

BIDS AND AWARDS COMMITTEE

BID BULLETIN NO. 1

This Bid Bulletin is issued to amend/clarify items in the Invitation for Negotiated Procurement for the **CONSULTANCY SERVICES FOR INVESTORS IN PEOPLE (Negotiated Procurement-Two Failed Biddings)**, Request for Proposal No. 2022-TFB-55

REFERENCE	AMENDMENT
<p>Checklist of Requirements for Consulting Services 5. Eligible Bidders Page 18-44</p> <p>xxx</p>	<p>Checklist of Requirements for Consulting Services 5. Eligible Bidders Page 18-44</p> <p>Checklist of Requirements for Consulting Services</p> <p>The following shall form part of the offer:</p> <p>A. Eligibility Documents</p> <ul style="list-style-type: none"> Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) <p>B. Technical Proposal</p> <ul style="list-style-type: none"> Eligibility Documents Submission Form accompanied by a duly notarized company's Secretary's Certificate or Special Power of Attorney, as applicable (Use Annex A); Statement of all Government and Private Contracts Completed which are Similar in Nature (Use Annex B), together with Certificate/s of Good Standing and Satisfactory Completion or equivalent document/s; List of all Ongoing Government and Private Contracts Including Contracts Awarded but not yet Started (Use Annex C) Team Composition and Task (Use Annex D) Curriculum Vitae for the Proposed Professional Staff (Use Annex E) Description of the Methodology and Work Plan for Performing the Project (Use Annex F) <p>C. Financial Proposal</p> <ul style="list-style-type: none"> Summary of Costs (Use Annex G)



ADDITIONAL REQUIREMENT/S

1. Joint ventures, as bidders, are required to submit both partners' Valid PhilGEPS Registration Certificate (Platinum Membership). Other documents may be submitted by either partner of the joint venture.
2. The bidder with best offer shall be required as condition for the issuance of Notice of Award the submission of the following:
 - a. The Consultant's audited financial statements (AFS), 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. TPF 1 – Technical Proposal Submission Form
 - c. TPF 2 – Consultant's References
 - d. TPF 3 – Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
 - e. TPF 6 – Notarized Curriculum Vitae for Proposed Professional Staff
 - f. TPF 7 – Time Schedule for Professional Personnel (Use Annex K)
 - g. TPF 8 – Activity (Work) Schedule (Use Annex L)
 - h. TPF 9 – Omnibus Sworn Statement (Use Annex M)
 - i. Bid Security (Use Annex N)
 - j. FPF 1 – Financial Proposal Submission Form (Use Annex O)
 - k. FPF 2 – Summary of Costs (Use Annex P)
 - l. FPF 3 – Breakdown of Costs (Use Annex Q)
 - m. FPF 4 – Breakdown of Price per Activity (Use Annex R)
 - n. FPF 5 – Reimbursables per Activity (Use Annex S)
 - o. FPF 6 – Miscellaneous Expenses (Use Annex T)

Provisions in the bidding documents that are in conflict with this Bulletin are deemed revised/amended. For guidance and information of all concerned.

August 5, 2022

For the Bids and Awards Committee:


ARMANDO A. PAN, JR.
Chairman

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

Securities and Exchange Commission

Bids and Awards

Committee

SEC Headquarters, 7907 Makati Ave. Salcedo

Village, Brgy. Bel-Air, Makati City

Ladies/Gentlemen:

In connection with your Invitation for Negotiated Procurement dated *[insert date]* for **Consultancy Services for Investors in People (RFP No. 2022-TFB-55)**, *[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 therefor.

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 shortlisted or not.

Yours

sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address

**Statement of all Government and Private Contracts
Completed which are Similar in Nature**

Business Name: _____

Business Address: _____

Name and Location of Project Name of Client/ Contact Person/Contact Number/Email Address	Date of Award of the Contract	Type and Brief Description of Consulting Services	Amount of Contract	Project Duration (Start Date – Completion Date)	Consultant's Role (Main Consultant/ Subconsultant/ Partner in a JV)
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- The contracts should have been completed (i.e., accepted) within the **five-year period from opening of bids**
- Similar contracts shall refer to the consultancy services for Investors in People (IIP) certification or any of its component/s or any synonymous project/s as described in the Terms of Reference

Note: Date of Acceptance shall mean the date when the items delivered have **satisfactorily met** the requirements of the procuring entity, as evidenced by Certificate of Good Standing and Satisfactory Completion or equivalent document (e.g., Certificate of Final Acceptance/Completion from the bidder's client, or an Official Receipt or a Sales Invoice) which must be included in the bid submission.

**List of all Ongoing Government and Private Contracts Including
Contracts Awarded but not yet Started**

Business Name: _____

Business Address: _____

Name and Location of Project Name of Client/ Contact Person/Contact Number/Email Address	Date of Award of the Contract	Type and Brief Description of Consulting Services	Amount of Contract	Project Duration (Start Date - Completi on Date)	Consultant's Role (Main Consultant/ Subconsultan t/ Partner in a JV)
<u>Government</u>					
<u>Private</u>					

Submitted by : _____
(Printed Name and Signature)

Designation : _____

Date : _____

Instructions:

- i. 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 being bidded) prior to opening of bids.
- ii. If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

Team Composition and Task

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3. Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other parties or stakeholders.

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ANNEX E

**CURRICULUM VITAE (CV) FOR PROPOSED
KEY PROFESSIONAL STAFF**

Proposed Position: <i>Please check:</i> <div style="display: flex; justify-content: space-around; width: 100%;"> Key Personnel Staff </div>					
Personal Information					
Name: (Last Name, First Name, Middle Name)					
Address	Contact No.	Email Address			
Date of Birth	Citizenship	Civil Status			
Work Experience (start from the current employment)					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities (specify if L&D, HR or OD-related)
	From	To			
Current Workload (include workload or projects form other companies, if any)					
Company Name	Inclusive Dates		Total (Years, Months)	Position Title	Actual Duties and Responsibilities
	From	To			
Relevant Training (within the last 10 years, start from the most recent)					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education <i>(start from the most recent)</i>					
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received	
	From	To			
Certificates, Other Credentials					
Title			Date Received		

Note:

1. Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:
 - Trainings Certification
 - Diploma for completed Degrees or Affidavit (in case of loss of Diploma)
 - Professional Certifications and/or Licenses (if applicable)
2. For incomplete Post-Graduate Studies, please indicate the number of units earned.

Certification:

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

Signature

Date: _____

Description of the Methodology and Work Plan for Performing the Project

Summary of Costs

After having carefully read and accepted the terms of reference in this Invitation for Negotiated Procurement for the Consultancy Services for Investors in People (RFP No. 2022-TFB-055), hereunder is our price offer for the services specified in the terms of reference:

Costs	Amount in Philippine Peso
Subtotal	
Local Taxes	
Total Amount of Proposal	

Amount in Words: _____ **(VAT inclusive)**

We undertake, if our Bid is accepted, to deliver the services and deliverables in accordance with the delivery schedule specified in the Terms of Reference.

Authorized Representative:

Signature : _____
Printed Name : _____
Company Name : _____