

DATA SHEET (DS)

1.2	Not applicable.
2.1.c	The updated curricula vitae should show, at the very least, the Consultant's educational background, related training and relevant experience (in months and years with detailed description/discussion on the nature and scope of work). Use attached TPF 6. Sample of published studies/papers related to the project should be attached to the curriculum vitae. The statement of all ongoing and completed government and private contracts within the last ten (10) years prior to the deadline for the submission and receipt of eligibility documents. Use attached TPF 2-A & TPF 2-B.
2.1.d	Copies of Certificate of project completion/acceptance of work from at least two (2) previous clients for the last ten (10) years.
9.1	The eligibility documents and technical proposal shall be submitted on or before 28 March 2016, 12NN in separate sealed envelopes, marked "ELIGIBILITY DOCUMENTS" and "TECHNICAL PROPOSAL". Each envelope shall contain equally sealed and marked envelopes containing the original and 4 copies, i.e., "ORIGINAL – ELIGIBILITY DOCUMENTS" and "COPY NO. ____ - ELIGIBILITY DOCUMENTS" and "ORIGINAL - TECHNICAL PROPOSAL" and "COPY NO. ____ - TECHNICAL PROPOSAL". Please include an accomplished TPF 1 in each technical proposal envelope.
3.1 (i)a	Please use Form A
3.1 (ii)	Please use TPF 4
3.1 (iii)	Please use TPF 8
3.1 (iv)	Please use TPF 7
3.1 (vi)	Please use TPF 3
3.1 (x)	Please use Form B
3.2	Similar contracts shall be defined as those contracts that involve the conduct of economic valuation, modelling or quantitative analysis of impact of disasters to the economy.
4.1	The financial proposal shall be submitted simultaneously with the eligibility documents and technical proposal on or before 28 March 2016, 12NN but in a separate sealed envelope, marked "FINANCIAL PROPOSAL". The envelope shall contain equally sealed and marked envelopes containing the original and 4 copies, i.e., "ORIGINAL – FINANCIAL PROPOSAL" and "COPY NO. ____ - FINANCIAL PROPOSAL".
4.3	Please use FPF Forms 1, 2, and 3.
5.1	The eligibility documents, technical and financial proposals shall be submitted simultaneously in separate sealed envelopes on or before 28 March 2016, 12NN .

6.1	No additional requirement.
6.3(c)	See Item 7 below
6.3(d)	Consulting Services for Improving Disaster Rehabilitation and Recovery Planning through Development of an Enhanced NEDA Regionalized Disaster Impact Simulator
7	<p>The address for submission of eligibility documents is:</p> <p>Hon. Ruben S. Reinoso, Jr. Assistant Director-General (ADG) and Chairman NEDA Bids and Awards Committee for Consulting Services (NBAC-CS) 4/F NEDA-sa-Pasig Bldg. No. 12 Saint Josemaria Escriva Drive Ortigas Center, Pasig City, 1605</p>
8.1	<p>The place of opening of eligibility documents and technical proposals is:</p> <p>Office of the ADG for Investment Programming Conference Room 4th Floor NEDA-sa-Pasig Building No. 12 Saint Josemaria Escriva Drive Ortigas Center, Pasig City.</p> <p>The date and time of opening of eligibility documents is: 28 March 2016, 1:00 PM.</p>

TPF 1. Technical Proposal Submission Form

[Date]

[Name and address of the **NEDA**]

Ladies/Gentlemen:

We/I, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of proposal validity, i.e., before [insert date], we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with **GCC Clause Error! Reference source not found.** we acknowledge and accept the **NEDA's** right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the **NEDA** as a result of this Proposal or not.

We understand you are not bound to accept any Proposal received for the selection of a **Consultant** for the Project.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Address:

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 (in years and months)	Proof/Certificate of Satisfactory Completion or Equivalent Document Issued by at Least One ^{Top} 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 ten (10) years. Contracts that are similar to the project being bid in terms of nature and amount shall be prioritized in inclusion in the list.

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 (in years and months)	Remarks

Name and Signature of Authorized Representative

Date

***Instructions:**

- a) 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.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the NEDA

On the Terms of Reference:

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

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

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

TPF 4. Description of the Methodology and Work Plan for Performing the Project

TPF 6

Format of Curriculum Vitae (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project (in months and years with detailed description/discussion on the nature and scope of work). Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Training:

[Summarize all trainings attended or conducted. Indicate subject matter of training, date and duration (in hours, days, etc.), and role (as participant, resource person, etc.). Use about one quarter of a page.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years (in months and years), also give types of activities performed and client references, where appropriate. Use about two pages.]

Published Studies/Papers:

[Attach sample published studies/papers.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

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

[Signature of staff member and authorized representative of the firm]

Date: _____

Day/Month/Year

Full name of staff member: _____

Full name of authorized representative: _____

TPF 7. Time Schedule for Consultant

Months (in the Form of a Bar Chart)														
Name	Position	Reports Due/Activities	1	2	3	4	5	6						Number of Months
														Subtotal (1)
														Subtotal (2)
														Subtotal (3)
														Subtotal (4)

Full-time:

Reports Due:

Activities Duration:

Location

Part-time:

Signature:

(Authorized representative)

Full Name:

Title:

Address:

TPF 8. Activity (Work) Schedule

A. Field Investigation and Study Items

	<i>[1st, 2nd, etc. are months from the start of project.]</i>												
	1st	2nd	3rd	4th	5th	6th							
Activity (Work)													

B. Completion and Submission of Reports

Reports	Date
1. Inception Report, including the WFP	
2. Monthly Progress Reports	
3. Enhanced Disaster Impact Simulator	
4. Training Design and Modules	
5. Completion Report	

Form A

REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

BID-SECURING DECLARATION

Request for Expression of Interest No. : [Insert reference number]

To: [Insert name and address of the Procuring Entity]

I/We¹, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Proposal Security, which may be in the form of a Bid Securing Declaration.

2. I/We accept that: (a) I/we will be automatically disqualified from bidding for any contract with any Procuring Entity for a period of two (2) years upon receipt of your Blacklisting Order; and, (b) I/we will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration², if I/we have committed any of the following actions:

(i) Withdrawn my/our Proposal during the period of Proposal Validity required in the Bidding Documents; or

(ii) Fail or refuse to accept the award and enter into contract or perform any and all acts necessary to the execution of the Contract, in accordance with the Bidding Documents after having been notified of your acceptance of our Proposal during the period of Proposal Validity.

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

(a) Upon expiration of the Proposal Validity period, or any extension thereof pursuant to your request;

(b) I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;

(c) I am/we are declared as the Consultant with the Highest Rated and Responsive Proposal (HRRP), and I/we have furnished the Performance Security and signed the Contract.

IN WITNESS WHEREOF, I/We have hereunto set my/our hand/s this ____ day of [month] [year] at [place of execution].

[Insert NAME OF CONSULTANT]
[Insert signatory's legal capacity]
Affiant

¹ Select one and delete the other. Adopt same instruction for similar terms throughout the document.

² Issued by the GPPB through GPPB Resolution 03-2012 on 27 January 2012.

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 ____.

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 Consultant]* with office address at *[address of Consultant]*;

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

2. Select one, delete the other:

If a sole proprietorship: As the owner and sole proprietor of *[Name of Consultant]*, 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 Consultant]* 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 procurement requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. *[Name of Consultant]* 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 Consultant] 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 Consultant] complies with existing labor laws and standards; and
8. [Name of Consultant] is aware of and has undertaken the following responsibilities as a Bidder:
 - a) Carefully examine all of the Procurement 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 procured, 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]

[JURAT]

FPF 1. Financial Proposal Submission Form

[Date]

[Name and address of the **NEDA**]

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 Proposals (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]. This amount is inclusive of all applicable government taxes.

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

In accordance with **GCC Clause Error! Reference source not found.**, we acknowledge and accept the **NEDA's** right to inspect and audit all records relating to our Proposal irrespective of whether we enter into a contract with the **NEDA** as a result of this Proposal.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), General Conditions of Contract (GCC), Special Conditions of Contract (SCC), 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 Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature:

Name and Title of Signatory:

Name of Firm:

Address:

FPF 2. Summary of Costs

Costs	Currency(ies) ³	Amount in Philippine Peso
Non-Reimbursables		
Reimbursables		
Total Amount of Financial Proposal		

³In cases of contracts involving foreign **Consultants**, indicate the exchange rate used.

FPF 3. Breakdown of Price per Activity

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies) ⁴	Amount in Philippine Peso
Non-Reimbursables		
Reimbursables		
Subtotal		

⁴In cases of contracts involving foreign **Consultants**, indicate the exchange rate used.