must be completed to the Procuring Entity’s satisfaction prior to the commencement of the next phase.

2) Source of Funds

The Procuring Entity has received financing (hereinafter called “funds”) from the source indicated in the **BDS** (hereinafter called the “Funding Source”) toward the cost of the Project named in the **BDS**. The Procuring Entity intends to apply a portion or the whole of the funds to payments for this Project.

3) Requirements Prior to Bidding

- 3.1 Consultants must familiarize themselves with the local conditions and take them into account in preparing their bids. To obtain firsthand information on the project and on the local conditions, Consultants are encouraged to visit the Procuring Entity before submitting a bid and to attend the pre-bid conference specified in **ITB** Clause 9. The Consultants’ costs of preparing their bids and negotiating the contract, including a visit to the Procuring Entity, are not reimbursable as a direct cost of the project.
- 3.2 Consultants shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive, or obstructive practices issued by the Funding Source or the Procuring Entity in accordance with **ITB** Clause 4.1.

4) Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

- 4.1 Unless otherwise specified in the **BDS**, the Procuring Entity as well as the Consultants shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
 - a) defines, for purposes of this provision, the following terms under existing laws, rules, and regulations:
 - i) “corrupt practice” means an act by which officials in the public or private sectors improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are

placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the government, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in RA No. 3019.

- ii) “fraudulent practice” means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.
- iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.
- iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract.
- v) “obstructive practice” is
 - a) deliberately destroying, falsifying, altering or concealing of evidence material to administrative proceedings or investigation or making false statements to investigators in order to materially impede administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive, or collusive practice; and/or threatening, harassing, or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or
 - b) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.
- b) Undertakes to reject a proposal for award upon *prima facie* determination that the Consultant recommended for award has engaged in any of the prohibited practices mentioned in this Clause for purposes of competing for the contract.

4.2 Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 4.1(a).

- 4.3 Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a Consultant in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 52.

5) Conflict of Interest

- 5.1 All Bidders found to have conflicting interests shall be disqualified to participate in the procurement at hand, without prejudice to the imposition of appropriate administrative, civil, and criminal sanctions. A Bidder may be considered to have conflicting interests with another Bidder in any of the events described in paragraphs (a) through (c) below and a general conflict of interest in any of the circumstances set out in paragraphs (d) through (i) below:
- a) A Bidder has controlling shareholders or beneficial owners in common with another bidder;
 - b) A Bidder receives or has received any direct or indirect subsidy from any other bidder;
 - c) A Bidder has the same legally authorized representative as that of another bidder for purposes of this bid;
 - d) A Bidder has a relationship, directly or through third parties, that puts them in a position to have access to information about or influence the bid of another bidder or influence the decisions of the Procuring Entity regarding this bidding process. This will include a firm or an organization that lends, or temporarily seconds, its personnel to firms or organizations that are engaged in consulting services for the preparation related to procurement for or implementation of the project if the personnel would be involved in any capacity on the same project;
 - e) A Bidder who participated as a consultant in the preparation of the design or technical specifications of the Goods and related services that are the subject of the bid;
 - f) A Bidder who lends, or temporarily seconds, its personnel to firms or organizations which are engaged in consulting services for the preparation related to procurement for or implementation of the project, if the personnel would be involved in any capacity on the same project;
 - g) If a Bidder combines the function of consulting with those of contracting and/or supply of equipment for the same Project;
 - h) If a Bidder is associated with, affiliated to, or owned by a contractor or a manufacturing firm with departments or design offices offering services as consultants unless such Bidder includes relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Bidder shall limit its role to that of a consultant and disqualify itself and its associates from work in any other capacity that may emerge from the Project (including bidding for any part of the future project). The contract with the Bidder selected to undertake the Project shall contain an appropriate provision to such effect; or

- i) If there is a conflict among consulting projects, the Bidder (including its personnel) and any subsidiaries or entities controlled by such Bidder shall not be recruited for the relevant project. The duties of the Bidder depend on the circumstances of each case. While continuity of consulting services may be appropriate in particular situations where no conflict exists, a Bidder cannot be recruited to carry out a project that, by its nature, shall result in conflict with a prior or current project of such Bidder. Examples of the situations mentioned are when a Bidder engaged to prepare engineering design for an infrastructure project shall not be recruited to prepare an independent environmental assessment for the same project; similarly, a Bidder assisting a Procuring Entity in privatization of public assets shall not purchase, nor advise purchasers, of such assets; or a Bidder hired to prepare the Terms of Reference (TOR) for a project shall not be recruited for the project in question.
- 5.2 All Bidding Documents shall be accompanied by a sworn affidavit of the Bidder that it is not related, by consanguinity or affinity up to the third civil degree, to the Head of the Procuring Entity (HoPE), Procurement Agent (if engaged), the head of the Project Management Office (PMO), the End-User or Implementing Unit, or any members of the Bids and Awards Committee (BAC), Technical Working Group (TWG), BAC Secretariat, and the project consultants.¹
- 5.3 The Bidder shall also disclose the ultimate beneficial ownership of an entity. Failure to comply with the aforementioned provision shall be a ground for the automatic disqualification of the bid in consonance with Section 59 of the IRR. For this reason, relationship to the aforementioned persons within the third civil degree of consanguinity or affinity shall automatically disqualify the Bidder from participating in the procurement of contracts of the Procuring Entity notwithstanding the act of such persons inhibiting themselves from the procurement process. This Clause shall apply to the following persons and affiliates:
- a) In the case of individuals or sole proprietorships, to the Bidders and their spouses;
 - b) In the case of partnerships, to the partnership itself and its partners;
 - c) In the case of cooperatives, to the cooperative itself and members of the board of directors, general manager, or chief executive officer;
 - d) A partnership, joint venture or consortium which is blacklisted or which has blacklisted member/s or partner/s, as well as a person or entity who is a member of a blacklisted joint venture or consortium, are likewise not allowed to participate in any government procurement during the period of suspension or blacklisting; and
 - e) In the case of corporations, a single stockholder, together with their relatives up to the third civil degree of consanguinity or affinity, and their assignees, holding at least twenty percent (20%) of the shares therein, its chairperson and president, shall be blacklisted after they have been determined to hold the same controlling interest in a previously blacklisted corporation or in two corporations that have been

¹ Section 81.1 of the IRR.

blacklisted; the corporations of which they are part of shall also be blacklisted.

- 5.4 Subject to the provisions of **ITB** Clause 5, any previous or ongoing participation by the Bidder, its professional staff, or its affiliates or associates under a contract with the Funding Source or the Procuring Entity in relation to this Project may result in the rejection of its bid. The Bidder should clarify their situation in that respect with the Procuring Entity before preparing its bid.
- 5.5 Bidders are discouraged to include officials and employees of the Government of the Philippines (GoP) as part of its personnel. Participation of officials and employees of the GoP in the Project shall be subject to existing laws, rules, and regulations, such as those of the Civil Service Commission.
- 5.6 Fairness and transparency in the selection process require that all Bidders have an equal opportunity to compete, and that no Bidder derives an unfair advantage from having previously provided consulting services related to the Project. To uphold fairness, the Procuring Entity shall ensure that all information which could provide a competitive advantage is disclosed equally to all short-listed Consultants, together with the Bidding Documents.

6) Eligible Bidders

- 6.1 Only Bids found to be legally, technically, and financially eligible will be evaluated. For procurement of Consulting Services, the following persons shall be eligible to participate in this bidding:
 - a) Duly licensed Filipino citizens or 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; and
 - e) Persons entities forming themselves into a Joint Venture (JV), i.e., a group of two (2) or more persons or entities that intend to be jointly and severally responsible or liable for a particular contract; Provided, however, That Filipino ownership or interest of the JV concerned 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 Joint Venture Agreement (JVA); Provided further, That the primary purpose of each member of the joint venture must be similar or related to the requirement of the project to be bid out.
- 6.2 Foreign Bidders may be eligible to participate if local consultants do not have sufficient expertise, capability, and capacity to render the services required under the project, as determined by the HoPE, in accordance with Section 52.4.3.3 of the IRR.

- 6.3 GOCCs may be eligible to participate 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.

7) Bidder's Responsibilities

- 7.1 The Consultant or its duly authorized representative shall submit a sworn statement in the form prescribed in **Section VII**. PBD Related Forms as required in **ITB** Clause 12.2(e).
- 7.2 Before submitting their bids, the Consultants are deemed to be knowledgeable of all existing laws, decrees, ordinances, acts, and regulations of the Philippines which may affect this Project in any way.
- 7.3 The Consultant undertook the following responsibilities:
- a) Took steps to carefully examine and ensure full understanding and comprehension of the Bidding Documents, its requirements, clauses, and provisions;
 - b) Acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
 - c) Made an estimate of the facilities available and needed for this Project, if any;
 - d) Complied with the responsibility to inquire or secure Supplemental Bid Bulletin(s) as provided under ITB Clause 9.4;
 - e) Ensured that it is not "blacklisted" or barred from bidding by the GoP or any of its agencies, offices, corporations, or local government units (LGUs), including foreign government, or foreign or international financing institution whose blacklisting rules have been recognized by the GPPB; by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;
 - f) Ensured that each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
 - g) Authorized the HoPE or its duly authorized representative/s to verify all the documents submitted;
 - h) Ensured that the signatory is the duly authorized representative of the Bidder, and granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, to sign and execute the ensuing contract, accompanied by the duly notarized Special Power of Attorney, Board or Partnership Resolution, or Secretary's Certificate, whichever is applicable;
 - i) Complied with the disclosure provision under Sections 81 and 82 of RA No. 12009 and its IRR in relation to other provisions of RA No. 3019;

j) Complied with existing labor laws and standards, in the case of procurement of services. Moreover, the Consultant undertook the responsibility to:

- i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules, and regulations; or collective bargaining agreement; or arbitration award, if and when applicable. In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, the Consultant agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of RA No. 12009 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.
- ii) Comply with Occupational Safety and Health Standards (OSHS) to correct deficiencies, if any.

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

- iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules, and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises;
- k) Ensured that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of compensation, pecuniary or otherwise, to any person or official, personnel, or representative of the government in relation to any procurement project or activity;
- l) Examined all instructions, forms, terms, and specifications in the Bidding Documents;
- m) Determined and complied with all matters pertaining to the contract to be bid, including but not limited to: (a) the location and the nature of this Project; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration, and execution or implementation of this Project; and
- n) Ensured that all information in the Bidding Documents, including bid or supplemental bid bulletin/s issued, is correct and consistent. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the prospective or eligible Bidder out of the data furnished by the Procuring Entity.

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

- 7.4 Further, the Consultant shall bear all costs associated with the preparation and submission of its bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

In case of failure of bidding, the Bidding Documents fee may be applied in the re-bidding for the same Project.

- 7.5 Furthermore, the Consultant should be aware that the Procuring Entity will accept bids from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Request for Expression of Interest.

8) Origin of Associated Goods

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

B. Contents of Bidding Documents

9) Pre-Bid Conference

- 9.1 If so specified in the **BDS**, a pre-bid conference shall be held either at the Procuring Entity's physical address and/or online through videoconferencing, webcasting, or similar technology, or a combination thereof, on the date indicated therein, to clarify and address the Consultant's questions on the technical and financial components of this Project.

- 9.2 The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the determination of the short-listed Consultants.

- 9.3 Consultants are highly encouraged to attend the pre-bid conference to fully understand the Procuring Entity's requirements. While non-attendance of the Consultant will in no way prejudice its bid, the Consultant is expected to know the changes and/or amendments to the Bidding Documents as provided in the Supplemental Bid Bulletin.

The proceedings of the pre-bid conference shall be recorded and the corresponding minutes prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.

- 9.4 Decisions of the BAC amending any provision of the Bidding Documents shall be issued in writing through a Supplemental Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

10) Clarifications and Amendments to Bidding Documents

- 10.1 Short-listed Consultants may request for clarification on and/or interpretation of any part of the Bidding Documents. Such a request must be in writing and submitted to the BAC of the Procuring Entity at the address or through the

electronic mail indicated in the **BDS** or through the electronic bidding facility in the modernized PhilGEPS, as may be applicable, at least ten (10) calendar days before the deadline set for the submission and receipt of bids.

- 10.2 The BAC shall respond to the said request by issuing a Supplemental Bid Bulletin duly signed by the BAC Chairperson. It shall be made available to all those who have properly secured the Bidding Documents at least seven (7) calendar days before the deadline for the submission and receipt of bids.
- 10.3 Supplemental Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 10.4 Any Supplemental Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS, in any conspicuous place in the premises of the Procuring Entity, and on the website or social media platforms of the Procuring Entity, if available, or such other channels as may be authorized by the GPPB. It shall be the responsibility of all prospective bidders, including those who have properly secured the Bidding Documents, to inquire and secure Supplemental Bid Bulletins that may be issued by the BAC. However, Consultants who have submitted bids before the issuance of the Supplemental Bid Bulletin must be accordingly informed by the BAC and be allowed to modify or withdraw their bids prior to the deadline for the submission and receipt of bids in accordance with ITB Clause 21.

C. Preparation of Bids

11) Language of Bids

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

However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, as defined in Section 20.9.2 of the IRR, except for countries identified by the DFA that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

12) Documents Comprising the Bid: Technical Proposal

- 12.1 While preparing the Technical Proposal, Consultants must give particular attention to the following:

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

12.2 The Technical Proposal shall contain the following information/documents:

- a) Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. PBD Related Forms (TPF 1).
- b) PhilGEPS Certificate of Registration (Platinum Membership) in accordance with Section 20 of the IRR.
- c) Bid security as prescribed in ITB Clause 16, and validity period under ITB Clause 15.
- d) Information indicated in the paragraphs below must be provided by the Consultant and each partner, if any, following the formats described in the Technical Proposal Forms:
 - i) A brief description of the organization and outline of recent experience of the Consultant and each partner, if any, on projects of a similar and related nature as required in form TPF 2. Consultant's References. For each project, the outline should indicate among other things, the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the Consultant was legally contracted by itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.
 - ii) Comments, if any, on the TOR (TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities) to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality or effectiveness of the Project. In this regard, unless the Consultant clearly states

otherwise, it shall be assumed by the Procuring Entity that the work required to implement any such improvements is included in the inputs shown on the Consultant's Staffing Schedule. It shall include a list of facilities requested by the Consultant to be provided by the Procuring Entity, if any, in addition to those shown on the Data Sheet that may include support facilities such as counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the Project.

- iii) A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4. Description of the Methodology and Work Plan for Performing the Project.
- iv) An organization chart of the key and support staff indicating their tasks in the project using TPF 5. Team Composition and Task.
- v) The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.
- vi) The Procuring Entity requires that each expert confirm that the content of its CV is correct, and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert:
 - 1. is proposed for a domestic position but is not a Filipino citizen;
 - 2. failed to state nationality on the CV; or
 - 3. the CV is not signed in accordance with paragraph (v) above.
- vii) A Time Schedule (TPF 7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
- viii) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule.

- e) Omnibus Sworn statement² and using the form prescribed in Section VII. Philippine Bidding Document.

13) Documents Comprising the Bid: Financial Proposal

- 13.1 All information provided in the Consultant's Financial Proposal shall be treated as confidential. The Financial Proposal must be submitted manually or through online submission using the format shown in the Financial Proposal Forms.
- 13.2 The Financial Proposal requires the completion of six (6) forms, particularly FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, and FPF 6. FPF 1. Financial Proposal Submission Form should form the covering letter of the Financial Proposal. Form FPF 2. Summary of Costs FPF 3. Breakdown of Price per Activity, FPF 4. Breakdown of Remuneration per Activity, FPF 5. Reimbursables per Activity, and FPF 6. Miscellaneous Expenses, relate to the costs of Consulting Services under two distinct categories, namely: (a) Remuneration; and (b) Reimbursable Expenditures.
- 13.3 Remuneration is divided into billing rate estimates for international and domestic consultants. Reimbursable expenditures are divided into per diem rates for international and domestic consultants and costs for other reimbursable expenditure items required to perform the Consulting Services.
- 13.4 The list of experts and their respective inputs, identified in Financial Proposal Forms, must match the list of experts and their respective inputs shown in Technical Proposal Forms.
- 13.5 The Consultant shall be subject to Philippine taxes on amounts payable by the Procuring Entity under the contract through mandated withholding by local tax authorities of specified percentages of such amounts or otherwise. The **BDS** details the taxes payable.
- 13.6 The Financial Proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the Consultants, and its personnel (other than Philippine Nationals or permanent residents of the Philippines).
- 13.7 Unless otherwise provided in the **BDS**, total calculated bid prices, as evaluated and corrected for minor arithmetical corrections, such as computational errors, which exceed the ABC, shall not be considered.

14) Bid Currencies

- 14.1 All bid prices shall be quoted in Philippine Peso unless otherwise provided in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies, which shall be tradeable or acceptable by the *Bangko Sentral ng Pilipinas* (BSP), shall be converted to Philippine currency based on the exchange rate prevailing on the day of the bid opening.³
- 14.2 If so allowed in accordance with **ITB** Clause 14.1, the Procuring Entity, for purposes of bid evaluation and comparing the bid prices, will convert the

² Section 54.3 of the IRR.

³ RA No. 8183, An Act to Assure Uniform Value to Philippine Coin and Currency.

amounts in various currencies in which the bid price is expressed to Philippine Peso at the exchange rate as published in the BSP reference rate bulletin on the day of the bid opening.

- 14.3 Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Peso.

15) Bid Validity

- 15.1 Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 15.2 Should it become necessary to extend the validity of the bids and the bid securities beyond one hundred twenty (120) calendar days, the Procuring Entity concerned shall request in writing all those who submitted bids for such extension before the expiration date therefor. The bid security described in **ITB** Clause 16 should also be extended corresponding to the extension of the bid validity period at the least. Consultants, however, shall have the right to refuse to grant such extension without forfeiting their bid security. A Consultant granting the request shall not be required or permitted to modify its bid.

16) Bid Security

- 16.1 The Consultant, at its option, shall submit a bid security in the form and amount as stated in the **BDS**, which may include the following:

Form of Bid Security	Amount of Bid Security (Not less than the required percentage of the ABC)
a) Cash or cashier's or manager's check issued by a bank. <i>For biddings conducted by LGUs, the Cashier's or Manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two Percent (2%)
b) Bank draft/guarantee or irrevocable Letter of Credit issued by a bank: Provided, however, that it shall be confirmed or authenticated by a local bank, if issued by a foreign bank. <i>For biddings conducted by LGUs, Bank Draft/Guarantee, or Irrevocable Letter of Credit may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Five Percent (5%)
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five Percent (5%)

d) Bid Securing Declaration	Percentage not applicable
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The bid security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity.

- 16.2 The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be considered as non-responsive and rejected by the Procuring Entity.
- 16.3 In no case shall the bid security be returned later than the expiration of the bid validity period indicated in the Bidding Documents, unless it has been extended in accordance with Section 57.2 of the IRR. In case the Consultant is required to extend its bid validity for grounds as provided in the IRR, the Consultant may, at its discretion, substitute a Bid Securing Declaration for the extended period as a replacement for its bid security; Provided, That the option to substitute is indicated in the **BDS**.
- 16.4 Upon signing and execution of the contract pursuant to **ITB** Clause 32, and the posting of the performance security pursuant to **ITB** Clause 33, the bid security of the successful Consultant will be discharged, but in no case later than its validity period as indicated in **ITB** Clause 16.2.
- 16.5 The bid security may be forfeited based on any of the following grounds, as provided under Rule VIII, X, XI, and XXI of the IRR:
- a) if the Consultant:
 - i) Withdraws its bid during the period of bid validity specified in **ITB** Clause 15.2;
 - ii) Does not accept the correction of errors pursuant to **ITB** Clause 13.7;
 - iii) Has a finding against the veracity of any of the documents submitted as stated in **ITB** Clause 28.2;
 - iv) Submits eligibility requirements containing false information or falsified documents;
 - v) Submits bids that contain false information or falsified documents, or the concealment of such information in the bids to influence the outcome of eligibility screening or any other stage of the public bidding;
 - vi) Allows the use of one's name, or uses the name of another for purposes of participating in any procurement activity;
 - vii) Enters into an agreement with other bidder/s which call upon one to refrain from bidding for procurement contracts, or which call for withdrawal of bids already submitted, or which are otherwise intended to secure an undue advantage to any of the bidders;
 - viii) Refuses or fails to post the required performance security within the prescribed time;

- ix) Refuses to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - x) Has any documented attempt by a Bidder to unduly influence the outcome of the bidding in its favor;
 - xi) Commits other acts that tend to defeat the purpose of the Competitive Bidding, Competitive Dialogue, Unsolicited Offer with Bid Matching, and Limited Source Bidding, such as habitually withdrawing from bidding or submitting late bids or patently insufficient bids, for at least three (3) times within a year, except for valid reasons; or
- b) if the winning Consultant:
- i) Fails to sign the contract in accordance with **ITB** Clause 32;
 - ii) Fails to furnish performance security in accordance with **ITB** Clause 33; or
 - iii) Any other reason stated in the **BDS**.

17) Format and Signing of Bids

- 17.1 Consultants shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VII. PBD Related Forms on or before the deadline specified in the **ITB** Clause 19 in two (2) separate sealed bid envelopes which shall be submitted simultaneously, whether through manual or online submission. The first shall contain the technical proposal, including the eligibility requirements, and the second shall contain the financial proposal.
- 17.2 Forms as mentioned in **ITB** Clause 17.1 must be completed without any alterations to their format, and no substitute form shall be accepted.
- 17.3 Each and every page of the Technical Proposal Submission Form and the Financial Proposal Submission Form under Section VII hereof shall be signed by the duly authorized representative/s of the Consultant. Failure to do so shall be a ground for the rejection of the bid.
- 17.4 Any insertions, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Consultant.

18) Sealing and Marking of Bids

- 18.1 Consultants shall enclose their technical proposal, described in **ITB** Clause 12, in a sealed envelope marked "TECHNICAL PROPOSAL", and the financial proposal in another sealed envelope marked "FINANCIAL PROPOSAL", sealing them all in an outer envelope marked "BID".
- 18.2 The bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the Consultant or its duly authorized representative/s.

18.3 All envelopes shall:

- a) contain the name of the contract to be bid in capital letters;
- b) bear the name and address of the Consultant in capital letters;
- c) be addressed to the Procuring Entity's BAC in accordance with **ITB** Clause 18;
- d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.1; and
- e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of bids, in accordance with **ITB** Clause 19.

18.4 For manually submitted bid envelopes that are not properly sealed and marked as required in the Bidding Documents, the same shall be accepted; Provided, That the Consultant or its duly authorized representative shall acknowledge such condition of the bid as submitted. On the other hand, unsealed or unmarked bid envelopes, or bids that cannot be opened or corrupted in case of online submission, shall be rejected.

The BAC shall assume no responsibility for misplaced or lost contents of the improperly sealed or marked bid, or for its premature opening.

D. Submission and Opening of Bids

19) Deadline for Submission of Bids

Bids must be received by the Procuring Entity's BAC at the address indicated in the Request for Expression of Interest or through the e-bidding facility of the PhilGEPS on or before the date and time indicated in the **BDS**.

20) Late Bids

Bids, including the eligibility requirements, submitted after the deadline shall be rejected by the BAC. The BAC shall record in the Minutes of the Meeting the submission and opening of bids, the Consultant's name, its representative, and the time the late bid was submitted.

21) Modification and Withdrawal of Bids

21.1 Consultants may modify their bids before the deadline for the submission and receipt of bids.

- a) For manual submission and receipt of bids, the Consultants shall not be allowed to retrieve their original bid but shall only be allowed to submit the bid modification by sending another bid, equally sealed, properly identified, linked to their original bid, and marked as a "modification" thereof, and stamped "received" by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Consultant unopened.

- b) For online submission of bids, the Consultants shall not be allowed to retrieve their original bid but shall only be allowed to submit the bid modification, modify their bid, they shall not be allowed to retrieve their original bid equally secured, properly identified labelled as a “modification” of the one previously submitted. The time indicated in the latest bid receipt page generated shall be the official time of submission. Bids modification submitted after the applicable deadline shall not be accepted.
- 21.2 Consultants may withdraw their bids in writing before the deadline for submission and receipt of bids. Withdrawal of bids after the applicable deadline shall be subject to appropriate sanctions as prescribed in the IRR.
- Consultants may also express their intention not to participate in the bidding in writing, which should be received by the BAC before the deadline for submission and receipt of bids. Consultants that withdraw their bids shall no longer be allowed to submit another bid for the same contract, directly or indirectly.
- 21.3 No bid may be modified after the deadline for submission and receipt of bids. Further, no bid may be withdrawn in the interval between the deadline for submission and receipt of bids, and the expiration of bid validity specified by the Consultant on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Consultant’s bid security, pursuant to ITB Clause 16.5, and the imposition of administrative sanctions as prescribed by RA No. 12009 and without prejudice to the imposition of civil and criminal sanctions as provided under applicable laws.
- 21.4 Consultants participating in more than one bid or associating with any other entity other than those already provided in its short-listing documents and allowed by the Procuring Entity shall be disqualified.

E. Evaluation and Comparison of Bids

22) Opening and Preliminary Examination of Bids

- 22.1 Only bids from short-listed Consultants shall be opened and considered for award of contract. These short-listed Consultants, whether single entities or JVs, should confirm in their Technical Proposal Submission Form that the information contained in the submitted short-listed documents remains correct as of the date of bid submission.
- 22.2 The BAC shall open the bids in public, immediately after the deadline for submission and receipt of bids, as specified in the **BDS**. In case the bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the submitted bids and reschedule the opening of bids on the next working day or at the soonest possible time, through the issuance of a notice of postponement to be posted on the PhilGEPS website and the website of the Procuring Entity concerned.
- 22.3 All technical envelopes shall be resealed. Those rated “passed” shall be secured for the detailed technical bid evaluation, while those rated “failed” will be secured for purposes of possible filing of a request for reconsideration

unless the Consultant waives its right to file a request for reconsideration, in which case, the envelope shall be returned to the Consultant immediately.

- 22.4 The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Consultants, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.
- 22.5 The Consultants or their duly authorized representatives may attend the opening of bids. The BAC shall ensure the integrity, security, and confidentiality of all submitted bids. The Abstract of Bids, as read, and the minutes of the bid opening shall be made available to the public, upon written request and payment of a specified fee to recover the cost of materials.

23) Process to be Confidential

- 23.1 The members of the BAC, its staff and personnel, the BAC Secretariat, and the TWG, as well as the Observers, are prohibited from making or accepting any communication with any Consultant regarding the evaluation of their bids until the approval by the HoPE of the ranking of short-listed Consultants, unless otherwise allowed in the **BDS** or in the case of **ITB** Clause 23.
- 23.2 Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison, or contract award will result in the rejection of the bid.

24) Clarification of Bids

From submission and receipt of bids until the approval by the HoPE of the ranking of short-listed bidders, those that have submitted their bids are prohibited from making any communication with any BAC member, including its staff and personnel, as well as its Secretariat and TWG, regarding matters connected to their bids. However, the BAC, through its Secretariat, may ask the Consultant in writing for clarification of its bid. All responses to requests for clarification shall be in writing.

25) Bid Evaluation

- 25.1 For the evaluation of bids, numerical ratings shall be used to determine the Highest Rated Bid (HRB). In order to eliminate bias in evaluating the bids, it is recommended that the highest and lowest scores for each Consultant for each criterion shall not be considered in determining the average scores of the Consultants, except when the evaluation is conducted in a collegial manner.
- 25.2 For complex or unique undertakings, such as those involving new concepts or technology, or financial advisory services, participating short-listed Consultants may be required, at the option of the Procuring Entity concerned, to make an oral presentation to be presented by each Consultant, or its nominated Project Manager or head, in case of consulting firms, within fifteen (15) calendar days after the deadline for submission of Technical Proposals.
- 25.3 The entire evaluation process, including the submission of the results thereof to the HoPE for approval, shall be completed in not more than twenty-one (21) calendar days after the deadline for receipt of proposals. The bid with the

highest rank shall be identified as the HRB. The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.

- 25.4 All participating short-listed Consultants shall be furnished with the results of the evaluation, which shall reflect the ranking and total scores only, after the approval of the HoPE of the ranking. Said results shall also be posted in the PhilGEPS and the website of the Procuring Entity, if available, for a period of not less than seven (7) calendar days.

26) Evaluation of Technical Proposal

- 26.1 The BAC shall then conduct a detailed evaluation of technical proposal following the procedures specified in the **BDS** depending on the evaluation procedure identified in the Request for Expression of Interest and **ITB** Clause 1.1.
- 26.2 The BAC evaluates the Technical Proposals on the basis of their compliance with the requirements under **ITB** Clause 12 and responsiveness to the TOR using the following criteria:
- a) Quality of personnel to be assigned to the Project, which covers the suitability of key staff to perform the duties of the particular assignments, and general qualifications and competence including education and training of the key staff;
 - b) Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current or impending projects and attention to be given by the Consultant. The experience of the Consultant to the Project shall consider both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and
 - c) Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan of approach, and the quality of interpretation of project problems, risks, and suggested solutions.
- 26.3 The BAC shall assign numerical weights, and the minimum required technical score to each of the above criteria which shall be indicated in the **BDS**. A Bid shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum Technical Score (St) indicated in the **BDS**.
- 26.4 Technical Proposals shall not be considered for evaluation in any of the following cases:
- a) late submission, *i.e.*, after the deadline set in the **ITB** Clause 19);
 - b) failure to submit any of the technical requirements provided under this **ITB** and TOR;
 - c) the Consultant that submitted a bid or the Consultant that submitted a bid or any of its partners belongs to one of the conflict of interest cases as

described in ITB Clauses 5.1(a) to (i) and failed to make a proper statement to that effect in the cover letter; or

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

27) Opening and Evaluation of Financial Proposals

27.1 Financial Proposals shall be opened on the date indicated in the **BDS**.

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

28) Negotiations

28.1 Negotiations with the Consultant that submitted the HRB shall be held at the address indicated in the **BDS**. The aim is to reach agreement on all points.

28.2 Negotiations shall cover the following:

- a) Discussion and clarification of the TOR and Scope of Services;
- b) Discussion and finalization of the methodology and work program proposed by the Consultant;
- c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, taking note of over-qualified personnel to be commensurate with the compensation of personnel with the appropriate qualifications, number of man-months and schedule of activities (manning schedule);
- d) Discussion on the services, facilities, and data, if any, to be provided by Procuring Entity concerned;
- e) Unless otherwise indicated in the **BDS**, discussion on the Financial Proposal submitted by the Consultant; and
- f) Provision of the contract.

Except for meritorious reasons, negotiations with the Consultant shall be completed within ten (10) calendar days.

28.3 Having selected the Consultant on the basis of, among other things, an evaluation of the proposed key professional staff, the Procuring Entity expects to negotiate a contract on the basis of the experts named in the bid. Before contract negotiations, the Procuring Entity shall require assurances that the experts shall be actually available. There should be no replacement of key personnel before the awarding of contract, except for any delay caused by the Procuring Entity, or for justifiable reason as may be determined by the BAC, such as, illness, death, or resignation; Provided, That it is duly supported by relevant certificates. The BAC shall immediately consider negotiation with the next-ranked consultant if an unjustifiable replacement of personnel by the first ranked firm is made. Once the contract has awarded, no replacement shall be allowed by the HoPE until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons as may be determined

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

- 28.4 Negotiations shall include a discussion of the technical proposal, the proposed methodology (work plan), staffing and any suggestions made by the Consultant to improve the TOR. The Procuring Entity and Consultant shall then work out the final TOR, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final TOR shall then be incorporated in Appendix I and form part of the contract. Special attention shall be made to maximizing the value offered by the Consultant within the available budget and to clearly defining the input required by the Procuring Entity to ensure satisfactory implementation of the Project.
- 28.5 The amount indicated in the financial proposal shall be made as the basis for negotiations and the total contract amount shall not exceed the amount indicated in the financial proposal and the ABC as stated in the Bidding Documents" for quality-based evaluation procedure.
- 28.6 The financial negotiations shall include a clarification of the Consultant's tax liability in the Philippines, if any, and the manner in which it shall be reflected in the contract; and shall reflect the agreed technical modifications in the cost of the services. The negotiations shall conclude with a review of the draft form of the contract. To complete negotiations, the Procuring Entity and the Consultant shall affix their initials in the agreed contract. If negotiations fail, the Procuring Entity shall invite the Consultant whose bid received the second highest score to negotiate a contract. If negotiations still fail, the Procuring Entity shall repeat the process for the next-in-rank Consultant until the negotiation is successfully completed.

29) Post-Qualification

- 29.1 The BAC shall determine to its satisfaction whether the Consultant that is evaluated as having submitted the HRB complies with and is responsive to all the requirements and conditions specified in the Short-listing Documents and **ITB** Clauses 12 and 13. The Consultant, within five (5) calendar days from receipt of notice from the BAC that it submitted the HRB, shall submit all the eligibility documents supporting its PhilGEPS Certificate of Registration (Platinum Membership), its latest income and business tax returns filed for the preceding quarter which should not be earlier than two (2) quarters from the date of submission and receipt of bid, and other appropriate licenses and permits required by law and stated in the **BDS**.
- 29.2 Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the Consultant for award; Provided, That in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security.
- 29.3 During post-qualification, the BAC shall verify and validate the veracity, authenticity, and validity of all the eligibility documents supporting the PhilGEPS Certificate of Registration (Platinum Membership), and all the other statements made, and documents submitted by the Consultant with the HRB, using non-discretionary criteria, as stated in the Bidding Documents.

- 29.4 The determination shall be based upon an examination of the documentary evidence of the Consultant's qualifications submitted pursuant to **ITB** Clauses 12 and 13, as well as other information as the Procuring Entity deems necessary and appropriate, using a non-discretionary "pass/fail" criterion, which shall be completed within a period of twelve (12) calendar days from the completion of the negotiation with the Consultant that submitted the HRB. In exceptional cases, the post-qualification period may be extended by the HoPE, but in no case shall it exceed thirty (30) calendar days.
- 29.5 If the BAC determines that the Consultant with the HRB passes all the criteria for post-qualification, it shall declare the said bid as the Consultant with the HRRB and recommend to the HoPE the award of contract to the said Bidder at bid price or its negotiated price, whichever is lower, and subject to compliance with **ITB** Clause 31.3.
- 29.6 If the BAC determines that the bidder with the HRB fails the criteria for post-qualification, it shall immediately notify the said bidder in writing of its post-disqualification and the grounds for it.
- 29.7 Immediately after the BAC has notified the first Consultant of its post-disqualification, and notwithstanding any pending request for reconsideration thereof, the BAC shall initiate and complete the same post-qualification process on the Consultant with the second HRB. If the second Consultant passes the post-qualification and provided that the request for reconsideration of the first Consultant has been denied, the second Consultant shall be post-qualified as the Consultant with the HRB. If the second Consultant, however, fails the post-qualification, the procedure for post-qualification shall be repeated for the Consultant with the next HRB, and so on, until the HRRB is determined for award, subject to the procedure of Notice and Execution of Award.

In case of post-disqualification of the Consultant with the HRB, the BAC shall be given the same fresh period to conduct the post-qualification of the next HRB until a Consultant is post-qualified or failure of bidding is declared based on Section 64 of the IRR.

- 29.8 Within a period not exceeding ten (10) calendar days from the determination by the BAC of the HRRB and the recommendation of the award, the HoPE or its duly authorized representative shall approve or disapprove the said recommendation.
- 29.9 In case of approval, HoPE or its duly authorized representative shall immediately issue the Notice of Award to the Consultant with the HRRB.

In the event that the approving authority shall disapprove the resolution on the award of the contract, such disapproval shall be based only on valid, reasonable, and justifiable grounds as enumerated under Section 70 of the IRR to be expressed in writing. A copy of the decision disapproving the resolution shall be furnished to the BAC and the Consultant. A request for reconsideration may be filed by the Consultant with the HoPE within three (3) calendar days from receipt of the notice of disapproval. The HoPE shall resolve with finality the request for reconsideration within seven (7) calendar days from the filing thereof and furnish the bidder a copy of the resolution immediately from its promulgation. In no case shall the request for reconsideration stay or delay the bidding process. However, the request for reconsideration must first be resolved before any award is made.

30) Reservation Clause

- 30.1 Notwithstanding the eligibility, short-listing, or post-qualification of a Consultant and without incurring any liability, the HoPE or its duly authorized representative at any stage of the procurement, reserves the right to review its qualifications, reject any and all bids, declare a failure of bidding or not award the contract in the following situations:
- a) If it has reasonable grounds to believe that a misrepresentation has been made by the said Consultant, or that there has been a change in the Consultant's capability to undertake this Project from the time it submitted its eligibility requirements.
 - b) Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Consultant which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Consultant as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 30.2 Based on the following grounds, the HoPE or its duly authorized representative reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:
- a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition or influences or tends to influence the bidding process;
 - b) If the BAC is found to have failed in complying with the law or in following the prescribed bidding procedures; or
 - c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the government, in instances where (i) the physical and economic conditions have significantly changed so as to render the Project no longer economically, financially, or technically feasible as determined by the HoPE; (ii) the project is no longer necessary as determined by the HoPE; and (iii) the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.

F. Award of Contract

31) Contract Award

- 31.1 Subject to **ITB** Clause 29, the HoPE or its authorized representative shall award the contract to the Consultant whose bid has been determined to be the HRRB.

- 31.2 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Consultant in writing that its bid has been accepted, through a Notice of Award duly received by the Consultant or its authorized representative personally or by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Consultant with the HRRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.
- 31.3 Within ten (10) calendar days from receipt by the winning Consultant of the Notice of Award, the following conditions should be complied with before the contract may be awarded:
- a) Submission of the following documents:
 - i) Valid JVA, if applicable; or
 - ii) SEC Certificate of Registration of the foreign corporation, or the SEC Certificate of Registration of the foreign consulting firm, and/or the authorization or license issued by the appropriate government agency or professional regulatory body of the foreign professionals engaging in the practice of regulated professions and allied professions, where applicable.
 - b) Posting of the performance security in accordance with **ITB** Clause 33;
 - c) Signing of the contract as provided in **ITB** Clause 32.

32) Signing of the Contract

- 32.1 Within ten (10) calendar days from receipt of the Notice of Award, the winning Consultant shall post the required performance security, and sign and date the contract and return it to the Procuring Entity.
- 32.2 The Procuring Entity shall enter into contract with the successful Consultant within the same ten (10) calendar day period provided that all the documentary requirements are complied with.
- 32.3 The following documents shall form part of the contract:
- a) Contract Agreement;
 - b) Bidding Documents;
 - c) Winning Consultant's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g., Consultant's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - d) Performance Security;
 - e) Notice of Award of Contract; and
 - f) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

33) Performance Security

- 33.1 To guarantee the faithful performance of its obligations under the contract, the winning Consultant shall post a performance security, prior to the signing of the contract. Furthermore, the winning Consultant shall be required to update the performance security posted prior to the issuance of a contract amendment, if any.
- 33.2 Sectors enumerated under Section 76.1⁴ of the IRR are allowed to post a Performance Securing Declaration (PSD) as specified in the **BDS**.
- 33.3 The performance security shall be in the form selected by the Procuring Entity in the amount indicated in the **BDS**, which shall not be less than the percentage of the total contract price in accordance with the following schedule:

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

- 33.4 The performance security shall be denominated in Philippine Peso and posted in favor of the Procuring Entity, which shall be forfeited in the event it is established that the winning Consultant is in default in any of its obligations under the contract.

⁴ Section 76.1. The GPPB, once data is available from relevant agencies, shall maintain a registry of entities belonging to the following sectors:

- Farmers, as certified by the Department of Agriculture (DA);
- Fisherfolk as certified by the Bureau of Fisheries and Aquatic Resources (BFAR);
- Persons with disabilities as certified by the National Council for Disability Affairs (NCDA) pursuant to RA No. 7277, otherwise known as the Magna Carta for Disabled Persons, as amended;
- Solo parents as certified by the Department of Social Welfare and Development (DSWD);
- Microenterprises and social enterprises as certified by the MSMED Council;
- Startups, Spin-offs, and other forms of entity involved in Science, Technology, and Innovation (DOST), as may be applicable;
- Cooperatives duly registered with the CDA pursuant to RA No. 6938, otherwise known as the Cooperative Code of the Philippines, as amended; and
- Other relevant sectors as may be determined by the GPPB to ensure inclusivity and diversity in the procurement process.

34) Notice to Proceed

The Procuring Entity shall issue the Notice to Proceed to the winning Consultant not later than three (3) calendar days from the date of approval of the contract by the appropriate signatories. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Consultant.

35) Protest Mechanism

Decision of the BAC in all stages of procurement may be protested to the HoPE in accordance with Section 83 of the IRR.

Nothing Follows

SECTION III. BID DATA SHEET

ITB Clause	Details of BID DATA SHEET (BDS)
1.1 Name of the Procuring Entity	The Procuring Entity is Development Academy of the Philippines; The evaluation procedure is Quality-Cost Based Evaluation (QCBE); and The identification number of the Contract is IB25-420125-07.
1.2 Project Description	The Project is the preparation of the comprehensive Conceptual Master Plan of the DAP Conference Center and 4-Storey Dormitory as the foundational document to guide the DAPCC's continuing development over time and reviews its existing facilities to outline future growth projects and improvements to securely allocate costs and time resources to move forward its declared mission/vision. DAP remains an active and positive contributor in incentivizing the nation's as well as the Asian region's progress and development. Established in 1973, DAP's main purpose has always been to promote and support the development efforts of the country. Over the last 50 years and more, the DAP as a premier government institution dedicated to advancing public sector management and governance, has continually remained committed in ensuring it has the vital, relevant and responsive facilities to better serve the evolving needs of the public sector. This project builds upon the Physical Repair, Rehabilitation, and Restoration (3R) Project initiated by DAP in 2006, which focused on addressing some infrastructure issues within the facility. While progress has been made, several tasks remain incomplete, and the new project will expand and finalize the previous work, including addressing heritage conservation considerations where necessary. With its 4.08-hectare lot, the DAPCC remains an ideal venue for live-in training, seminars, management workshops, and team-building activities. It serves as an important asset for DAP's mission to support the development of the public sector, and this master planning project is crucial for ensuring its continued success as a premier venue for professional development activities.
1.3 Project Phases	The Project's Milestone Activity are as follows: 01. Inception Report Documentation; 02. Existing Condition and Assets Audit; 03. Needs Identification, Assets Analysis and Programming; 04. Conceptual Design Programming Translation; 05. Physical Conceptual Master Plan for DAPCC's Future Updates and Upgrades Phased Development; and 06. Final Report Documentation. Refer to the Terms of Reference in Section VI, Item No. 3 and No. 4, for more details on the Project Scope and Deliverables.

2 Source of Funds	The source of funds is: Government of the Philippines (GoP) through Prior Year's Subsidy (APY as per Special Provisions of GAA 2025).
4.1 Observe High Standard of Ethics	No further instructions.
8 Origin of Associated Goods	No further instructions.
9.1 Pre-Bid Conference	The Procuring Entity will hold a Pre-Bid Conference for this Project on 20 November 2025 (Thursday) at 10:00AM at the DAP Conference Center in Tagaytay City .
10.1 Request for Clarification from Bidders	Bidder's request for clarifications and amendments to bidding documents must be in writing and submitted to the BAC Secretariat at the address below: RODEL D. CASTILLO Officer-in-Charge, BAC Secretariat Division Ground Floor, DAP Building San Miguel Ave., Pasig City Tel No. (632) 8631-0921 loc. 133 Email Address: dapbacsec@dap.edu.ph
12.1(b) Professional Staff Months	Not applicable.
12.1(c) Minimum Experience and Qualifications of the Project Team	The minimum experience and qualifications requirements of Bidder's proposed Key Personnel for the project are the following: 01. Designated Project Team Leader, Architect/ Master Planner should be a Registered Architect, with valid PRC ID, in Good Standing with his/her PRC-APO, with CTC PTR for 2025 with at least 20 years of experience and background in leading a master planning undertaking of similar size and complexity including background in detailed architectural design; 02. Project Assistant Team Leader, Architect should be a Registered Architect, with valid PRC ID, in Good Standing with his/her PRC-APO, with CTC PTR for 2025 with at least 15 years of experience and background in leading a detailed architectural design including master planning undertaking of similar size and complexity; 03. Senior Interior Designer or Senior Architect / Interior Designer, should be a Registered Interior Designer or Registered Architect, with valid PRC ID, in Good Standing with his/her PRC- APO, with CTC PTR for 2025 with at least 15 years of experience and background in leading an architectural interiors or interior designs; 04. Senior Architect should be a Registered Architect, with valid PRC ID, in Good Standing with his/her PRC- APO, with CTC PTR for 2025 with at least 10 years of experience and background in detailed architectural design; and 05. Consulting Professionals: Must be a Registered Professionals with minimum of 15 years of experience, and valid PRC ID(s) and in Good Standing (with Valid annual membership certificate for 2025 with their PRC Accredited Professional Organization (PRC-APO)) & with PTR for 2025 05.1. Landscape Architect;

	05.2. Civil/Structural Engineer; 05.3. Sanitary/ Plumbing Engineer; 05.4. Professional Mechanical Engineer; 05.5. Professional Electrical Engineer; 05.6. Professional Electronics and Communications Engineer; 05.7. Acoustics Engineer; and 05.8. Sound Engineer. Note: a. Designation of key personnel to more than one of the above stated fields/professions is not allowed. b. The consultant may assign support personnel for the optimal performance of the Project Team without additional cost to the DAP. c. The designated key personnel are expected to be present and accessible as the project warrants during the duration of the implementation stage, and shall be available upon request by the HoPE and/or the DAP Representative/s.
12.2 Components of the Technical Proposal	Bidders must submit clear and readable copy of the following TECHNICAL DOCUMENTS: 01. Filled-out TPF 1: Technical Proposal Submission Form; 02. Bid Security in any of the prescribed forms per BDS Clause 16.1; 03. Filled-out TPF 2: Consultant's References: all relevant services carried out by the consultant that best illustrate qualifications for the past 10 years; 04. Filled-out TPF 3: Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities; 05. Filled-out TPF 4: Description on the Methodology and Work Plan for performing the Project; 06. List of Key Personnel to be assigned to the Project; 07. Filled-out TPF 5: Team Composition and Task; 08. Filled-out TPF 6: Duly Accomplished Curriculum Vitae (CV) of All Proposed Key Personnel; 09. Organizational Chart for the Project; 10. Filled-out TPF 7: Time Schedule for Professional Personnel; 11. Filled-out TPF 8: Activity (Work) Schedule; 12. Duly Notarized Omnibus Sworn Statement; 13. Certificate of Site Inspection duly signed by authorized DAPCC Officers (to be provided by the BAC Secretariat to Bidders conducted site inspection): 13.1. DANILO C. FILARCA Officer-In-Charge, Engineering and Maintenance Services <u>or</u>,

	13.2. LIBERTY P. ANG CAYA Associate Project Officer III, Facilities Marketing & Sales Office 14. Valid ISO Certification (if any); and 15. USB Thumb Drive containing electronic-copies of the submitted technical documents. Note: USB thumb drive containing an electronic-copy that cannot be opened or is corrupted or is incomplete shall not be a ground for disqualification. In the event of any discrepancy between the original printed-copies and the electronic-copies, the original printed-copies shall prevail.
13.5 Components of the Financial Proposal	These shall include the following FINANCIAL DOCUMENTS using the prescribed forms: 01. Filled-out FPF 1: Financial Proposal Submission Form. 02. Filled-out FPF 2: Summary of Costs. 03. Filled-out FPF 3: Breakdown of Price per Activity. 04. USB Thumb Drive containing electronic-copies of the submitted financial documents. Note: USB thumb drive containing an electronic-copy that cannot be opened or is corrupted or is incomplete shall not be a ground for disqualification. In the event of any discrepancy between the original printed-copies and the electronic-copies, the original printed-copies shall prevail.
13.5 Taxes	The Consultant shall be subject to applicable withholding taxes, including, but not limited to income tax and value added tax as may be required by law.
13.7 Arithmetical Corrections and Computational Errors	The ABC is THIRTEEN MILLION FOUR HUNDRED THOUSAND PESOS (₱13,400,000.00) . Any bid with a financial component exceeding this amount shall not be accepted.
14.1 Bid Currency	The bid prices shall be quoted in Philippine Peso.
14.3 Payment	The payment for the contract shall be made in Philippine Peso.
15.1 Bid Validity	Bids will be valid for One Hundred Twenty (120) calendar days from the date of Opening of the Bid.
16.1 Bid Security	The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts: 01. The amount of not less than Two Hundred Sixty-Eight Thousand Pesos (₱268,000.00) or 2% of ABC, if bid security is in cash, cashier's/manager's check; or 02. The amount of not less than Six Hundred Seventy Thousand Pesos (₱670,000.00) or 5% of ABC, if bid security is in bank draft/guarantee or irrevocable letter of credit, or Surety Bond.
16.2 Bid Security Validity	The Bid Security shall be valid until One Hundred Twenty (120) calendar days from the date of opening of Bids.
16.3 Substitution of Bid Security	Substitution of the Bid Security is not allowed.

16.5(b)(iii) Forfeiture of Bid Security	No further instructions.
18.2 Signing of Bids by Duly Authorized Representative/s	No further instructions.
19 Deadline for Submission of Bids	The address for submission of bids is BAC Secretariat Division, Ground Floor, DAP Bldg., San Miguel Avenue, Pasig City The deadline for submission of bids is 04 December 2025 (Thursday) at 10:00AM.
22.2 Place, Date and Time of Bid Opening	The place of bid opening is DAP Bldg., San Miguel Avenue, Pasig City. The date and time of bid opening is 04 December 2025 (Thursday) at 10:00AM. Late bids shall not be accepted.
23.1 Confidentiality of Bidding Process	No further instructions.
26.1 Procedure for the Opening and Tabulation of Bids; Negotiation and determination of HRRB	The following processes for the opening and evaluation of bids for Quality-Cost Based Evaluation (QCBE) shall be adopted: A. OPENING and TABULATION: 01. The technical proposals together with the financial proposal shall be considered in the evaluation of consultants. The “Presence” or “Absence” of the submitted documents, referenced to the checklist of requirements, shall be established by the BAC; 02. The documents of the Technical Proposal shall be first opened to determine if the required document/s is ‘present’ or ‘absent’ in the submission; 03. When all of the required documents (of a particular Bidder) are found ‘present’ in the Technical Proposal, the documents of the Financial Proposal shall be opened, and shall be declared ‘eligible’. Otherwise, the Technical Proposal that is incomplete with any document vis-à-vis the checklist in this OBD, shall be deemed ‘ineligible’; 04. The Financial Proposal (of a particular Bidder) shall be tallied based on the major elements as defined in this OBD. The scoring of the Financial Proposals shall be based on the total amounts of all ‘eligible-bids’; 05. No bid shall be declared as highest rated bid (HRB) up until the evaluation of the BAC-TWG has been completed; 06. The highest rated bid shall be determined by the BAC-TWG after the BAC-TWG have reviewed, post-qualified, validated each submitted document. However, only those BAC-declared as ‘eligible’ bid/s shall be further scrutinized by the BAC-TWG. B. POST-QUALIFICATION / VALIDATION 07. The financial and technical proposals shall be given corresponding weights. The financial proposal shall be given a minimum weight of fifteen percent (15%) up to a maximum of forty percent (40%). The weight of the technical criteria shall be adjusted accordingly such that its aggregate total weight in percent together with the weight

	given to the financial proposal shall add to one hundred percent (100%); 08. The BAC shall rank the consultants' eligible bids in descending order based on the combined numerical ratings of the bids' technical and financial proposals. The Highest Rated Bid, marked as "Rank1" shall be assigned to the Bid that have earned the highest points; 09. The BAC shall come up with a resolution as to the final and official ranking, and shall endorse its recommendation to the Head of the Procuring Entity (HOPE); 10. The HOPE shall approve or disapprove the recommendation of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC; 11. After approval by the Head of the Procuring Entity of the ranks of the proposals from Highest Rated Bid (HRB) to Lowest Rated Bid (LRB), the BAC shall, within three (3) calendar days, notify and invite the Consultants for Negotiation; C. HIGHEST RATED RESPONSIVE BID 12. The negotiation will start with the Consultant whose bid was tagged as the "HRB". The scope of the Negotiation shall be in accordance with ITB Clause 26; 13. If any of the terms of 'negotiation' has not been reached by the Consultant and the BAC, the bid of the HRB shall be declared "non-responsive". The BAC shall call for the next HRB, and do the same negotiation. Similarly, if any of the terms of 'negotiation' has not been reached by the Consultant and the BAC, the bid of the called next HRB shall be declared "non- responsive"; 14. The process repeats until the last rated eligible & post-qualified bid had been reached; 15. The Consultant with a post-qualified bid and has come up successful in the negotiation shall be declared as the "Highest Rated Responsive Bid (HRRB)".
26.3 Minimum Required Technical Score	The minimum required Technical Score (S_T) for each criterion is as follows: 01. QUALIFICATION of the Bidder / Consultant Key Personnel to be Assigned for the Project (50 pts): Info/Data will be culled from submitted respective CVs – to include key personnel expertise, relevant work experience; years of experience, registration status (valid PRC ID, in good standing PRC-APO, current PTR), educational background, honors and awards in particular relating to work experience, training undertaken in particular related to expertise, other achievements (i.e. publication in journals/magazines), resource/speaker in field of expertise; 02. EXPERIENCE & CAPACITY of the Bidder / Consultant Firm (40 pts): Years of existence in Business and Registration Status; Recent / ongoing projects, completed master planning projects and similar representative projects; all other completed projects; project testimonials and awards;

	03. APPROACH & METHODOLOGY (10 pts) in executing comprehensive services: Overall Firm Philosophy; Firm Mission / Vision; Detailed Approaches and Methodologies for Designated Services; Outlined Strategies and Tools for each of the Designated Services. □ Assessment Formula: $S_T = [Q] + [E] + [M]$ where: ❖ S_T = Technical Score ❖ Q = assessment score for Qualification of the Bidder / Consultant Firm ❖ E = assessment score for Experience & Capacity of the Bidder ❖ M = assessment score for Comprehensive Services Approach & Methodology of the Bidder on how the output will be prepared/developed □ The minimum S_T required to pass is 60 points.
27.1 Opening of Bids	The date, time, and place for the opening of Technical as well as Financial Proposals shall be on 04 December 2025 (Thursday) at 10:00AM at DAP Bldg., San Miguel Avenue, Pasig City. 01. The tendered bids shall be tallied / tabulated in the presence of the Bidders and invited Observers who choose to attend the opening; 02. Financial Proposal will be opened only when all the requirements of the Technical Proposal per checklist are deemed “Present”; 03. For any Bidder whose Technical Proposal that has incomplete requirement/s or patently insufficient (or declared ‘ineligible’ by BAC) will be retained by DAP. Consequently, the Financial Proposal will no longer be read and will be returned to the Bidder, together with the Bid Security.
27.2 Evaluation procedure on the opening of Financial Proposal	For Quality Cost Based Evaluation (QCBE), the following procedures shall be adopted: 01. The BAC shall determine whether the Financial Proposals are complete. If not, the BAC shall reject the proposal; 02. The BAC shall correct any computational errors. Sub-items tagged with zero (0) price, or “blank”, or no marking/s on info requiring data for prices, shall be considered as valid. The Financial Proposal shall not exceed the ABC and shall be deemed to include the cost of all taxes, duties, fees, levies, and other charges imposed under the applicable laws; 03. The evaluation of the prices shall be taken to mean to include all such taxes, duties, fees, levies, and other charges imposed under the applicable laws. Where special tax privileges are granted to a particular class or nationality of Consultant by virtue of the GOP’s international commitments, the amount of such tax privileges shall be included in the Financial Proposal for purposes of comparative evaluation of Bids;

	04. The lowest Financial Proposal (F_L) shall be given a Financial Score (S_F) of 100 points. The S_F of other Financial Proposals shall be computed based on the formula indicated below: $S_F = 100 \times F_L / F$ where: ❖ S_F is the financial score of the Financial Proposal under consideration, ❖ F_L is the lowest Financial Proposal, and ❖ F is the Financial Proposal under consideration. Using the formula... $S = (S_T \times T\%) + (S_F \times F\%)$...the bids shall then be ranked according to their combined S_T and S_F using the weights (S_T is the technical score of the Technical Proposal under consideration; T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; $T + F = 1$) indicated below: ❖ $T = 0.70$ or 70% ❖ $F = 0.30$ or 30% ...provided that the total weights given to the Technical and Financial Proposals shall add up to 1.0.
28.1 Place of Negotiations	The address for negotiations is Development Academy of the Philippines, Ground Floor, DAP Bldg., San Miguel Avenue, Pasig City.
28.2(e) Negotiations	No further instructions.
29.1 Post Qualification Documents	Bidder shall submit the following documentary requirements within five (5) calendar days from notification from the BAC that the bidder has the Highest Rated Bid (HRB): 01. 2024 Income/Business Tax Return (ITR) duly filed thru Electronic Filing and Payment System (eFPS) of the BIR as provided for under Executive Order No.398 or RR 3-2005 together with Filing and Payment References; 02. Latest Quarterly Value-Added Tax Returns for 2025-2024 (Quarterly Value-Added Tax Form No. 2550-Q) for the quarter ending, per Revenue Regulations 3-2005; and 03. Instruction to Bidders: If bidding as a Joint Venture (JV), each member of the JV shall submit the same documents.
32.3(f) List of Additional Contract Documents	No additional requirements.
33.2 Posting Performance Securing Declaration	Not applicable.
33.3 Performance Security	The Performance Security shall be in the form a manager's check in the amount of not less than ₱670,000.00.

Nothing Follows

SECTION IV. GENERAL CONDITIONS OF CONTRACT

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Nothing Follows

1) General Terms

In this contract, the following terms shall be interpreted as indicated:

- 1.1 The “Procuring Entity” means the organization engaging the services of a consultant or consulting firm, as named in the **SCC**.
- 1.2 The “Consultant” means the short-listed consultant with the HRRB determined by the Procuring Entity as such in accordance with the ITB and as named in the **SCC**.
- 1.3 “Funding Source” means the entity indicated in the **SCC**.
- 1.4 “Services” means the work to be performed by the Consultant, as provided in the **Appendix I**.

2) Headings

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

3) Location

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

4) Law Governing Contract and Services

- 4.1 This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the applicable laws. For purposes of this Clause, “applicable laws” refer to laws and any other instruments having the force of law in the Philippines as they may be issued and enforced from time to time.
- 4.2 The Consultant shall perform the Services in accordance with the applicable laws and shall take all practicable steps to ensure that the personnel of the Consultant, which are employed and assigned to the performance of the Services or any part thereof, complies with the applicable laws. The Procuring Entity shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.

5) Governing Law and Language

- 5.1 This Contract shall be interpreted in accordance with the laws of the Republic of the Philippines.
- 5.2 This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract. All correspondence and other documents pertaining to this Contract exchanged by the parties shall be written in English.

6) Consultants and Affiliates Not to Engage in Certain Activities

- 6.1 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant shall be disqualified from providing goods, works, or consulting services for any project

resulting from or closely related to this Contract other than the Services and any continuation thereof provided there is no current or future conflict.

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

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

7) Authority of Member in Charge

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

8) Resident Project Manager

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

9) Entire Agreement

This Contract, including the Contract Agreement, Bidding Documents, winning bidder's bid, including the Eligibility requirements, Technical and Financial Proposals, and all other documents or statements submitted, Performance Security, Notice of Award of Contract, and other contract documents that may be required by existing laws and/or the Procuring Entity specified in **GCC** Clause 1.1, contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make any statement, representation, promise, or agreement not set forth herein of which the Parties shall not be bound by or be liable for.

10) Modification

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

11) Relationship of Parties

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

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

12) Authorized Representatives

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

13) Good Faith

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

14) Operation of the Contract

The Parties recognize that it is impractical for this Contract to provide for every contingency which may arise during the effectivity of this Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them; and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties shall use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with **GCC** Clause 37 hereof.

15) Notices

15.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered mail, or electronic mail, to such Party at the address specified in the SCC, which shall be effective when delivered and duly received as may be applicable.

15.2 A Party may change its address upon notice pursuant to the provisions listed in the SCC.

16) Warranty as to Eligibility

16.1 The Consultant represents, warrants, and confirms that it is eligible, *i.e.*, has the legal personality to act as a consultant in accordance with Part I, Section II, Short-listing Documents issue for this project.

16.2 The Consultant shall perform its obligations under this Contract in accordance with the highest accepted professional standards and expertise. The Consultant shall exercise all reasonable skill, care, and diligence in the discharge of duties agreed to be performed and shall work in the best interest of the GoP.

17) Confidentiality

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

18) Payment

18.1 In consideration of the Services performed by the Consultant under this Contract, the Procuring Entity shall make to the Consultant such payments and in such manner as is provided by **GCC** Clause 54 of this Contract. However, the Procuring Entity may refuse to make payments when the terms and conditions of the contract are not satisfactorily performed by the Consultant.

18.1 Subject to the ceilings specified in **GCC** Clause 54 hereof, the Procuring Entity shall pay to the Consultant: (i) remuneration as set forth in **GCC** Clause 54.2; and (ii) reimbursable expenditures as set forth in **GCC** Clause 54.4. Said remuneration shall not be subject to price adjustment.

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

19) Currency of Payment

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

20) Liability of the Consultant

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

21) Insurance to be Taken Out by the Consultant

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

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

22) Effectivity to the Contract

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

23) Commencement of Services

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

24) Expiration of Contract

Unless sooner terminated pursuant to **GCC** Clauses 30 or 31 hereof, this Contract shall terminate at the end of such time period after the effectivity date as shall be specified in the **SCC**.

25) Force Majeure

- 25.1 For purposes of this Contract the terms “force majeure” and “fortuitous event” may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the Consultant could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Consultant.
- 25.2 The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of force majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.
- 25.3 Unless otherwise agreed herein, force majeure shall not include:
- a) any event which is caused by the negligence or intentional action of a Party or such Party’s agents or employees;
 - b) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder;
 - c) insufficiency of funds or failure to make any payment required hereunder;
or
 - d) the Procuring Entity’s failure to review, approve or reject the outputs of the Consultant beyond a reasonable time period.
- 25.4 A Party affected by an event of force majeure shall take all reasonable measures to remove such Party’s inability to fulfill its obligations hereunder immediately or within a reasonable time.
- 25.5 A Party affected by an event of force majeure shall notify the other Party of such event as soon as possible, and in any event not later than fifteen (15) calendar days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- 25.6 The Parties shall take all reasonable measures to minimize the consequences of any event of force majeure.
- 25.7 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a direct and proximate result of force majeure.

- 25.8 During the period of their inability to perform the Services as a direct and proximate result of an event of force majeure, the Consultant shall be entitled to continue receiving payment under the terms of this Contract as well as to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period, provided that such costs are still within the total contract price. However, the foregoing provision shall not apply if the Procuring Entity suspends or terminates this Contract in writing, notice thereof duly received by the Consultant, pursuant to GCC Clauses 27 and 30 hereof with the exception of the direct and proximate result of force majeure.
- 25.9 Not later than fifteen (15) calendar days after the Consultant, as the direct and proximate result of an event of force majeure, has become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures considering the circumstances.
- 25.10 In the case of disagreement between the parties as to the existence, or extent of force majeure, the matter shall be submitted to arbitration in accordance with GCC Clause 37 hereof.

26) Contract Amendment

Changes to the consultancy contract affecting the project scope, key personnel, schedule of deliverables and payments, timelines or contract duration may be made if necessary to achieve the objectives of the project. In such cases, an equitable adjustment in contract price may be mutually agreed upon by the Procuring Entity and the consultant in writing, using similar rates or unit prices in the contract, or if not available, using applicable or current rates and prices to cover the amended or additional items in the consultancy contract; Provided, That the total increase in cost does not exceed twenty percent (20%) of the contract price.

Subject to GCC Clause 42.5, changes to the consultancy contract affecting the project scope, key personnel, schedule of deliverables and payments, timelines or contract duration may be made if necessary to achieve the objectives of the project.

27) Suspension

- 27.1 The Procuring Entity shall, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fail to perform any of their obligations due to their own fault or due to force majeure or other circumstances beyond the control of either party (e.g. suspension of civil works being supervised by the consultant) under this Contract, including the carrying out of the Services, provided that such notice of suspension:
- a) shall specify the nature of the failure; and
 - b) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) calendar days after receipt by the Consultant of such notice of suspension.
- 27.2 The Consultant may, without prejudice to its right to terminate this Contract pursuant to **GCC** Clause 31, by written notice of suspension, suspend the Services if (i) the Procuring Entity fails to deliver government-furnished equipment, resources, reports or data as stipulated in the contract; (ii) peace

and order conditions make it extremely dangerous, if not impossible, to work; or (iii) delay in the payment of the Consultant's claim for progress billing beyond sixty (60) calendar days from the time the Consultant's claim has been certified by the Procuring Entity as being supported by complete documentation and a notice from the Consultant has been received by the Procuring Entity that such payment is overdue, unless there are justifiable reasons which shall be communicated in writing to the Consultant.

28) Extension or Adjustment of Contract Time

The adjustment or extension of contract time in Consulting Services shall consider both the elapsed time between the effective order suspending operation and the order to resume work in cases when the total suspension or the suspension of activities along the critical path is not due to the fault of the Consultant.

29) Liquidated Damages

When the Consultant fails to satisfactorily complete the services required under the contract within the specified period, inclusive of duly granted time extensions, if any, the Consultant shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. In case the sum of liquidated damages reaches ten percent (10%) of the contract amount, the contract may be rescinded or terminated by the Procuring Entity, without prejudice to other courses of action and remedies available under the circumstances. In case the contract is rescinded or terminated, the Procuring Entity may take over the contract or award the same to a qualified consultant through negotiated procurement. In addition to the liquidated damages, the erring consultant's performance security shall also be forfeited.

In case the delay in the completion of the services exceeds ten percent (10%) of the specified contract time plus any time extension duly granted to the Consultant, the Procuring Entity may rescind the contract. It then forfeits the Consultant's performance security and takes over the prosecution of the contract or awards the same to a qualified consultant through negotiated procurement.

30) Termination by the Procuring Entity

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

- a) In case of breach of contract by the Consultant, or where the Consultant fails to deliver or perform the Outputs and Deliverables within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Consultant prior to the delay, and such delay amounts to at least ten percent (10%) of the contract price;
- b) In case of force majeure, or where the Consultant is unable to deliver or perform a material portion of the Outputs and Deliverables for a period of not less than sixty (60) calendar days after the Consultant's receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased;
- c) In case of termination of contract for convenience, where there is a determination of existence of any of the following conditions that make

Project Implementation economically, financially or technically impractical and/or unnecessary: (i) If physical and economic conditions have significantly changed so as to render the project no longer economically, financially, or technically feasible, as determined by the HoPE; (ii) the HoPE has determined the existence of conditions that make project implementation impractical or unnecessary, such as, but not limited to, fortuitous event/s, changes in laws and government policies; (iii) Funding for the project has been withheld or reduced by higher authorities through no fault of the Procuring Entity; or (iv) any circumstance analogous to the foregoing;

- d) If the Consultant is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction; in which event, termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Consultant;
- e) In case it is determined prima facie that the Consultant, including any joint venture partner therein, has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to, the following: corrupt, fraudulent, collusive, coercive, and obstructive practices; drawing up or using forged documents; using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and any other act analogous to the foregoing. For purposes of this Clause, corrupt, fraudulent, collusive, coercive, and obstructive practices shall have the same meaning as that provided in **ITB** Clause 4.1(a);
- f) The Consultant fails to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to GCC Clause 15.2 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Procuring Entity may have subsequently approved in writing;
- g) The Consultant's failure to comply with any final decision reached as a result of arbitration proceedings pursuant to GCC Clause 37 hereof; or
- h) The Consultant fails to perform any other obligation under the Contract.

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

31) Termination by the Consultant

The Consultant must serve a written notice to the Procuring Entity of its intention to terminate this Contract at least thirty (30) calendar days before its intended termination. This Contract is deemed terminated if no action has been taken by the Procuring Entity with regard to such written notice within thirty (30) calendar days after the receipt thereof by the Procuring Entity. The Consultant may terminate this Contract, if, through no fault of its own, any of the following conditions exists:

- a) The Procuring Entity is in material breach of its obligations pursuant to this Contract and has not remedied the same within sixty (60) calendar days following its receipt of the Consultant's notice specifying such breach;

- b) Substantial failure of the Procuring Entity to perform its obligations under the contract;
- c) Prolonged suspension by the Procuring Entity, through no fault of the Contractor, which affects the substantial part of the Contract;
- d) The Procuring Entity's failure to comply with any final decision reached as a result of arbitration pursuant to **GCC** Clause 37 hereof;
- e) As the direct and proximate result of force majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) calendar days; or
- f) The Procuring Entity fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to **GCC** Clause 37 hereof within eighty-four (84) calendar days after receiving written notice from the Consultant that such payment is overdue.

32) **Procedures for Termination of Contracts**

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

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

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

- c) **Show Cause** - Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Consultant shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Consultant fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract.
- d) **Rescission of Notice of Termination** - The Procuring Entity may, at any time before receipt of the Consultant's verified position paper to withdraw the Notice to Terminate if it is determined that certain services subject of the notice had been completed or performed before the Consultant's receipt of the notice.

- e) **Decision** - Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Consultant of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Consultant of the notice of decision. The termination shall only be based on the ground/s stated in the Notice to Terminate.
- f) **Contract Termination Review Committee** - The HoPE may create a Contract Termination Review Committee (CTRC) to assist in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE.
- g) **Take-over of Contracts** – If a Procuring Entity terminates the contract due to default, insolvency, or for cause, it may enter into a Negotiated Procurement pursuant to Section 35(c) of RA No. 12009 and its IRR.
- h) **Notice by Contractor or Consultant** – The Consultant must serve a written notice to the Procuring Entity of its intention to terminate the contract at least thirty (30) calendar days before its intended termination. The contract is deemed terminated if it is not resumed in thirty (30) calendar days after the receipt of such notice by the Procuring Entity.

33) **Cessation of Services**

Upon termination of this Contract by notice of either Party to the other pursuant to **GCC** Clauses 30 or 31 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Entity, the Consultant shall proceed as provided, respectively, by **GCC** Clauses 38 or 39 hereof.

34) **Payment upon Termination**

Upon termination of this Contract pursuant to **GCC** Clauses 30 or 31 hereof, the Procuring Entity shall make the following payments to the Consultant:

- a) remuneration pursuant to **GCC** Clause 54 hereof for Services satisfactorily performed prior to the effective date of termination;
- b) reimbursable expenditures pursuant to **GCC** Clause 54 hereof for expenditures actually incurred prior to the effective date of termination; and
- c) in the case of termination pursuant to **GCC** Clause 30.1(b) hereof, reimbursement of any reasonable cost incident to the prompt and orderly termination of this Contract including the cost of the return travel of the Personnel and their eligible dependents.

35) **Disputes about Events of Termination**

If either Party disputes whether an event specified in **GCC** Clause 30.1 or in **GCC** Clause 31 hereof has occurred, such Party may refer the matter to arbitration pursuant to **GCC** Clause 37 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

36) Cessation of Rights and Obligations

Upon termination of this Contract pursuant to **GCC** Clauses 30 or 31 hereof, or upon expiration of this Contract pursuant to **GCC** Clause 24, all rights and obligations of the Parties hereunder shall cease, except:

- a) such rights and obligations as may have accrued on the date of termination or expiration;
- b) the obligation of confidentiality set forth in **GCC** Clause 17 hereof; and
- c) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in **GCC** Clauses 52.1 (b) and 52.1(c) hereof, any right which a Party may have under the Applicable Law.

37) Settlement of Disputes

37.1 Any dispute arising from the implementation of a contract covered by RA No. 12009 and its IRR shall first be resolved and settled amicably by mutual consultation or agreement.

37.2 Should the Parties fail to resolve their dispute or difference after thirty (30) calendar days, the parties shall resort to alternative dispute resolution (ADR) in accordance with RA No. 9285 or the "Alternative Dispute Resolution Act of 2004", RA No. 876 or the Arbitration Law, Executive Order No. 1008 or the Construction Industry Arbitration Law, and other pertinent laws, regulations, and issuances, as the case may be.

If the Parties resort to arbitration, either solely or in conjunction with other modes of ADR, the governing rules of procedure or the rules of arbitration between the parties shall be specified in the **SCC**.

38) Documents Prepared by the Consultant and Software Developed to be the Property of the Procuring Entity

38.1 All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract shall become and remain the property of the Procuring Entity, and the Consultant shall, prior to termination or expiration of this Contract, deliver all such documents to the Procuring Entity, together with a detailed inventory thereof.

The Consultant may retain a copy of such documents and software. The plans, drawings, specifications, designs, reports, other documents and software, including restrictions on future use of such documents and software, if any, shall be specified in the **SCC**.

38.2 All computer programs developed by the Consultant under this Contract shall be the sole and exclusive property of the Procuring Entity; Provided, however, That the Consultant may use such programs for its own use with prior written approval of the Procuring Entity.

If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of any such computer programs, the Consultant shall obtain the Procuring Entity's prior written approval to such

agreements. In such cases, the Procuring Entity shall be entitled at its discretion to require recovering the expenses related to the development of the program/s concerned.

39) Equipment and Materials Furnished by the Procuring Entity

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

40) Services, Facilities and Property of the Procuring Entity

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

- a) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services;
- b) the manner in which the Consultant shall procure any such services, facilities and property from other sources; and
- c) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to **GCC** Clause 53 hereinafter which should be within the agreed contract ceiling.

41) Consultant's Actions Requiring Procuring Entity's Prior Approval

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

- a) appointing such members of the Personnel as are listed in Appendix III merely by title but not by name;
- b) replacement, during the performance of the contract for any reason, of any Personnel as listed in Appendix III of this Contract requiring the Procuring Entity's prior approval; and
- c) any other action that may be specified in the **SCC**.

42) Personnel

- 42.1 The Consultant shall employ and provide such qualified and experienced Personnel as are required to carry out the Services.

- 42.2 The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultant's Key Personnel are described in Appendix III.
- 42.3 The Key Personnel listed by title as well as by name in Appendix III are hereby approved by the Procuring Entity. In respect of other Key Personnel which the Consultant proposes to use in the carrying out of the Services, the Consultant shall submit to the Procuring Entity for review and approval a copy of their biographical data and, in the case of Key Personnel to be assigned within the GoP, a copy of a satisfactory medical certificate attached as part of Appendix III. If the Procuring Entity does not object in writing; or if it objects in writing but fails to state the reasons for such objection, within twenty-one (21) calendar days from the date of receipt of such biographical data and, if applicable, such certificate, the Key Personnel concerned shall be deemed to have been approved by the Procuring Entity.
- 42.4 The Procuring Entity may request the Consultants to perform additional services not covered by the original scope of work but are determined by the Procuring Entity to be critical for the satisfactory completion of the Services, subject to **GCC** Clause 56.6.
- 42.5 No changes shall be made in the Key Personnel, except for justifiable reasons as may be determined by the Procuring Entity, as indicated in the **SCC**, and only upon prior approval of the Procuring Entity. If it becomes justifiable and necessary to replace any of the Personnel, the Consultant shall forthwith provide as a replacement a person of equivalent or better qualifications. If the Consultant introduces changes in Key Personnel for reasons other than those mentioned in the **SCC**, the Consultant shall be liable for the imposition of damages as described in the **SCC**.
- 42.6 Any of the Personnel provided as a replacement under **GCC** Clauses 42.5 and 42.7, the rate of remuneration applicable to such person as well as any reimbursable expenditures the Consultant may wish to claim as a result of such replacement, shall be subject to the prior written approval by the Procuring Entity. Except as the Procuring Entity may otherwise agree, the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.
- 42.7 If the Procuring Entity finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action as defined in the Applicable Law, or has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Procuring Entity's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.

43) Working Hours, Overtime, Leave, etc.

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

- 43.2 The Key Personnel shall not be entitled to claim payment for overtime work, sick leave, or vacation leave from the Procuring Entity since these items are already covered by the Consultant's remuneration. All leaves to be allowed to the Personnel are included in the staff-months of service set forth in Appendix III. Taking of leave by any Personnel should not delay the progress and adequate supervision of the Services.
- 43.3 If required to comply with the provisions of **GCC** Clause 46.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix III may be made by the Consultant by prior written notice to the Procuring Entity, provided that:
- a) such adjustments shall not alter the originally estimated period of engagement of any individual by more than ten percent (10%); and
 - b) the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in **GCC** Clause 53.1 of this Contract. Any other such adjustments shall only be made with the Procuring Entity's prior written approval.

44) Counterpart Personnel

- 44.1 If so provided in Appendix III hereto, the Procuring Entity shall make available to the Consultant, as and when provided in such Appendix III, and free of charge, such Counterpart Personnel to be selected by the Procuring Entity, with the Consultant's advice, as shall be specified in such Appendix III. Counterpart Personnel shall work with the Consultant. If any member of the Counterpart Personnel fails to perform adequately any work assigned to such member by the Consultant which is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Entity shall not unreasonably refuse to act upon such request.
- 44.2 The responsibilities of the Counterpart Personnel shall be specified in Appendix III, attached hereto, and the Counterpart Personnel shall not perform any work beyond the said responsibilities.
- 44.3 If Counterpart Personnel are not provided by the Procuring Entity to the Consultant as and when specified in Appendix III, and or if the Counterpart Personnel lack the necessary training, experience or authority to effectively undertake their responsibilities, the Procuring Entity and the Consultant shall agree on how the affected part of the Services shall be carried out, and the additional payments, if any, to be made by the Procuring Entity to the Consultant as a result thereof pursuant to **GCC** Clause 53, hereof.

45) Performance Security

- 45.1 Within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity, but in no case later than the signing of the contract by both parties, the Consultant shall furnish the performance security in any the forms chosen by the Procuring Entity prescribed in the **ITB** Clauses 33.2 and 33.3.
- 45.2 The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Consultant is in default in any of its obligations under the contract.

- 45.3 The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.
- 45.4 The performance security may be released by the Procuring Entity and returned to the Consultant after the issuance of the Certificate of Final Acceptance subject to the following conditions:
- a) There are no pending claims against the Consultant or the surety company filed by the Procuring Entity;
 - b) The Consultant has no pending claims for labor and materials filed against it; and
 - c) Other terms specified in the **SCC**.
- 45.5 The Procuring Entity shall allow a proportional reduction in the original performance security in case of a reduction of the contract value, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

46) Standard Performance

- 46.1 The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods.
- 46.2 The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with third parties.
- 46.3 The Consultant shall furnish to the Procuring Entity such information related to the Services as the Procuring Entity may from time-to-time reasonably request.
- 46.4 The Consultant shall at all times cooperate and coordinate with the Procuring Entity with respect to the carrying out of its obligations under this Contract.

47) Consultant Not to Benefit from Commissions, Discounts, etc.

The remuneration of the Consultant pursuant to **GCC** Clause 54 hereof shall constitute the Consultant's sole remuneration in connection with this Contract or the Services and, subject to **GCC** Clause 48 hereof, the Consultant shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations hereunder, and the Consultant shall use its best efforts to ensure that its Personnel and agents similarly shall not receive any such additional remuneration.

48) Procurement by the Consultant

If the Consultant, as part of the Services, has the responsibility of advising or procuring goods, works or services, for the Procuring Entity, the Consultant shall comply with any applicable procurement guidelines of the Funding Source, and shall at all times

exercise such responsibility in the best interest of the Procuring Entity. Any discounts or advantages obtained by the Consultant in the exercise of such procurement responsibility shall be for the benefit of the Procuring Entity.

49) Reports

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

50) Assistance by the Procuring Entity on Government Requirements

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

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

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

51) Access to Land

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

52) Accounting, Inspection and Auditing

52.1 The Consultant shall:

- a) Keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as to clearly identify all relevant time changes and costs, and the bases thereof;
 - b) Permit the Procuring Entity or its designated representative and or the designated representative of the Funding Source at least once for short-term Contracts, and annually in the case of long-term Contracts, and up to one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Procuring Entity; and
 - c) Permit the Funding Source to inspect the Consultant's accounts and records relating to the performance of the Consultant and to have them audited by auditors approved by the Funding Source, if so required.
- 52.2 The basic purpose of this audit is to verify payments under this Contract and, in this process, to also verify representations made by the Consultant in relation to this Contract. The Consultant shall cooperate with and assist the Procuring Entity and its authorized representatives in making such audit. In the event the audit discloses that the Consultant has overcharged the Procuring Entity, the Consultant shall immediately reimburse the Procuring Entity an amount equivalent to the amount overpaid. If overpayment is a result of the Consultant having been engaged in what the Procuring Entity (or, as the case may be, the Funding Source) determines to constitute corrupt, fraudulent, or coercive practices, as defined in **GCC** Clause 30.1(e) and under the applicable laws, the Procuring Entity shall, unless the Procuring Entity decides otherwise, terminate this Contract.
- 52.3 The determination that the Consultant has engaged in corrupt, fraudulent, coercive practices shall result in the Procuring Entity and/or the Funding Source seeking the imposition of the maximum administrative, civil and criminal penalties up to and in including imprisonment under applicable laws.

53) Contract Cost

- 53.1 Except as may be otherwise agreed under **GCC** Clause 10, payments under this Contract shall not exceed the ceiling specified in the **SCC**. The Consultant shall notify the Procuring Entity as soon as cumulative charges incurred for the Services have reached eighty percent (80%) of this ceiling.
- 53.2 Unless otherwise specified in the **SCC**, the cost of the Services shall be payable in Philippine Pesos and shall be set forth in the Appendix IV attached to this Contract.

54) Remuneration and Reimbursable Expenditures

- 54.1 Payments of Services do not relieve the Consultant of any obligation hereunder.
- 54.2 Remuneration for the Personnel shall be determined on the basis of time actually spent by such Personnel in the performance of the Services including other additional factors indicated in the **SCC** after the date determined in accordance with **GCC** Clause 22, or such other date as the Parties shall agree in writing, including time for necessary travel via the most direct route, at the

rates referred to, and subject to such additional provisions as are set forth, in the **SCC**.

- 54.3 Remuneration for periods of less than one month shall be calculated on an hourly basis for time spent in home office (the total of 176 hours per month shall apply) and on a calendar-day basis for time spent away from home office (1 day being equivalent to 1/30th of a month).
- 54.4 Reimbursable expenditures actually and reasonably incurred by the Consultants in the performance of the Services are provided in the **SCC**.
- 54.5 Billings and payments in respect of the Services shall be made as follows:
 - a) The Procuring Entity shall cause to be paid to the Consultant an advance payment as specified in the **SCC**, and as otherwise set forth below. The advance payment shall be due after the Consultant provides an irrevocable standby letter of credit in favor of the Procuring Entity issued by an entity acceptable to the Procuring Entity in accordance with the requirements provided in the **SCC**.
 - b) As soon as practicable and not later than fifteen (15) calendar days after the end of each calendar month during the period of the Services, the Consultant shall submit to the Procuring Entity, in duplicate, itemized statements, accompanied by copies of receipted invoices, vouchers and other appropriate supporting materials, of the amounts payable pursuant to **GCC** Clauses 53.1 and 54 for such month. Separate monthly statements shall be submitted in respect of amounts payable in foreign currency and in local currency. Each separate monthly statement shall distinguish that portion of the total eligible costs which pertains to remuneration from that portion which pertains to reimbursable expenditures.
 - c) The Procuring Entity shall cause the payment of the Consultant's monthly statements within sixty (60) calendar days after the receipt by the Procuring Entity of such statements with supporting documents. Only such portion of a monthly statement that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, the Procuring Entity may add or subtract the difference from any subsequent payments. Interest shall be paid for delayed payments following the rate provided in the **SCC**.

55) Final Payment

- 55.1 The final payment shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Procuring Entity. The Services shall be deemed completed and finally accepted by the Procuring Entity and the final report and final statement shall be deemed approved by the Procuring Entity as satisfactory ninety (90) calendar days after receipt of the final report and final statement by the Procuring Entity unless the Procuring Entity, within such ninety (90)-day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final statement. The Consultant shall thereupon promptly make any necessary corrections within a maximum period of ninety (90) calendar days, and upon completion of such corrections, the foregoing process shall be repeated.

- 55.2 Any amount which the Procuring Entity has paid or caused to be paid in accordance with this clause in excess of the amounts actually payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Procuring Entity within thirty (30) calendar days after receipt by the Consultant of notice thereof. Any such claim by the Procuring Entity for reimbursement must be made within twelve (12) calendar months after receipt by the Procuring Entity of a final report and a final statement approved by the Procuring Entity in accordance with the above.

56) Lump Sum Contracts

- 56.1 For Lump Sum Contracts when applicable, notwithstanding the terms of **GCC** Clauses 10, 18.1, 34(c), 44.3, 54.2, 54.3, 54.4, 54.5, and 55.1, the provisions contained hereunder shall apply.
- 56.2 Personnel - Any replacement approved by the Procuring Entity in accordance with **ITB** Clause 28.3 shall be provided by the Consultant at no additional cost.
- 56.3 Staffing Schedule - Should the rate of progress of the Services, or any part hereof, be at any time in the opinion of the Procuring Entity too slow to ensure that the Services are completed in accordance with the Staffing Schedule, the Procuring Entity shall so notify the Consultant in writing and the Consultant shall at its sole cost and expense, thereupon take such steps as necessary, subject to the Procuring Entity's approval, or as reasonably required by the Procuring Entity, to expedite progress so as to ensure that the Services are completed in accordance with the Staffing Schedule.
- 56.4 Final payment pursuant to the Payment Schedule in Appendices IV and V shall be made by the Procuring Entity after the final report has been submitted by the Consultant and approved by the Procuring Entity.
- 56.5 Termination - Upon the receipt or giving of any notice referred to in **GCC** Clause 32 and if the Consultant is not in default under this Contract and has partly or substantially performed its obligation under this Contract up to the date of termination and has taken immediate steps to bring the Services to a close in prompt and orderly manner, there shall be an equitable reduction in the maximum amount payable under this Contract to reflect the reduction in the Services, provided that in no event shall the Consultant receive less than his actual costs up to the effective date of the termination, plus a reasonable allowance for overhead and profit.
- 56.6 An equitable adjustment in contract price may be mutually agreed upon by the Procuring Entity and the Consultant in writing using similar rates or unit prices as provided in **SCC**, or if not available, using applicable or current rates and prices to cover the amended or additional items in the consultancy contract, provided that the total increase in cost does not exceed 20% of the contract price.

57) Liquidated Damages for Delay

When the consultant fails to satisfactorily complete the services required under the contract within the specified period, inclusive of duly granted time extensions, if any, the consultant shall be liable for liquidated damages in an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay.

In case the sum of liquidated damages reaches ten percent (10%) of the contract amount, the contract may be rescinded or terminated by the Procuring Entity, without prejudice to other courses of action and remedies available under the circumstances. In case the contract is terminated, the Procuring Entity may take over the contract or award the same to a qualified consultant through negotiated procurement. In addition to the liquidated damages, the erring consultant's performance security shall also be forfeited.

In case the delay in the completion of the services exceeds ten percent (10%) of the specified contract time plus any time extension duly granted to the consultant, the Procuring Entity may terminate the contract. It then forfeits the consultant's performance security and takes over the prosecution of the contract or awards the same to a qualified consultant through negotiated procurement.

Nothing Follows

SECTION V. SPECIAL CONDITIONS OF CONTRACT

GCC Clause	Details of SPECIAL CONDITIONS OF CONTRACT (SCC)
1.1 Procuring Entity	The Procuring Entity is the Development Academy of the Philippines.
1.2 Consultant	The Consultant is the short-listed consultant that is evaluated and declared as having submitted the Highest Rated and Responsive Bid (HRRB).
1.3 Funding Source	The Funding Source is: Government of the Philippines (GoP) through the Prior Year's Subsidy (APY as per Special Provisions of GAA 2025).
6.2(b) Consultant and Affiliates not to Engage in Certain Activities	No further instruction.
7 Joint Venture Authority	Not applicable.
8 Resident Project Manager	Not applicable.
10 Contract Modification	No further instructions.
12 Authorize Representative	The Authorized Representatives are as follows: 01. For the Procuring Entity: LEOCADIO S. SEBASTIAN, PhD, CESO I Acting President and CEO Development Academy of the Philippines DAP Bldg., San Miguel Ave., Ortigas Center, Pasig City 1600 02. For the Consultant: _____ _____ _____ _____ NOTE: Name of authorized representative to be filled out by winning consultant prior to contract signing.
15.1 Communications	Aside from written/postal-communications, email shall also be considered as sufficient modality of official communications. The addresses for Communications are: 01. Procuring Entity's Authorized Representative: PAG-ASA L. DOGELIO Acting Department Manager II

	Development Academy of the Philippines DAP Conference Center, Sungay East, Tagaytay City 4120 Email Address: dogeliop@dap.edu.ph 02. Consultant's Authorized Representative: _____ _____ _____ _____ NOTE: Name of authorized representative to be filled out by winning consultant prior to contract signing.
15.2 Notices / Change of Address	No further instructions.
18.2 Consultant's Account	NOTE: Details of account are to be filled out by the winning consultant prior to contract signing.
19 Currency of Payment	No further instructions.
20 Liability of the Consultant	No additional provision.
22 Contract Effectivity Date	Project Day 1 is after the submission by the Consultant and approval by the Procuring Entity of the Inception Report.
24 Expiration of Contract	The time period shall be three (3) months after the submission by the Consultant and approval by the Procuring Entity of the Final Report or such other time period as the parties may agree in writing.
37.2 Settlement of Dispute	No additional provisions.
38.1 Property of the Procuring Entity	No further instructions.
41(c) Approvals	No further instructions.
42.5 Key Personnel	The Consultant may change its Key Personnel only for justifiable reasons as may be determined by the Procuring Entity, such as death, serious illness, incapacity of an individual Consultant, or resignation.
45.4(c) Release of Performance Security	No further instructions.
53.1 Approved Budget for the Contract	The total ceiling amount in Philippine Pesos is Thirteen Million Four Hundred Thousand Pesos (₱13,400,000.00) .
53.2 Contract Cost	No further instructions.
54.2 Remuneration for the Key Personnel	No further instructions.
54.4 Reimbursable Expenditures	Not applicable.

54.5(a) Advance Payment	No advance payment is allowed.
54.5(c) Interest Rate for Delayed Progress Payments	The interest rate is zero.
56.6 Contract Price Adjustment	No additional provisions.

Nothing Follows

SECTION VI. TERMS OF REFERENCE

This Terms of Reference serves as a guide to the Consultant on the Project Scope and Deliverables.

01. OVERALL PROJECT SUMMARY

01.1. Project Title

One Lot Consulting Services for the Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory located in in the 4.08 Hectares DAPCC Tagaytay Compound

01.2. Objectives

The Project is a comprehensive overall strategy that provides a bird's eye view of growth and development of DAPCC delineating the potential future improvements including the requisite projected costs requirements, and timelines to undertake phased development and rationalized investment.

This Project Master Plan's outputs are the continuing phased updates and upgrades of the conference facilities and dormitory intended to align with the DAPCC's objectives of facilities' optimization and enhancing operational and functional efficiencies to improve user productivity and experience.

The Project's detailed objectives are to undertake the following:

01.2.1. Preparation of the Conceptual Master Plan for the Existing DAP Conference Center and 4-Storey Dormitory

01.2.2. Including the surrounding Landscape area except those incorporated within the NTB development

01.3. Beneficiary

Senior government officials including the general government bureaucracy personnel at all levels

02. INTRODUCTION AND PROJECT BACKGROUND:

02.1. Introduction

The Development Academy of the Philippines (DAP) remain an active and positive contributor in incentivizing the nation's as well as the Asian region's progress and development. Established in 1973, DAP's main purpose has always been to promote and support the development efforts of the country via a triumvirate of goals: (1) select HRD programs, research, data gathering and information services; (2) the promotion and conduct of research, education, training, consultancy and publication on development programs local or international in scope and (3) fulfill its regional role in the exchange of ideas and expertise on development activities. The Academy is also the National Productivity Organization in the Philippines and has been designated by the Asian Productivity Organization as the Center for Excellence on Public Sector Productivity.

With the above, over the last 50 years and more, the DAP as a premier government institution dedicated to advancing public sector management and governance, has continually remained committed in ensuring it has the vital, relevant and responsive facilities to better serve the evolving needs of the public sector.

02.2. Background

The DAPCC began its operations at its current location in the 4.08 hectares DAP property in Tagaytay City in 1973 occupying a facility initially intended for the Development Bank of the Philippines (DBP) but whose use was transferred to the DAP. This has long served as a key venue to operationalize DAP's training and education thrusts for a wide range of events, including government and private sector seminars, conferences, workshops, and training sessions. For over 50 years of service, it has remained a vital hub for professional development, catering to both local and international clients.

Despite its significant role, the facility has seen only limited improvements over the years. As a result, there is a pressing need for comprehensive updates and upgrades to ensure that the infrastructure supports modern standards of safety, accessibility, environmental sustainability, and technological capabilities.

The existing infrastructure of the DAPCC is in need of substantial restoration and modernization to meet the current and future demands of DAP's programs and activities. In particular, the facility must be updated to comply with modern safety protocols and environmental standards, while also improving accessibility for all users.

In addition to these modernization needs, the DAPCC houses several historically significant architectural elements. The project will therefore aim to balance the modernization of the facility with the preservation of key heritage features, ensuring that any updates, and upgrades respect the historical value of the space.

This project builds upon the Physical Repair, Rehabilitation, and Restoration (3R) Project initiated by DAP in 2006, which focused on addressing some infrastructure issues within the facility. While progress has been made, several tasks remain incomplete, and the new project will expand and finalize the previous work, including addressing heritage conservation considerations where necessary.

With its 4.08-hectare lot, the DAPCC remains an ideal venue for live-in training, seminars, conference, management workshops, and team-building activities. It serves as an important asset for DAP's mission to support the development of the public sector, and this master planning project is crucial for ensuring its continued success as a premier venue for professional development activities.

02.3. The DAP Conference Center (DAPCC)

The Existing DAP Conference Center and 4-Storey Dormitory covered by the Project consists of the following:

02.3.1. The 10,061.40 sq.m. sprawling Conference Center and Dormitory comprised of:

A. The 7,085.88 sq.m. Conference Center consists of:

- (1) Conference Spaces: 1,505.75 sq.m.;
- (2) 4-Tiered Conference Halls (154 sq.m.);
- (3) 4 Conference Rooms (68.20 sq.m.-113.24 sq.m.);
- (4) 5 Workshop Rooms (24.88 sq.m.-95.88 sq.m.);
- (5) DAP Learning Center (241.18 sq.m.);
- (6) Spaces for various gatherings including performances, presentations and public speaking: 1,075 sq.m.
- (7) Main Auditorium, about 500-seater (688 sq.m.)

- (8) Little Theater, about 225-seater (350 sq.m., Lobby 37.06 sq.m.)
- (9) Dining Hall (inclusive of Main Kitchen and CRs, EE Room, Stockroom): 1,021.68 sq.m.
- (10) Administrative and Special Spaces: 354.56 sq.m.
Office of the President, Executive Lounge, Office of the Resident Director. Office of the Assistant Director (Admin Assistant), Facilities Marketing and Sales Office, Cashier's Support Services Office, Business Center, DAP Shoppe, Library, PMDP Office
- (11) Core Spaces: 2,106.89 sq.m.
Lobbies (+ Front Office Area), Corridors and Hallways, All CRs, Utilities (Main Electrical Room, Mechanical Room), PABX and Security Room, DAP EMPC Stockroom)
- (12) Inner Court: 511 sq.m.
- B. The 2,975.52 sq.m. attached 4-Storey Dormitory consists of:
 - (1) Rooms/Accommodations: 2,359.5 sq.m.
 - (2) 4-Suite Rooms (33 sq.m.)
 - (3) 68-Suite Rooms (24.75 sq.m.)
 - (4) 18-Family Rooms (30.25 sq.m.)
 - (5) Core Spaces: 616.02 sq.m.
 - (6) Lobbies and Hallways
 - (7) In House Support Spaces
 - (8) Fire Exits
- C. The complete civil / structural components and utilities systems which form part of the structure and building and supports its functions and operations.
- D. The landscape areas of the 4.08 Hectares DAPCC compound except for the NTB identified landscape development included and identified on plan in that project.

02.4. Project Contexts

The Project Physical Master Plans for the DAPCC are for use as blueprint and launchpad for the potential infrastructure initiatives for the future upgrading and updating of the existing facilities.

Important context considerations in undertaking the Conceptual Master Plan include the following:

- 02.4.1. The original DAP Conference Center and 4-Storey Dormitory started operating in the turned over DBP building completed in 1973. Since then, the building's only major and generally complete repair and maintenance were undertaken between 2008-2015 when tranche funding from the government became available. However minor repairs and maintenance of specific spaces and certain aspects of the existing facilities continued to be undertaken and completed over time before and after that period.

This Project gives DAPCC an opportunity to prepare a complete Master Plan for the entire facility which can guide and drive clearly delineated and manageable projects that are phased with costs allocations over time and

is coordinated into and part of a coherent and holistic development direction for the Center as well as its 4.08 hectares Tagaytay property.

This gives DAPCC assurance and certainty in operationalizing and managing the efficiency and effectivity of the entire facility in the future going forward.

This in line with DAP's strategic organizational goal of providing relevant and supportive venues focused on the educational and training activities for its strategic partners and stakeholders as well as the wider public sector.

02.4.2. The other developments within the 4.08 Hectares Tagaytay property that are requisite considerations in the Conceptual Master Plan preparations and include:

A. The Cottages Enclave: Built at the same time as the Conference Center in 1973 it consists of four (4) 1-Storey Cottage Duplexes (Cottages 1-8) and one (1) 2-Storey Single Detached Cottage (Villa 9). At present Cottages 7&8 are being repaired and maintained with the rest of the enclave cottages updates, and upgrades to follow when costs requirements become available and will be based on Design Guidelines generated for and initially applied to Cottages 7&8.

B. The on-going development of the 22,450 sq.m. New Training Building (NTB) which consists of a 4-Storey Podium with Roof Deck, on top of which sits a 10-Storey Accommodations Building with Sky Lounge and Roof Deck. The NTB sits on a 3,200 sq.m. building footprint spread over a 1-hectare development site at the northwest corner of the DAPCC Tagaytay property.

Consideration of the NTB is crucial since it too is a training and education facility for DAPCC Tagaytay, having similar spaces as the Existing DAPCC. The seamless functional blend of the operations of both facilities is important to take into account optimize and augment user's experience productivity.

C. The rest of the 4.08 hectares DAPCC property comprised of:

The Barbeque Plaza A, Barbeque Plaza B are for consideration in the application of the biophilic approach in bringing nature into the DAPCC interiors.

The open parking area for the users of the conference center which at present is seen as insufficient. Consideration for an expanded parking capacity for the number of user and variety of transport is important.

D. The landscape and open areas, though not very substantial, tend to connect the various developments on the property and also delineate the circulation and movement system within the site.

E. The circulation and movement pathways require consideration to ensure rational and acceptable as well as ease of access to all major developments: the DAPCC, Cottages Enclave, NTB, the Open Parking and landscaped areas.

Coherence and unity are particular challenges to meet in terms of developments present all over the 4.08 Hectares DAPCC Tagaytay property.

02.4.3. Since 2023 DAPCC has become a nationally presumed Important Cultural Property (ICP) as defined and prescribed in Republic Act 10066, because

by this year it has been 50 years since the facility was constructed and completed.

This designation is a significant guide in developing relevant and pertinent Master Plan Concepts and Conceptual Detailed Designs as required by the Project because the Project because heritage conservation becomes a pertinent and important factor and requirement.

02.4.4. Since the DAPCC facilities were constructed in 1973, prevailing codes that guided the detailed architectural and engineering designs for the building have been updated and upgraded over time. This is to take into consideration the evolution of the practice of design and architecture and the various engineering disciplines including the continual and rapid development in building technology as well as the emergent trends in construction implementation.

The DAPCC facilities and site utilities as is, has compliance issues relating to these codes, in particular those of structural integrity, universal access and fire protection. The Master Plan preparations and DAEDs requires strategies on how to bring the building and utilities up to the latest code prescriptions and how the conceptual analyses can be integrated appropriately into the phased developments and costs allocations.

02.4.5. DAPCC's key principles for input into the guidelines for the conceptual designs for the Master Plan's future updates and upgrades including the DAEDs are:

- A. Signature and unique blend of cutting-edge concepts with the historic heritage of DAPCC including:
 - (1) The melding of the iconic features of DAPCC carried over 50 years with emergent convention and conference center trends to craft a quality and identifiably DAPCC facility;
 - (2) An overall atmosphere and quality of spaces and space management that prosper activities, functions and operations in a well-conceptualized venue that enhances the experience of well met expectations;
 - (3) Spatial legibility for high quality collaborative, productive and inclusive "human-scale" people spaces for well-being and comfort; and
 - (4) Innovative structures and interiors using alternative and unusual concepts in operating philosophy to craft spatial modifications anchored on reliability and replaceability for ease of use and maintenance.
- B. Space Optimization: in terms of utilization, adaptability, activity flows, and spatial organization;
- C. Human Factors: human scale, well-being, comfort, privacy, personal safety/security, accessibility;
- D. Accessibility in terms of availability of, good mobility in and expectations of ease in movement and circulation for both people (universal access) and transport within spatial areas and the site respectively including convenient parking;
- E. Latest and state of the art, and if available, emergent technologies integration inclusive of "over time adaptability" considering the speed of development in the industry as well as automation, smart building, data

analytics and digital tools to enhance operations, improve user experience and optimize resource management;

- F. Sustainability strategies in tandem with cost effectiveness including:
 - (1) Renewable energy sources (solar power)
 - (2) Green building concepts (LED lights, grey water use, water harvesting, natural lighting and passive cooling when feasible and others, “eco-conscious” interior and exterior landscaping)
 - (3) Climate resilience (water management to reduce flooding risks, permeable pavements, green infrastructure to reduce heat islands effect, extreme natural events infrastructure and early warning systems for effective response and others)
- G. Flexibility to underpin design concepts and strategies to allow for adaptability in terms of form, materials, spatial and engineering systems to prepare DAPCC and the site utilities as a “future-ready” facility;
- H. Safety and security are paramount considerations in terms of emergency responses, most important, access and control for a group of people and quite importantly too, for an individual’s personal and private physical safety and security.

Risk assessment for geohazard impact of the proximity of DAPCC to Taal volcano for considerations of safety and security of all users and the facilities in case of any volcanic event occurrences.
- I. Biophilic design integrating natural elements like daylight, plants, and views and vistas of nature into DAPCC to enhance health and welfare and promote a connection with nature and the outdoors; and
- J. Prioritization and phased development critical to viability of implementation of the Master Plan and the DAEDs allowing for feasible and manageable costs requirements, its sourcing over reasonable milestones, and deadlines.

03. PROJECT SCOPE:

03.1. Executive Summary

03.2. Inception Report

03.2.1. Background of the Project

03.2.2. Rationale and Objectives of the Project

03.2.3. Scope of Work

03.2.4. Approach and Methodology

03.2.5. Milestones and Schedule

03.2.6. Deliverables

03.2.7. Terms of Payment

03.3. Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory.

The Master Plan of the DAP Conference Center and 4-Storey Dormitory as a foundational document is guided by the DAPCC’s mission and vision for continuing

development and reviews its existing facilities to outline future growth projects and improvements to securely allocate costs and time resources to move forward:

03.3.1. Preparation of the DAPCC Conceptual Master Plan strategies:

A. Visioning Workshop

Conduct stakeholder's meeting at the onset of the DAPCC Physical Master Plan preparation and DAEDs to involve and engage all parties in DAPCC and as many users of the facilities including any others concerned or holds an interest in the upgrades/updates of the facilities in order to build consensus on the goals, objectives and expected outcomes of the Project.

B. Stakeholder's Engagement

The availability and engagement of stakeholders during conduct of multiple meetings at various stages/steps of the Project process is required to generate complete and comprehensive data including valuable insights and experiential inputs from all users and stakeholders of the various facilities, DAP/DAPCC's management, from all levels of DAP/DAPCC, as well as those involve in conducting active and significant projects and institutional activities requiring facilities which are part of the Conference Center or relating to Accommodations.

C. Data Survey and Compilation

Comprehensive data gathering on:

The DAPCC and Dormitory Facilities and its current status via field survey, observation, anecdotal interviews, photo documentation and documentary review, including all the other developments within the DAPCC Tagaytay Compound also via field survey, observation, anecdotal interviews, photo-documentation and documentary review; field surveys or literature reviews of select local conference centers (around Tagaytay, Metro Manila, and others) and literature reviews of foreign examples (in Southeast Asia and the Asean region).

DAPCC data survey on in-use performance ratings of the training and education spaces in the conference center including dining and accommodations as an add on to observational data collection.

Industry standards current and emergent in terms of inclusive facilities, supporting utilities, enhanced advanced technologies, sustainable automation infrastructure, augmented and cutting- edge architecture and interiors in terms of materials and systems innovations.

D. Benchmarking activities

Tracking convention and conference centers use with similar facilities and properties as benchmark which provides data for comparison for up-leveling the DAPCC facilities. This can be accomplished both by documentary review, in particular of foreign developments, and also via on site visits of local facilities with notable and "singular" features for consideration for the Project.

E. Iterative Strategy

Ideas generation and exchange, open collaboration and active coordination with DAPCC at various levels remain vital and indispensable at relevant and critical periods during the entire Project process and completion.

03.3.2. Conceptual Master Plan Preparation Process for DAPCC and Dormitory

A. Identification of the physical objectives for the projected conceptual updates and upgrades of the DAP Conference Center from the Visioning Workshop

As gathered and generated from the outputs of the Visioning Workshop with stakeholder' engagement from all levels of DAP/DAPCC and all types of facility users; Include validated Project Contexts as identified and defined above; Include alignment with stated overall DAP organizational vision/mission; Include DAP aspirational visions / mission; Include DAPCC aspirational visions and projects mission.

B. Detailed Description of the Overall Physical Master Plan Project Objectives and Concept Design Goals

Develop the comprehensive, long-term project objectives that clearly define the physical development goals and conceptual design criteria for the future update/upgrade of the DAP conference center and dormitory as translated from Item 3.3.2a.

C. Existing Conditions Survey and Complete Asset Audit

(1) Define the roles and functions of DAPCC: in terms of spatial composition and layout of the conference center and dorm inclusive of the components and their uses and purposes, for awareness and appreciation

(2) List and describe all existing DAPCC assets their uses and purposes comprising the DAPCC including the:

Inventory the building envelopes in drawings and texts including photo-documentation (location, lay out, finishes, color, + existing condition)

Inventory all spaces in drawings and texts including photo-documentation (dimension, materials, FWC finishes FWC, doors and windows, hardware, lighting fixtures, HVAC, Plumbing Fixtures and Fittings when applicable, + existing condition)

Inventory all furnishings/furniture + accessories, equipment including photo-documentation (location, type, quantity, + condition/status etc.)

(3) Layout of existing space schematics and utilization: describe in texts and drawings current activity patterns, spatial and functional relationships including movement and circulation systems, flow patterns within the existing DAPCC and on site

(4) Inventory, describe all existing civil / structural components and utility systems including existing technologies, their functional and operational condition/status describe in texts and drawings including photo-documentation

(5) Describe decision makers and user's observations of the current building envelope and interior spaces via comments as well as mark-up drawings.

(6) Identify critical assets (per optimal functionality and in-use performance, i.e. DAPCC as a presumed ICP): the asset location, asset condition and performance and asset value for assessment

to determine depth and breadth of conceptual updates and upgrades

- (7) Identify and describe critical aspirational requirements from users and DAPCC officers and staff and other significant stakeholders for consideration

D. Needs Identification, Assets Analysis, and Programming

(1) Needs Identification and Assets Analysis

Identification of the current deficiencies of the existing DAPCC and determine its future requirements based on strengths and opportunities to meet DAP's/DAPCC's organizational goals as well the challenges of the changing needs and requirements of enhanced conventions and conferences service delivery.

- a. Carry out a GAP Analysis to identify Asset Performance and/or Aspirational Needs

Determine current assets capabilities in terms of in-use performance based on user survey data, compiled in-house observations and industry standards to determine strategies for updates and upgrades to achieve higher and better operational and functional solutions.

Determine from DAPCC's stakeholders what they want/expect and aspire to in terms of facilities spaces (quality, size, amenities) and layout (circulation, accessibility/walkability) as well as quality and character of space, legibility and directionality, and other factors significant to users.

- b. Develop from the GAP Analysis the required performance criteria relating to the following:

Spatial utility/use frequency and under-utilized/non-functioning or irrelevant use functions: spatial definition retention, modification, redefinition or qualification; use assignment and requirements.

Spatial asset replanning and re-layout: spatial asset-use reallocation/redesignation and re-layout for functional and operational efficiencies (within building configuration constraints): enhance spatial schemes and effective space relations, improved activity and circulation flows.

Spatial asset renovation, alteration or modification works strategy: type, details, depth and breadth, value of change and quality improvement in the asset/needs identified, and expected outcomes.

Spatial assets implications of the presumption of ICP as acquired by the DAPCC facilities by virtue of RA 10066 including the considerations for heritage concepts infusion viz other development on-going on site.

Innovation inputs: location, type, details, depth and breadth, level and quality enhancement, expected outcome.

Code compliance including DAP institutional standards and recognized industry standards for convention and conference centers.

Prioritization and Phasing: Project requirements especially vital engineering and utilities requisites, code compliance, costs considerations, and funding sources and availability.

(2) Needs and Assets Programming

From the needs identification and asset analysis:

- a. Identify the Needs and Assets Updates and Upgrades Conceptual Design Goals in terms of:
 - ❖ Performance efficiency and productivity;
 - ❖ Functionality and operability;
 - ❖ Orderly development;
 - ❖ Infrastructure and Technology Integration;
 - ❖ Human comfort – user satisfaction (safety security privacy comfort optimal spatial provisions;
 - ❖ Sustainability concerns;
 - ❖ Flexibility and adaptability;
 - ❖ Image (to stakeholders, to DAP/DAPCC, to the public in general); and
 - ❖ Phased development criteria, rationale and timings considerations including costs impacts, viability and fund sourcing/availability.
- b. Using the Needs and Assets Updates and Upgrades Conceptual Design Goals generated, develop a set of Conceptual Design Criteria for:
 - ❖ Key and support spaces, room standards, in-use activity matrix, space planning and layout criteria: description of the functional operational improvements, alterations, modifications;
 - ❖ Dimensional criteria, current, expansion modeling;
 - ❖ Capacity review and considerations including spatial flexibility/adaptability to accommodate different events, event sizes, activity types, and specific user prescriptions;
 - ❖ Systems interface criteria;
 - ❖ Envelope and interiors finishing criteria;
 - ❖ Human factors: enhance quality of life experience and improved sense of personal well-being, welfare and protection;
 - ❖ Physical accessibility;
 - ❖ Structure, Interiors, envelop;
 - ❖ Civil/Structural Component, Utilities (Plumbing Systems; FPS; HVAC System; Electrical, Electronics, IT Infrastructure and Systems);

- ❖ Sustainability issues;
- ❖ Landscape and Site Requirements;
- ❖ Applicable code provisions; and
- ❖ Best Practices and Emergent Trends.

c. Detailed Spatial and Building Conceptual Design Program: Expected outcomes

Area and configuration requirements, exterior and interior: space lay out and spatial use optimization for effective activity flows to enhance operational and functional efficiency and productivity inclusive of:

- ❖ Aesthetics requirements;
- ❖ Circulation and movement systems, requirements for ease of pedestrian as well as transport facility flow, for both the facility interiors and the exterior site;
- ❖ Adjacency and physical access requirements, including site parking upgrade;
- ❖ Luminous and acoustical, thermal comfort environment requirements;
- ❖ Security and safety, FPS/FDAS requirements;
- ❖ Mechanical, electrical/electronic, plumbing/sanitary service requirements;
- ❖ Landscape concepts; and
- ❖ Other special requirements including code upgrades consideration.

E. Conceptual Design Programming Translation: Concept Asset Plans, Concept Detailed Drawings, Perspectives, and Select 3D Animations:

(1) Complete Conceptual Master Plan of the Existing DAP Conference Center and Dormitory Future Updates and Upgrades:

Overall key conceptual plans, elevations, sections, selected key plan details, exterior perspective(s) inclusive of 1-aerial to include the 4.08 hectares site and selected interior perspectives, civil/structural and Utility Systems conceptual plans inclusive of the conceptual landscape plans.

From the Overall Conceptual Physical Master Plan of DAPCC, call outs and descriptions including demonstrations of key selected and expected outcome translation(s), with conceptual plans, elevations, key details, perspective(s) and/or spot details including key conceptual outputs for the civil/structural and utility systems and landscape areas.

Explain the overall conceptual design(s) benefits accruing to the resultant future operations of the DAP Conference Center and Dormitory

- a. Development and evaluation options
- b. Preferred option and action plan

- (2) Conceptual development updates and upgrades, improvements modifications and or alterations:

By Conceptual Spatial lay-out: Concept plans, elevations, sections, selected key plan details, interior perspective(s) and or spot details;

By spaces: call out from spatial layouts and description, demonstration of expected outcomes interior perspective(s) and or spot details;

By civil/structural and utility systems conceptual design outcome and landscape component conceptual design; and

Identify the resultant needs and assets improvement from the conceptual plan ideas.

- a. Development and evaluation option
- b. Preferred option and action plan

- (3) Indication of the Phased Future Updates and Upgrades Projects on the Conceptual Master Plan of the DAPCC

Identify and describe the rationale for the criteria to determine projects and its phasing. Include considerations for costs, fund sourcing and timelines.

Identify the prioritization criteria and describe the prioritization outcome and the resultant project phasing.

Indicate in the Physical Master Plan of the DAPCC the project phasing, numbered and color coded in terms of priority development, costs and time considerations.

- a. Prioritization scenarios and variant bases
- b. Preferred prioritization option and action plan

- (4) Other support visuals and materials:

- a. Presentation Renderings using high quality images and selected 3D animations that illustrate the available options and final preferred future Conceptual Master Plan, Conceptual Updates, and Upgrades Projects
- b. Maps, Charts, plats, diagrams, and other materials that support the Conceptual Master Plan output for the DAPCC

- F. Final Completion of the Conceptual Master Plan of the Future Updates and Upgrades for the DAPCC, and Dormitory

Final Physical Master Plan DAPCC Future Conceptual Updates and Upgrades Documents inclusive of Projected Costs Considerations and Phased Development Timelines Projections consisting of:

- (1) Complete Plans, Exterior and Interior
 - a. Overall Conceptual DAPCC and Dormitory Plans;
 - b. Complete Site Development Plan inclusive of Overall;
 - c. Conceptual Landscaping Plan with select concept details;
 - d. Complete Plan of the Final Conceptual Master Plan of the DAP Conference Center and 4-Storey Dormitory (DAPCC) inclusive of Interior Plans and Layouts;

- e. Complete Exterior Elevations of the Final Conceptual Master Plan of the DAPCC inclusive of select significant Elevation details/components for highlight;
 - f. Complete Interior Overall Elevations, along relevant cutting lines, both longitudinal and latitudinal; and
 - g. Complete Interior Overall Sections, along relevant cutting lines, both longitudinal and latitudinal.
- (2) Detailed Concept Plans
- a. Detailed Concept Plans and Layouts of all component spaces comprising the DAP Conference Center and Dormitory with complete interior elevations, 2 sections and matrix of finishes (F/W/C) and engineering and technology inputs + perspective: for spaces in multiple numbers, (1) representative complete drawing; for unique spaces, must have complete drawing as described before;
 - b. Complete Overall Conceptual Landscape Plans and Detailed Landscape Concept Plans; and
 - c. Complete Civil/Structural and Utility Systems Conceptual Plans and Details, Computations and Projections.
- (3) Compilation of Identified Projects for Phasing as Derived from the Final Conceptual Master Plan of the DAP Conference Center and 4-Storey Dormitory sequenced based on the agreed prioritization;
- (4) Determined Projected Costs Considerations for Identified Projects for Phasing including possible funding sources and possible cost effectiveness/costs savings in the medium and long term;
- (5) Projected Phased Implementation Sequence and Timelines;
- (6) Discussions on how the projected expenditure for the phased future updates and upgrades Projects of the Physical Master Plan can reflect positively on DAPCC and validate as well as rationalize the costs incurred over time and repay itself in terms of a highly improved DAPCC performance and enhanced effectiveness in delivering its conventions and conference services; and
- (7) Action Plan of Phased Development: Include key roadmap indicators for effective implementation and asset delivery for use.

04. MILESTONES AND SCHEDULES

04.1. Overall Milestones Summary

- 04.1.1. Inception Report;
- 04.1.2. Existing Condition and Assets Audit Report;
- 04.1.3. Needs Identification, Assets Analysis and Programming Report;
- 04.1.4. Conceptual Design Programming Translation Report;
- 04.1.5. Physical Conceptual Master Plan for DAPCC's Future Updates and Upgrades Phased Development Report; and
- 04.1.6. Final Report with Executive Summary / Abstract.

Table 04.1. Milestones and Schedule Tabulation

DESCRIPTION	MILESTONES	SCHEDULE	REMARKS
Inception Report			
Inception Report	Discussion of activities to undertake to complete the Overall Project	-	Pre-Implementation Stage before the initialization of the Overall Project Project Day 1 is after submission and approval of the Inception Report
Physical Conceptual Master Plan for Future Updates, and Upgrades of the Existing DAP Conference Center, and 4-Storey Dormitory	Existing Condition and Asset Audit	2 Months	8-Months
	Needs Identification and Assets Analysis Needs and Assets Programming	1.5 Months	
	Conceptualization: Conceptual Goals, Conceptual Design Criteria, Conceptual Design Program	2.0 Months	
	Conceptual Master Plan for the Existing DAPCC for the Future Updates and Upgrades of the Phase Development	2.0 Months	
	Final Documentation and Presentations	0.5 Month	
Final Report			
Final Report with Executive Summary / Abstract	Project Summary and Highlights	To be completed at the end of the overall project	Part of Final submission documents as a separate Report Document

04.2. Schedule of Deliverables / Outputs

Table 04.2. Deliverables / Outputs

SCOPE OF WORK	SUBMISSION	DESCRIPTION	COPIES
Inception Report	Document	A4 Format	Editable & pdf e-file, Hardcopy (2)
Physical Master Plan Preparation: Strategies Strategies are embedded and are inclusions in the activities to complete the Physical Master Plan Preparation for DAPCC			
Visioning Workshop	Report Document/s	A4 Format	Editable & pdf e-file, Hardcopy (2)
Stakeholder's Engagement	Report Document/s	A4 Format	Editable & pdf e-file, Hardcopy (2)
Data Survey and Compilation	Package Document/s	A4 Format	Editable & pdf e-file, Hardcopy (2)
Benchmarking Data Field Work	Report Document/s	A4 Format	Editable & pdf e-file, Hardcopy (2)
Iterative Strategy	Minutes of Iterative Meetings	A4 Format + Drawings and Sketches	e-file, Hardcopy (2)
Conceptual Physical Master Plan Preparation: Process			
Existing Condition and Assets Audit	Report Document/s	A4 Format and/or A3 Fold Out: Maps, Drawings, and Photo Documentation	Editable & pdf e-file, Hardcopy (2)
Needs Assessment and Assets Analysis, Needs and Assets Programming	Report Document/s	A4 Format and/or A3 Fold Out: Maps, Drawings, and Photo Documentation	Editable & pdf e-file, Hardcopy (2)
Conceptualization Perspectives 3-D Animation(s)	Report Document/s, Plans and Drawings, Overall Technical Specifications, Perspectives, Animations or 3-D Models/Modelling	A3 Fold Out Document of Complete Master Plan + all Phased Project A4 Complete Report on the Master Plan of the DAPCC	Editable & pdf e-file, Hardcopy (2)
Final Physical Master Plan DAPCC and	Report Document/s,	30" x 40" Print Copy of	Editable & pdf e-file, Hardcopy (2)

SCOPE OF WORK	SUBMISSION	DESCRIPTION	COPIES
Dormitory Plans and Drawings including Phased Projects	Plans & Drawings, Overall Technical Specifications, Perspectives, Animations	Overall Master Plan in Mylar Paper, 20" x 30" For Detailed Concept Plans in Mylar Paper, A3 Fold Out Document of Complete Master Plan + all Phased Project, A4 Complete Report on the Master Plan of the DAPCC and Detailed Concept Plans and Phased Projects, Costs, Timelines	
Final Report with Executive Summary / Abstract	Document	A4 Format	Editable & pdf e-file, Hardcopy (2)

Requirement: All document submissions must be dated and signed by the Principal/s of the Consultant Firm.

05. TERMS OF PAYMENT :

Table 05.1. Payment Allocation

SCOPE OF WORK	PROJECT ACCOMP.	PAYMENT ALLOCATION (% OF TOTAL CONTRACT PRICE)	SCHEDULE	REMARKS
Inception Report	5%	5%	-	Upon submission and approval of deliverables for this phase of the work
Physical Master Plan Preparation: Strategies Strategies are embedder and are inclusions in the activities to complete the Physical Master Plan Preparation for DAPCC				
Physical Master Plan Preparation: Process				

SCOPE OF WORK	PROJECT ACCOMP.	PAYMENT ALLOCATION (% OF TOTAL CONTRACT PRICE)	SCHEDULE	REMARKS
Existing Condition	15%	15%	1.5 months	Upon submission and approval of deliverables for the different phases of the work.
Needs Assessment and Analysis, Programming	15%	15%	1.5 months	
Conceptualization Perspectives 3-D Animation(s)	25%	25%	2.0 months	
Final Physical Master Plan DAPCC and Dormitory and Plans and Drawings including Phased Projects	35%	35%	2.0 months	
Final Documentation and Presentations Executive Summary	5%	5%	0.5 month	
Final Report with Executive Summary / Abstract	-	-	-	Embedded in Final Report
TOTAL	100%	100%	8 MONTHS	

Nothing Follows

SECTION VII. BIDDING FORMS

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Nothing Follows

Bidder's LETTERHEAD

TPF 1: TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC01"; AND
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

[Date]

BIDS & AWARDS COMMITTEE

Development Academy of the Philippines
GF, dap Bldg., San Miguel Avenue, Pasig City 1600
P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines
Telephone: (632) 8631-0921 loc. 133
BAC Secretariat email: dapbacsec@dap.edu.ph
Website address: <http://www.dap.edu.ph>

Ladies/Gentlemen:

We, the undersigned, offer to provide the Consulting Services for the **Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP Conference Center and 4-Storey Dormitory located in the 4.08 Hectares DAPCC Tagaytay Compound** 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 22.1, we confirm that the information contained in the short-listing 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 listed in Technical Proposal Form 5 (TFP 5). Our bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with **GCC** Clause 52, 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.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

Nothing Follows

Bidder's LETTERHEAD

TPF 2: CONSULTANT'S REFERENCES

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC03";
02. USE ADDITIONAL PAGE/S AS NECESSARY; AND
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

Relevant Services Carried Out by the Consultant⁵ That Best Illustrate Qualifications

Using the format below, provide information on each project, public or private, 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 & CONTACT PERSON		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 P):	
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:			

⁵ Include all relevant services carried out by the consultant that best illustrate qualifications for the past 10 years.

NARRATIVE DESCRIPTION OF PROJECT:

DESCRIPTION OF ACTUAL SERVICES PROVIDED BY YOUR STAFF:

Submitted by:

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

*****Nothing Follows*****

Bidder's LETTERHEAD

TPF 3: COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC04";
02. USE ADDITIONAL PAGE/S AS NECESSARY; AND
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

This is to register our Comments / Suggestions / Observations relative to the procurement of: "ONE LOT CONSULTING SERVICES FOR THE PREPARATION OF THE CONCEPTUAL MASTER PLAN FOR THE FUTURE UPDATES AND UPGRADES OF THE EXISTING DAP CONFERENCE CENTER AND 4-STOREY DORMITORY LOCATED IN THE 4.08 HECTARES DAPCC TAGAYTAY COMPOUND per IB25-420125-07.

01. On the Terms of Reference (TOR):

[Suggest changes in the TOR, if any, to improve the quality or effectiveness of the assignment such as but not limited to the observations on scope and objectives; feasibility of methodologies and technical approaches; timeline and workplace, roles and responsibilities.]

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

[Suggest changes on the data, services, and facilities to be provided by the PE, if any, such as but not limited to the availability and accessibility of data; availability of office space and facilities, clarity on administrative and technical support; constraints or risks related to the Procuring Entity's support.]

Submitted by:

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

Nothing Follows

Bidder's LETTERHEAD

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

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC05";
02. USE ADDITIONAL PAGE/S AS NECESSARY; AND
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

Note: The Bidder is required to provide a detailed description of the technical approach, methodology and work plan, including a proposed organization and staffing for the performance and execution of the Project.

01. Technical Approach and Methodology

Explain the Bidder's understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR). The technical approach and methodology that would be adopted to implement the required tasks should be in line with the Bidder's technical methodology. Do not repeat or copy the TOR.

02. Work Plan

Outline the plan for the implementation of the main activities or tasks of the Project, the content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Entity), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing the Bidder's understanding of the TOR and ability to translate this into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with TPF 8. Activity (Work) Schedule Form

03. Organization and Staffing

Describe the structure and composition of the team, including the list of technical or managerial staff, and administrative support staff.

Submitted by:

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

Nothing Follows

Bidder's LETTERHEAD

TPF 5: TEAM COMPOSITION AND TASK

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC07";
02. USE ADDITIONAL PAGE/S AS NECESSARY; AND
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

A. Organizational Chart

The Bidder shall attach an organization chart of the key and support staff indicating their tasks in the project using TPF 5. Team Composition and Task.

B. Team Composition and Task

1. Technical or Managerial Staff			
No.	Name	Position	Task

2. Administrative Support Staff			
No.	Name	Position	Task

Where applicable, indicate relationships among the Consultant and any partner, the Procuring Entity, the Funding Source and other parties or stakeholders.

--

Certification on Current Workload Relative to Capacity

I, the undersigned, representing [Name of Bidder], hereby certify that:

1. The [Name of Bidder] has the technical and managerial capacity, as well as the necessary expertise and resources, to successfully perform and complete the requirements of the procurement project for consulting services;
2. Based on the current workload for both Technical/Managerial and Administrative Support Staff, we confirm that the firm's current assignments do not hinder our ability to allocate sufficient qualified personnel and resources for the timely and effective delivery of the required services;

3. The remaining capacities of our key personnel and overall firm are sufficient to undertake this project without compromising the quality and timeliness of outputs.

This certification is issued in support of our bid and in compliance with the requirements of the procuring entity.

Done this ____ day of _____, 2025, at _____.

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

Nothing Follows

Bidder's LETTERHEAD

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

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC08";
02. WHEN FILLED-OUT, THESE FORMS SHOULD CONTAIN THE BIDDER'S WRITE-UP THAT WILL PROVIDE DAP THE NAMES OF THE BIDDER'S KEY PERSONNEL WHO WILL BE ENGAGED FOR THE PROJECT INCLUDING THEIR RESPECTIVE TASKS;
03. USE ADDITIONAL PAGE/S AS NECESSARY. RECENT ID PHOTO OF THE PERSONNEL MUST BE INSERTED; AND
04. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

[Insert Date]

PROPOSED POSITION:		[PROPOSED POSITION]		TC08	
NAME OF FIRM:				[Recent ID Photo]	
FULL NAME OF THE STAFF MEMBER:					
PROFESSION:					
YEARS OF PROFESSIONAL EXPERIENCE:					
PRC ID No. [Note: attach photocopy of PRC ID, if applicable]		REG. DATE:			
		VALID UNTIL:			
PTR No. [Note: attach photocopy of PTR receipt, if applicable]		DATE & PLACE OF ISSUE:			
DATE OF BIRTH:		NATIONALITY:		YEARS WITH THE FIRM/ENTITY:	
MEMBERSHIP IN PROFESSIONAL SOCIETIES / ACCREDITED PROFESSIONAL ORGANIZATION					
1)					
2)					
3)					
DETAILED TASKS ASSIGNED IN RELATION TO THE PROJECT:					
1)					
2)					
3)					
KEY QUALIFICATIONS IN RELATION TO THE PROJECT: [Give an outline of experience relative to the proposed position; involvement in other projects ongoing; and, relevant training/seminars most pertinent to tasks on project. Describe degree of responsibility held on relevant previous projects and give dates and locations.]					
A. EXPERIENCE RELATIVE TO THE PROPOSED POSITION:					
1)					
2)					
3)					
B. INVOLVEMENT IN OTHER PROJECTS ONGOING: [List of all current projects, locations, positions and target date of completion. Use additional sheet/s, if needed]					
1)					

PROPOSED POSITION:	[PROPOSED POSITION]	TC08
2)		
3)		
C. RELEVANT TRAININGS / SEMINARS PERTINENT TO TASKS ON PROJECT: [Attach photo-copy of Certificate/s]		
1)		
2)		
3)		
EDUCATIONAL BACKGROUND AND ANY HONORS RECEIVED: [Summarize college/university and other specialized education giving names of schools, dates attended, and degrees obtained; use additional sheet/s, if needed.]		
1)		
2)		
3)		
TYPE OF LICENSURE EXAMINATION PASSED:		DATE TAKEN:
1)		
2)		
3)		
OTHER PROFESSIONAL ACCREDITATIONS / CERTIFICATES: [e.g., Accredited ASEAN / Asian Architects, Engineers, or other Professionals. Use additional sheet/s, if needed.]		DATE ISSUED:
1)		
2)		
3)		
EMPLOYMENT RECORD: [Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions and locations of projects. For experience in last ten years, also give types of activities performed; use additional sheet/s, if needed.]		
1)		
2)		
3)		
HONORS AND AWARDS RECEIVED IN RELATION TO THE PREVIOUS PROJECT/S UNDERTAKEN:		
1)		
2)		
3)		
OTHER PROFESSIONAL AND CIVIC AFFILIATIONS:		
1)		
2)		
3)		
LANGUAGES: [For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing; use additional sheet/s, if needed.]		
1)		
2)		
3)		

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 **“One Lot Consulting Services for the Preparation of the Conceptual Master Plan for the Future Updates and Upgrades of the Existing DAP**

Conference Center and 4-Storey Dormitory located in the 4.08 Hectares DAPCC Tagaytay Compound” per IB25-420125-07.

SIGNATURE OVER PRINTED NAME OF THE PROPOSED PERSONNEL:	DATE SIGNED:
SIGNATURE OVER PRINTED NAME OF THE FIRM AUTHORIZED REPRESENTATIVE:	DATE SIGNED:

SUBSCRIBED AND SWORN to before me this ____TH Day of _____, 2025 at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of *[IDENTIFICATION-TYPE & NUMBER]* as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert two (2) government identification cards used]*, with his/her photograph and signature appearing thereon, with 1st ID No. _____ issued on _____ at _____ and 2nd ID No. _____ issued on _____ at _____.

Witness my hand and seal this ____TH Day of _____, 2025.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

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 _____.

Nothing Follows

Bidder's LETTERHEAD

TPF 7: TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC10";
02. USE ADDITIONAL PAGE/S AS NECESSARY; AND
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

[Insert Date]

Name	Position	Reports Due/Activities	Months [in the Form of a Bar Chart]								No. of Months
			1	2	3	4	5	6	7	8	
											Subtotal (1)
											Subtotal (2)
											Subtotal (3)
											Subtotal (4)
											Subtotal (5)
											Subtotal (6)

Full-time: _____ Part-time: _____

Reports Due: _____

Activities Duration: _____

Location: _____

Signature: _____

(Authorized representative)

Full Name: _____

Title: _____

Address: _____

Nothing Follows

Bidder's LETTERHEAD

TPF 8: ACTIVITY (WORK) SCHEDULE

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC11";
02. USE ADDITIONAL PAGE/S AS NECESSARY; AND
03. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

[Insert Date]

A. Activity Milestones

Activity (Work)	Duration (in months)															
	1st		2nd		3rd		4th		5th		6th		7th		8th	
	wk. 1-2	wk. 3-4	wk. 1-2	wk. 3-4	wk. 1-2	wk. 3-4	wk. 1-2	wk. 3-4	wk. 1-2	wk. 3-4	wk. 1-2	wk. 3-4	wk. 1-2	wk. 3-4	wk. 1-2	wk. 3-4

Note 1: Provide additional row/s as necessary.

Note 2: The table entries should correspond to those specified in the Terms of Reference, Table 04.1 and Table 04.2. Bidders are advised to adjust the entries under Reports Matrix to accordingly reflect the actual activity and duration required by the Procuring Entity.

B. Completion and Submission of Milestone Reports

Reports	Date
1) Inception Report	
2) Existing Condition and Assets Audit Report	
3) Needs Identification, Assets Analysis and Programming Report	
4) Conceptual Design Programming Translation Report	
5) Physical Conceptual Master Plan for DAPCC's Future Updates and Upgrades Phased Development Report	
6) Final Report with Executive Summary / Abstract	

Note: The reports submission timelines indicated in this table should correspond to those specified in the Terms of Reference, Table 04.1 and Table 04.2. Bidders are advised to adjust the entries under Reports Matrix to accordingly reflect the actual deliverables and schedules required by the Procuring Entity.

Submitted by:

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

Nothing Follows

Bidder's LETTERHEAD

OMNIBUS SWORN STATEMENT

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC12"; AND
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

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

OMNIBUS SWORN STATEMENT

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

1) *Select one, delete the others:*

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

If 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]*;

If individual consultant not registered under a sole proprietorship, in case of Consulting Services: I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2) *Select one, delete the others:*

If 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 *[Project Title]* of the *[Name of the Procuring Entity]* *[insert "as supported by the attached duly notarized Special Power of Attorney" for authorized representative]*;

If 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

If individual consultant not registered under a sole proprietorship, in case of Consulting Services: As the individual consultant 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 *[Project Title]* of the *[Name of the Procuring Entity]*, as supported by the attached duly notarized Special Power of Attorney for authorized representative;

- 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;
- 4) Each of the documents submitted in satisfaction of the bidding requirements is a faithful reproduction 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 others:*

If sole proprietorship: The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

If partnership: The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

If cooperative: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

If corporation, or joint venture: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

If individual consultant not registered under a sole proprietorship, in case of Consulting Services: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;

- 7) It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

In case of corporations: **[Name of Bidder]** declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.

In case of Foreign Bidders: **[Name of Bidder]** submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.

- 8) **[Name of Bidder]** complies with existing labor laws and standards; and
- 9) **[Name of Bidder]** is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure Supplemental Bid Bulletin(s) issued for the **[Project Title]**.
- 10) **[Name of Bidder]** did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
- 11) In case advance payment was made or given to **[Name of Bidder]**, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 2025 at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:
[Insert Bidder's Name]

[Affiant's Signature over Printed Name]
[Position/Designation]
[Date]

SUBSCRIBED AND SWORN to before me this ____TH Day of _____, 2025 at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of *[IDENTIFICATION-TYPE &NUMBER]* as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert two (2) government identification cards used]*, with his/her photograph and signature appearing thereon, with 1st ID No. _____ issued on _____ at _____ and 2nd ID No. _____ issued on _____ at _____.

Witness my hand and seal this ____TH Day of _____, 2025.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

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 _____.

Nothing Follows

Bidder's LETTERHEAD

BID SECURING DECLARATION FORM

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE TECHNICAL DOCUMENTS MARKED AS "TC02"; AND
- 02.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

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

BID SECURING DECLARATION

Invitation to Bid No. **IB25-420125-07**

To : Development Academy of the Philippines
dapbacsec@dap.edu.ph

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 shall enter into contract with the Procuring Entity and furnish the required performance security within ten (10) calendar days as indicated in the Bidding Documents, from receipt of the Notice of Award or Declaration of Original Offeror;
 - b) I/we will be automatically disqualified from bidding for any procurement contract with any Procuring Entity upon receipt of your Blacklisting Order; and
 - c) I/We will pay the applicable fine 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 52.2 (a), 63.2, 69.1 and 100, except 100.3 (c), of the IRR of RA No. 12009; without prejudice to other legal action the government may undertake; In case of an original offeror:

<i>Particular</i>	<i>Applicable Fine</i>
a) in the case of a single bidder	i) two percent (2%) of the Approved Budget for the Contract (ABC); or ii) the difference between the evaluated bid price and the ABC whichever is higher
b) in the case of multiple bidders	i) two percent (2%) of the ABC; or ii) the difference between the evaluated bid prices with the bidder with Lowest Calculated/Highest Rated Bid and the

	bidder with the next Lowest Calculated/Highest Rated Bid, and so on whichever is higher
c) in case of violations committed prior to the opening of the financial envelope	i) a fixed amount of two percent of the ABC,

3) I/We understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:

- a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
- b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
- c) I am/we are declared the bidder with the Highest Rated Responsive Bid and I/we have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I have hereunto set my hand this ____ day of ____, 2025 at _____, Philippines.

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

SUBSCRIBED AND SWORN to before me this ____TH Day of _____, 2025 at _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of *[IDENTIFICATION-TYPE & NUMBER]* as defined in the 2004 Rules on Notarial Practice (A.M. No.02-8-13-SC). Affiant/s exhibited to me his/her *[insert two (2) government identification cards used]*, with his/her photograph and signature appearing thereon, with 1st ID No. _____ issued on _____ at _____ and 2nd ID No. _____ issued on _____ at _____.

Witness my hand and seal this ____TH Day of _____, 2025.

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

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 _____.

Nothing Follows

Bidder's LETTERHEAD

FPF 1: FINANCIAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "FC01"; AND
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

[Date]

BIDS & AWARDS COMMITTEE

Development Academy of the Philippines
GF, dap Bldg., San Miguel Avenue, Pasig City 1600
P.O. Box 12788 Ortigas Center, Pasig City 1600 Philippines

Telephone: (632) 8631-0921 loc. 133

BAC Secretariat email: dapbacsec@dap.edu.ph

Website address: <http://www.dap.edu.ph>

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 inclusive of all taxes, national or local, such as but not limited to value-added tax (VAT), income tax, local taxes, and other fiscal levies and other duties.

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 52, 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 Consultants 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.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

Nothing Follows

Bidder's LETTERHEAD

FPF 2: SUMMARY OF COSTS

INSTRUCTIONS to BIDDERS:

- 01.** THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "**FC02**"; AND
- 02.** THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

[Date]

Costs	Currency	Amount in Philippine Peso
Subtotal / Base Financial Proposal	₱	
Local Taxes	₱	
Total Amount of Financial Proposal	₱	

Note: The Subtotal/Base Financial Proposal and Local Taxes must be consistent with the corresponding amounts indicated in FPF 1.

Submitted by:

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

Nothing Follows

Bidder's LETTERHEAD

FPF 3: BREAKDOWN OF PRICE PER ACTIVITY

INSTRUCTIONS to BIDDERS:

01. THIS FORM SHOULD BE ACCOMPLISHED USING THE BIDDER'S LETTERHEAD, SIGNED COPY SHOULD BE SUBMITTED AS PART OF THE FINANCIAL DOCUMENTS MARKED AS "FC03"; AND
02. THE SIGNED COPY OF THIS DOCUMENT (IN PDF FORMAT) MUST BE PART OF THE ELECTRONIC FILES THAT SHOULD BE SUBMITTED BY THE BIDDER.

[Date]

Project Title: ONE LOT CONSULTING SERVICES FOR THE PREPARATION OF THE CONCEPTUAL MASTER PLAN FOR THE FUTURE UPDATES AND UPGRADES OF THE EXISTING DAP CONFERENCE CENTER AND 4-STOREY DORMITORY LOCATED IN THE 4.08 HECTARES DAPCC TAGAYTAY COMPOUND PER IB25-420125-07		Location: DAP CONFERENCE CENTER, SUNGAY EAST, TAGAYTAY CITY
Price Component	% Accomplishment	Cost Allocation in Philippine Peso
1. Inception Report Documentation	5%	
2. Existing Condition and Assets Audit	15%	
3. Needs Identification, Assets Analysis and Programming	15%	
4. Conceptual Design Programming Translation	25%	
5. Physical Conceptual Master Plan for DAPCC's Future Updates and Upgrades Phased Development	35%	
6. Final Report Documentation	5%	
Total	100%	

Note: Lump-Sum Contracts: Payments are based on output or deliverables. The price should cover all costs and be broken down by activity; no need to itemize reimbursable or miscellaneous expenses.

Submitted by:

Signature

Name and Title of Authorized Signatory

Name of Consultant Firm

Postal Address:

Telephone Number:

Email:

Nothing Follows

CONTRACT FORM

INSTRUCTIONS to BIDDERS:

- 01.** THE DULY ACCOMPLISHED FORM IS NOT REQUIRED TO BE SUBMITTED WITH THE BID BUT SHALL BE SUBMITTED WITHIN TEN (10) CALENDAR DAYS AFTER RECEIVING THE NOTICE OF AWARD].

CONTRACT FOR CONSULTING SERVICES

Invitation to Bid No.: **IB25-420125-07**

This CONTRACT executed on the ____ day of _____ 2025 by and between:

[Name of Procuring Entity], a government agency of the Republic of the Philippines, hereinafter called “the Entity”;

-and-

[Name of Supplier /Contractor/ Consultant] Filipino of legal age or a company duly organized and existing under the laws of [city and country], with principal office at [insert address], hereinafter called “the Supplier/Contractor/Consultant”.

WHEREAS, the Entity invited Bids for certain goods and services/works/consulting services, particularly *[Brief description of Project]*;

WHEREAS, the Supplier/Contractor/Consultant submitted a responsive bid and was awarded the contract for the procurement in the total amount of *[Contract price in words and figures, including currency]*, hereinafter referred to as the “Contract Price.”

NOW, THEREFORE, for and in consideration of the foregoing premises, the parties hereby agree as follows:

- 1) Unless otherwise stated, terms and expressions used in this Contract shall have the same meanings as those assigned to them in the Conditions of Contract, which form an integral part of this Contract.
- 2) The following documents as required by the Implementing Rules and Regulations of Republic Act No. 12009 shall form part and be read and construed as integral parts of this Contract, viz.:
 - a) Official Bidding Documents (OBD)
 - i) General and Special Conditions of Contract;
 - ii) Terms of Reference;
 - iii) Request for Expression of Interest;
 - iv) Instructions to Bidders;
 - v) Bid Data Sheet;
 - vi) Addenda and/or Supplemental Bid Bulletins, if any;

- vii) Bid form, including all the documents/statements contained in the Bidder's bidding envelopes, as annexes, and all other documents/ statements submitted (e.g., bidder's response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;
 - viii) Eligibility requirements, documents and/or statements; and
 - ix) Other contract documents that may be required by existing laws and/or the Entity.
- b) Winning bidder's bid, including the Eligibility Requirements, Technical and Financial Proposals, and all other documents or statements submitted;
 - c) Performance Security;
 - d) Notice of Award of Contract; and the Bidder's Conforme thereto; and
 - e) Other contract documents that may be required by existing laws and/or the Procuring Entity concerned in the PBD, such as but not limited to the Notice to Proceed and Warranty Security.
- 3) In consideration of the Contract Price of [*Contract Price in words and figures*], or such other sums as may be determined in accordance with the terms of the Contract, the Supplier/Contractor/Consultant agrees to deliver and perform the items and related services for the [*Project Title*] described herein in accordance with the terms and conditions specified in the Contract and its annexed documents.
 - 4) The [*Name of the Procuring Entity*] agrees to pay the above-mentioned sum to the Supplier/Contractor/Consultant in accordance with the schedule and manner provided in the Bidding Documents and its annexes.
 - 5) Any dispute, difference, or claim arising out of or relating to this Contract, including its existence, validity, interpretation, breach, or termination thereof, may be submitted to arbitration or other form of alternative dispute resolution in accordance with the applicable law, such as Republic Act No. 9285 (Alternative Dispute Resolution Act of 2004) or Executive Order No 1008, series 1985 (Construction Industry Arbitration Law).
 - 6) Notarial fees and Documentary Stamp Tax will be for the account of the (*Insert name of winning bidder*).

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be executed in accordance with the laws of the Republic of the Philippines on the day and year first above written.

For the Procuring Entity
Head of the Procuring Entity or Duly
Authorized Representative

For the Bidder
Duly authorized to sign the Contract for and
behalf of [*Bidders Name*]:

[Signature over Printed Name]
[Position/Designation]
[Date]

[Signature over Printed Name]
[Position/Designation]
[Date]

Signed in the presence of:

[Name and Signature]
Witness – Procuring Entity

[Name and Signature]
Witness- Supplier

ACKNOWLEDGMENT

BEFORE ME, A Notary Public for and in the _____, City/Province of _____, this ____ day of _____, 2025, personally appeared the above-named persons who have satisfactorily proven to me their identity, through their identifying documents written below their names and signatures, that they are the same persons who executed and voluntarily signed the foregoing instrument consisting of ____ pages, including this page where this Acknowledgement is written, which they acknowledged before me as their free and voluntary act and deed.

WITNESS MY HAND AND SEAL this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Notarial Commission No. _____

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 _____.

Nothing Follows

SECTION VIII. APPENDICES

I. Description of Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

II. Reporting Requirements

List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here "Not applicable."

III. Key Personnel

List under:

- 1) Titles [and names, if already available], detailed job descriptions and minimum qualifications, and staff-months of service, and estimated periods of engagement for each, including a copy of a satisfactory medical certificate.
- 2) Same information as in no. 1 for Key foreign Personnel to be assigned to work outside the Government's country.
- 3) Same information as in no.1 for Key Local Personnel.

IV. Breakdown of Contract Price

List here the elements of cost, including expenditures in foreign currency(ies) denominated and payable in Philippine Peso, used to arrive at the itemized breakdown of the contract price:

- 1) Monthly rates for Personnel (Key Personnel and other Personnel)
- 2) Reimbursable expenditures
- 3) Applicable taxes

V. Services and Facilities Provided by the Client

Provide a detailed description of the services and facilities to be made available to the Consultant, and the time and manner of their availment.

VI. Consultant's Representations Regarding Costs and Charges

Breakdown of Remuneration Rates, WB funded projects using Quality Based Selection, Selection Based on the Consultant's Qualifications and Single Source Selection.

1) Review of Remuneration Rates

- a) The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for projects away from headquarters. To assist the Consultant in preparing for financial negotiations, a sample form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.
- b) The Procuring Entity is charged with the custody of Government funds and is expected to exercise prudence in the expenditure of these funds. The Procuring Entity is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the Consultant's remuneration rates, certified by an independent auditor. The Consultant shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

c) Salary

This is the gross regular cash salary paid to the individual in the Consultant's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).

i) Bonus

Bonuses are normally paid out of profits. Because the Procuring Entity does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that thirteen (13) months' pay be given for twelve (12) months' work, the profit element need not be adjusted downward. Any discussion on bonuses shall be supported by audited documentation, which shall be treated as confidential.

ii) Social Costs

Social costs are the costs incurred by the Consultant for the non-monetary benefits provided to its staff. These items include, *inter alia*, pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during the Contract if no additional staff replacement has been provided. Additional leave taken at the end of the Contract in accordance with the Consultant's leave policy is acceptable as a social cost.

iii) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^6 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

⁶ Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

It is important to note that leave can be considered a social cost only if the Procuring Entity is not charged for the leave taken.

iv) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the project and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (partner's time, non-billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Procuring Entity does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm.

v) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The Consultant shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the Contract.

vi) Away from Headquarters Allowance or Premium

Some consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately. For concerned staff, this allowance, where paid, shall cover home education, etc.; these and similar items shall not be considered as reimbursable costs.

vii) Subsistence Allowances

Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents $\frac{3}{4}$ the subsistence rate shall be the same for married and single team members.

UNDP standard rates for the particular country may be used as reference to determine subsistence allowances.

2) Reimbursables

The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursables. These costs may include, but are not restricted to, the cost of surveys, equipment, office rent, supplies, international and local travel,

computer rental, mobilization and demobilization, insurance, and printing. These costs may be either fixed or reimbursable in foreign or local currency.

3) Bank Guarantee

Payments to the Consultant, including payment of any advance based on cash flow projections covered by a bank guarantee, shall be made according to an agreed estimated schedule ensuring the firm regular payments in local and foreign currency, provided the services proceed as planned.

VII. BREAKDOWN OF AGREED FIXED RATES⁷

[Currencies: _____⁸]

Consultants		1	2	3	4	5	6	7	8
Name	Position	Basic Rate ⁹	Social Charge (__% of 1)	Overhead (__% of 1)	Subtotal	Fee (__% of 4)	Away from Headquarters Allowance (__% of 1)	Total Agreed Fixed Rate	Agreed Fixed Rate (__% of 1)
Philippines									
Home Office									

Signature of Consultant: _____

Date: _____

Authorized Representative: _____

Name: _____

Title: _____

⁷ This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial).

⁸ If different currencies, a different table for each currency should be used.

⁹ Per month, day, or hour as appropriate.

SECTION IX. DOCUMENTARY REQUIREMENT CHECKLIST

OBD Part-2: TECHNICAL PROPOSAL

01. All submissions of the Bidder should be **clear and readable** and must indicate the document number. Bidders' Technical Documents should be marked "TC01" to "TC15".
02. On this checklist; the column "As Checked" shall be marked ...
 - ✓ "PASSED" to indicate that said document was available; or
 - ✓ "FAILED" when the document listed is not available in the bid proposal submitted; or
 - ✓ "NOT APPLICABLE" if the item in the checklist was not appropriate or no longer required.
03. During the evaluation at the stage of post-qualification, a proposal may still be declared "not eligible" or "failed" if the contents / substance of the submitted document is missing, or is found inappropriate, or does not comply with the given requirements for this transaction.

Bidding No. IB25-420125-07	Total ABC: THIRTEEN MILLION FOUR HUNDRED THOUSAND PESOS (₱13,400,000.00)	
Particulars: ONE LOT CONSULTING SERVICES FOR THE PREPARATION OF THE CONCEPTUAL MASTER PLAN FOR THE FUTURE UPDATES AND UPGRADES OF THE EXISTING DAP CONFERENCE CENTER AND 4-STOREY DORMITORY LOCATED IN THE 4.08 HECTARES DAPCC TAGAYTAY COMPOUND		
Venue of Bid Opening:	DAP Bldg., San Miguel Avenue, Pasig City	DATE & TIME of Bid Opening 04 December 2025 at 10:00 AM

PROPOSER INFORMATION	COMPANY NAME: ?	
	COMPANY MAILING ADDRESS: ?	
	COMPANY WEBSITE OR EMAIL ADDRESS: ?	
Bidder's Authorized Representative:	NAME OF THE COMPANY REPRESENTATIVE: ?	
	POSITION TITLE OF THE COMPANY REPRESENTATIVE: ?	

TECHNICAL DOCUMENTS	mark	As Checked
13. Filled-out TPF 1. Technical Proposal Submission Form.	TC01	☐ Present ☐ Absent
14. Bid Security in any of the prescribed forms per BDS Clause 16.1.	TC02	☐ Present ☐ Absent
15. Filled-out TPF 2. Consultant's References: all relevant services carried out by the consultant that best illustrate qualifications for	TC03	☐ Present ☐ Absent

TECHNICAL DOCUMENTS	mark	As Checked
the past 10 years.		
16. Filled-out TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities.	TC04	☐ Present ☐ Absent
17. Filled-out TPF 4. Description on the Methodology and Work Plan for performing the Project.	TC05	☐ Present ☐ Absent
18. List of Key Personnel to be assigned to the Project.	TC06	☐ Present ☐ Absent
19. Filled-out TPF 5. Team Composition and Task.	TC07	☐ Present ☐ Absent
20. Filled-out TPF 6. Curriculum Vitae (CV) of All Proposed Key Personnel.	TC08	
20.1. Project Team Leader		☐ Present ☐ Absent
20.2. Project Assistant Team Leader		☐ Present ☐ Absent
20.3. Senior Interior Designer / Senior Architect – Interior Designer		☐ Present ☐ Absent
20.4. Senior Architect		☐ Present ☐ Absent
20.5. Landscape Architect		☐ Present ☐ Absent
20.6. Civil / Structural Engineer		☐ Present ☐ Absent
20.7. Sanitary / Plumbing Engineer		☐ Present ☐ Absent
20.8. Professional Mechanical Engineer		☐ Present ☐ Absent
20.9. Professional Electrical Engineer		☐ Present ☐ Absent
20.10. Professional Electronics and Communications Engineer		☐ Present ☐ Absent
20.11. Acoustics Engineer		☐ Present ☐ Absent
20.12. Sound Engineer		☐ Present ☐ Absent
21. Organizational Chart for the Project.	TC09	☐ Present ☐ Absent
22. Filled-out TPF 7. Time Schedule for Professional Personnel.	TC10	☐ Present ☐ Absent
23. Filled-out TPF 8. Activity (Work) Schedule.	TC11	☐ Present ☐ Absent
24. Duly Notarized Omnibus Sworn Statement.	TC12	☐ Present ☐ Absent
25. Certificate of Site Inspection duly signed by authorized DAP Officer.	TC13	☐ Present ☐ Absent
26. Valid ISO Certification (if any)	TC14	☐ Present ☐ Absent ☐ N/A
27. USB Thumb Drive containing electronic-copies of the submitted	TC15	☐ Present

TECHNICAL DOCUMENTS		mark	As Checked
technical documents.			☐ Absent
END OF TECHNICAL DOCUMENTS CHECKLIST			
BAC's Remarks:	☐ PASSED	☐ FAILED	☐ FOR RECONSIDERATION
CHECKED BY:	ENDORSED BY:	DOCUMENTS RECEIVED BY:	
Engr. VENER V. MADERAJE Chairperson, TWG	JUNE ARVIN C. GUDOY Chairperson, BAC	RODEL DV. CASTILLO Officer-in-Charge, BAC Secretariat Division	

OBD Part-2: FINANCIAL PROPOSAL

01. All submissions of the Bidder should be **clear and readable** and must indicate the document number Bidders' Financial Documents should be marked "**FC01**" to "**FC04**".
02. During the evaluation at the stage of post-qualification, a proposal may still be declared "**not eligible**" or "**failed**" if the contents / substance of the submitted document is missing, or is found inappropriate, or does not comply with the given requirements for this transaction.

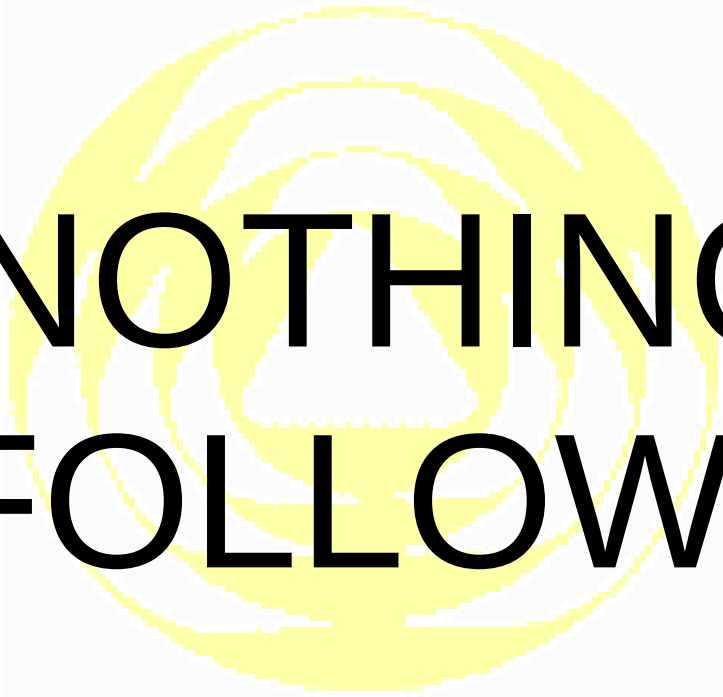
Bidding No. IB25-420125-07	Total ABC: THIRTEEN MILLION FOUR HUNDRED THOUSAND PESOS (P13,400,000.00)
<i>Particulars:</i> ONE LOT CONSULTING SERVICES FOR THE PREPARATION OF THE CONCEPTUAL MASTER PLAN FOR THE FUTURE UPDATES AND UPGRADES OF THE EXISTING DAP CONFERENCE CENTER AND 4-STOREY DORMITORY LOCATED IN THE 4.08 HECTARES DAPCC TAGAYTAY COMPOUND	
Venue of Bid Opening: DAP Bldg., San Miguel Avenue, Pasig City	DATE & TIME of Bid Opening 04 December 2025 at 10:00 AM

FINANCIAL DOCUMENTS	Mark	As Checked
1. Filled-out FPF 1. Financial Proposal Submission Form.	FC01	☐ Present ☐ Absent
2. Filled-out FPF 2. Summary of Costs.	FC02	☐ Present ☐ Absent
3. Filled-out FPF 3. Breakdown of Price per Activity.	FC03	☐ Present ☐ Absent
4. USB Thumb Drive containing electronic-copies of the submitted financial documents.	FC04	☐ Present ☐ Absent

END OF FINANCIAL DOCUMENTS CHECKLIST

BAC's Remarks:	☐ PASSED	☐ FAILED	☐ FOR RECONSIDERATION
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CHECKED BY: Engr. VENER V. MADERAJE Chairperson, TWG	ENDORSED BY: JUNE ARVIN C. GUDOY Chairperson, BAC	DOCUMENTS RECEIVED BY: RODEL DV. CASTILLO Officer-in-Charge, BAC Secretariat Division
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NOTHING
FOLLOWS

DAP Bldg., San Miguel Avenue, Pasig City 1600

P.O. Box 12788, Ortigas Center, Pasig City 1600

Telephone: (632) 8631 0921 loc. 133

website: <http://www.dap.edu.ph>

email address of BAC Secretariat: **dapbacsec@dap.edu.ph**