

**SUPPLEMENTAL/BID BULLETIN NO. 2**  
**For LBP-GIBAC-ITB-CS-20231128-01**

**PROJECT** : **Consultancy Services for the Climate Resilient Recovery Readiness Support (CRR Project)**

**IMPLEMENTOR** : **Bids and Awards Committee for Goods and Infrastructure (GI-BAC)**

**DATE** : **March 21, 2024**

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This Supplemental/Bid Bulletin is issued to modify, amend and/or clarify certain items in the Bid Documents. This shall form an integral part of the Bid Documents.

Modifications, amendments and/or clarifications:

- 1) The bidder/s are encouraged to use the Bid Securing Declaration as Bid Security.
- 2) The Bid Data Sheet, Comments and Suggestions of Consultant on the Revised Terms of Reference and on Data, Services and Facilities to be Provided by the Procuring Entity (TPF 3), Description of Methodology and Work Plan for Performing the Project (TPF 4), Financial Proposal Submission Form (FPF 1) and Checklist of Bidding Documents (Item Nos. 4, 5 and 11 of Technical Proposal, and Item No. 1 of Financial Proposal) have been revised. Please see attached specific sections of the Bidding Documents.

By the authority of the GI-BAC:



**ATTY. HONORIO T. DIAZ, JR.**  
**Head, GI-BAC Secretariat**

## Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is LAND BANK OF THE PHILIPPINES (LANDBANK).</p> <p>The evaluation procedure is: Quality-Cost Based Evaluation.</p>
1.2	<p>The Funding Source is:</p> <p>The Green Climate Fund approved by the United Nations Office for Project Services (UNOPS) in the amount of Nine Million Eighty Six Thousand Pesos Only (Php9,086,000.00).</p> <p>The name of the project is Consulting Services for the Climate Resilient Recovery Readiness Support (CRR Project).</p>
1.3	<p>The name of the Contract is:</p> <p>Consulting Services for the Climate Resilient Recovery Readiness Support (CRR Project)</p>
1.4	<p>No further instructions.</p>
5	<p>No further instructions.</p>
6.1	<p>Subcontracting is not allowed.</p>
6.2	<p>Not applicable.</p>
7.1	<p>The LANDBANK will hold a Pre-Bid Conference on <u>March 7, 2024 at 2:00 P.M.</u> through videoconferencing using Microsoft (MS) Teams application.</p> <p>Shortlisted Bidders who would like to participate in the said conference must send a duly filled-up Pre-Bid Conference Registration (PBCR) Form (Annex B of the Bidding Documents) to <a href="mailto:LBPHOBAC@mail.landbank.com">LBPHOBAC@mail.landbank.com</a> on or before <u>12:00 P.M. of March 5, 2024</u>. The PBCR Form can also be downloaded from the PhilGEPS website, LANDBANK website (<a href="http://landbank.com/forms">http://landbank.com/forms</a>) or requested from Ms. Jeah Chrysel L. Escalona at <a href="mailto:JESCALONA@landbank.com">JESCALONA@landbank.com</a>. Interested Bidders shall state "PBCR-LBP-GIBAC-ITB-CS-20231128-01" in their request email as subject. The specific instructions on how to join the Pre-Bid Conference shall be provided by LANDBANK to the interested Bidders through email.</p> <p>For new bidders, a briefing on salient provisions of the 2016 Revised Implementing Rules and Regulations of R.A. 9184 and pointers in the preparation of bids shall be conducted on through videoconferencing using MS Teams application.</p>

8.1	<p>The Procuring Entity's address is:                  Land Bank of the Philippines                  24th Floor, LANDBANK Plaza Building                  1598 M.H. Del Pilar corner Dr. J. Quintos Streets                  Malate, Manila, 1004</p> <p>Contact Person:                  Mr. Alwin I. Reyes                  Vice President                  Head, Procurement Department                  1598 M.H. Del Pilar cor. Dr. J. Quintos Sts.                  Malate, Manila, 1004                  Tel (02) 8528-7370                  www.landbank.com                  LBPHOBAC@mail.landbank.com</p>					
10.1(b)	<p>The assigned tasks, activities, and deliverables <b>under the revised Section VI. Terms of Reference</b> shall be completed within one (1) year from the date of receipt of the Notice to Proceed.</p>					
10.1(c)	<p>The minimum required experience of proposed professional staff:                  (see Appendix 1 of the <b>revised Section VI. Terms of Reference</b>)</p>					
11.5	<p>Cost by activity associated with the assignment, including professional fees and reimbursable/other cost relative to the consultancy engagement shall be inclusive of 12% VAT and Final Taxes.</p>					
11.7	<p>The ABC is Nine Million Eighty Six Thousand Pesos Only (Php9,086,000.00).</p> <p>Any bid with a financial component exceeding the ABC shall not be accepted.</p>					
13.1	<p>The bid prices shall be quoted in Philippine Pesos.</p>					
13.3	<p>No further instructions.</p>					
14.1	<p>Bids will be valid until 120 calendar days from date of opening of bids.</p>					
15.1	<p>The bid security shall be limited to Bid Securing Declaration or any of the following forms and amounts:</p> <table border="1" data-bbox="427 1424 1391 1800"> <thead> <tr> <th data-bbox="427 1424 1094 1491">Form of Bid Security</th> <th data-bbox="1099 1424 1391 1491">Minimum Amount of Bid Security</th> </tr> </thead> <tbody> <tr> <td data-bbox="427 1498 1094 1568">(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;</td> <td data-bbox="1099 1498 1391 1800" rowspan="2" style="text-align: center; vertical-align: middle;"> <p>₱181,720.00</p> </td> </tr> <tr> <td data-bbox="427 1574 1094 1800">(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and</td> </tr> </tbody> </table>	Form of Bid Security	Minimum Amount of Bid Security	(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	<p>₱181,720.00</p>	(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and
Form of Bid Security	Minimum Amount of Bid Security					
(a) Cash or cashier's/ manager's check issued by a Universal or Commercial Bank;	<p>₱181,720.00</p>					
(b) Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank; and						

<p>(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.</p>	<p>₱454,300.00</p>
<p>1. If bid security is in the form of cash, the required amount shall be remitted to any LANDBANK Branch or through the LANDBANK online payment platform Link.BizPortal. The bidder shall first secure an electronic PAO from LANDBANK - Procurement Department. If the bidder opts to pay at any LANDBANK Branch, the electronic PAO shall then be printed in two (2) copies and presented to the LANDBANK Teller together with the money. The LANDBANK Teller shall issue a machine validated Official Receipt (OR) evidencing payment of the bid security.</p> <p>If the bidder opts to pay through the LANDBANK Link.BizPortal, the steps to follow are found in Annex A of the Bidding Documents. The Payment Confirmation shall serve as proof of payment of the cash bid security.</p> <p>2. If bid security is in the form of cashier's/manager's check, the check should be payable to LAND BANK OF THE PHILIPPINES.</p> <p>3. If in the form of bank draft/guarantee, the bidder may use the standard format of the issuing Bank, provided that the Project Title and Project Identification Number are indicated therein.</p> <p>4. If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <p>(a) CBD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)</p> <p>(b) SME-MLD 2 - 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)</p> <p>5. If in the form of surety bond, it should be issued by a surety or insurance company duly accredited by the Insurance Commission (IC) and has not been issued a cease and desist order by the IC or is currently not included in the list of blacklisted firms.</p> <p><b>The surety bond may be secured through the following entities:</b></p>	

(a) **LANDBANK Insurance Brokerage, Inc. (LIBI)**

**LIBI-Forex**  
**14<sup>th</sup> Floor, LANDBANK Plaza Building**  
**Contact No. 8-710-7114**  
**(Every Tuesday and Thursday)**

**12<sup>th</sup> Floor, SSHG Law Center Bldg.**  
**105 Paseo de Roxas, Legaspi Village**  
**Makati City**  
**Contact Nos. 8-812-4911 and 8-867-1064**

(b) **Cocogen Insurance, Inc.**

**22<sup>nd</sup> Floor, One Corporate Center,**  
**Doña Julia Vargas Ave., cor. Meralco, Avenue,**  
**Ortigas Center, Pasig City**  
**Email Address/es: cathy\_magtibay@cocogen.com/**  
**bancassurance@cocogen.com**  
**Contact Nos. 0917-575-9372/0917-888-9169**

**cc: bankassurance@landbank.com**

(c) **United Coconut Planters Life Assurance Corp.**

**Cocolife Building, 1226, 6807 Ayala Avenue,**  
**Makati City**  
**Email Address: zsat@cocolife.com**  
**Contact No. 0917-836-5749**

**cc: bankassurance@landbank.com**

Surety bonds with the following or similar conditions/phrases shall not be accepted:

- (a) "In case of default by the Principal, this bond shall only answer for the difference in the bid price of the winning bidder and that of the next lowest complying bidder or that of the new winning bidder in case of re-bidding plus necessary expenses incurred by the Obligee in the re-bidding which liability shall in no case exceed the amount of the bond"; or
- (b) "That the amount of liability of the Surety under this bond is limited to the actual loss or damage sustained and duly proven by the Obligee."

	<p>6. If in the form of Bid Securing Declaration, the attached form (Form No. 4) must be used.</p> <p>A scanned copy of the bid security (i.e. LANDBANK Official Receipt and/or and/or Payment Confirmation and/or Manager's/Cashier's Check and/or Bank Draft/Guarantee and/or Surety Bond and/or Bid Securing Declaration) shall be included in the Eligibility and Technical Proposal/Documents. In the case of cashier's/manager's check bid security, the physical check must be delivered to and received by the GIBAC Secretariat not later than 5:00 P.M. of the following banking day after the opening of bids. In the case of the other forms of bid security, the physical document must be submitted to the GIBAC Secretariat during the post-qualification stage.</p>
15.2	The bid security shall be valid until 120 calendar days from date of opening of bids.
15.5(b)(iii)	No further instructions.
17	<p>The shortlisted bidder/s who would like to participate in the bidding for the above project must send a duly filled-up LBP Secure File Transfer Facility (SFTF) User Registration Form together with copies of LANDBANK Official Receipt and Payment Acceptance Order for non-refundable bidding fee to <a href="mailto:LBPHOBAC@mail.landbank.com">LBPHOBAC@mail.landbank.com</a> on or before 2:00 PM a day before the scheduled bid opening.</p> <p>The electronic bid shall be submitted by uploading the same in the LBP SFTF (please refer to the Guide in Accessing LBP Secure File Transfer Facility per attached Annexes C-1 to C-8).</p> <p><u><i>Electronic bids received after the set deadline basing on the date and time on the electronic folders of bidders shall not be accepted by the GIBAC.</i></u> Thus, bidders are requested to upload their electronic bids at least two (2) hours before the set deadline.</p> <p>The electronic bid consisting of <u>two (2) copies/files</u> shall be labelled with bidder's assigned short name, last six (6) digits of the bidding reference number including the parenthesis if there are any, and bid copy number, each separated with a dash sign. Thus, for a project with bidding reference number LBP-GIBAC-ITB-CS-20231128-01 that XYZ Company wants to bid on, the archived files shall be labelled as XYZ-112801-C1 and XYZ-112801-C2. The archived files shall be generated using either WinZip, 7-zip or WinRAR and password-protected.</p> <p>Each of the above mentioned archived files shall contain the Technical Component and Financial Component files. The PDF files shall be labelled as above plus the word "Tech" or "Fin" in the case of the Technical Component and Financial Component, respectively. Thus, using the above example, XYZ-112801-C1 shall contain the PDF files</p>

	<p>labelled XYZ-112801-C1-Tech and XYZ-112801-C1-Fin while XYZ-112801-C2 shall contain the PDF files labelled XYZ-112801-C2-Tech and XYZ-112801-C2-Fin.</p> <p><u>All the required documents for each component of the bid shall be in one (1) PDF file and sequentially arranged as indicated in the Checklist of Bidding Documents.</u> The documents must be signed by the authorized signatory/ies when required in the form.</p> <p><u>Each of the archived files and the PDF files shall be assigned with a different password and these passwords shall be disclosed by the bidder only upon the instruction of GIBAC during the actual bid opening.</u></p> <p>Electronic bids that are not assembled, labelled and password-protected in accordance with these procedures shall not be rejected/disqualified but the Bidder or its duly authorized representative shall acknowledge such condition of the bid as submitted. The GIBAC/LANDBANK shall assume no responsibility for the non-opening or premature opening of the contents of the improperly assembled, labelled and password-protected electronic bid.</p> <p>The prospective bidder shall receive an acknowledgement receipt via email after successful uploading of its/his electronic bid. If no email is received within one (1) hour after successful uploading, the bidder shall call the GIBAC Secretariat at (02) 8522-0000 local 2979, 2956, 2609 and 7746 to confirm whether the submission has been received, and if so, request for the acknowledgment of receipt of the electronic bid.</p>
17.1	Not applicable.
17.2	Not applicable.
17.3	Not applicable.
17.4	Not applicable.
17.5	Not applicable.
18	<p>Bids shall be submitted through the LBP Secure File Transfer Facility.</p> <p>The deadline for submission of bids is on <u>March 21, 2024 at 10:00 A.M.</u></p>
20	<p>The Consultant may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Consultant shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally password-protected and properly identified in accordance with ITB Clause 17 above, linked to its original bid.</p>
20.1	Not applicable.
21	<p>On the bid opening date, the bidder shall confirm its/his participation in the online meeting with the GIBAC Secretariat at least one (1) hour before the scheduled meeting. The bidder shall be able to log in into MS Teams and join the Waiting Room of the GIBAC meeting. Only one</p>

account/connection per participating bidder shall be allowed to join the meeting. A maximum of two (2) accounts/connections per participating interested consultant shall be allowed to join the meeting.

Projects with participating bidders in attendance shall be given priority in the queuing.

Upon the instruction of the GIBAC Chairperson to start the bid opening activity, the GIBAC Secretariat connects the participating bidder/s to the videoconferencing/group calling session. The GIBAC Secretariat shall record the session and act as Moderator of the meeting all throughout.

In case a bidder cannot connect to the videoconferencing via MS Teams application, the GIBAC Secretariat shall contact the bidder concerned through its registered mobile phone/landline telephone up to a maximum of three (3) call attempts with five (5) minutes interval after each call attempt. A text message advising the bidder that the public bidding has already started will also be sent by the GIBAC Secretariat. If the GIBAC Secretariat still cannot contact the bidder after the said allowable call attempts or the bidder is unable to contact the GIBAC Secretariat to provide the passwords needed to open its electronic bids when required by the GIBAC, the bidder concerned shall be disqualified from further participating in the bidding process.

Once the connections are in place, the GIBAC, with the assistance of the GIBAC Secretariat, retrieves the archived file from the LBP SFTF and opens the same. The Technical Proposal shall be opened first. Upon instruction from the GIBAC, the bidder concerned shall disclose the passwords for the archived file and the PDF file of the Technical Component.

In case an archived/PDF file fails to open due to a wrong password, the specific bidder shall be allowed to provide the GIBAC with passwords up to five (5) times only. The same number of attempts shall apply to Copy 2 of the bid, in case there is a need to open it. If the archived/PDF file still could not be opened after the maximum allowable attempts, the bidder concerned shall be disqualified from further participating in the bidding process.

The GIBAC then determines the eligibility and compliance with the technical requirements of the specific bidder using a nondiscretionary "pass/fail" criterion. Only bidders that have been rated "Passed" shall be allowed to participate in the succeeding stages of the bidding process.

The GIBAC, with the assistance of the GIBAC Secretariat, shall then open the Financial Components of those bidders that have been rated "Passed". Upon instruction from the GIBAC, the bidder concerned shall



	<p>disclose the password for its/his Financial Component.</p> <p>The GIBAC, with the assistance of the GIBAC Secretariat, conducts bid evaluation and ranking of the bids. The results of bid evaluation and ranking shall be recorded in the Abstract of Bids, which shall be signed by the GIBAC Members and Observers. The result of evaluation and ranking shall also be announced to the participants.</p> <p>The retrieval and opening of the electronic bids, page-by-page review of documents and the results of the bid evaluation and ranking shall be shown to the participants through the screen sharing feature of MS Teams.</p> <p>The access of the bidders to the videoconferencing/calling session shall be terminated once the Chairperson has declared that the bid opening activity for a specific project has been finished.</p>
21.2	The date and time for opening of bids is <u>March 21, 2024 at 10:00 A.M.</u>
22.1	No further instructions.
25.1	<p>The following processes for the opening and evaluation of bids shall be adopted:</p> <p>a) The technical proposal together with the financial proposal shall be considered in the ranking of consultants. The technical proposals shall be evaluated first using the criteria in <b>ITB</b> Clause 25.2. The financial proposals of the consultants who meet the minimum technical score shall then be opened.</p> <p>b) The financial and technical proposals shall be given corresponding weights with the financial proposal 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 their total weight in percent together with the weight given to the financial proposal shall add to one hundred percent (100%). The BAC shall rank the consultants in descending order based on the combined numerical ratings of their technical and financial proposals and identify the Highest Rated Bid.</p> <p>c) 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.</p> <p>d) After approval by the HoPE of the Highest Rated Bid, the BAC shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for negotiation in accordance with <b>ITB</b> Clause 27.</p>

25.3	<p>The minimum required St for each criterion are as follows:</p> <ul style="list-style-type: none"><li>• 30% - Overall Capacity aligned with the Firm's Expertise</li><li>• 30% - Technical Approach and Methodology</li><li>• 40% - Team and Personnel Capacity</li></ul> <p>Bidders must obtain a minimum score of 75% in the Evaluation Criteria – Technical to be included in the list of qualified bidders.</p>
26.1	<p>The opening of Financial Proposals shall be on _____ through videoconferencing using Microsoft (MS) Teams Application.</p> <p>Financial Proposals shall be opened in public.</p>
26.2	<p>After the evaluation of quality is completed, the Procuring Entity shall notify those Consultants whose Bids did not meet the minimum qualifying mark or were considered non-responsive to the Bidding Documents and <b>revised TOR</b>, indicating that their Financial Proposals shall be returned unopened after completing the selection process. The Procuring Entity shall simultaneously notify the Consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date unless otherwise specified in <b>ITB</b> Clause 26.1. The notification may be sent by registered letter, facsimile, or electronic mail.</p> <p>The Financial Proposals shall be opened publicly in the presence of the Consultants' representatives who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Procuring Entity shall prepare minutes of the public opening.</p> <p>The BAC shall determine whether the Financial Proposals are complete, <i>i.e.</i>, whether all the documents mentioned in <b>ITB</b> Clause 11 are present and all items of the corresponding Technical Proposals that are required to be priced are so priced. If not, the Procuring Entity shall reject the proposal. The BAC shall correct any computational errors, and convert prices in various currencies to the Philippine Peso at the rate indicated in <b>ITB</b> Clause 13. 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. The evaluation shall 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.</p>

	<p>The lowest Financial Proposal (FI) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:</p> $Sf = 100 \times FI/F$ <p>Where:</p> <p>Sf is the financial score of the Financial Proposal under consideration,</p> <p>FI is the lowest Financial Proposal, and</p> <p>F is the Financial Proposal under consideration.</p> <p>Using the formula <math>S = St \times T\% + Sf \times F\%</math>, the Bids shall then be ranked according to their combined St and Sf using the weights (St 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:</p> <p>T 0.75; and                  F 0.25</p>
27.1	<p>The address for negotiations is:</p> <p>Land Bank of the Philippines                  24<sup>th</sup> Floor, LANDBANK Plaza Building                  1598 M.H. Del Pilar corner Dr. J. Quintos Streets                  Malate, Manila, 1004                  www.landbank.com                  LBPHOBAC@mail.landbank.com</p>
27.2(e)	<p>No negotiations pertaining to the Financial Proposal shall be undertaken.</p>
28.2	<p>Certified true copy of Value Added Tax (VAT) or Percentage Tax (PT) Returns for the last two (2) quarters filed manually or through the BIR Electronic Filing and Payment System (EFPS). Tax returns filed manually or through EFPS and taxes paid shall be accepted.</p>
31.4.6	<p>No additional requirement.</p>
32.1	<p>No further instructions.</p>

32.2	<p>If in the form of Standby Letter of Credit, it may be secured through LANDBANK Corporate Banking Department 2 (CBD 2) and Small and Medium Enterprises – Market Lending Department 2 (SME-MLD 2) with the following contact details:</p> <ul style="list-style-type: none"><li>(a) CBD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-405-7345 local 2117 (For Assets 1 Billion and up)</li> <li>(b) SME-MLD 2 – 18<sup>th</sup> Floor, LANDBANK Plaza Building Telephone No. 8-405-7431 local 7431 (For Assets below 1 Billion)</li></ul>
33.2	The effective date of the contract is _____.

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

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**On the revised Terms of Reference:**

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

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

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

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

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**Note:**

1. Bid Participant is requested to provide clear but concise narrative in line with requirements stated in Criteria 2.1, Criteria 2.2, and Criteria 2.3 of **Appendix 3 of the revised Section VI. Terms of Reference**; appropriately supported/illustrated with tables, flowcharts, timelines, etc., as may be applicable.
2. Non-submission of the above mentioned document/requirement may result in bidder's post disqualification.

## FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

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[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

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

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

In accordance with **GCC** Clause 50.1, 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 **revised Bid Data Sheet (BDS)**, General Conditions of Contract (GCC), Special Conditions of Contract (SCC), **revised Terms of Reference (TOR)**, the provisions relating to the eligibility of Consultant and the applicable guidelines for the procurement rules of the Funding Source, any and all Bid bulletins issued and other attachments and inclusions included in the Bidding Documents sent to us.

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

We remain,

Yours sincerely,

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

## **Checklist of Bidding Documents for Procurement of Consulting Services**

### **Technical Proposal (PDF File)**

The Technical Proposal shall contain documents sequentially arranged as follows (may include other documents as stated in the Bidding Documents):

1. Duly notarized Secretary's Certificate attesting that the signatory is the duly authorized representative of the prospective bidder, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the prospective bidder in the bidding, if the prospective bidder is a corporation, partnership, cooperative, or joint venture; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder (see sample form - Form No. 3).
2. TPF 1 – Technical Proposal Submission Form
3. TPF 2 – Experience of the Firm/Consultant References
4. **TPF 3 – Comments and Suggestions of Consultant on the revised Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity**
5. **Revised TPF 4 – Description of the Methodology and Work Plan for Performing the Project**
6. TPF 5 – Team Composition and Task
7. TPF 6 – Format of Curriculum Vitae (CV) for Proposed Professional Staff
8. TPF 7 – Time Schedule for Professional Personnel
9. TPF 8 – Activity (Work) Schedule
10. Form No. 6 – Deliverable Items Summary
11. **Fully filled-out Technical Evaluation Sheet – Appendix 6 of the revised Section VI. Terms of Reference**
  - 11.1 Executive Summary(ies) and/or Online Link(s) of Project Proposal(s)
  - 11.2 Feasibility Studies
12. Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
13. Duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.2).



- **Post-Qualification Documents – [The bidder may submit the following documents/requirements within five (5) calendar days after receipt of Notice of Post-Qualification]:**
  1. Business Tax Returns per Revenue Regulations 3-2005 (BIR No. 2550-Q) VAT or Percentage Tax Returns for the last two (2) quarters filed manually or through EFPS.
  2. Latest Income Tax Return filed manually or through EFPS.
  3. Original copy of Bid Security (if in the form of a Surety Bond, submit also a certification issued by the Insurance Commission).
  4. Original copy of duly notarized Omnibus Sworn Statement (OSS) (sample form - Form No.2).
  5. Duly notarized Secretary's Certificate designating the authorized signatory in the Contract Agreement if the same is other than the bidder's authorized signatory in the bidding.

### **Financial Proposal (PDF File)**

The Financial Component shall contain documents sequentially arranged as follows:

1. **Revised FPF 1 – Financial Proposal Submission Form**
2. FPF 2 – Summary of Costs
3. FPF 3 – Breakdown of Price per Activity
4. FPF 4 – Breakdown of Remuneration per Activity
5. FPF 5 – Travel Expenses, Office Rent, Accommodation and Clerical Assistance per Activity per Activity
6. FPF 6 – Miscellaneous Expenses

***“The forms attached to the Bidding Documents may be reproduced or reformatted provided the information required in the original forms and other requirements like signatures, if applicable, are complied with in the submittal.”***