



Republic of the Philippines
Department of Science and Technology
Philippine Science High School – Central Visayas Campus
Talaytay, Argao, Cebu
Office of the Bids and Awards Committee

PROCUREMENT OF CONSULTING SERVICES

for the project

**DESIGN AND CONSULTANCY
SERVICES FOR THE
COMPLETION OF ACADEMIC
BUILDING III (Laboratory
Building) Phase IV**

BAC 2017

Table of Contents

PART I

Section I. Request for Expression of Interest	3
Section II. Eligibility Documents	5
Section III. Eligibility Data Sheet	16

SECTION I.

Request for Expression of Interest



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL CENTRAL VISAYAS CAMPUS

Request for Expression of Interest for the

DESIGN AND CONSULTANCY SERVICES FOR THE COMPLETION OF ACADEMIC BUILDING III (LABORATORY BUILDING) PHASE IV

1. The Philippine Science High School – Central Visayas Campus (PSHS-CVisC), through the General Appropriations Act, intends to apply the amount of *Seven Hundred Sixty Eight Thousand Two Hundred Pesos (php768,200.00)*, being the Approved Budget for the Contract (ABC), to payments under the contract for the ***Design and Consultancy Services for the Completion of Academic Building III (Laboratory Building) Phase IV***. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The PSHS-CVisC shall adopt a two-stage process of selection of winning bidder: First Stage – Short listing of eligible bidders and Second Stage – Submission and evaluation of Technical and Financial Proposals of shortlisted bidders.
3. The PSHS-CVisC now calls for the submission of eligibility documents for the ***Design and Consultancy Services for the Completion of Academic Building III (Laboratory Building) Phase IV***. Interested consultants must acquire the *Eligibility Documents* after payment of a non-refundable amount of *One Thousand Pesos (php1,000.00)*. It may also be downloaded at the PhilGEPS and PSHS-CVisC website, provided the interested bidders shall pay the non-refundable fee not later than the date of submission of bids. Only shortlisted bidders will be allowed to purchase Bidding Documents for the Second Stage upon payment of a non-refundable amount of **one thousand pesos (php1,000.00)** for the bidding documents.
4. Interested bidders should submit their eligibility documents on or before **January 06, 2017, 1:00PM** at the **Admin. Bldg., Philippine Science High School – Central Visayas Campus, Talaytay, Argao, Cebu**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
5. The BAC shall draw up the short list of consultants from those who have submitted eligibility documents and Expression of Interest and have been determined as eligible in accordance with the provisions of Republic Act (RA) No. 9184, otherwise known as the “Government Procurement Reform Act”, and its 2016 Revised Implementing Rules and Regulations (RIRR).
6. The short list shall consist of five (5) bidders who meet the minimum score. The criteria and rating system for short listing are:
 - 1) Applicable experience of the firm - 50%
 - 2) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking - 30%
 - 3) Current workload relative to capacity - 20%

“Applicable Experience” pertains to the Bidder and associates in case of joint ventures, considering both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other Consultants;

“Qualification of Personnel” pertains to the personnel who may be assigned to the job vis-à-vis extent and complexity of undertaking;

“Current Workload” means the absorptive capacity of the Applicant to do additional works other than those currently undertaken.

The “Rating” multiplied by their respective “Weights” gives the weighted “Scores”. These are added to determine the total points for the Bidder. The Bidders shall then be ranked according to their “Total Points” and the top five (5) shall be considered as the short list and qualify them to bid for the contemplated contract. However, bidders must obtain a minimum weighted score of Seventy (70) Points to qualify for short listing. Further, should only one (1) or less than the required number will apply eligibility and short listing and the same pass eligibility, and/or pass the minimum score of 70% , the same shall be considered for short listing.

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criteria as specified in the RIRR of RA 9184.
8. Bidding is open to all interested bidders, whether local or foreign, subject to the conditions for eligibility provided in the RIRR of RA 9184.
9. The PSHS-CVisC BAC shall evaluate bids using the **Quality-Cost Based Evaluation (QCBE)** procedure. The **Technical** and **Financial** Proposals shall be given the weight of **80%** and **20%**, respectively. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
10. The contract shall be completed within **sixty (60) calendar days** from the date of receipt of the Notice to Proceed.
11. The PSHS-CVisC reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
12. For further information please refer to:

PAUL ISAAC O. DIZON
Head, BAC Secretariat
PSHS-CVisC BAC Office
Talaytay, Argao, Cebu
Tel.#: (032)513-6258
Fax#: (032)485-8920
E-mail: bacsecretariat.cvisc@gmail.com
Website: cvisc.pshs.edu.ph

(sgd)

ARLENE CAHOY-AGOSTO
Chairman
Bids and Awards Committee

SECTION II. ELIGIBILITY DOCUMENTS

This section provides all necessary information for prospective bidders in preparing a responsive Eligibility Documents in accordance with the requirement of the Philippine Science High School – Central Visayas Campus (PSHS – CVisC).

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 proprietorship;
- (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) Cooperatives duly organized under the laws of the Philippines; or
- (d) 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 the (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

4.1 The following eligibility requirements shall be submitted on or before the date of 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;

In cases of recently expired Mayor's / Business permits, it shall be accepted together with an official receipt as proof of application of renewal. Provided however, that the renewed Permit shall be submitted as a post-qualification requirement;

For individual consultants not registered under a sole proprietorship, a BIR Certificate of Registration shall be submitted, in lieu of DTI registration and Mayor's/Business permit;

- iii. Tax clearance per Executive Order 398, Series of 2005, as finally 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 contact person with contact number/s
 - iv.3 date of award of the contract;
 - iv.4 type and brief description of consulting services;
 - iv.5 consultant's role (whether main consultant, subcontract, or partner in a JV)
 - iv.6 amount of contract;
 - iv.7 contract duration; and
 - iv.8 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, including their respective curriculum vitae;

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.

- 4.2 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.
- 4.3 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 Class "A" and "B" Documents if they are in other foreign language.
- 4.4 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.
- 4.5 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 the documents 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 on 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 on indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3 All envelopes shall:
 - (a) contain the same 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 the 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 bidder's representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidder's

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 three (3) calendar days upon receipt of a 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;
whether there is a modification or substitution; and

(b) 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”. 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.

Section III. Eligibility Data Sheet

ELIGIBILITY DATA SHEET

Eligibility Documents	
1.2	The type of Consulting Services that will be performed in this Project is design, consultancy and project management
1.3	<p>Foreign consultants may be eligible to participate in the Project, subject to the following qualifications:</p> <ul style="list-style-type: none"> a) must be registered with the SEC and/or any agency authorized by the laws of the Philippines b) when the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GOP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: Provided, however, that the limits of such authority shall be strictly observed.
2.1 (a)(i)	No additional requirements.
2.1(a)(iii)	The statement of all ongoing and completed government and private contracts shall include all such contracts for the last ten (10) years (from December 2006 to present) until prior to the deadline for the submission and receipt of eligibility documents. Please use REF 1 and REF 2.
2.1(a)(iii.7)	Presentation of Certificate of Completion and Acceptance of related Projects undertaken of at least 50% in Project cost and/or coverage for the last ten (10) years.
2.1(a)(iv)	<p>Statement on Principals and Key Staff for Consulting Services involving regulated profession (REF 3).</p> <p>There should be no replacement of key personnel after the submission of eligibility, except or justifiable reason such as, illness, death, or resignation, provided it is duly supported by relevant certificates.</p>
4.2	Each prospective bidder shall submit one (1) original and <i>three (3)</i> copies of its Eligibility Documents.

4.3(c)	<p>The address for submission of Eligibility Documents is :</p> <p>Bids and Awards Committee <i>Philippine Science High School – Central Visayas Campus</i> <i>Talaytay, Argao, Cebu 6021</i> <i>Tel. No.: (032)513-6258</i> <i>Fax No.: (0302)485-8920</i> <i>E-mail: bacsecretariat.cvisc@gmail.com</i> <i>Website: www.cvis.pshs.edu.ph</i></p>									
4.3(d)	<p><i>Design and Consultancy Services for the Completion of Academic Building III (Laboratory Building) Phase IV</i></p>									
5	<p>The address for submission of eligibility documents is</p> <p>Bids and Awards Committee Philippine Science High School – Central Visayas Campus, Talaytay, Argao, Cebu</p> <p>The deadline for submission of eligibility documents is January 06, 2017 at 1:00P.M.</p>									
8.1	<p>The place of opening of eligibility documents is Admin. Bldg., PSHS-Central Visayas Campus, Talaytay, Argao, Cebu</p> <p>The date and time of opening of eligibility documents is January 06, 2017 at 1:00P.M.</p>									
9.1	<p>For this purpose, similar contracts shall refer to the design and consultancy services for a school’s science laboratory or hospital laboratory</p>									
9.2	<table border="0"> <tr> <td data-bbox="539 1435 1182 1480">1.) Applicable experience of the firm</td> <td data-bbox="1182 1435 1278 1480">-</td> <td data-bbox="1278 1435 1406 1480">50%</td> </tr> <tr> <td data-bbox="539 1547 1182 1659">2.) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking</td> <td data-bbox="1182 1547 1278 1659">-</td> <td data-bbox="1278 1547 1406 1659">30%</td> </tr> <tr> <td data-bbox="539 1693 1182 1738">3.) Current workload relative to capacity</td> <td data-bbox="1182 1693 1278 1738">-</td> <td data-bbox="1278 1693 1406 1738">20%</td> </tr> </table>	1.) Applicable experience of the firm	-	50%	2.) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	-	30%	3.) Current workload relative to capacity	-	20%
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2.) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	-	30%								
3.) Current workload relative to capacity	-	20%								

REQUIRED ELIGIBILITY FORM (REF) 1

DESIGN AND CONSULTANCY SERVICES FOR THE COMPLETION OF ACADEMIC BUILDING III (Laboratory Building) Phase IV

STATEMENT OF ON-GOING PROJECTS

List of on-going government and private contracts, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid within the last TEN (10) years prior to deadline for the submission and receipt of Eligibility Documents.

Name of Consultant: _____

Business Address: _____

Name and Location of Project	Description of the Project	Classification (Government/Private)	Contact Person & Contact Number	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
.							
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.							

Attachments: *For each listed on-going contracts, the following must be attach/submitted:*

- Notice of Award and/or contract
- Notice to Proceed issued by the client

Submitted by:

Signature : _____

Name of Representative of Bidder : _____

Position : _____

Date Accomplished : _____

REQUIRED ELIGIBILITY FORM (REF) 2

DESIGN AND CONSULTANCY SERVICES FOR THE COMPLETION OF ACADEMIC BUILDING III (Laboratory Building) Phase IV

STATEMENT OF COMPLETED PROJECTS

List of completed government and private contracts, whether similar or not similar to the contract to be bid within the last TEN (10) years prior to deadline for the submission and receipt of Eligibility Documents.

Name of Consultant: _____

Business Address: _____

Name and Location of Project	Description of the Project	Classification (Government/Private)	Contact Person & Contact Number	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
.							
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.							

Attachments: *(for each listed completed contract/s, the following must be submitted):*

- Copy of Certificate of Satisfactory Completion issued by the Client
- Certificate of acceptance issued by the Client

Submitted by:

Signature : _____

Name of Representative of Bidder : _____

Position : _____

Date Accomplished : _____

REQUIRED ELIGIBILITY FORM (REF) 3

DESIGN AND CONSULTANCY SERVICES FOR THE COMPLETION OF ACADEMIC BUILDING III (Laboratory Building) Phase IV

STATEMENT OF KEY STAFF FOR CONSULTING SERVICES

Name of Consultant: _____

Business Address: _____

Field of Expertise / Name of Personnel	Name of Related Project Involved	Position/ Involvement in the Related Project	Nationality	Years with the Firm	Number of Projects Currently Involved
A	Project Manager				
	1				
	to				
	n				
B	Project Engineer				
	1				
	to				
	n				
C	Principal Architect				
	1				
	to				
	n				
D	Structural Engineer				
	1				
	to				
	n				
E	... and so on				

It is hereby confirmed that the above consultants are registered professionals authorized by the appropriate regulatory body to practice their profession.

Note:

- Should the personnel mentioned above are “on-call” or not a permanent employee of the consulting firm, please provide evidence that said personnel agreed to be nominated and once the firm is short listed, the personnel will submit letter of commitment.

Submitted by:

Signature : _____
 Name of Representative of Bidder : _____
 Position : _____
 Date Accomplished : _____

REQUIRED ELIGIBILITY FORM (REF) 4

DESIGN AND CONSULTANCY SERVICES FOR THE COMPLETION OF ACADEMIC BUILDING III (Laboratory Building) Phase IV

Eligibility Documents Submission Form

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address