



Republic of the Philippines  
Supreme Court  
Manila

**REQUEST FOR PROPOSALS/QUOTATIONS  
FOR THE CONDUCT OF RELOCATION AND TOPOGRAPHIC SURVEYS FOR THE  
PROPOSED CONSTRUCTION OF THE NEW SUPREME COURT COMPLEX**

**I. SUBJECT MATTER OF THE BIDDING / APPROVED  
BUDGET FOR THE CONTRACT**

The Supreme Court of the Philippines (Supreme Court), through the Bids and Awards Committee for the New Supreme Court Complex (BAC-NSCC), intends to apply the sum of **Eighty Thousand Pesos (₱80,000.00)**, being the Approved Budget for the Contract, for the consultancy services for the conduct of relocation and topographic surveys for the proposed construction of the New Supreme Court Complex. The proposed project is located at the former site of the Philippine Army Security Escort Group Compound, Fort Bonifacio, Taguig City.

The proposal / quotation shall not exceed the ABC for the project. Bids received in excess of the ABC shall automatically be rejected at the opening of the proposals.

**II. MODE OF PROCUREMENT**

The contract for the consultancy services for the conduct of relocation and topographic surveys for the proposed construction of the New Supreme Court Complex shall be procured through Small Value Procurement, in accordance with Section 53.9 and Annex "H" of the 2016 Revised Implementing Rules and Regulations of R.A. No. 9184.

**III. QUALIFICATION OF BIDDERS**

The Supreme Court now calls for the submission of proposals/quotations of lowest offer for the provision of the above-mentioned services. Interested bidders must submit their proposals **on or before August 20, 2019, at 1:00 in the afternoon**, at the address provided below. Prospective bidders will be evaluated based on a non-discretionary "pass/fail" criterion.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure, to be given the following corresponding weights:

<b>PARTICULAR</b>	<b>WEIGHT</b>
Technical Proposal	60%
Financial Proposal	40%

#### **IV. SCOPE OF WORKS**

The Scope of Works for the project are those provided for in the Terms of Reference, which is attached herewith as ANNEX A and made an integral part of this Request for Proposals/Quotations.

The Project requires the services of the following minimum key personnel with the corresponding qualifications and functions:

1. **Geodetic Engineer** – A registered Geodetic Engineer with at least (10) years of experience in surveying.

The Geodetic Engineer shall prepare the topographic and relocation survey plans, providing accurate topographic surveys. He/she shall analyze survey reports, maps, drawings, blueprints and other topographical data.

The contract shall be completed within fourteen (14) days from the issuance of the Notice to Proceed, in accordance with the schedule provided in the Terms of Reference.

#### **V. ELIGIBILITY REQUIREMENTS, TECHNICAL AND FINANCIAL PROPOSALS**

The bidder shall submit one (1) original printed copy, three (3) duplicate printed copies, and one (1) digital copy in PDF of ALL of the following documents:

##### **A. Legal Documents**

1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the 2016 Revised IRR of R.A. No. 9184
2. Certificate of Registration from SEC, DTI, CDO, whichever is applicable
3. Valid 2019 Mayor's Permit

##### **B. Technical Documents**

1. Statement of the prospective bidder of all its relevant ongoing and completed government and private contracts, including contracts awarded but not yet started, in the last five (5) years. The statement must be in accordance with the form provided in ANNEX B, and must be accompanied by the following, whichever is applicable:
  - a. Notice of Award
  - b. Notice to Proceed
  - c. Contract
  - d. Certificate of Acceptance
  - e. Certificate of Satisfactory Completion
2. Company Profile, accompanied by a 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.
3. Curriculum vitae of the Key Personnel, which must be in accordance with the form provided in ANNEX C hereof.

C. Financial Documents

- a. 2018 Income and Business Tax Returns stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institution.
- b. 2018 Audited Financial Statement

D. Technical Proposal with Concept Plan/Note;

E. Quotation Form (ANNEX D);

F. Bid Security or Bid Securing Declaration in the form provided in ANNEX E;

G. Omnibus Sworn Statement (ANNEX F);

## VI. BID SECURITY

All bids shall be accompanied by a bid security, payable to the procuring entity concerned as a guarantee that the successful bidder shall, within ten (10) calendar days or less from the receipt of the Notice of Award, enter into contract with the procuring entity and furnish the performance security required in Section 39 of the Revised IRR of RA 9184. Failure to enclose the required bid security in the form and amount prescribed herein shall automatically disqualify the bid concerned.

The acceptable Bid Security shall be in any of the following forms.

Form of Bid Security	Amount of Bid Security (Equal to Percentage of the ABC)
Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Two percent (2%)
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.	
Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Five percent (5%)
Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security
Bid Securing Declaration (Annex E)	No percentage required

## VII. PRE-BID CONFERENCE

All interested parties are invited to a Pre-Bid Conference to be conducted on August 13, 2019 at 9:00 in the morning at the OCA Conference Room, 3/F, Supreme Court Old Building, Padre Faura Street, Manila. All interested bidders are invited to attend the Pre-Bid Conference.

## VIII. DEADLINE OF SUBMISSION OF PROPOSALS, OPENING OF BIDS

The bidder shall submit their offers through their duly authorized representative in two (2) separate sealed bid envelopes, simultaneously, **on or before August 20, 2019, 1:00 in the afternoon**, at the address provided below. Offers submitted after the deadline shall be marked "Late" and will be returned, unopened, to the interested bidder.

- a. The first envelope shall contain the Legal and Technical Documents, and other documents required;
- b. The second envelope shall contain the financial information/documents, indicating the offeror's price quotation.

The proposals will be opened in public on **August 20, 2019 at 1:30 in the afternoon**, at the address provided below.

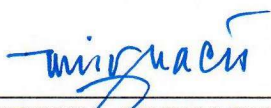
## IX. RESERVATION CLAUSE

The Supreme Court 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 RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

Atty. Donna Cher Dela Cruz  
Secretary  
Bids and Awards Committee for the New Supreme  
Court Complex (BAC-NSCC)  
Office of ACA Maria Regina A.F.M. Ignacio  
3<sup>rd</sup> Floor, Supreme Court Old Building,  
Taft Avenue, Ermita, Manila 1000  
Contact No.: 536-8282

31 July 2019

  
\_\_\_\_\_  
**MARIA REGINA ADORACION  
FILOMENA M. IGNACIO**  
Chairperson, BAC-NSCC

## **TERMS OF REFERENCE FOR THE CONSULTANCY SERVICES TO UNDERTAKE THE RELOCATION AND TOPOGRAPHIC SURVEYS FOR THE PROPOSED NEW SUPREME COURT COMPLEX**

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### **A. PROJECT DESCRIPTION**

The Services is to undertake the relocation and topographic survey in preparation for the procurement and implementation of a Design and Build scheme for the Proposed Construction of the New Supreme Court Complex in Fort Bonifacio, Taguig City with a total lot area of 21,463 sq. meters.

The objective of the services is to provide a complete, accurate, and comprehensive service in the relocation and topographic surveys for the purpose of providing preliminary design and construction studies, a requirement for the planned implementation of a Design and Build scheme for the construction of the New Supreme Court Complex. It also aims to provide expert service and impartial advice and report in all matters concerning the site investigation.

### **B. PROJECT REQUIREMENTS**

The required services are as follows:

1. Relocation survey and plan (establishment of boundaries and monuments)
2. Topographic/structural survey and plan with one (1) meter contour interval
3. Other related services as may be required of the consultant

### **C. CONSULTANT'S SCOPE OF SERVICES**

The Consultant shall undertake the Engineering surveys in accordance with the accepted industry standards and procedures.

The services to be rendered by the said Consultant shall include but not limited to the following:

- a. Consult with the Owner to ascertain the objectives and requirements of the Services and confirms such requirements to the Owner.
- b. Conduct ocular inspection of the site and its immediate vicinity, engineering and land surveys covering of least 180 meters radius from the center of the lot.

- c. Prepare the Relocation and Topographic Plans.
- d. Provide the Owner with hard copies and electronic files of the complete documents (engineering survey plans and computations) in Computer Aided Design (CAD) and in Portable Document Format (PDF) and editable text format.
- e. Perform other services or reasonable tasks that relate to the foregoing deliverables, which the Courts or its authorized representative may direct.

**D. CONSULTANTS DELIVERABLES**

- 1. Topographic and Relocation Survey Plans, Benchmark descriptions, site photographs, side shots data and other computation regarding engineering surveys. They must be submitted in one (1) original and five (5) printed copies, as well as electronic files in CAD, PDF, and editable formats.

Topographic features shall include, but not limited to, the following:

- All existing structures;
- Utilities such electric pole, gas, water, drainage, sewage disposal within the site, etc.;
- Trees with their local/scientific name;
- Water body;
- Adjacent road with width, alignment and elevation; and
- Any other distinct features.

All deliverables shall be submitted for review and approval to the Technical Working Group (TWG) through the NSCC Bids and Awards Committee.

**E. PERIOD OF SERVICES**

The consulting firm shall commence the activities within one (1) week from the receipt of the Notice to Proceed. The studies and surveys, including the submission of the required reports and deliverables, must be completed within fourteen (14) days from the commencement of the services, in accordance with the following schedule:

- |    |   |                |
|----|---|----------------|
| 1. | Mobilization of crew to the site                | One (1) day    |
| 1. | Relocation and Topographic Survey               | Seven (7) days |
| 2. | Preparation of Relocation and Topographic Plans | Five (5) days  |

3. Submission of Relocation and Topographic Plans and Electronic Files One (1) day

## **F. FIRM AND STAFF REQUIREMENTS AND QUALIFICATIONS**

The Consultant shall be responsible in ensuring the timely completion of the Services, and shall have personnel complementation of adequate educational and technical background, and proven experience and capability in the field of relocation and topographic surveys. The consultant must possess the following minimum qualifications:

1. Duly registered with relevant Government Agencies (SEC, DTI, PCAB, etc.), and with Mayor's/Business Permit issued by the city or municipality where the principal place of business is located;
2. Must have a proven track record (i.e., undertaken similar engagements in the past with government agencies and/or private entities and should not have been included in the blacklist of GPPB and other regulatory bodies); and
3. At least five (5) years of experience in land surveying.

The Project requires the services of the following minimum key personnel, with the corresponding functions and qualifications:

2. Geodetic Engineer - A registered Geodetic Engineer with at least (10) years of experience in surveying.

The Geodetic Engineer shall prepare the topographic and relocation survey plans, providing accurate topographic surveys. He/she shall analyze survey reports, maps, drawings, blueprints and other topographical data.

The Consultant shall provide adequate, qualified and competent professional staff to perform the services required in the Contract.

## **G. SCHEDULE OF PAYMENTS**

All payments shall be processed only upon completion and issuance of a Certificate of Acceptance and recommendation of the Implementing Office and shall be subjected to accounting and auditing rules and regulations.

## **H. BUDGET**



The budget for the consultancy services to undertake the Relocation and Topographic Surveys is Eighty Thousand Pesos (P 80,000.00).

**I. METHOD FOR THE SELECTION OF CONSULTANT FIRM**

The Consultant Firm shall be hired by the Court under the Quality-Cost Based Evaluation (QCBE) Procedure in accordance with Republic Act No. 9184 and its Implementing Rules and Regulations, specifically the Guidelines on the Selection and Employment of Consultants. The submitted bid proposals shall be evaluated as follows:

<b>PARTICULAR</b>	<b>PERCENTAGE WEIGHT</b>
Technical Proposal	60%
Financial Proposal	40%
<b>TOTAL</b>	<b>100%</b>

\* \* \*

**STATEMENT OF ALL ONGOING AND COMPLETED PROJECTS CONDUCTED IN THE PAST FIVE (5) YEARS**

NAME AND LOCATION OF CONTRACT	DATE OF AWARD OF CONTRACT	CONTRACT DURATION	OWNER'S NAME AND ADDRESS	TYPE AND BRIEF DESCRIPTION OF CONSULTING SERVICES	CONTRACTOR'S ROLE (MAIN CONTRACTOR, SUBCONTRACTOR) AND PERCENTAGE OF PARTICIPATION	TOTAL CONTRACT VALUE AT AWARD	DATE OF COMPLETION OR ESTIMATED COMPLETION TIME	TOTAL CONTRACT VALUE AT COMPLETION, IF APPLICABLE	PERCENTAGES OF PLANNED AND ACTUAL ACCOMPLISHMENTS, IF APPLICABLE	VALUE OF OUTSTANDING WORKS, IF APPLICABLE
1.										
2.										
3.										
4.										
5.										
6.										
...										

\* In case of ongoing government projects, the statement **MUST** be supported by a Notice of Award or Notice to Proceed, issued by the respective owner/s of each project.  
 In case of ongoing private contracts, the statement **MUST** be supported by the corresponding contract.  
 In case of completed projects, the statement **MUST** be supported by: (1) Notices of Award and/or contracts; (2) Certificates of Satisfactory Completion, and (3) Owner's Acceptance.

**CURRICULUM VITAE FORM**

Proposed Position : \_\_\_\_\_  
 Name of Firm : \_\_\_\_\_  
 Name of Staff : \_\_\_\_\_  
 Date of Birth : \_\_\_\_\_  
 Nationality : \_\_\_\_\_  
 Profession : \_\_\_\_\_  
 License Number/s : \_\_\_\_\_  
 Membership in Professional Societies: \_\_\_\_\_  
 Professional Qualifications : \_\_\_\_\_  
 Years with Firm/Entity : \_\_\_\_\_  
 Detailed Tasks Assigned : \_\_\_\_\_

**Key Qualifications:**

*[Give a detailed outline of staff member’s RELEVANT experience and training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give specific dates and locations.]*

**Education:**

*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained.]*

<b>DEGREE OBTAINED</b>	<b>FULL NAME OF SCHOOL</b>	<b>YEARS ATTENDED (Honors Received)</b>

**Relevant Projects**

*[Summarize all relevant projects implemented, indicating the name of the project, the inclusive dates of the project, and stating in what capacity the personnel served for that project.]*

**Employment Record:**

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

Inclusive Dates (specific year, month, and date) : \_\_\_\_\_  
 Name of Employer : \_\_\_\_\_  
 Title of Position : \_\_\_\_\_  
 Short description of position : \_\_\_\_\_  
 Projects Undertaken, Dates Undertaken : \_\_\_\_\_

Relevant Seminars /Trainings Attended

[Summarize all relevant seminars and trainings attended, indicating the name of the seminar/training, the dates and venue, and a short description of the seminar/training.]

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 personal knowledge and based on authentic records, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

\_\_\_\_\_  
[Signature of staff member and authorized representative of the firm] Date: \_\_\_\_\_  
Day/Month/Year

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

**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. \_\_\_\_\_.<sup>1</sup>

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 \_\_\_\_.

<sup>1</sup> Compliance with the 2004 Rules on Notarial Practice is mandatory. Any jurat that uses the Community Tax Certificate as a competent proof of identity is not acceptable, and the document will be considered as not submitted.

## SAMPLE CURRICULUM VITAE

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Proposed Position : Geodetic Engineer  
 Name of Firm : Geotech123, Inc.  
 Name of Staff : **INH I. NYERO**  
 Date of Birth : 29 February 1968  
 Nationality : Filipino  
 Profession : Geodetic Engineer  
 License Number/s : 12345  
 Membership in Professional Societies: Geodetic Engineers of the Philippines, Inc. (1990-present)  
 Professional Qualifications : Registered Geodetic Engineer (License No. 12345)  
 Years with Firm/Entity : Nineteen (19) years  
 Detailed Tasks Assigned : Undertakes topographic land surveys, GPS surveys, and field investigation work; Construction inspections and supervision; Proposal and report writing

### Key Qualifications:

Geodetic Engineer skilled in all phases of engineering operations. Trained as a geodetic engineer focused on land surveying. Consistently finished 14 projects (ABC Building [1990], DEF Building[1990], EFG Building [2016-2019]), on schedule and within budget. Rose up from the ranks as a staff engineer, associate geodetic engineer, to senior geodetic engineer. Embraces modern principles and practices of cgeodetic engineering; skilled in complex data interpretation and risk assessment.

### Education:

DEGREE OBTAINED	FULL NAME OF SCHOOL	YEARS ATTENDED (Honors Received)
Ph.D. Civil Engineering	Neverending University	1999-2001
MS Civil Engineering (Geodetic Engineering)	University of Higher Engineering Studies	1992-1994 ( <i>cum laude</i> )
BS Civil Engineering	Civil Engineers University	1984-1989 ( <i>magna cum laude</i> )

### Relevant Projects

June-July 1990	- ABC Building, Project 1, Quezon City	- Staff Engineer
Jul-September 1990	- DEF Building, Project 2, Quezon City	- Staff Engineer
September-Dec. 1990	- GHI Building, Project 3, Quezon City	- Staff Engineer
January-December 1991	- JKL Building Project 4, Quezon City	- Associate Geodeticl Engineer
January-November 1992	- MNO Building, Project 5, Quezon City	- Associate Geodetic Engineer
January-October 1993	- PQR Building, Project 6, Quezon City	- Geodetic Engineer
October 1993-June 1995	- STU Building, Project 7, Quezon City	- Geodetic Engineer
July 1995-October 2000	- VWX Building, Project 8, Quezon City	- Geodetic Engineer
October 2000-Dec. 2003	- XYZ Building, Project 9, Quezon City	- Geodetic Engineer
Dec 2003-February 2006	- BCD Building, Project 10, Quezon City	- Geodetic Engineer
March 2006-August 2008	- CDE Building, Project 11, Quezon City	- Geodetic Engineer

September 2008-June 2010- DEF Building, Project 12, Quezon City - Geodetic Engineer  
 June 2010-March 2016 - EFG Building, Project 13, Quezon City - Senior Geodetic Engineer  
 March 2016-March 2019 - EFG Building, Project 14, Quezon City - Senior Geodetic Engineer

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### Employment Record:

Inclusive Dates : June 20, 2010 to present  
 Name of Employer : Geotech123, Inc.  
 678 Building, Taft Avenue, Manila  
 Title of Position : Senior Geodetic Engineer  
 Short description of position : Senior consultant on projects requiring complex and innovative investigation techniques  
 Coordinated engineering work on projects while recognizing conflicts in the design or process  
 Projects Undertaken : June 2010-March 2016  
 EFG Building  
 Project 13, Quezon City  
 March 2016-March 2019  
 EFG Building  
 Project 14, Quezon City

Inclusive Dates : October 5, 2000 to June 19, 2010  
 Name of Employer : Geotech123, Inc.  
 678 Building, Taft Avenue, Manila  
 Title of Position : Geodetic Engineer  
 Short description of position : Performed field investigations, engineering analysis, and construction monitoring  
 Evaluated, reduced, and reported instrumentation data  
 Projects Undertaken : October 2000-December 2003  
 XYZ Building  
 Project 9, Quezon City  
 December 2003-February 2006  
 BCD Building  
 Project 10, Quezon City  
 March 2006-August 2008  
 CDE Building  
 Project 11, Quezon City  
 September 2008-June 2010  
 DEF Building  
 Project 12, Quezon City

Inclusive Dates : January 1, 1993 to October 4, 2000  
 Name of Employer : Newjobs Corp.  
 456 Building, Taft Avenue, Manila  
 Title of Position : Geodetic Engineer  
 Short description of position : Designed batter piles using LPILE and estimated downdrag-induced bending moments and soil settlements  
 Reduced project timelines by 20% by improving earthworks and construction dewatering  
 Performed seismic hazard and liquefaction analyses and 1-D site response study using SHAKE and D-MOD  
 Projects Undertaken : January-October 1993  
 PQR Building  
 Project 6, Quezon City  
 October 1993-June 1995  
 STU Building  
 Project 7, Quezon City  
 July 1995-October 2000

VWX Building  
Project 8, Quezon City

Inclusive Dates : January 1, 1991 - December 31, 1992  
 Name of Employer : Newlygrads and Associates  
 123 Building, Taft Avenue, Manila  
 Title of Position : Associate Geodetic Engineer  
 Short description of position : Recorded soil sample and survey results, including shape, location, elevation, and land features  
 Verified the accuracy of survey data, measurements, and calculations conducted at survey sites  
 Planned ground surveys designed to establish baselines, elevations, and other geodetic measurements  
 Projects Undertaken : January-December 1991- JKL Building  
 Project 4, Quezon City  
 January-November 1992 - MNO Building  
 Project 5, Quezon City

Inclusive Dates : June 1, 1990-December 31, 1990  
 Name of Employer : Newlygrads and Associates  
 123 Building, Taft Avenue, Manila  
 Title of Position : Staff Engineer  
 Short description of position : Designed and drafted boring location plans.  
 Oversaw Geodetic investigations (directed driller personnel, oversaw drilling of test borings and excavation of test pits, collected and classified soil and rock samples, prepared test boring logs, etc.).  
 Drafted Geodetic engineering drawings in AutoCAD including soil profiles, boring location plans, etc.  
 Projects Undertaken : June-July 1990 - ABC Building  
 Project 1, Quezon City  
 July-September 1990 - DEF Building  
 Project 2, Quezon City  
 September-December 1990 - GHI Building  
 Project 3, Quezon City

**Relevant Seminars /Trainings Attended**

Seminar	Dates	Venue	Description
Geodetic Engineering Fundamentals	April 1, 2000	Manila Hotel, Manila, Philippines	Basic land surveying and GPS surveying
Geo Conference	February 25-28, 2005	Minneapolis, MN, USA	Organized and developed by the American Association of Geodetics, the European Association of Geoscientists and Engineers (EAGE) Society of Exploration Geophysicists (SEG).
International Congress on Environmental Geotechnics	March 6, 2015	United Arab Emirates	Topics on global innovation, creativity, advances, and new approaches in the field of engineering/environmental geophysics and related fields

Languages:

Language	Speaking	Reading	Writing
English	Excellent	Excellent	Excellent
Filipino	Excellent	Excellent	Excellent
Cebuano	Fair	Good	Good

Certification:

I, the undersigned, certify that to the best of my personal knowledge and based on authentic records, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

*Inh. I Nyero*

Date: 01 April 2019

Full name of staff member: Inh I. Nyero

Full name of authorized representative: N/A

**SUBSCRIBED AND SWORN** to before me this 1st day of March 2019 at Manila, Philippines. Affiant is 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 Driver's License, with his/her photograph and signature appearing thereon, with no. 123456.

Witness my hand and seal this 1<sup>st</sup> day of May 2019.

**Notary O. Publico**

Commission No. 0123

Notary Public for the City of Manila until December 2019

Roll of Attorneys No. 1

PTR No. 999999, January 1, 2019, Manila

IBP No. 00000, January 1, 2019, Manila

Doc. No. 1

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## PRICE QUOTATION FORM

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[COMPANY LOGO AND ADDRESS]

**TO: MARIA REGINA ADORACION FILOMENA M. IGNACIO**  
Chairperson, BAC-NSCC

Ma'am:

After having carefully read and accepted the terms and conditions as per the attached Terms of Reference for the provision of consulting services for the conduct of topographic relocation and topographic surveys for the proposed construction of the New Supreme Court Complex, I/We hereby submit our proposal for the sum of \_\_\_\_\_ (Php \_\_\_\_\_), inclusive of all taxes, for the scope of works as indicated above. The details of our proposal are detailed in the enclosed breakdown per activity.

### CONSULTANT'S UNDERTAKING

I/We, the undersigned Consultant, after having examined the Terms of Reference and Scope of Services, hereby offer to perform the subject Scope of Works. I/We undertake, that if our proposal is accepted, to perform the scope of works and submit the deliverables in accordance with the terms and conditions contained in the Request for Proposals/Quotations and the Terms of Reference. Until a formal Contract is prepared and signed, this quotation is binding on us.

\_\_\_\_\_  
Name of Company (in print)

\_\_\_\_\_  
Signature of Company Authorized Representative

\_\_\_\_\_  
Name & Designation (in print)

\_\_\_\_\_  
Address

\_\_\_\_\_  
(Tel. No./Fax No./Mobile No./ Email Address)

\_\_\_\_\_  
PhilGEPS Registration Number

\_\_\_\_\_  
Date

**BREAKDOWN OF PRICE PER ACTIVITY**

Activity No.:_____	Activity No.:_____	Description:_____
Price Component	Unit Amount (in Philippine Pesos)	Total Amount (in Philippine Pesos)
1. Remuneration a. Regular Staff b. Consultants		
Subtotal		
2. Reimbursables a. Miscellaneous Travel Expenses b. Office/Rent/Accommodation/ Clerical Assistance		
Subtotal		
3. Miscellaneous Expenses a. Communication Costs b. Drafting, Reproduction of Reports c. Equipment: Vehicles, Computers, etc. d. Software		
Subtotal		
<b>GRAND TOTAL</b>		

## BID-SECURING DECLARATION FORM

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(REPUBLIC OF THE PHILIPPINES.)  
 CITY OF \_\_\_\_\_ ) s.s.  
 X-----X

*Consultancy Services for the Conduct of relocation and topographic surveys for the Proposed Construction of the New Supreme Court Complex*

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

I/We, the undersigned, declare that:

1. I/We understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I/We accept that: (a) I/we 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 Declaration, within fifteen (15) days from receipt of written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1 (f), of the IRR of RA 9184; without prejudice to other legal action the government may undertake.
3. I/We understand that this Bid-Securing Declaration shall cease to be valid on the following circumstances:
  - a. Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
  - b. I am/we are declared ineligible or post-disqualified upon receipt of your notice to such effect, and (i) I/we failed to timely file a request for reconsideration or (ii) I/we filed a waiver to avail of said right;
  - c. I am/we are declared as the bidder with the Highest Rated Responsive Bid, 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 BIDDER'S AUTHORIZED REPRESENTATIVE]  
 [Insert signatory's legal capacity]  
 Affiant

**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. \_\_\_\_\_.<sup>2</sup>

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 \_\_\_\_.

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<sup>2</sup> Compliance with the 2004 Rules on Notarial Practice is mandatory. Any jurat that uses the Community Tax Certificate as a competent proof of identity is not acceptable, and the document will be considered as not submitted.

## OMNIBUS SWORN STATEMENT FORM

REPUBLIC OF THE PHILIPPINES            )  
 CITY/MUNICIPALITY OF \_\_\_\_\_    ) S.S.  
 x-----x

### 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 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 or authorized representative of *[Name of Consultant]*, 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 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 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 bidding 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:* 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 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 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. \_\_\_\_\_.<sup>3</sup>

Witness my hand and seal this \_\_\_ day of *month* *year*.

**NAME OF NOTARY PUBLIC**

Serial No. of Commission \_\_\_\_\_

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Working Draft