

TERMS OF REFERENCE

Advisory Services for the Value Analysis (VA) of Infrastructure Projects (Long-Term Consultant)

I. Rationale

The Government of the Philippines (GOP) has recognized and identified in its 2011-2016 Philippine Development Plan (PDP), the significance of balanced budget without compromising the realization of GOP's development goals and thrusts. The GOP is exhausting and pursuing cost-efficient and cost-effective measures that support fiscal discipline and economic growth. One of the identified relevant measures is to subject GOP major projects and programs to the concept/principle of Value Analysis (VA) to ensure that projects/programs achieve full functionality at the most appropriate and least project cost.

Value Analysis, as defined by the Society of American Value Engineers International (SAVE International), is the systematic application of recognized techniques by a multi-disciplined team that identifies the functions of a product or service; establishes a worth for that function; generates alternatives through the use of creative thinking; and provides the needed functions, reliably at the lowest cost.

It has been observed that many of infrastructure projects incur cost over runs upon completion, are delayed or behind their implementation schedule, and usually do not meet the targets set at the tendering stage. Some of the identified causes of deviations are due to inadequate project preparation and absence of policy framework on risk management and performance monitoring of infrastructure projects.

To date, NEDA has conducted the following VA studies: 1) Pasig-Marikina River Channel Improvement Project, Phase III (PMRCIP III); 2) Cebu Bus Rapid Transit (BRT) Project and 3) VA on Rail Gauge and Train Type while there is a pending proposal to subject the North-South Commuter Rail (NSCR) Project to VA.

For the continued implementation of VA, the National Economic and Development Authority (NEDA) Secretariat deems it necessary to procure a consultant to provide services for the VA of government infrastructure projects that would later be identified and may be under any of the following subsectors: (i) communications, (ii) transport, (iii) water resources, (iv) power/energy, or (v) social infrastructure.

II. Objectives

To capacitate NEDA and other government staffs through training and mentoring by way of close observation and active participation in the VE/VA process. To formulate policies to incorporate the VE/VA concept taking into consideration international practice and/or experience.

III. Description/Scope of Advisory Services

The advisors will, among others, assist and provide guidance to the NEDA Infrastructure Staff (NEDA-IS) in the conduct of VA for specific projects under consideration by the Investment Coordination Committee (ICC) of the NEDA Board.

The responsibilities of the Consultant are as follows:

1. Provide advisory services on policies and projects presented to the Committee on Infrastructure (INFRACOM) and ICC of the NEDA Board on matters related to VE/VA. The INFRACOM advises the President and the NEDA Board on matters concerning infrastructure development, including highways, airports, seaports and shore protection; hospitals and related buildings; state colleges and universities elementary and secondary school buildings; and other public works. The ICC on the other hand evaluates the fiscal, monetary and balance of payments implications of major national projects, and recommends to the President the timetable of their implementation on a regular basis.
2. Conduct VE/VA on a project as may be identified by NEDA.
3. Review the VA Handbook¹ (s.2009) and recommend revisions as necessary and appropriate.
4. Review the ICC Guidelines and formulate policies to incorporate the VE/VA concept based on international practice and/or experience.
5. Conduct a review of existing practices of other countries on VE/VA, including organizational structure and budgeting, identifying those that may be adopted for the Philippines.
6. Review the VE/VA recommendations in the VA Handbook and recommend measures on how these can be carried forward and institutionalized. (See Annex A)

IV. Study Duration and Major Activities

The Advisory Services will be implemented over a period of two (2) years from the Issuance of Notice to Proceed (NTP) or commencement of the undertaking. (Please refer to Annex B).

V. Qualification of Expert

The Advisors must have expertise on capacity building and conduct of VE/VA on the following infrastructure subsectors: transportation (e.g., ports, airports, etc.), water resources (e.g., irrigation, flood control, etc.), power/energy (e.g. power generation, transmission, etc.), information and communications technology (ICT) (e.g., telecommunications, IT systems, etc.) and social infrastructure (e.g., health, education, etc.) with at least five (5) years experience on VA or Value Management. Said Advisors shall be on an on-call basis and would be available to render services once NEDA has identified the specific project to subjected to VA.

¹The VA Handbook is a comprehensive reference on the principles of value analysis and its application in project development. It was developed by NEDA in partnership with the Australian Government through the Philippine-Australia Partnership for Economic Governance Reforms (PEGR) in 2009.

There shall be a Chief Advisor over a two (2) - year period to provide advisory services to NEDA, the INFRACOM and the NEDA ICC on projects/policies presented to said committees.

Given the diverse field of expertise required, local consultants may associate or tie-up with foreign consultants.

VI. Implementation Arrangement

1. NEDA will act as the executing agency for the Advisory Services with IS as focal unit in implementing the services.
2. Coordination meetings will be conducted between the NEDA-IS, the concerned implementing agency and the Advisors for the duration of the activity, as may be needed, the expenses of which are to be charged to the Contract for Advisory Services.
3. NEDA-IS will provide the Advisors the necessary documents to enable the conduct of the study. The contents of the documents provided to the Advisors and the results of the study will be kept confidential unless information sharing is warranted as determined by the NEDA-IS.

VII. Cost of Consultancy Services

The **Approved Budget for the Contract (ABC) of Advisory Services is PhP19,000,000.00** for a period of two (2) years. This amount is inclusive of tax, accommodation, plane fare, other incidental expenses and printing of the original Reports (Inception Report, Preliminary Report, etc.).

The Quality-Cost Based Selection Procedure under the Revised Implementing Rules and Regulations (IRR) of RA 9184, with quality of the proposal allocated 80% and costs 20%, will be followed in the procurement of the consulting services.

VIII. Reporting/Deliverables

A detailed Work and Financial Plan shall be submitted by the Consulting Firm to NEDA for review within five (5) working days from the date of commencement as indicated in the NTP.

The deliverables for the subject study as enumerated below shall be submitted by the Consultant in four (4) hard copies to NEDA for review. An electronic/soft copy shall also be submitted to NEDA.

Deliverable	Timeline
Inception Report	Within three (3) weeks from receipt of NTP
Draft VE/VA Report	Within two (2) weeks after completion VA study conducted
Final VE/VA Report	Within two (2) weeks after receiving comments from NEDA
Preliminary Report	Within six (6) months from receipt of NTP to include the Consultant's recommendations under item III (2 to 5) of this TOR
Quarterly Progress Report	Within the last week of the third month of every quarter
Draft Final Report	Within seven (7) weeks prior to the completion of services
Final Report	Two (2) weeks after completion of services

The *Inception Report*, shall include the detailed work and financial program for the scope of work of study, and a detailed schedule for all work.

The VE/VA Report shall contain the results of the study of alternatives/options.

The *Quarterly Progress Reports* shall include updates on the physical and financial accomplishments of each of the activities under the Work and Financial Plan, including the difficulties encountered and measures taken to overcome them.

The *Preliminary Report* shall include, among others, the status implementation of the study in relation to the scope of work, as well as preliminary results of the study.

The *Draft Final Report/Final Report* shall include, among others, the recommendations of the Consultant to items 1 to 5 of the Description/Scope of Services of this TOR.

IX. Payment Scheme/Schedule

Payments to the Consultant shall be on a monthly basis based on *actual* services rendered and *expenses incurred* and supported by *official receipts/documents*, including the submission of progress reports, but not to exceed the amounts allocated in the contract.

X. Criteria for Shortlisting

1. Qualification of Firm – 20%
2. Chief Advisor Qualifications – 30%
3. Qualification of Pool of Experts – 30%
4. Job Capacity – 20%

XI. Criteria for the Evaluation of the Technical and Financial Proposal

1. Technical Proposal (80%)

- a. Experience and Capability of the Firm – 10 points
- b. Qualification of Key Personnel – 50 points
 - i. Chief Advisor – 30 points
 - ii. Other key staff – 20 points
- c. Plan, Approach and Methodology – 40 points

2. Financial Proposal (20%)

Annex A

Table 4.1: Recommendations on Value Analysis

Recommendations	Document Needed to Implement Recommendation
The Investment Coordination Committee (ICC) requires agencies implementing ODA and BOT-PPP projects to prepare a value analysis report for all projects that require ICC approval.	Adjustments to NEDA-ICC Documents to Introduce Value Analysis sets out revised process flowcharts and suggested adjustments to the ICC Project Evaluation Procedures and Guidelines, including one new section on value analysis and four new Technical Annexes.
Proponent agencies undertake a value analysis study during the pre-feasibility stage for all projects for which a subsequent feasibility study is likely to require ICC approval. This study is documented in a value analysis report that is submitted to NEDA.	Value Analysis Handbook for NEDA provides detailed guidance to proponent agencies on how to do value analysis studies at the pre-feasibility stage and how to document these studies in a value analysis report that complies with NEDA's criteria.
Proponent agencies undertake a value analysis study at the feasibility stage for all projects requiring ICC approval. This study is documented in a value analysis report that is submitted to NEDA-ICC for approval.	Value Analysis Handbook for NEDA provides detailed guidance to proponent agencies on how to do value analysis studies at the feasibility stage and how to document these studies in a value analysis report that complies with NEDA's criteria.
Proponent agencies undertake a value analysis study for project variations requiring approval by the ICC and where the variation includes a change in cost of the project's technical components exceeding PhP100 million. This study is documented in a value analysis report that is submitted to NEDA-ICC for approval.	Value Analysis Handbook for NEDA provides detailed guidance to proponent agencies on how to do value analysis studies at the feasibility stage and how to document these studies in a value analysis report that complies with NEDA's criteria.
NEDA, as the Secretariat of the ICC, evaluates the value analysis reports and determines whether the value analysis report meets required criteria.	Value Analysis Handbook for NEDA provides processes and detailed guidance to NEDA staff on how to determine whether the value analysis report meets NEDA's specified criteria.
NEDA informs the proponent agency of the outcome of the evaluation of value analysis reports and the next steps to be taken.	Value Analysis Handbook for NEDA provides processes and detailed guidance to NEDA staff on what to do following the evaluation of a value analysis report and how and what to communicate to the proponent agency. The actions to be taken depend on (i) the stage in the project cycle at which value analysis is undertaken and (ii) whether the value analysis report complies or fails to comply with internationally accepted standards.
The Government should undertake a full-scale pilot test of the above recommendations on a live project.	To prepare for a full-scale pilot test, the government should identify an appropriate project. It should then determine to what extent the information needed to test the recommendations is available, what additional information is needed, what steps should be followed to test these recommendations, and what team and skills are required to test the recommendations. The expected outcome of this work is clarity on the scope, timing and resources needed to carry out the pilot test. <i>Note that NEDA identified the proposed Manila Light Rail Transit Line 1 Southern Extensions as an appropriate project on which to pilot test the recommendations. Our contract extension helped NEDA prepare for this pilot test.</i>
The Government builds value analysis capacity .	Building Capacity for Value Analysis describes initiatives that will progressively build the value analysis capacity required to effectively implement the recommendations in this report. The appendix also contains a comprehensive training manual for a five-day introduction to value analysis and what this requires of staff in proponent agencies and in NEDA.

ANNEX B

The consulting services will be undertaken over a two (2)-year period as shown below:

EXPECTED OUTPUTS	Months											
	1	2	3	4	5	6	7	8	9	10	11	12
Issuance of NTP/Commence												
Orientation/Leveling off												
Preparation and submission of workplan												
Inception Report												
Preliminary Report												
Draft Final Report												
Final Report												
Advisory Services ²												
Conduct of VE/VA for 1 st project												
Conduct of VE/VA for 2 nd project												
Quarterly Progress Report												

EXPECTED OUTPUTS	Months											
	13	14	15	16	17	18	19	20	21	22	23	24
Issuance of NTP/Commence												
Orientation/Leveling off												
Preparation and submission of workplan												
Inception Report												
Preliminary Report												
Draft Final Report												
Final Report												
Advisory Services												
Conduct of VE/VA for 1 st project												
Conduct of VE/VA for 2 nd project												
Quarterly Progress Report												

Note: The above chart is indicative only and does not preclude the shortlisted Consulting Firms from submitting their own work Plan and Gantt Chart of Activities as part of their Technical Proposal.

² On intermittent basis

ANNEX C

Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the qualifications stated in the EDS.
- 1.4. Government corporate entities 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 dependent agencies of the GOP or the Procuring Entity.

2. Eligibility Requirements

2.1. The following eligibility requirements shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class “A” Documents –

Legal Documents

- (i) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the EDS;
- (ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) **Tax clearance** per Executive Order 398, Series of 2005 reviewed and approved by the BIR;

Technical Documents

- (iv) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. The statement shall include, for each contract, the following:
 - (iv.1) the name and location of the contract;
 - (iv.2) date of award of the contract;
 - (iv.3) type and brief description of consulting services;
 - (iv.4) consultant’s role (whether main consultant, subcontractor, or partner in a JV)
 - (iv.5) amount of contract;
 - (iv.6) contract duration; and
 - (iv.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
- (v) 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.

Financial Document

- (vi) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) Class "B" Document –

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, 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. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

- 2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.
- 2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.
- 2.4. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subcontractors may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.
- 2.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class "A" Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The eligibility documents, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy of shall be similarly sealed duly marking the envelopes as “COPY NO. ____ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the EDS shall be typed or written in indelible ink and 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 EDS;
 - (d) bear the specific identification of this Project indicated in the EDS; and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the EDS.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared “Late” and shall not be accepted by the Procuring Entity.

7. Modification and Withdrawal of Eligibility Documents

7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.

7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.

7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The Procuring Entity’s BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the EDS. The prospective bidders’ representatives who are present shall sign a register evidencing their attendance.

8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder. If the withdrawing prospective bidder’s representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.

8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for

reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.

8.4. The eligibility 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 eligibility documents vis-à-vis a checklist 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 eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.

9.2. The BAC of the Procuring Entity shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.

9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Letter of Invitation to Bid issued by the BAC of the Procuring Entity.

- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

Eligibility Data Sheet (EDS)

Eligibility Documents	
1.2	Professional Regulations Commission (PRC), if applicable.
1.3	Foreign consulting firms may be eligible to participate provided they must be registered with the SEC and/or any agency authorized by the laws of the Philippines.
2.1(i)	No additional requirements.
2.1(iv)	The statement of all ongoing and completed government and private contracts within the last twenty (20) years prior to the deadline for the submission and receipt of eligibility documents. Use attached forms A & B.
2.1(iv.7)	Certificate of satisfactory service or equivalent from at least one (1) client for the last twenty (20) years.
4.2	Each prospective bidder shall submit one (1) original and four (4) properly tabbed/labeled copies of its eligibility documents.
4.3(c)	NEDA Bids and Awards Committee
4.3(d)	Advisory Services for the Value Analysis (VA) of Infrastructure Projects (Long-Term Consultant)
5	<p>The address for submission of eligibility documents is NBAC Secretariat, c/o Administrative Staff, 2nd Floor, National Economic and Development Authority, 12 St. J.M. Escrivá Drive, Ortigas Center, Pasig City.</p> <p>The <u>deadline for submission of eligibility documents</u> is <i>17 November 2014, 12:00 noon.</i></p>
8.1	The place of opening of eligibility documents is 3 rd Floor Conference Room, National Economic and Development Authority, 12 St. J.M. Escrivá Drive, Ortigas Center, Pasig City. The date and time of opening of eligibility documents is <i>17 November 2014, 1:00 p.m.</i>
9.1	No further instruction.
9.2	Please see Section X of the TOR

Statement of Completed Contracts

This is to certify that _____ has the following completed contracts for the period
CY _____

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-Contractor, Partner in a JV, etc.)	Amount of Contract	Contract Duration	Proof/Certificate of Satisfactory Completion or Equivalent Document Issued by at Least One (1) Client (Separate Sheet)

Name and Signature of Authorized
Representative

Date

***Instructions:**

- a) Cut-off date: The day before the deadline of submission of eligibility documents.
- b) State completed contracts for the last twenty (20) years. Contracts that are similar to the project being bid in terms of nature and amount shall be prioritized in inclusion in the list.

Form B**Statement of Ongoing and Awarded But Not Yet Started Contracts**

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-contractor, Partner in a JV, etc.)	Amount of Contract	Contract Duration	Remarks

Name and Signature of Authorized Representative

Date

***Instructions:**

- 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 called for bidding) as of the day before the deadline of submission of eligibility documents.
- If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.