



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I

REQUEST FOR PROPOSAL

- The DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT REGIONAL OFFICE I (DILG R1), through its Bids and Awards Committee (BAC), will undertake **Small Value Procurement** for the "*Outsourcing of Service Provider for the Documentation of Completed CMGP Projects*" in accordance with Section 53.9 of the Implementing Rules and Regulations of Republic Act No. 9184.

Name of Project: *Outsourcing of Service Provider for the Documentation of Completed CMGP Projects*

Approved Budget for the Contract: P160,000.00

Terms of Reference See attached Annex "A" for Terms of Reference

Location Region 1

Delivery Term See Timetable in the attached Terms of Reference (Annex "A")

- The DILG R1 now calls for the submission of eligibility documents for Consulting Services of the above-mentioned Project. The Consultant is expected to meet the following objective for the duration of the Project:

- To produce stories and photos on the beneficiaries of the CMGP.

Scope of services is indicated in the Terms of Reference (TOR) of the Project (see Annex A).

- In accordance with Section 24 of R.A. No. 9184 and its IRR, the criteria and rating system are:
 - i. Experience and capability of the consultant in all of the following areas (60 points):
 - a. Interview with the beneficiaries (10);
 - b. Translation of interviews to success stories (20);



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- c. Development of a background story on the province(20); and
 - d. Photography (10)
 - ii. Qualification of personnel who may be assigned to the job (25 points)
 - *Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks
 - *Proficient in English, Tagalog, Iluko and Pangasinense
 - iii. Current workload relative to capacity (15 points)
- The DILG shall evaluate bids using the **Quality Based Evaluation (QBE)**. The criteria and rating system for the evaluation of bids shall be provided in detail in the Eligibility Data Sheet.
 - The DILG reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of R.A. No. 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
 - Scoring shall be based on eligibility documents submitted, considering the criteria and rating system mentioned above.
 - The minimum score required for each criterion is, as follows:
 - (i) Experience and capability of the consultant (50 points);
 - (ii) Qualification of personnel who may be assigned to the job (20 points); and
 - (iii) Current workload relative to capacity (10 points).
 - Interested suppliers are required to submit the following documents as eligibility requirements during submission of offer/quotation:
 - Valid Mayor's Permit
 - PhilGEPS Registration Number
 - Notarized Omnibus Sworn Statement
 - Latest Income/ Business Tax Return
 - Curriculum Vitae of the Consultant/s (Use Annex F)



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Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

- 1 Diploma
 - 2 Certificate of Employment
 - 3 Professional Certifications and/or Licenses
- The following technical documents shall be submitted together with the eligibility requirements stated above:
 - Price Quotation Form (Annex "C")
 - Statement of all Government and Private Contracts completed which are similar in nature (Use Annex D)
 - List of all Ongoing Government and Private Contracts including contracts awarded but not yet started (Use Annex E)
 - Any interlineations, erasures or overwriting shall be valid only if they are signed or initialled by the bidder.
 - Submission of quotation and eligibility documents is on or before August 10, 2018, 5:00 PM at the DILG Regional Office 1 c/o BAC Secretariat, Sevilla, City of San Fernando, La Union.
 - For inquiry, you may contact us at tel. nos. 888-2289, 888-2108 or 888-2294.


PEDRO D. GONZALES
BAC Chairperson



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ANNEX "B"

ELIGIBILITY DATA SHEET

<p><i>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to July 27, 2018 (see Annex E for format).</i></p> <p><i>Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex D for format).</i></p>
<p>Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.</p>
<p>Each prospective bidder shall submit one (1) original eligibility documents.</p>
<p>DILG- BAC Secretariat DILG Regional Office 1 Sevilla, City of San Fernando, La Union Tel No. 888-2289/ 888-2108/ 888-2294 Email address: dilgr1.bac@gmail.com</p>
<p>The name of the Project is "Outsourcing of Service Provider for the Documentation of Completed CMGP Projects."</p>
<p>The address for submission of eligibility documents is at DILG Regional Office 1, Sevilla, City of San Fernando, La Union.</p>
<p>The place of opening of eligibility documents is the same with the above-mentioned address. The date and time of opening of eligibility documents is on August 13, 2018, 1:30 PM.</p>
<p>Similar contracts shall refer to <i>completion of documentation of related projects.</i></p>



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The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

- i. Experience of the consultant in all of the following areas (Number of year of applicable experience) (60 points);
 - a. Interview with the beneficiaries (10);
 - b. Translation of interviews to success stories (20);
 - c. Development of a background story on the province(20); and
 - d. Photography (10)
- ii. Qualification of personnel who may be assigned to the job (25 points); and
 - *Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks
 - *Proficient in English, Tagalog, Iluko and Pangasinense
- iii. Current workload relative to capacity (15 points).

The minimum score required for each criterion is, as follows:

- iv. Experience of the consultant in all of the following areas (Number of year of applicable experience) (50 points);
 - a. Interview with the beneficiaries
 - b. Translation of interviews to success stories
 - c. Development of a background story on the province; and
 - d. Photography
- v. Qualification of personnel who may be assigned to the job (20 points); and
 - *Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks
 - *Proficient in English, Tagalog, Iluko and Pangasinense
- vi. Current workload relative to capacity (10 points).



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EVALUATION CRITERIA

Criteria	Reference Guide Points		
	Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)
Experience of the consultant in all of the following areas (Number of year of applicable experience)		60	50
a. Interview with the beneficiaries;			
b. Translation of interviews to success stories;			
c. Development of a background story on the province			
d. Photography			
Qualification of personnel who may be assigned to the job		25	20
*Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks			
*Proficient in English, Tagalog, Iluko and Pangasinense			
Current workload relative to capacity		15	10
TOTAL		100	80



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Annex "C"

PRICE QUOTATION FORM

Date: _____

THE BIDS AND AWARDS COMMITTEE
DILG Regional Office I
Sevilla, City of San Fernando, La Union

Sir:

After having carefully read and accepted the terms and conditions in the Request for Proposal, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Documentation of CMGP Completed Projects	<ul style="list-style-type: none">Documentation of 2 CMGP Completed per province x 4 provinces (IN, IS LU, PANG)	4 prov (8 documentations)		
	<ul style="list-style-type: none">Please see attached Annex "A" for the Terms of Reference			
Total (inclusive of VAT)				

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

Name/Signature of Representative

Name of Company

Contact No.



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ANNEX "D"

*Statement of all Government and Private Contracts Completed which
are Similar in Nature*

Consultant's Name: _____
Consultant's Address: _____

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
Government					
Private					

Submitted by _____
(Printed Name and Signature)

Date _____

Instructions:

- a) Projects should be completed within 2 years immediately preceding July 27, 2018.
- b) Completed contract:
 - (i) Similar contract shall refer to Documentation of related projects.
 - (ii) If there is no similar completed contract in a year, state none or equivalent term.
This shall not be a basis for disqualification.



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ANNEX "E"

List of all Ongoing Government and Private Contracts Including Contracts
Awarded but not yet Started

Consultant's Name: _____

Consultant's Address: _____

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
<u>Government</u>				
<u>Private</u>				

Submitted by _____
(Printed Name and Signature)

Date _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bidded) prior to July 27, 2018.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

TERMS OF REFERENCE

Service Provider for Documentation of Completed FY 2017 CMGP Projects

1. INTRODUCTION

The Department of the Interior and Local Government (DILG) in partnership with the Department of Budget and Management (DBM) is implementing the Conditional Matching Grant to Provinces for Road and Bridge Repair, Rehabilitation, and Improvement (CMGP) Program to support the development of the provincial road network, not only by providing funds for road and bridge works, but also by fostering governance reforms on local road management and public financial management. The governance reforms embedded in the Program are envisioned to contribute to a sustained socio-economic development and progress in all provinces across the country.

To help raise awareness and knowledge on the Program and its objectives, as well as allow the National Government as a whole to have a better appreciation of how the assistance provided to Provinces brings about improvement in the quality of life of Filipinos, the CMGP PMO has identified communication strategies, one of which is narrating stories from the beneficiaries of the Program on how improved access to goods and services enriched their lives.

2. OBJECTIVE

Engage a local Service Provider to produce stories and photos on the beneficiaries of the Program. The stories are intended to be collected and published in a coffee-table book, uploaded to social media, or featured in any other possible medium it could be shown. It is envisioned that through efforts like this, there would be a better appreciation of how the National Government is working for its people.

3. SCOPE OF SERVICES

3.1. Under the general supervision of the *DILG Regional Office's Project Development Management Unit or the CMGP Regional Coordinator*, the Service Provider will be required to:

- 3.1.1. Confer with the above-mentioned entities in the DILG Regional Office for pre-documentation activities including briefing, discussion of expected outputs and objectives of the activity to enable the Service Provider to understand what is hoped to be conveyed to the target audience, the deliverables and deadlines for the service, and budget allotments;
- 3.1.2. Conduct at least five (5) interviews with project beneficiaries in project sites and the Provincial Government (for context);
- 3.1.3. Produce two (2) brief but comprehensive success stories per province featuring two (2) distinct projects. Each story should highlight narratives of at least three (3) beneficiaries. The stories are:

- To be uploaded to any social media platform by the Central and Regional Offices
- To be compiled in a coffee-table book, published and distributed to Provincial Governments, National Government Agencies and Organizations, the Upper and Lower Congressional Houses, the press, and any other opportune venues for distribution of the material;

3.1.4. Produce a one-pager backgrounder story on the province including a brief narration of its socio-economic profile;

3.1.5. Capture remarkable and compelling photos of the beneficiaries, the project, the project's surroundings, economic drivers and social services the projects are leading to:

4. REQUIRED QUALIFICATIONS

4.1 The Service Provider shall be able to do all the tasks the service entails:

- **Interview with Beneficiaries**
- **Translation of interviews to success stories**
- **Development of a background story on the Province**
- **Photography**

Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks

4.2 The Service Provider shall be able to present a relevant and satisfactory portfolio prior to hiring

4.3 Engagement of relevant services to assist in the production of the required deliverables will be upon the discretion of the Service Provider.

5. OUTPUT/DELIVERABLES

5.1 All outputs must be reviewed and approved by the DILG Regional Office. For final submission, outputs must be compiled in a CD and *flashdrive*.

5.2 All submitted materials should be uploaded to the cloud through google drive and shared to the following email addresses: dilg_r1@yahoo.com, pdmunit2013@yahoo.com and cmgpcorps@gmail.com.

5.3 The expected outputs of this engagement are as follows:

5.1.1 Raw interview sound recordings

- Preferably in mp4, mp3 and wma file format

5.1.2 Interview transcripts

- Interview transcripts should be written according to the template set forth and agreed upon by the DILG Central Office and Regional Office. The copy of the template is attached to this document as Annex A.
- Information and consent form of interviewees which is attached herewith as Annex B should be fully accomplished and submitted along with the transcript.

5.1.3 Two (2) brief but comprehensive success stories per province featuring two (2) distinct projects.

- The stories should be in two languages - English and vernacular
- The stories should be faithful to the *guidelines* set forth and agreed upon by the DILG Central and Regional Office. A copy of the guide is attached to this document as Annex C.
- The stories should be written following the document template set forth and agreed upon by the DILG Central and Regional Office. A copy of the template is attached to this document as Annex D.

5.1.4 One-pager background story on the Province including a brief narration of its socio-economic profile

- The story should be written in English

5.1.5 *At least ten (10) satisfactory and remarkable photos per story. The photos should feature the beneficiaries, the project, the project's surroundings, economic drivers and social services the projects are leading to.*

- High-resolution soft copies of the photos must be provided.

6. MANAGEMENT ARRANGEMENTS AND COORDINATION MECHANISM

6.1 The Service Provider will be engaged under the DILG Regional Office's terms of contract and supervised by the PDMU division chief, solely for the purpose of delivering the above outputs, within the agreed timeframe. DILG RO as the Client shall provide necessary support to the Service Provider in order to execute the assignment during the provision of service. These shall include:

- 6.1.1 Provision of Service fee to be paid in tranches as stated in Item Number 12 (page 5);
- 6.1.2 Overseeing the delivery of services of the Service Provider;
- 6.1.3 Assist the Service Provider in coordinating the activity with the concerned

Provincial Government;

- 6.1.4 When necessary, accompany the Service Provider and provide a service vehicle to the project sites.

7. TIMETABLE

- 7.1 The services under this TOR are expected to be accomplished until end of November 2018.

8. DATA, MATERIALS, AND FACILITIES TO BE PROVIDED BY DILG

- 8.1 In connection with the work of the Service Provider that requires the cooperation of LGUs and other government agencies, DILG shall provide liaison and ensure that the Service Provider has access to the necessary information that may be required for the completion of the services.
- 8.2 The equipment that will be used to accomplish the services stipulated above **shall be provided by the Service Provider.**

9. SECURITY DECLARATION

- 9.1 The Service Provider shall be responsible for preserving the security and confidentiality of all classified matter which may be imparted or entrusted to him/her as a result of this endeavour.

10. DECLARATION OF OWNERSHIP

- 10.1 All submitted outputs, recordings, documents, raw production material under this TOR, including but not limited to electronics files, digital information, videos, photographs produced by the Service Provider in connection with the performance of the services shall become property of the DILG upon completion of work and full payment of the contract. *The Service Provider shall not use copies of the final and raw photos and interviews for any other purpose.*
- 10.2 The DILG has the right to reproduce, edit, revise and distribute of any and all the photos and stories intended for promotional purposes to other National Government Agencies and Organizations, Local Government Units (Provinces, Cities, Municipalities, Barangays), the press, other partners, and the general public.
- 10.3 Ideas and concepts shall be originated by the Service Provider and shall be approved by the end user. The stories and photos shall not be culled out from any stories and/or photos done before by any individual, company, or organization.
- 10.4 Any use by a third party of the said materials/studies without prior consent of the DILG is absolutely prohibited.

11. BUDGET

- 11.1 The total budget for the services required in this TOR is **₱ 160,000.00**, which shall be charged against the FY 2018 Support to Local Government Programs Fund under LGSF downloaded to the DILG Regional Office.
- 11.2 The budget for the service is based on similar services procured by the DILG Office.
- 11.3 The allocated budget shall cover the salary, overhead costs, social charges, professional fees, travel and accommodation expenses of the Service Provider.

12. REMUNERATION

12.1 Service fee shall be paid as follows:

- 100% final payment upon turnover and approval of final Outputs/Deliverable from the DILG Regional Office

12.2 Remuneration for the service shall cover expenses for all equipment, software, traveling, and accommodation and other related costs that will be incurred in the conduct of all pre-production, production, and post-production activities.

13. WARRANTIES

13.1 The Service Provider shall hold the DILG Regional Office free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused solely by the Service Provider incident to or in connection with the services under this TOR.

Submitted by:


ENGR. SHEEN MARK C. PAGADUAN
LGOO II

Recommended by:


ENGR. SHARWYN M. SANGEL
PDMU CHIEF

Funds Provided by:



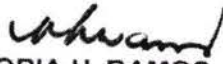
MERCEDES C. LLANES
REGIONAL BUDGET OFFICER

Funds Available by:



SETY ZORAYDA S. PEREZ
CHIEF ACCOUNTANT

Recommending approval:



VICTORIA H. RAMOS, CESO V
ASSISTANT REGIONAL DIRECTOR

Approved by:



JAMES F. FADRILAN, CESO III
REGIONAL DIRECTOR



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ANNEX "B"

ELIGIBILITY DATA SHEET

<p><i>The List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started shall include all such contracts prior to July 27, 2018 (see Annex E for format).</i></p>
<p><i>Likewise, the Statement of all Government and Private Contracts Completed which are Similar in Nature shall be submitted (see Annex D for format).</i></p>
<p>Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented similar projects (clause 9.1) to their client's expectations. This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.</p>
<p>Each prospective bidder shall submit one (1) original eligibility documents.</p>
<p>DILG- BAC Secretariat DILG Regional Office 1 Sevilla, City of San Fernando, La Union Tel No. 888-2289/ 888-2108/ 888-2294 Email address: dilgr1.bac@gmail.com</p>
<p>The name of the Project is "Outsourcing of Service Provider for the Documentation of Completed CMGP Projects."</p>
<p>The address for submission of eligibility documents is at DILG Regional Office 1, Sevilla, City of San Fernando, La Union.</p>
<p>The place of opening of eligibility documents is the same with the above-mentioned address. The date and time of opening of eligibility documents is on July 30, 2018,</p>
<p>Similar contracts shall refer to <i>completion of documentation of related projects.</i></p>



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The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below.

Scoring shall be based on eligibility documents submitted, considering the following evaluation criteria:

- i. Experience of the consultant in all of the following areas (Number of year of applicable experience) (60 points);
 - a. Interview with the beneficiaries (10);
 - b. Translation of interviews to success stories (20);
 - c. Development of a background story on the province(20); and
 - d. Photography (10)
- ii. Qualification of personnel who may be assigned to the job (25 points); and
 - *Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks
 - *Proficient in English, Tagalog, Iluko and Pangasinense
- iii. Current workload relative to capacity (15 points).

The minimum score required for each criterion is, as follows:

- iv. Experience of the consultant in all of the following areas (Number of year of applicable experience) (50 points);
 - a. Interview with the beneficiaries
 - b. Translation of interviews to success stories
 - c. Development of a background story on the province; and
 - d. Photography
- v. Qualification of personnel who may be assigned to the job (20 points); and
 - *Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks
 - *Proficient in English, Tagalog, Iluko and Pangasinense
- vi. Current workload relative to capacity (10 points).



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EVALUATION CRITERIA

Criteria	Reference Guide Points		
	Percentage Equivalent	Equivalent Points (Maximum)	Equivalent Points (Minimum)
Experience of the consultant in all of the following areas (Number of year of applicable experience)		60	50
a. Interview with the beneficiaries;			
b. Translation of interviews to success stories;			
c. Development of a background story on the province			
d. Photography			
Qualification of personnel who may be assigned to the job		25	20
*Preferably has background on community development, economics, communications, or has proven experience in doing similar tasks			
*Proficient in English, Tagalog, Iluko and Pangasinense			
Current workload relative to capacity		15	10
TOTAL		100	80



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Annex "C"

PRICE QUOTATION FORM

Date: _____

THE BIDS AND AWARDS COMMITTEE
 DILG Regional Office I
 Sevilla, City of San Fernando, La Union

Sir:

After having carefully read and accepted the terms and conditions in the Request for Proposal, hereunder is our quotation/s for the item/s as follows:

Description	Specification	Quantity	Unit Price	Total Price
Documentation of CMGP Completed Projects	<ul style="list-style-type: none"> Documentation of 2 CMGP Completed per province x 4 provinces (IN, IS LU, PANG) 	4 prov (8 documentations)		
	<ul style="list-style-type: none"> Please see attached Annex "A" for the Terms of Reference 			
Total (inclusive of VAT)				

(Amount in Words) _____

The above-quoted prices are inclusive of all costs and applicable taxes.

Very truly yours,

 Name/Signature of Representative

 Name of Company

Contact No.



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ANNEX "D"

*Statement of all Government and Private Contracts Completed which
 are Similar in Nature*

Consultant's Name: _____
 Consultant's Address: _____

Name of Client/Contact Person/Contact Number/Email Address	Date of the Contract	Kinds of Consulting Services	Amount of Contract	Date of Delivery	End User's Acceptance or Official Receipt(s) Issued for the Contract
Government					
Private					

Submitted by _____
 (Printed Name and Signature)

Date _____

Instructions:

- a) Projects should be completed within 2 years immediately preceding July 27, 2018.
- b) Completed contract:
 - (i) Similar contract shall refer to Documentation of related projects.
 - (ii) If there is no similar completed contract in a year, state none or equivalent term.
 This shall not be a basis for disqualification.



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ANNEX "E"

List of all Ongoing Government and Private Contracts Including Contracts
Awarded but not yet Started

Consultant's Name: _____
Consultant's Address: _____

Name of Client/ Contact Person/ Contact Number/ Email Address	Date of the Contract	Kinds of Consulting Services	Value of Outstanding Contracts	Date of Delivery
Government				
Private				

Submitted by _____
(Printed Name and Signature)

Date _____

Instructions:

- i. State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project being bid) prior to July 27, 2018.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

Omnibus Sworn Statement

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

AFFIDAVIT

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

1. Select one, delete the other:

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

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

2. Select one, delete the other:

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

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for *[Name of the Project]* of the *[Name of the Procuring Entity]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Bidder]* is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board;

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

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

6. Select one, delete the rest:

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

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

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

8. *[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 *[Name of the Project]*.
9. *[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.

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

Bidder's Representative/Authorized Signatory

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

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

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. _____ *[date issued]*, *[place issued]*

IBP No. _____ *[date issued]*, *[place issued]*

Doc. No. _____

Page No. _____

Book No. _____

Series of _____

CURRICULUM VITAE (CV) OF THE CONSULTANT

Personal Information					
Name of Consultant					
Address		Contact No.		Email Address	
Date of Birth			Citizenship	Civil Status	
Work Experience (start from the current employment)					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			

Current Workload (include workload or projects from other companies, if any)

Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			

Relevant Training (start from the most recent)

Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education (start from the most recent)

School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Certificates, Other	Credentials	Title	Date Received

Note:

Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Diploma
2. Certificate of Employment
3. Professional Certifications and/or Licenses

Certification:

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

Signature

Date: _____

Omnibus Sworn Statement

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

AFFIDAVIT

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

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

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

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

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

If a sole proprietorship: As the owner and sole proprietor of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to represent it in the bidding for [Name of the Project] of the [Name of the Procuring Entity];

If a partnership, corporation, cooperative, or joint venture: I am granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the [Name of Bidder] in the bidding as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture)];

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;

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

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

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

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

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

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

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the 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 *[Name of the Project]*.
9. *[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.

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

Bidder's Representative/Authorized Signatory

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

card used], with his/her photograph and signature appearing thereon, with no. _____ and his/her _____ No. _____ issued on _____ at _____.

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

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