



Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road, Balara, Quezon City
Tel. Nos. (02) 3436 3779 • Fax No. (02) 3436-4405
www.ogcc.gov.ph
records@ogcc.gov.ph

BIDDING DOCUMENTS FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE DESIGN, DEVELOPMENT, INSTALLATION AND DEPLOYMENT OF DOCUMENT MANAGEMENT INFORMATION SYSTEM FOR THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

**Fifth Edition
August 2016**

TABLE OF CONTENTS

PART I

SECTION I. REQUEST FOR EXPRESSION OF INTEREST	3
SECTION II. ELIGIBILITY DOCUMENTS.....	7
SECTION III. ELIGIBILITY DATA SHEET	14

PART II

SECTION I. NOTICE OF ELIGIBILITY AND SHORT LISTING.....	17
SECTION II. INSTRUCTIONS TO BIDDERS	19
SECTION III. BID DATA SHEET	48
SECTION IV. GENERAL CONDITIONS OF CONTRACT	56
SECTION V. SPECIAL CONDITIONS OF CONTRACT	80
SECTION VI. TERMS OF REFERENCE	84
SECTION VII. BIDDING FORMS	145
SECTION VIII. APPENDICES	170

Section I. Request for Expression of Interest

Notes on Request for Expression of Interest

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the IRR of R.A. 9184¹;

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Bidding Documents, the place where it may be secured and the deadline for submission of the Expression of Interest (EOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:
 - (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;

¹ Two years after effectivity of the 2016 Revised IRR of RA 9184 on **28 October 2016**, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.

- (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
- (iii) Current workload relative to capacity;
- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals; and
- (d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.

**REQUEST FOR EXPRESSION OF INTEREST FOR THE PROCUREMENT
OF CONSULTING SERVICES FOR THE DESIGN, DEVELOPMENT,
INSTALLATION AND DEPLOYMENT OF THE DOCUMENT
MANAGEMENT INFORMATION SYSTEM (DMIS) FOR THE OFFICE OF
THE GOVERNMENT CORPORATE COUNSEL (OGCC)**

1. The **OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC)**, through the **GENERAL APPROPRIATIONS ACT FOR FY 2020 (CONTINUING) AND 2021** intends to apply the sum of **FIVE MILLION PESOS** being the Approved Budget for the Contract (ABC) to payments under the contract **No. OGCC-DMIS-006**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **OGCC** now calls for the submission of eligibility documents for **CONSULTING SERVICES FOR THE DESIGN, DEPLOYMENT, DEVELOPMENT, INSTALLATION AND DEPLOYMENT OF THE DMIS FOR THE OGCC**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **20 OCTOBER 2021, 1PM THROUGH MANUAL AND ELECTRONIC SUBMISSION** at **3RD FLOOR, MWSS BUILDING, KATIPUNAN AVENUE, BALARA, QUEZON CITY**. Electronic copy of the eligibility documents shall remain password protected until its opening, to preserve the integrity thereof. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from **OGCC-BAC SECRETARIAT** and inspect the Bidding Documents at the

OFFICIAL WEBSITE OF THE OGCC	:	<u>ogcc.gov.ph</u>
BAC SECRETARIAT EMAIL	:	<u>TiMie.OGCC@gmail.com</u>
BAC SECRETARIAT NUMBER	:	<u>09178744417/ 02 7617 2991</u>

4. A complete set of Bidding Documents may be acquired by interested Bidders from **12 TO 19 OCTOBER 2021** from the address below and **upon payment of FIVE THOUSAND PESOS (P5,000.00) for the Bidding Documents. Only shortlisted bidders shall be required to purchase Bidding Documents.**

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). **The short list shall consist of three (3) prospective bidders who will be entitled to submit bids.** The criteria and rating system for short listing are:

QUALIFICATION REQUIREMENTS AND SHORTLISTING CRITERIA

- a. The Service Provider/Consultant to be contracted shall comply with the eligibility requirements set forth under Section 24 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184.
- b. The Single Largest Completed Contract (of a relevant nature) of the Service Provider/Consultant shall meet the fifty percent (50%) of ABC.
- c. The list of eligible and qualified Service Provider shall be shortlisted based on the following criteria:
 - Applicable experience of the firm for the past five (5) years (30%);
 - Qualifications of the principal and key consultants/members of the project under the Service Provider vis-à-vis the extent and complexity of their corresponding role for the undertaking (must meet the requirements outlines in the Terms of Reference) (50%); and
 - Current workload relative to capacity (20%).
6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.

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.
7. The Procuring Entity shall evaluate bids using the **QUALITY-COST BASED EVALUATION** procedure. *The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.*
8. The contract shall be completed within **six (6) months**.
9. The **OGCC** 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.

10. For further information, please refer to:

GCA Diane Camilla R. Borja

BAC Secretariat-Member

OGCC, 3rd Floor MWSS Building Balara,

Katipunan Ave., Quezon City

Email Address: **TiMie.OGCC@gmail.com**

Website: **ogcc.gov.ph**

Contact Number: **09178744417/ 09151266932/ 02 7617 2991**

(sgd)

AGCC DOMINADOR R. ISIDORO, JR.

Chairperson, OGCC-BAC

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) 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:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) 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.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation

of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. 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, subconsultants 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.

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 Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 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. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ____ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;

- (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and
 - (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its 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 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents 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.

8. Opening and Preliminary Examination of Eligibility Documents

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

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 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.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC 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 Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

Eligibility Data Sheet

Eligibility Documents	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>Certificate of satisfactory completion or equivalent document issued by the client, in case of completed contract.</i>
4.2	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
4.3 (e)	Office of the Government Corporate Counsel Bids and Awards Committee
4.3 (f)	CONSULTING SERVICES FOR THE DESIGN, DEVELOPMENT, INSTALLATION AND DEPLOYMENT OF THE DOCUMENT MANAGEMENT INFORMATION SYSTEM FOR THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
5	<p>The address for submission of eligibility documents is</p> <p>OFFICE OF THE GOVERNMENT CORPORATE COUNSEL 3rd Floor, MWSS Building, Balara, Katipunan Ave., QC</p> <p>The deadline for submission of eligibility documents is 20 OCTOBER 2021, 1:00PM.</p>
8	<p>The place of opening of eligibility documents is the OGCC Conference Room</p> <p>The opening of eligibility documents shall be made online through the zoom platform on 20 OCTOBER 2021, 1:30PM.</p> <p>Zoom link shall be given to the bidders who submitted their eligibility documents. Only two representatives per bidder shall be allowed to attend the opening of the eligibility documents.</p>
9.1	<p>SIMILAR CONTRACTS shall refer to:</p> <p>1. Document Management System pertaining to the design and development of a workflow management/document management/transaction management system;</p> <p>2. Case Management System pertaining to the design and development of</p>

	<p>workflow pertaining to management and monitoring of cases and clients in law office/firm setting;</p> <p>3. Development of custom-built application software and customizing licensed software products (i.e software packages, office customizations solutions and workflow systems, among others);</p> <p>4. Design, development and deployment of web-based application systems.</p>																		
9.2	<p>The BAC shall rank the consultants in descending order based on their total scores considering the criteria presented below, and identify the top three (3) eligible consultants as short-listed consultants. Should less than the required number of consultants apply for eligibility and short listing, pass the eligibility check, and/or pass the minimum score required in the short listing, the BAC shall consider or evaluate the submitted bids.</p> <p><i>QUALIFICATION REQUIREMENTS AND SHORTLISTING CRITERIA</i></p> <p>a. The Service Provider/Consultant to be contracted shall comply with the eligibility requirements set forth under Section 24 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) No. 9184.</p> <p>b. The Single Largest Completed Contract (of a relevant nature) of the Service Provider/Consultant shall meet the fifty percent (50%) of ABC.</p> <p>c. The list of eligible and qualified Service Provider shall be shortlisted based on the following criteria:</p> <table><tr><th></th><th>CRITERIA AND RATING SYSTEM FOR SHORT LISTING</th><th>WEIGHT</th></tr><tr><td>1</td><td>Applicable experience of the consultant</td><td>30%</td></tr><tr><td>2</td><td>Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking</td><td>50%</td></tr><tr><td>3</td><td>Current workload relative to capacity</td><td>20%</td></tr><tr><td></td><td>TOTAL</td><td>100%</td></tr><tr><td colspan="3">To qualify for shortlisting, the prospective bidder should achieve an overall minimum score of 75%.</td></tr></table>		CRITERIA AND RATING SYSTEM FOR SHORT LISTING	WEIGHT	1	Applicable experience of the consultant	30%	2	Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	50%	3	Current workload relative to capacity	20%		TOTAL	100%	To qualify for shortlisting, the prospective bidder should achieve an overall minimum score of 75%.		
	CRITERIA AND RATING SYSTEM FOR SHORT LISTING	WEIGHT																	
1	Applicable experience of the consultant	30%																	
2	Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	50%																	
3	Current workload relative to capacity	20%																	
	TOTAL	100%																	
To qualify for shortlisting, the prospective bidder should achieve an overall minimum score of 75%.																			

Section I. Notice of Eligibility and Short Listing

[Insert Date]

[Name and Address of Short Listed Consultant]

Dear *[Addressee]*:

1. The *[insert name of Procuring Entity]* (hereinafter called “Procuring Entity” has received financing (hereinafter called “funds”) from *[insert name of Funding Source]* (hereinafter called the “Funding Source”) toward the cost of *[insert name of project]*. The Procuring Entity intends to apply a portion of the funds in the amount of *[insert amount of ABC]* to eligible payments under the contract for *[insert name of contract]* for which the Bidding Documents is issued.
2. The Procuring Entity now invites bids to provide the following Consulting Services: *[insert short description of objectives and scope of the project]*. More details on the services are provided in the Terms of Reference (TOR) for the project.
3. The Consultant shall be selected and employed in accordance with *[insert evaluation procedure]* procedures as described in the Bidding Documents.
4. This notice has been addressed to the following short-listed consultants:
[Insert list of short-listed consultants]
5. It is not permissible for you to transfer this invitation to any other consultant.
6. The Bidding Documents may be acquired at *[indicate address]* during *[insert office hours, e.g. 8:00 a.m. to 5:00 p.m.]* {Insert if necessary: upon payment of an applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of *[insert amount in Pesos]*.}
7. The *[insert name of the Procuring Entity]* will hold a Pre-Bid Conference on *[insert time and date]* at *[insert address for Pre-Bid Conference, if applicable]*, which shall be open to all short listed consultants. ²

Yours sincerely,

[Insert signature, name, and title of the Procuring Entity’s Representative]



Department of Justice

OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

Third Floor MWSS Administration Bldg., Katipunan Road, Balara, Quezon City

Tel. Nos. (02) 3436 3779 • Fax No. (02) 3436-4405

www.ogcc.gov.ph

records@ogcc.gov.ph

Bidding Documents

Republic of the Philippines

OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

Consulting Services for the Design, Development, Installation and Deployment of the Document Management Information System for the Office of the Government Corporate Counsel

Section II. Instructions to Bidders

TABLE OF CONTENTS

A.	GENERAL	21
1.	Introduction.....	21
2.	Conflict of Interest	21
3.	Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices	23
4.	Consultant's Responsibilities	25
5.	Origin of Associated Goods	27
6.	Subcontracts	27
B.	CONTENTS OF BIDDING DOCUMENTS	27
7.	Pre-Bid Conference.....	27
8.	Clarifications and Amendments to Bidding Documents	28
C.	PREPARATION OF BIDS.....	28
9.	Language of Bids	28
10.	Documents Comprising the Bid: Technical Proposal	29
11.	Documents Comprising the Bid: Financial Proposal.....	31
12.	Alternative Bids	32
13.	Bid Currencies	32
14.	Bid Validity.....	33
15.	Bid Security	33
16.	Format and Signing of Bids	35
17.	Sealing and Marking of Bids	36
D.	SUBMISSION OF BIDS	37
18.	Deadline for Submission of Bids	37
19.	Late Bids	37
20.	Modification and Withdrawal of Bids	37
E.	EVALUATION AND COMPARISON OF BIDS.....	38
21.	Process to be Confidential	38
22.	Clarification of Bids.....	39
23.	Bid Evaluation	39
24.	Opening and Evaluation of Technical Proposals	40

25.	Opening and Evaluation of Financial Proposals	41
26.	Negotiations	41
27.	Post Qualification.....	42
28.	Reservation Clause.....	43
F.	AWARD OF CONTRACT	44
29.	Contract Award.....	44
30.	Signing of the Contract	45
31.	Performance Security	46
32.	Notice to Proceed	47
33.	Protest Mechanism.....	53

A. General

1. Introduction

- 1.1. The Procuring Entity named in the Bid Data Sheet (**BDS**) shall select an individual, sole proprietorship, cooperative, partnership, corporation, or a joint venture (JV) (hereinafter referred to as “Consultant”) from among those short listed, in accordance with the evaluation procedure specified in the **BDS**.
- 1.2. The Procuring Entity has received financing (hereinafter called “funds”) from the source indicated in the **BDS** (hereinafter called the “Funding Source”) toward the cost of the Project named in the **BDS**. The Procuring Entity intends to apply a portion or the whole of the funds to payments for this Project.
- 1.3. Consultants are invited to submit bids composed of a technical proposal and a financial proposal for Consulting Services required for this Project described in the **BDS**. Bids shall be the basis for contract negotiations and ultimately for a signed contract with the selected Consultant.
- 1.4. If the **BDS** indicates that the Project will be completed in phases, each phase must be completed to the Procuring Entity’s satisfaction prior to the commencement of the next phase.
- 1.5. Consultants must familiarize themselves with local conditions and take them into account in preparing their bids. To obtain firsthand information on the project and on the local conditions, Consultants are encouraged to visit the Procuring Entity before submitting a bid and to attend the pre-bid conference specified in **ITB** Clause 7.
- 1.6. The Consultants’ costs of preparing their bids and negotiating the contract, including a visit to the Procuring Entity, are not reimbursable as a direct cost of the project.
- 1.7. Consultants shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive, coercive or obstructive practices issued by the Funding Source or the Procuring Entity in accordance with **ITB** Clause 3.1.

2. Conflict of Interest

- 2.1. The Funding Source’s policy requires that Consultants provide professional, objective, and impartial advice and at all times hold the Procuring Entity’s interests paramount, without any consideration for future work, and strictly avoid situations where a conflict of interest shall arise with their other projects or their own interests. Consultants shall not be hired for any project that would be in conflict with their prior or current obligations to other entities, or that may place them in a position of not being able to carry out the Project in the best interest of the Procuring Entity. Without limitation on the generality of this rule, Consultants shall not be hired under the circumstances set forth below:

- (k) If a Consultant combines the function of consulting with those of contracting and/or supply of equipment for the same Project;
- (l) If a Consultant is associated with, affiliated to, or owned by a contractor or a manufacturing firm with departments or design offices offering services as consultants unless such Consultant includes relevant information on such relationships along with a statement in the Technical Proposal cover letter to the effect that the Consultant shall limit its role to that of a consultant and disqualify itself and its associates from work in any other capacity that may emerge from the Project (including bidding for any part of the future project). The contract with the Consultant selected to undertake the Project shall contain an appropriate provision to such effect; or
- (m) If there is a conflict among consulting projects, the Consultant (including its personnel and subconsultants) and any subsidiaries or entities controlled by such Consultant shall not be recruited for the relevant project. The duties of the Consultant depend on the circumstances of each case. While continuity of consulting services may be appropriate in particular situations where no conflict exists, a Consultant cannot be recruited to carry out a project that, by its nature, shall result in conflict with a prior or current project of such Consultant. Examples of the situations mentioned are when a Consultant engaged to prepare engineering design for an infrastructure project shall not be recruited to prepare an independent environmental assessment for the same project; similarly, a Consultant assisting a Procuring Entity in privatization of public assets shall not purchase, nor advise purchasers, of such assets; or a Consultant hired to prepare Terms of Reference (TOR) for a project shall not be recruited for the project in question.

2.2. Consultants shall not be related to the Head of the Procuring Entity (HoPE), members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit, and the project consultants, by consanguinity or affinity up to the third civil degree. The prohibition shall apply as follows:

- (a) If the Consultant is an individual or sole proprietorship, then to himself;
- (b) If the Consultant is a partnership, then to all its officers and members;
- (c) If the Consultant is a corporation, then to all its officers, directors and controlling stockholders;
- (d) If the Consultant is a cooperative, to all its officers, directors, and controlling shareholders or members; or
- (e) If the Consultant is a JV, the provisions of items (a), (b), (c), or (d) of this Section shall correspondingly apply to each of the members of the said joint venture, as may be appropriate.

Relationship of the nature described above or a failure to comply with the provisions of this clause will result in the rejection of the Consultant's bid.

- 2.3. Subject to the provisions of **ITB** Clause 2, any previous or ongoing participation by the Consultant, its professional staff, or its affiliates or associates under a contract with the Funding Source or the Procuring Entity in relation to this Project may result in the rejection of its bid. Consultants should clarify their situation in that respect with the Procuring Entity before preparing its bid.
- 2.4. Failure by a Consultant to fully disclose potential conflict of interest at the time of Bid submission, or at a later date in the event that the potential conflict arises after such date, shall result in the Procuring Entity and/or the Funding Source seeking the imposition of the maximum administrative, civil and criminal penalties up to and including imprisonment.
- 2.5. Consultants are discouraged to include officials and employees of the Government of the Philippines (GoP) as part of its personnel. Participation of officials and employees of the GoP in the Project shall be subject to existing rules and regulations of the Civil Service Commission.
- 2.6. Fairness and transparency in the selection process require that Consultants do not derive unfair competitive advantage from having provided consulting services related to the Project in question. To this end, the Procuring Entity shall make available to all the short listed consultants together with the Bidding Documents all information that would in that respect give each Consultant a competitive advantage.

3. Corrupt, Fraudulent, Collusive, Coercive, and Obstructive Practices

- 3.1. The Procuring Entity as well as the Consultants shall observe the highest standard of ethics during the procurement and execution of the contract. In pursuance of this policy, the Procuring Entity:
 - (a) defines, for purposes of this provision, the terms set forth below as follows:
 - (i) "corrupt practice" means behavior on the part of officials in the public or private sectors by which they improperly and unlawfully enrich themselves, others, or induce others to do so, by misusing the position in which they are placed, and includes the offering, giving, receiving, or soliciting of anything of value to influence the action of any such official in the procurement process or in contract execution; entering, on behalf of the GoP, into any contract or transaction manifestly and grossly disadvantageous to the same, whether or not the public officer profited or will profit thereby, and similar acts as provided in Republic Act 3019.
 - (ii) "fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a

contract to the detriment of the Procuring Entity, and includes collusive practices among Bidders (prior to or after bid submission) designed to establish bid prices at artificial, non-competitive levels and to deprive the Procuring Entity of the benefits of free and open competition.

(iii) “collusive practices” means a scheme or arrangement between two or more Bidders, with or without the knowledge of the Procuring Entity, designed to establish bid prices at artificial, non-competitive levels.

(iv) “coercive practices” means harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process, or affect the execution of a contract;

(v) “obstructive practice” is

(aa) deliberately destroying, falsifying, altering or concealing of evidence material to an administrative proceedings or investigation or making false statements to investigators in order to materially impede an administrative proceedings or investigation of the Procuring Entity or any foreign government/foreign or international financing institution into allegations of a corrupt, fraudulent, coercive or collusive practice; and/or threatening, harassing or intimidating any party to prevent it from disclosing its knowledge of matters relevant to the administrative proceedings or investigation or from pursuing such proceedings or investigation; or

(bb) acts intended to materially impede the exercise of the inspection and audit rights of the Procuring Entity or any foreign government/foreign or international financing institution herein.

(b) will reject a proposal for award if it determines that the Bidder recommended for award has engaged in any of the practices mentioned in this Clause for purposes of competing for the contract.

3.2. Further, the Procuring Entity will seek to impose the maximum civil, administrative, and/or criminal penalties available under applicable laws on individuals and organizations deemed to be involved in any of the practices mentioned in **ITB** Clause 3.1(a).

3.3. Furthermore, the Funding Source and the Procuring Entity reserve the right to inspect and audit records and accounts of a Consultant in the bidding for and performance of a contract themselves or through independent auditors as reflected in the **GCC** Clause 51.

4. Consultant's Responsibilities

- 4.1. The Consultant or its duly authorized representative shall submit a sworn statement in the form prescribed in Section VII. Bidding Forms as required in **ITB** Clause 10.2(d).
- 4.2. The Consultant is responsible for the following:
- (a) Having taken steps to carefully examine all of the Bidding Documents;
 - (b) Having acknowledged all conditions, local or otherwise, affecting the implementation of the contract;
 - (c) Having made an estimate of the facilities available and needed for this Project, if any;
 - (d) Having complied with its responsibility to inquire or secure Supplemental/Bid Bulletin/s as provided under **ITB** Clause 8.4.
 - (e) Ensuring that it 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 GPPB;
 - (f) Ensuring that 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;
 - (g) Authorizing the Head of the Procuring Entity or its duly authorized representative/s to verify all the documents submitted;
 - (h) Ensuring that the signatory is the duly authorized representative of the Bidder, and 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, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;
 - (i) Complying with the disclosure provision under Section 47 of RA 9184 and its IRR in relation to other provisions of Republic Act 3019;
 - (j) Complying with existing labor laws and standards, in the case of procurement of services. Moreover, bidder undertakes to:
 - (i) Ensure the entitlement of workers to wages, hours of work, safety and health and other prevailing conditions of work as established by national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable.

In case there is a finding by the Procuring Entity or the DOLE of underpayment or non-payment of workers' wage and wage-related benefits, bidder agrees that the performance security or portion of the contract amount shall be withheld in favor of the complaining workers pursuant to appropriate provisions of Republic Act No. 9184 without prejudice to the institution of appropriate actions under the Labor Code, as amended, and other social legislations.

- (ii) Comply with occupational safety and health standards and to correct deficiencies, if any.

In case of imminent danger, injury or death of the worker, bidder undertakes to suspend contract implementation pending clearance to proceed from the DOLE Regional Office and to comply with Work Stoppage Order; and

- (iii) Inform the workers of their conditions of work, labor clauses under the contract specifying wages, hours of work and other benefits under prevailing national laws, rules and regulations; or collective bargaining agreement; or arbitration award, if and when applicable, through posting in two (2) conspicuous places in the establishment's premises; and
- (k) Ensuring that it did not give or pay, directly or indirectly, any commission, amount, fee, or any form of compensation, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.

Failure to observe any of the above responsibilities shall be at the risk of the Consultant concerned.

- 4.3. It shall be the sole responsibility of the prospective bidder to determine and to satisfy itself by such means as it considers necessary or desirable as to all matters pertaining to this Project, including: (a) the location and the nature of the contract, project, or work; (b) climatic conditions; (c) transportation facilities; (c) nature and condition of the terrain, geological conditions at the site communication facilities, requirements, location and availability of construction aggregates and other materials, labor, water, electric power and access roads; and (d) other factors that may affect the cost, duration and execution or implementation of the contract, project, or work.
- 4.4. The Procuring Entity shall not assume any responsibility regarding erroneous interpretations or conclusions by the Consultant out of the data furnished by the Procuring Entity. However, the Procuring Entity shall ensure that all information in the Bidding Documents, including supplemental/bid bulletins issued are correct and consistent.
- 4.5. Before submitting their bids, the Consultants are deemed to have become familiar with all existing laws, decrees, ordinances, acts and regulations of the GoP which may affect the contract in any way.

- 4.6. The Consultant shall bear all costs associated with the preparation and submission of his bid, and the Procuring Entity will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.7. Consultants should note that the Procuring Entity will only accept bids from those that have paid the applicable fee for the Bidding Documents at the office indicated in the Request for Expression of Interest.

5. Origin of Associated Goods

Unless otherwise indicated in the **BDS**, there is no restriction on the origin of Goods other than those prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations.

6. Subcontracts

- 6.1. Unless otherwise specified in the **BDS**, the Consultant may subcontract portions of the Consulting Services to an extent as may be approved by the Procuring Entity and stated in the **BDS**. However, subcontracting of any portion shall not relieve the Consultant from any liability or obligation that may arise from the contract for this Project.
- 6.2. Subconsultant must comply with the eligibility criteria and the documentary requirements specified in the **BDS**. In the event that any subconsultant is found by the Procuring Entity to be ineligible, the subcontracting of such portion of the Consulting Services shall be disallowed.
- 6.3. The Consultant may identify the subconsultant to whom a portion of the Consulting Services will be subcontracted at any stage of the bidding process or during contract implementation. If the Consultant opts to disclose the name of the subconsultant during bid submission, the Consultant shall include the required documents as part of the technical component of its bid. A subconsultant that is identified by the Consultant during contract implementation must comply with the eligibility criteria and documentary requirements and secure approval of the Procuring Entity.

B. Contents of Bidding Documents

7. Pre-Bid Conference

- 7.1. If so specified in the **BDS**, a pre-bid conference shall be held at the venue and on the date indicated therein, to clarify and address the Consultants' questions on the technical and financial components of this Project.
- 7.2. The pre-bid conference shall be held at least twelve (12) calendar days before the deadline for the submission and receipt of bids, but not earlier than seven (7) calendar days from the determination of the shortlisted consultants. If the Procuring Entity determines that, by reason of the method, nature, or complexity of the contract to be bid, or when international participation will

be more advantageous to the GoP, a longer period for the preparation of bids is necessary, the pre-bid conference shall be held at least thirty (30) calendar days before the deadline for the submission and receipt of bids.

- 7.3. Consultants are encouraged to attend the pre-bid conference to ensure that they fully understand the Procuring Entity's requirements. Non-attendance of the Consultant will in no way prejudice its bid; however, the Consultant is expected to know the changes and/or amendments to the Bidding Documents as recorded in the minutes of the pre-bid conference and the Supplemental/Bid Bulletin. The minutes of the pre-bid conference shall be recorded and prepared not later than five (5) calendar days after the pre-bid conference. The minutes shall be made available to prospective bidders not later than five (5) days upon written request.
- 7.4. Decisions of the BAC amending any provision of the bidding documents shall be issued in writing through a Supplemental/Bid Bulletin at least seven (7) calendar days before the deadline for the submission and receipt of bids.

8. Clarifications and Amendments to Bidding Documents

- 8.1. Shortlisted consultants may request for clarification(s) on and/or an interpretation of any part of the Bidding Documents. Such a request must be in writing and submitted to the Procuring Entity at the address indicated in the **BDS** at least ten (10) calendar days before the deadline set for the submission and receipt of bids.
- 8.2. The BAC shall respond to the said request by issuing a Supplemental/Bid Bulletin to be made available to all those who have properly secured the Bidding Documents at least seven (7) calendar days before the deadline for the submission and receipt of Bids.
- 8.3. Supplemental/Bid Bulletins may also be issued upon the Procuring Entity's initiative for purposes of clarifying or modifying any provision of the Bidding Documents not later than seven (7) calendar days before the deadline for the submission and receipt of bids. Any modification to the Bidding Documents shall be identified as an amendment.
- 8.4. Any Supplemental/Bid Bulletin issued by the BAC shall also be posted in the PhilGEPS and the website of the Procuring Entity concerned, if available and at any conspicuous place in the premises of the Procuring Entity concerned. It shall be the responsibility of all Consultants who have properly secured the Bidding Documents to inquire and secure Supplemental/Bid Bulletins that may be issued by the BAC. However, Consultants who have submitted bids before the issuance of the Supplemental/Bid Bulletin must be informed and allowed to modify or withdraw their bids in accordance with **ITB** Clause 20.

C. Preparation of Bids

9. Language of Bids

The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

10. Documents Comprising the Bid: Technical Proposal

10.1. While preparing the Technical Proposal, Consultants must give particular attention to the following:

- (a) The Technical Proposal shall not include any financial information. Any Technical Proposal containing financial information shall be declared non-responsive.
- (b) For projects on a staff-time basis, the estimated number of professional staff-months specified in the **BDS** shall be complied with. Bids shall, however, be based on the number of professional staff-months estimated by the Consultant.
- (c) Proposed professional staff must, at a minimum, have the experience indicated in the **BDS**, preferably working under conditions similar to those prevailing in the Republic of the Philippines.
- (d) No alternative professional staff shall be proposed, and only one Curriculum Vitae (CV) may be submitted for each position.

10.2. The Technical Proposal shall contain the following information/documents:

- (a) Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed in Section VII. Bidding Forms (TPF 1).
- (b) Bid security as prescribed in **ITB** Clause 15. If the bidder opts to submit the bid security in the form of:
 - (i) a bank draft/guarantee or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or
 - (ii) a surety bond accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument.

- (c) Information indicated in the paragraphs below must be provided by the Consultant and each partner and/or subconsultant, if any, following the formats described in the Technical Proposal Forms:
- (i) A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form TPF 2. Consultant's References. For each project, the outline should indicate *inter alia*, the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the Consultant was legally contracted by itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subconsultants, but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.
 - (ii) Comments, if any, on the TOR (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) to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project. In this regard, unless the Consultant clearly states otherwise, it shall be assumed by the Procuring Entity that work required to implement any such improvements, are included in the inputs shown on the Consultant's Staffing Schedule. It shall include a list of facilities requested by the Consultant to be provided by the Procuring Entity, if any, in addition to those shown on the Data Sheet that may include support facilities such as: counterpart staff, office space, local transportation, equipment, domestic administrative support, etc. that would be needed to carry out the project.
 - (iii) A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4. Description of the Methodology and Work Plan for Performing the Project.
 - (iv) An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF 5. Team Composition and Task.

- (v) The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown in TPF 6. Format of Curriculum Vitae (CV) for Proposed Professional Staff. Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.
- (vi) The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert:
 - (vi.1) is proposed for a domestic position but is not a Filipino citizen;
 - (vi.2) failed to state nationality on the CV; or
 - (vi.3) the CV is not signed in accordance with paragraph (v) above.
- (vii) A Time Schedule (TPF 7. Time Schedule for Professional Personnel) indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown. The schedule shall also indicate when experts are working in the project office and when they are working at locations away from the project office.
- (viii) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule.
- (d) Sworn statement in accordance with Section 25.3 of the IRR of RA 9184 and using the form prescribed in Section VII. Bidding Forms.

11. Documents Comprising the Bid: Financial Proposal

- 11.1. All information provided in a Consultant's Financial Proposal shall be treated as confidential. The Financial Proposal must be submitted in hard copy using the format shown in Financial Proposal Forms.
- 11.2. The Financial Proposal requires completion of six (6) forms, particularly, FPF 1, FPF 2, FPF 3, FPF 4, FPF 5, and FPF 6. FPF 1. Financial Proposal Submission Form should form the covering letter of the Financial Proposal. Form FPF 2. Summary of Costs FPF 3. Breakdown of Price per Activity,

FPF 4. Breakdown of Remuneration per Activity, FPF 5. Reimbursables per Activity, and FPF 6. Miscellaneous Expenses, relate to the costs of consulting services under two distinct categories, namely: (a) Remuneration; and (b) Reimbursable Expenditures.

- 11.3. Remuneration is divided into billing rate estimates for international and domestic consultants. Reimbursable Expenditures are divided into per diem rates for international and domestic consultants and costs for other reimbursable expenditure items required to perform the consulting services.
- 11.4. The list of experts, and their respective inputs, identified in Financial Proposal Forms, must match the list of experts and their respective inputs shown in Technical Proposal Forms.
- 11.5. The Consultant shall be subject to Philippine taxes on amounts payable by the Procuring Entity under the contract through mandated withholding by local tax authorities of specified percentages of such amounts or otherwise. The **BDS** details the taxes payable.
- 11.6. The Financial Proposal should clearly estimate, as a separate amount, the local taxes (including social security), duties, fees, levies, and other charges imposed under the applicable law, on the Consultants, the subconsultants, and its personnel (other than Philippine Nationals or permanent residents of the Philippines).
- 11.7. Unless otherwise provided in the **BDS**, total calculated bid prices, as evaluated and corrected for minor arithmetical corrections, such as computational errors, which exceed the approved budget for the contract (ABC) shall not be considered.

12. Alternative Bids

Consultants participating in more than one bid or associating with any other entity other than those already provided in its eligibility documents and allowed by the Procuring Entity shall be disqualified.

13. Bid Currencies

- 13.1. All bid prices shall be quoted in Philippine Pesos unless otherwise provided in the **BDS**. However, for purposes of bid evaluation, bids denominated in foreign currencies shall be converted to Philippine currency based on the exchange rate prevailing on the day of the bid opening.
- 13.2. If so allowed in accordance with **ITB** Clause 13.1, the Procuring Entity for purposes of bid evaluation and comparing the bid prices will convert the amounts in various currencies in which the bid price is expressed to Philippine Pesos at the exchange rate as published in the *Bangko Sentral ng Pilipinas* (BSP) reference rate bulletin on the day of the bid opening.
- 13.3. Unless otherwise specified in the **BDS**, payment of the contract price shall be made in Philippine Pesos.

14. Bid Validity

- 14.1. Bids shall remain valid for the period specified in the **BDS** which shall not exceed one hundred twenty (120) calendar days from the date of the opening of bids.
- 14.2. In exceptional circumstances, prior to the expiration of the bid validity period, the Procuring Entity may request Consultants to extend the period of validity of their bids. The request and the responses shall be made in writing. The bid security described in **ITB** Clause 15 should also be extended corresponding to the extension of the bid validity period at the least. A Consultant may refuse the request without forfeiting its bid security, but his bid shall no longer be considered for further evaluation and award. A Consultant granting the request shall not be required or permitted to modify its bid.

15. Bid Security

- 15.1. The Consultant shall submit a Bid Securing Declaration or any form of Bid Security in an amount stated in the **BDS**, which shall be not less than the percentage of the ABC in accordance with the following schedule:

Form of Bid Security	Amount of Bid Security (Not less than the Percentage of the ABC)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank. <i>For biddings conducted by LGUs, the cashier's/manager's check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i>	Two percent (2%)
b) 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. <i>For biddings conducted by LGUs, the Bank Draft/Guarantee, or irrevocable letter of credit may be issued by other banks certified by the BSP as authorized to issue such</i>	

<i>financial instrument.</i>	
c) 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%)

The Bid Securing Declaration mentioned above is an undertaking which states, among others, that the bidder shall enter into contract with the Procuring Entity and furnish the performance security required under ITB Clause 31, within ten (10) calendar days from receipt of the Notice of Award, and commits to pay the corresponding amount as fine, and be suspended for a period of time from being qualified to participate in any government procurement activity in the event it violates any of the conditions stated therein as provided in the guidelines issued by the GPPB.

- 15.2. The bid security should be valid for the period specified in the **BDS**. Any bid not accompanied by an acceptable bid security shall be rejected by the Procuring Entity as non-responsive.
- 15.3. No bid securities shall be returned to the Consultants after the opening of bids and before contract signing, except to those that failed or declared as post-disqualified, upon submission of a written waiver of their right to file a request for reconsideration and/or protest or lapse of the reglementary period without having filed a request for reconsideration or protest. Without prejudice on its forfeiture, bid securities shall be returned only after the bidder with the Highest Rated Responsive Bid (HRRB) has signed the contract and furnished the performance security, but in no case later than the expiration of the bid security validity period indicated in **ITB** Clause 15.2.
- 15.4. Upon signing and execution of the contract pursuant to **ITB** Clause 31, and the posting of the performance security pursuant to **ITB** Clause 32, the Consultant's bid security will be discharged, but in no case later than the bid security validity period as indicated in **ITB** Clause 15.2.
- 15.5. The bid security may be forfeited:
 - (a) if a Consultant:
 - (i) withdraws its bid during the period of bid validity specified in **ITB** Clause 15.2;
 - (ii) does not accept the correction of errors pursuant to **ITB** Clause 11.7;

- (iii) has a finding against the veracity of the required documents submitted in accordance with **ITB** Clause 27.2;
 - (iv) submission of eligibility requirements containing false information or falsified documents;
 - (v) any submission of bids that contain false information or falsified documents, or the concealment of such information in the bids in order to influence the outcome of eligibility screening or any other stage of the public bidding;
 - (vi) allowing the use of one's name, or using the name of another for purposes of public bidding;
 - (vii) withdrawal of a bid, or refusal to accept an award, or enter into contract with the Government without justifiable cause, after the Bidder had been adjudged as having submitted the LCRB;
 - (viii) refusal or failure to post the required performance security within the prescribed time;
 - (ix) refusal to clarify or validate in writing its bid during post-qualification within a period of seven (7) calendar days from receipt of the request for clarification;
 - (x) any documented attempt by a Bidder to unduly influence the outcome of the bidding in his favor;
 - (xi) failure of the potential joint venture partners to enter into the joint venture after the bid is declared successful; or
 - (xii) all other acts that tend to defeat the purpose of the competitive bidding, such as habitually withdrawing from bidding, submitting late Bids or patently insufficient bid, for at least three (3) times within a year, except for valid reasons.
- (b) if the successful Consultant:
- (i) fails to sign the contract in accordance with **ITB** Clause 31;
 - (ii) fails to furnish performance security in accordance with **ITB** Clause 32; or
 - (iii) any other reason stated in the **BDS**.

16. Format and Signing of Bids

- 16.1. Consultants shall submit their bids through their duly authorized representative using the appropriate forms provided in Section VII. Bidding Forms on or before the deadline specified in the **ITB** Clause 18 in two (2)

separate sealed bid envelopes, and which shall be submitted simultaneously. The first shall contain the technical proposal and the second shall contain the financial proposal.

- 16.2. Forms as mentioned in **ITB** Clause 16.1 must be completed without any alterations to their format, and no substitute form shall be accepted. All blank spaces shall be filled in with the information requested.
- 16.3. The Consultant shall prepare an original of the first and second envelopes as described in **ITB** Clauses 10 and 11. In addition, the Consultant shall submit copies of the first and second envelopes. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 16.4. Each and every page of the Technical Proposal Submission Form and the Financial Proposal Submission Form under Section VII hereof shall be signed by the duly authorized representative/s of the Consultant. **Failure to do so shall be a ground for the rejection of the bid.**
- 16.5. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the Consultant.

17. Sealing and Marking of Bids

- 17.1. Unless otherwise indicated in the **BDS**, Consultants shall enclose their original technical proposal described in **ITB** Clause 10, in one sealed envelope marked “ORIGINAL - TECHNICAL PROPOSAL”, and the original of their financial proposal in another sealed envelope marked “ORIGINAL - FINANCIAL PROPOSAL”, sealing them all in an outer envelope marked “ORIGINAL BID”.
- 17.2. Each copy of the first and second envelopes shall be similarly sealed duly marking the inner envelopes as “COPY NO. ____ - TECHNICAL PROPOSAL” and “COPY NO. ____ – FINANCIAL PROPOSAL” and the outer envelope as “COPY NO. ____”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 17.3. The original and the number of copies of the bid as indicated in the **BDS** shall be typed or written in ink and shall be signed by the bidder or its duly authorized representative/s.
- 17.4. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the Consultant in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC in accordance with **ITB** Clause 18.1;
 - (d) bear the specific identification of this bidding process indicated in the **ITB** Clause 1.2; and

- (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids, in accordance with **ITB** Clause 18.
- 17.5. Bid envelopes that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the Bid as submitted. The BAC or the Procuring Entity shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked Bid, or for its premature opening.

D. Submission and Opening of Bids

18. Deadline for Submission of Bids

Bids must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the **BDS**.

19. Late Bids

Any bid submitted after the deadline for submission and receipt of bids prescribed by the Procuring Entity, pursuant to **ITB** Clause 18, shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of Bid submission and opening, the Consultant’s name, its representative and the time the late bid was submitted.

20. Modification and Withdrawal of Bids

- 20.1. The Consultant may modify its bid after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of bids. The Consultant shall not be allowed to retrieve its original bid, but shall be allowed to submit another bid equally sealed, properly identified in accordance with **ITB** Clause 17.4, linked to its original bid marked as “TECHNICAL MODIFICATION” or “FINANCIAL MODIFICATION” and stamped “received” by the BAC. Bid modifications received after the applicable deadline shall not be considered and shall be returned to the Consultant unopened.
- 20.2. A Consultant may, through a letter of withdrawal, withdraw its bid 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 bids. The letter of withdrawal must be executed by the authorized representative of the Bidder identified in the Omnibus Sworn Statement, a copy of which should be attached to the letter.
- 20.3 Bids requested to be withdrawn in accordance with **ITB** Clause 20.1 shall be returned unopened to the Bidders. A Consultant, who has acquired the bidding documents, 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 bids. A Consultant that withdraws its

bid shall not be permitted to submit another bid, directly or indirectly, for the same contract.

- 20.4 No bid may be modified after the deadline for submission of bids. No bid may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of bid validity specified by the Consultant on the Financial Bid Form. Withdrawal of a bid during this interval shall result in the forfeiture of the Consultant's bid security, pursuant to **ITB** Clause 15.5, and the imposition of administrative, civil, and criminal sanctions as prescribed by R.A. 9184 and its IRR.

E. Evaluation and Comparison of Bids

21. Opening and Preliminary Examination of Bids

- 21.1 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 Technical Proposal Submission Form that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.
- 21.2 The BAC shall open the bids immediately after the deadline for the submission and receipt of bids in public, as specified in the **BDS**. In case the bids cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the bids submitted and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Bulletin to be posted at the PhilGEPS website and the website of the Procuring Entity concerned.
- 21.3 To determine each bidder's compliance with the documents prescribed in **ITB** Clause 10, the BAC shall open the first envelope (Technical Proposal) and check the submitted documents of each bidder in accordance with ITB Clause 10.2 to ascertain if they are all present, using a non-discretionary "pass/fail" criterion. If a bidder submits the required document, it shall be rated "passed" for that particular requirement. In this regard, bids that fail to include any requirement or are incomplete or patently insufficient shall be considered as "failed". Otherwise, the BAC shall rate the said first bid envelope as "passed".
- 21.4 Letters of withdrawal shall be read out and recorded during bid opening, and the envelope containing the corresponding withdrawn bid shall be returned to the Consultant unopened
- 21.5 All members of the BAC who are present during bid opening shall initial every page of the original copies of all bids received and opened.
- 21.6 All technical envelopes shall be resealed. Those rated "passed" shall be secured for the detailed technical bid evaluation, while those rated "failed" will be secured for purposes of possible filing of a request for reconsideration

unless the bidder waives its right to file a request for reconsideration, in which case, the envelope shall be returned to the bidder immediately. .

- 21.7 The Procuring Entity shall prepare the minutes of the proceedings of the bid opening that shall include, as a minimum: (a) names of Bidders, their bid price (per lot, if applicable, and/or including discount, if any), bid security, findings of preliminary examination, and whether there is a withdrawal or modification; and (b) attendance sheet. The BAC members shall sign the abstract of bids as read.

22. Process to be Confidential

- 22.1 Members of the BAC, including its staff and personnel, as well as its Secretariat and TWG, are prohibited from making or accepting any kind of communication with any Consultant regarding the evaluation of their bids until the approval by the HoPE of the ranking of shortlisted Consultants, unless otherwise allowed in the **BDS** or in the case of **ITB** Clause 23.
- 22.2 Any effort by a bidder to influence the Procuring Entity in the Procuring Entity's decision in respect of bid evaluation, bid comparison or contract award will result in the rejection of the Consultant's bid.

23. Clarification of Bids

To assist in the evaluation, comparison and post-qualification of the bids, the Procuring Entity may ask in writing any Consultant for a clarification of its bid. All responses to requests for clarification shall be in writing. Any clarification submitted by a Consultant in respect to its bid and that is not in response to a request by the Procuring Entity shall not be considered.

24. Bid Evaluation

- 24.1 For the evaluation of bids, numerical ratings shall be used. In order to eliminate bias in evaluating the Bids, it is recommended that the highest and lowest scores for each Consultant for each criterion shall not be considered in determining the average scores of the Consultants, except when the evaluation is conducted in a collegial manner.
- 24.2 For complex or unique undertakings, such as those involving new concepts/technology or financial advisory services, participating short listed consultants may be required, at the option of the Procuring Entity concerned, to make an oral presentation to be presented by each Consultant, or its nominated Project Manager or head, in case of consulting firms, within fifteen (15) calendar days after the deadline for submission of Technical Proposals.
- 24.3 The entire evaluation process, including the submission of the results thereof to the HoPE for approval, shall be completed in not more than twenty-one (21) calendar days after the deadline for receipt of bids. The bid with the highest rank shall be identified as the Highest Rated Bid. The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.

- 24.4 All participating short listed consultants shall be furnished the results (ranking and total scores only) of the evaluation after the approval by the HoPE of the ranking. Said results shall also be posted in the PhilGEPS and the website of the Procuring Entity, if available, for a period of not less than seven (7) calendar days.

25 Evaluation of Technical Proposals

- 25.1 The BAC shall then conduct a detailed evaluation of technical bids following the procedures specified in the **BDS** depending on the evaluation procedure identified in the Request for Expression of Interest and **ITB** Clause 1.1.
- 25.2 The BAC evaluates the Technical Proposals on the basis of their compliance with the requirements under **ITB** Clause 10 and responsiveness to the TOR using the following criteria:
- (a) Quality of personnel to be assigned to the Project which covers suitability of key staff to perform the duties for the Project and general qualifications and competence including education and training of the key staff;
 - (b) Experience and capability of the Consultant which include records of previous engagement and quality of performance in similar and in other projects; relationship with previous and current clients; and, overall work commitments, geographical distribution of current/impending projects and attention to be given by the consultant. The suitability of the Consultant to the Project shall consider 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; and
 - (c) Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach, and the quality of interpretation of project problems, risks, and suggested solutions.
- 25.3 The BAC shall assign numerical weights and the minimum required technical score to each of the above criteria which shall be indicated in the **BDS**. A Bid shall be rejected at this stage if it does not respond to important aspects of the TOR or if it fails to achieve the minimum Technical Score (St) indicated in the **BDS**.
- 25.4 Technical Proposals shall not be considered for evaluation in any of the following cases:
- (a) late submission, *i.e.*, after the deadline set in the **ITB** Clause 18;
 - (b) failure to submit any of the technical requirements provided under this ITB and TOR;
 - (c) the Consultant that submitted a Bid or any of its partner and/or subconsultant belongs to one of the conflict of interest cases as described

in **ITB** Clauses 2.1(k) to (c) and failed to make a proper statement to that effect in the cover letter; or

(d) the Technical Proposal included any cost of the services.

26 Opening and Evaluation of Financial Proposals

26.1 Financial Proposals shall be opened on the date indicated in the **BDS**.

26.2 The Financial Proposals opened shall be evaluated based on the evaluation procedure indicated in **ITB** Clause 1.1 using the corresponding procedure provided in the **BDS**.

27 Negotiations

27.1 Negotiations with the Consultant that submitted the Highest Rated Bid shall be held at the address indicated in the **BDS**. The aim is to reach agreement on all points.

27.2 Negotiations shall cover the following:

- (a) Discussion and clarification of the TOR and Scope of Services;
- (b) Discussion and finalization of the methodology and work program proposed by the Consultant;
- (c) Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, taking note of over-qualified personnel to be commensurate with the compensation of personnel with the appropriate qualifications, number of man-months and schedule of activities (manning schedule);
- (d) Discussion on the services, facilities and data, if any, to be provided by Procuring Entity concerned;
- (e) Unless otherwise indicated in the **BDS**, discussion on the Financial Proposal submitted by the Consultant; and
- (f) Provisions of the contract.

27.3 Having selected the Consultant on the basis of, among other things, an evaluation of the proposed key professional staff, the Procuring Entity expects to negotiate a contract on the basis of the experts named in the bid. Before contract negotiations, the Procuring Entity shall require assurances that the experts shall be actually available. The Procuring Entity shall not consider substitutions during contract negotiations except for justifiable reason as may be determined by the Procuring Entity, such as illness, death, or resignation, unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the Project. If this is not the case and if it is established that key staff were offered in the bid without confirming their availability, the Consultant may be disqualified. Once the contract has been awarded, no

replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons as may be determined by the Procuring Entity. Violators shall be fined an amount equal to the refund of the replaced personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.

- 27.4 Negotiations shall include a discussion of the technical proposal, the proposed methodology (work plan), staffing and any suggestions made by the Consultant to improve the TOR. The Procuring Entity and Consultant shall then work out the final TOR, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final TOR shall then be incorporated in Appendix I and form part of the contract. Special attention shall be paid to getting the most the Consultant can offer within the available budget and to clearly defining the inputs required from the Procuring Entity to ensure satisfactory implementation of the Project.
- 27.5 The financial negotiations shall include a clarification of the Consultant's tax liability in the Philippines, if any, and the manner in which it shall be reflected in the contract; and shall reflect the agreed technical modifications in the cost of the services. The negotiations shall conclude with a review of the draft form of the contract. To complete negotiations, the Procuring Entity and the Consultant shall initial the agreed contract. If negotiations fail, the Procuring Entity shall invite the Consultant whose Bid received the second highest score to negotiate a contract. If negotiations still fail, the Procuring Entity shall repeat the process for the next-in-rank Consultant until the negotiation is successfully completed.

28 Post Qualification

- 28.1 The BAC shall determine to its satisfaction whether the Consultant that is evaluated as having submitted the Highest Rated Bid (HRB) complies with and is responsive to all the requirements and conditions specified in the Eligibility Documents and **ITB** Clauses 10 and 11.
- 28.2 Within a non-extendible period of five (5) calendar days from receipt by the Consultant of the notice from the BAC that it submitted the Highest Rated Bid, the Consultant shall submit its latest income and business tax returns filed and paid through the BIR Electronic Filing and Payment System (EFPS) and other appropriate licenses and permits required by law and stated in the **BDS**.

Failure to submit any of the post-qualification requirements on time, or a finding against the veracity thereof, shall disqualify the bidder for award. Provided, in the event that a finding against the veracity of any of the documents submitted is made, it shall cause the forfeiture of the bid security in accordance with Section 69 of the IRR of RA 9184.

- 28.3 The determination shall be based upon an examination of the documentary evidence of the Consultant's qualifications submitted pursuant to **ITB** Clauses 10 and 11, as well as other information as the Procuring Entity deems

necessary and appropriate, using a non-discretionary “pass/fail” criterion, which shall be completed within a period of twelve (12) calendar days.

- 28.4 If the BAC determines that the Consultant with the Highest Rated Bid passes all the criteria for post-qualification, it shall declare the said bid as the Consultant with the HRRB, and recommend to the HoPE the award of contract to the said Consultant at its submitted price or its calculated bid price, whichever is lower, subject to **ITB** Clause 30.3.
- 28.5 A negative determination shall result in rejection of the Consultant’s bid, in which event the BAC shall proceed to the next Highest Rated Bid with a fresh period to make a similar determination of that Consultant’s capabilities to perform satisfactorily. If the second Consultant, however, fails the post qualification, the procedure for post qualification shall be repeated for the Consultant with the next Highest Rated Bid, and so on until the HRRB is determined for recommendation of contract award.
- 28.6 Within a period not exceeding fifteen (15) calendar days from the determination by the BAC of the HRRB and the recommendation to award the contract, the HoPE or his duly authorized representative shall approve or disapprove the said recommendation.
- 28.7 In the event of disapproval, which shall be based on valid, reasonable, and justifiable grounds as provided for under Section 41 of the IRR of RA 9184, the HoPE shall notify the BAC and the Consultant in writing of such decision and the grounds for it. When applicable, the BAC shall conduct negotiations, and if successful, post-qualification of the Consultant with the next Highest Rated Bid. A request for reconsideration may be filed by the bidder with the HoPE in accordance with Section 37.1.3 of the IRR of RA 9184.

29 Reservation Clause

- 29.1 Notwithstanding the eligibility, short listing, or post-qualification of a Consultant, the Procuring Entity concerned reserves the right to review its qualifications at any stage of the procurement process if it has reasonable grounds to believe that a misrepresentation has been made by the said Consultant, or that there has been a change in the Consultant’s capability to undertake this Project from the time it submitted its eligibility requirements. Should such review uncover any misrepresentation made in the eligibility and bidding requirements, statements or documents, or any changes in the situation of the Consultant which will affect its capability to undertake the project so that it fails the preset eligibility or bid evaluation criteria, the Procuring Entity shall consider the said Consultant as ineligible and shall disqualify it from submitting a bid or from obtaining an award or contract.
- 29.2 Based on the following grounds, the Procuring Entity reserves the right to reject any and all bids, declare a failure of bidding at any time prior to the contract award, or not to award the contract, without thereby incurring any liability, and make no assurance that a contract shall be entered into as a result of the bidding:

- (a) If there is *prima facie* evidence of collusion between appropriate public officers or employees of the Procuring Entity, or between the BAC and any of the bidders, or if the collusion is between or among the bidders themselves, or between a bidder and a third party, including any act which restricts, suppresses or nullifies or tends to restrict, suppress or nullify competition;
 - (b) If the Procuring Entity's BAC is found to have failed in following the prescribed bidding procedures; or
 - (c) For any justifiable and reasonable ground where the award of the contract will not redound to the benefit of the GoP as follows:
 - (i) If the physical and economic conditions have significantly changed so as to render the project no longer economically, financially or technically feasible as determined by the HoPE;
 - (ii) If the project is no longer necessary as determined by the HoPE; and
 - (iii) If the source of funds for the project has been withheld or reduced through no fault of the Procuring Entity.
- 29.3 In addition, the Procuring Entity may likewise declare a failure of bidding when:
- (a) No bids are received;
 - (b) All prospective bidders are declared ineligible;
 - (c) All bids fail to comply with all the bid requirements or there is no successful negotiation, or fail post-qualification; or
 - (d) The bidder with the HRRB refuses, without justifiable cause to accept the award of contract, and no award is made in accordance with Section 40 of the IRR of RA 9184.

F. Award of Contract

30. Contract Award

- 30.1 Subject to **ITB** Clause 28, the HoPE or its authorized representative shall award the contract to the Bidder whose bid has been determined to be the HRRB.
- 30.2 Prior to the expiration of the period of bid validity, the Procuring Entity shall notify the successful Consultant in writing that its bid has been accepted, through a Notice of Award duly received by the Consultant or its authorized representative personally or by registered mail or electronically, receipt of which must be confirmed in writing within two (2) days by the Consultant

with the HRRB and submitted personally or sent by registered mail or electronically to the Procuring Entity.

30.3 Notwithstanding the issuance of the Notice of Award, award of contract shall be subject to the following conditions:

- (a) Submission of the following documents within the (10) calendar days from receipt of the Notice of Award:
 - (i) Valid JVA, if applicable;
 - (ii) In the case of procurement by a Philippine Foreign Service Office or Post, the PhilGEPS Registration Number of the winning foreign consultant; and/or
 - (iii) SEC Certificate of Registration of the foreign consulting firm, and/or the authorization or license issued by the appropriate GoP professional regulatory body of the foreign professionals engaging in the practice of regulated professions and allied professions, where applicable.
- (b) Posting of the performance security in accordance with **ITB** Clause 32;
- (c) Signing of the contract as provided in **ITB** Clause 31; and
- (d) Approval by higher authority, if required, as provided in Section 37.3 of the IRR of RA 9184.

31. Signing of the Contract

31.1 At the same time as the Procuring Entity notifies the successful Bidder that its bid has been accepted, the Procuring Entity shall send the Contract Form to the Bidder, which contract has been provided in the Bidding Documents, incorporating therein all agreements between the parties.

31.2 Within ten (10) calendar days from receipt of the Notice of Award, the successful Bidder shall post the required performance security and sign and date the contract and return it to the Procuring Entity.

31.3 The Procuring Entity shall enter into contract with the successful Bidder within the same ten (10) calendar day period provided that all the documentary requirements are complied with.

31.4 The following documents shall form part of the contract:

- (1) Contract Agreement;
- (2) Bidding Documents;
- (3) Winning bidder's bid, including the Technical and Financial Proposals, and all other documents/statements submitted (*e.g.*, bidder's response

to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity's bid evaluation;

- (4) Performance Security;
- (5) Notice of Award of Contract; and
- (6) Other contract documents that may be required by existing laws and/or specified in the **BDS**.

32. Performance Security

32.1 Unless otherwise provided in the **BDS**, to guarantee the faithful performance by the winning Consultant of its obligations under the contract, it shall post a performance security within a maximum period of ten (10) calendar days from the receipt of the Notice of Award from the Procuring Entity and in no case later than the signing of the contract.

32.2 The performance security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the Percentage of the Total Contract Price)
<p>(a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank;</p> <p><i>For biddings conducted by the LGUs, the Cashier's/Manager's Check may be issued by other banks certified by the BSP as authorized to issue such financial instrument.</i></p>	Five percent (5%)
<p>(b) 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; and/or</p> <p><i>For biddings conducted by the LGUs, the Bank Draft/Guarantee or Irrevocable Letter of Credit may be issued by</i></p>	

<i>other banks certified by the BSP as authorized to issue such financial instrument.</i>	
(c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

- 32.3 Failure of the successful Consultant to comply with the above-mentioned requirement shall constitute sufficient ground for the annulment of the award and forfeiture of the bid security, in which event the Procuring Entity shall have a fresh period to initiate negotiation and if successful, complete post-qualification of the second Highest Rated Bid. The procedure shall be repeated until the HRRB is identified and selected for recommendation of contract award. However if no Consultant had a successful negotiation or passed post-qualification, the BAC shall declare the bidding a failure and conduct a re-bidding with re-advertisement, if necessary.

33. Notice to Proceed

- 33.1 Within seven (7) calendar days from the date of approval of the contract by the appropriate government approving authority, the Procuring Entity shall issue the Notice to Proceed together with copies of the approved contract to the successful Consultant. All notices called for by the terms of the contract shall be effective only at the time of receipt thereof by the successful Consultant.
- 33.2 The contract effectivity date shall be the date of contract signing. The Consultant shall commence performance of its obligations only upon receipt of the Notice to Proceed.

34. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Bid Data Sheet

Notes on the Bid Data Sheet

Section III is intended to assist the Procuring Entity in providing the specific information in relation to corresponding clauses in the ITB, and has to be prepared for each specific procurement.

The Procuring Entity should specify in the BDS information and requirements specific to the circumstances of the Procuring Entity, the processing of the procurement, the applicable rules regarding bid price and currency, and the bid evaluation criteria that will apply to the bids. In preparing Section III, the following aspects should be checked:

- (a) Information that specifies and complements provisions of Section II must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of Section II as necessitated by the circumstances of the specific procurement, must also be incorporated.

Bid Data Sheet

ITB Clause	
1.1	<p>The Procuring Entity is the OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</p> <p>The evaluation procedure is: QUALITY COST BASED EVALUATION/SELECTION (QCBE/QCBS)</p> <p>NOTE:</p> <p><i>QCBE/QCBS –Technical and Financial Scores are combined to determine the winner. ABC is stated and Financial Proposal above this amount are rejected except in the case of WB, no ABC or cost estimate is included in the Bidding Documents except for an estimate of the staff months required to complete the Project.</i></p>
1.2	<p>The Funding Source is:</p> <p>The Government of the Philippines (GoP) through the FY 2020 (Continuing) and FY 2021 General Appropriations Act</p> <p>The name of the project is:</p> <p>CONSULTING SERVICES FOR THE DESIGN, DEVELOPMENT, INSTALLATION AND DEPLOYMENT OF THE DOCUMENT MANAGEMENT INFORMATION SYSTEM FOR THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</p>
1.3	<p>The OGCC-DMIS is intended to manage/digitalize the workflow for the issuance of contract review and legal opinion, document/case tracking and reports generation into one system.</p>
1.4	<p>The present procurement is the Phase 1 of the Project. Succeeding phases or upgrade of the project shall be procured through public bidding or any of the alternative methods of procurement as may be applicable.</p>
5	<p>No further instructions.</p>
6.1	<p>Subcontracting is not allowed.</p>
6.2	<p>Not applicable.</p>
7.1	<p>The Procuring Entity will hold a pre-bid conference for this Project on 26 OCTOBER 2021 at 1:00PM through video-conferencing/web casting via ZOOM.</p>

	Short listed bidders shall send to <u>TiMie.OGCC@gmail.com</u> the name, email address and other relevant information of the attendees on or before said date for the sending of the meeting link. A bidder shall be allowed only a maximum of two representatives who shall be allowed to attend the pre-bid and the negotiation.
8.1	The Procuring Entity's address is: OFFICE OF THE GOVERNMENT CORPORATE COUNSEL MWSS Building, Katipunan Road, Balara, Quezon City 1119 <u>TiMie.OGCC@gmail.com</u>
10.1(b)	Not applicable
10.1(c)	Please see Section VI Terms of Reference
11.5	The ABC shall be inclusive of all applicable taxes
11.7	The ABC is FIVE MILLION PESOS (PhP5,000,000.000) . <i>Any bid with a financial component exceeding this amount shall not be accepted.</i>
13.1	The bid prices shall be quoted in Philippine Pesos.
13.3	No further instructions.
14.1	Bids will be valid until 120 days from Bid Submission.
15.1	The bid security shall be limited to a Bid Securing Declaration or any of the following forms and amounts: 1. The amount of not less than PhP100,000.00 <i>[Insert 2% of ABC]</i> , if bid security is in cash, cashier's/manager's check, bank draft/guarantee or irrevocable letter of credit; or 2. The amount of not less than PhP250,000.00 <i>[Insert 5% of ABC]</i> , if bid security is in Surety Bond.
15.2	The bid security shall be valid until 120 days from the opening of the proposals of Short-listed bidders.
15.5(b)(iii)	No further instructions.
16.4	Each and every page of the Technical Proposal Submission Form and the Financial Proposal Submission Form under Section VII hereof shall be signed by the duly authorized representative/s of the Consultant. Failure to do so shall be a ground for the rejection of the bid.
17.1	No further instructions.
17.3	Each Bidder shall submit one (1) original and two (2) copies of the first

	and second components of its bid.
18	<p>The address for submission of bids is</p> <p>OFFICE OF THE GOVERNMENT CORPORATE COUNSEL MWSS Building, Katipunan Road, Balara, Quezon City 1119</p> <p>The deadline for submission of bids is 4 NOVEMBER 2021, 1:00PM.</p> <p>NOTE:</p> <ul style="list-style-type: none"> • Bids shall also be submitted through MANUAL and ELECTRONIC MEANS • Electronic copy shall be sent to <u>TiMie.OGCC@gmail.com.</u> • Electronic copy shall remain password protected until the bid opening to preserve the integrity of the bids. • The time and date stamped on the physical copies of the bids shall govern the determination of whether bids were submitted on time.
21.2	<p>The address for <u>opening of bids</u> is</p> <p>OFFICE OF THE GOVERNMENT CORPORATE COUNSEL MWSS Building, Katipunan Road, Balara, Quezon City 1119</p> <p><i>Opening of bids shall be done online. Zoom link shall be sent 30 minutes before bid opening.</i></p> <p>The <u>date and time for opening of bids</u> is 4 NOVEMBER 2021, 2:00PM.</p>
22.1	No further instructions.
25.1	<p><i>The evaluation procedure is</i> QUALITY-COST BASED.</p> <p>The following processes for the opening and evaluation of bids shall be adopted:</p> <ol style="list-style-type: none"> a) The technical proposal together with the financial proposal shall be considered in the ranking of consultants. The technical proposals shall be evaluated first using the criteria in ITB Clause 25.2. The financial proposals of the consultants who meet the minimum technical score shall then be opened. b) The financial and technical proposals shall be given corresponding weights with the financial proposal given a minimum weight of fifteen percent (15%) up to a maximum of forty percent (40%). The weight

	<p>of the technical criteria shall be adjusted accordingly such that their total weight in percent together with the weight given to the financial proposal shall add to one hundred percent (100%). The BAC shall rank the consultants in descending order based on the combined numerical ratings of their technical and financial proposals and identify the Highest Rated Bid.</p> <p>c) The HoPE shall approve or disapprove the recommendations of the BAC within two (2) calendar days after receipt of the results of the evaluation from the BAC.</p> <p>d) After approval by the HoPE of the Highest Rated Bid, the BAC shall, within three (3) calendar days, notify and invite the consultant with the Highest Rated Bid for negotiation in accordance with ITB Clause 27.</p>																												
25.3	<p>The numerical weight and the minimum required St (technical score) for each criterion are as follows:</p> <table border="1"> <thead> <tr> <th>CRITERIA FOR BID EVALUATION</th><th>MAX POINTS (100 points)</th></tr> </thead> <tbody> <tr> <td colspan="2">QUALITY OF PERSONNEL (Total Max Score is 50%)</td></tr> <tr> <td>Suitability of key staff</td><td>15%</td></tr> <tr> <td>General qualifications and competence</td><td>30%</td></tr> <tr> <td>Education and Training of key staff</td><td>5%</td></tr> <tr> <td colspan="2">EXPERIENCE AND CAPABILITY OF THE CONSULTANT (Total Max Score is 30%)</td></tr> <tr> <td>Records of previous engagement and quality performance</td><td>6%</td></tr> <tr> <td>Relationship with previous and current clients</td><td>6%</td></tr> <tr> <td>Overall work commitments</td><td>6%</td></tr> <tr> <td>Geographical distribution of projects</td><td>6%</td></tr> <tr> <td>Attention to be given by the consultant</td><td>6%</td></tr> <tr> <td colspan="2">PLAN OF APPROACH AND METHODOLOGY (Total Max Score is 20%)</td></tr> <tr> <td>Clarity, feasibility, innovativeness and comprehensiveness of the planned approach</td><td>10%</td></tr> <tr> <td>Quality of interpretation of project</td><td>10%</td></tr> </tbody> </table>	CRITERIA FOR BID EVALUATION	MAX POINTS (100 points)	QUALITY OF PERSONNEL (Total Max Score is 50%)		Suitability of key staff	15%	General qualifications and competence	30%	Education and Training of key staff	5%	EXPERIENCE AND CAPABILITY OF THE CONSULTANT (Total Max Score is 30%)		Records of previous engagement and quality performance	6%	Relationship with previous and current clients	6%	Overall work commitments	6%	Geographical distribution of projects	6%	Attention to be given by the consultant	6%	PLAN OF APPROACH AND METHODOLOGY (Total Max Score is 20%)		Clarity, feasibility, innovativeness and comprehensiveness of the planned approach	10%	Quality of interpretation of project	10%
CRITERIA FOR BID EVALUATION	MAX POINTS (100 points)																												
QUALITY OF PERSONNEL (Total Max Score is 50%)																													
Suitability of key staff	15%																												
General qualifications and competence	30%																												
Education and Training of key staff	5%																												
EXPERIENCE AND CAPABILITY OF THE CONSULTANT (Total Max Score is 30%)																													
Records of previous engagement and quality performance	6%																												
Relationship with previous and current clients	6%																												
Overall work commitments	6%																												
Geographical distribution of projects	6%																												
Attention to be given by the consultant	6%																												
PLAN OF APPROACH AND METHODOLOGY (Total Max Score is 20%)																													
Clarity, feasibility, innovativeness and comprehensiveness of the planned approach	10%																												
Quality of interpretation of project	10%																												

	<p>problems, risks and suggested solutions</p>
	<p><u>The minimum St required to pass is 75%.</u></p> <p>The attention of the Consultant is drawn to Technical Proposal Forms – Bids must adhere to the maximum number of pages outlined in Clause 10.2(b).</p>
26.1	<p>The <u>opening of Financial Proposals</u> shall be on 11 NOVEMBER 2021, 2:00PM at the OFFICE OF THE GOVERNMENT CORPORATE COUNSEL MWSS Building, Katipunan Road, Balara, Quezon City 1119</p> <p>Financial Proposals shall be opened via Zoom. Link shall be sent 30 minutes before bid opening. Those who intend to attend through videoconference shall email <u>TiMie.OGCC@gmail.com</u> their name and email addresses on or before the said date for the sending of the zoom link. Only two representatives per bidder shall be allowed to attend the opening of the financial proposal.</p>
26.2	<p>After the evaluation of quality is completed, the OGCC-BAC shall notify those Consultants whose Bids did not meet the minimum qualifying mark or were considered non-responsive to the Bidding Documents and TOR, indicating that their Financial Proposals shall be returned unopened after completing the selection process. The OGCC-BAC shall simultaneously notify the Consultants that have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals. The opening date shall not be sooner than two weeks after the notification date unless otherwise specified in ITB Clause 26.1. The notification may be sent by registered letter, facsimile, or electronic mail.</p> <p>The Financial Proposals shall be opened publicly in the presence of the Consultants’ representatives who choose to attend. The name of the Consultant, the quality scores, and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. The Procuring Entity shall prepare minutes of the public opening.</p> <p>The OGCC-BAC shall determine whether the Financial Proposals are complete, <i>i.e.</i>, whether all the documents mentioned in ITB Clause 11 are present and all items of the corresponding Technical Proposals that are required to be priced are so priced. If not, the Procuring Entity shall reject the proposal. The OGCC-BAC shall correct any computational errors, and convert prices in various currencies to the Philippine Peso at the rate indicated in ITB Clause 13. The Financial Proposal shall not exceed the ABC and shall be deemed to include the cost of all taxes, duties, fees, levies, and other charges imposed under the applicable laws. The evaluation shall include all such taxes, duties, fees, levies, and other charges imposed under the applicable laws; where special tax privileges are granted to a particular class or nationality of Consultant by virtue of</p>

	<p>the GoP's international commitments, the amount of such tax privileges shall be included in the Financial Proposal for purposes of comparative evaluation of Bids.</p> <p>The lowest Financial Proposal (Fl) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:</p> $Sf = 100 \times Fl/F$ <p>Where:</p> <p>Sf is the financial score of the Financial Proposal under consideration,</p> <p>Fl is the lowest Financial Proposal, and</p> <p>F is the Financial Proposal under consideration.</p> <p>Using the formula $S = St \times T\% + Sf \times F\%$, the Bids shall then be ranked according to their combined St and Sf using the weights (St is the technical score of the Technical Proposal under consideration; T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) indicated below:</p> <p>T = 0.8; and</p> <p>F = 0.2;</p> <p>provided that the total weights given to the Technical and Financial Proposals shall add up to 1.0.</p>
27.1	<p>The negotiations shall be done online through video conferencing via Zoom. Participating bidders must email TiMie.OGCC@gmail.com their name and email address on or before the date of negotiation for the sending of link. Only two representative per bidder shall be allowed to attend/participate in the negotiations.</p> <p>The date of negotiation is 15 NOVEMBER 2021, 1:00PM.</p>
27.2(e)	No negotiations pertaining to the Financial Proposal shall be undertaken.
28.2	No additional requirement.
31.4.6	<p>1. Notice to Proceed;</p> <p>2. Confidentiality/Non-Disclosure Agreements;</p> <p>3. Service Level Agreement; and</p> <p>4. Other contract documents that may be required by existing laws or</p>

	by the OGCC during contract implementation.
32.1	No further instructions.

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The GCC, SCC, and other documents listed therein, expressing all the rights and obligations of the parties, should be completed.

The GCC herein shall not be altered. Any changes and complementary information, which may be needed, shall be introduced only through the SCC in Section V.

TABLE OF CONTENTS

1.	DEFINITIONS	59
2.	HEADINGS.....	60
3.	LOCATION.....	60
4.	LAW GOVERNING CONTRACT AND SERVICES	60
5.	LANGUAGE	61
6.	CONSULTANTS AND AFFILIATES NOT TO ENGAGE IN CERTAIN ACTIVITIES	61
7.	AUTHORITY OF MEMBER IN CHARGE.....	61
8.	RESIDENT PROJECT MANAGER	61
9.	ENTIRE AGREEMENT.....	61
10.	MODIFICATION.....	61
11.	RELATIONSHIP OF PARTIES	62
12.	AUTHORIZED REPRESENTATIVES	62
13.	GOOD FAITH	62
14.	OPERATION OF THE CONTRACT	62
15.	NOTICES.....	62
16.	WARRANTY AS TO ELIGIBILITY.....	63
17.	CONFIDENTIALITY	63
18.	PAYMENT.....	63
19.	CURRENCY OF PAYMENT	63
20.	LIABILITY OF THE CONSULTANT	64
21.	INSURANCE TO BE TAKEN OUT BY THE CONSULTANT.....	64
22.	EFFECTIVITY OF CONTRACT.....	64
23.	COMMENCEMENT OF SERVICES.....	64
24.	EXPIRATION OF CONTRACT.....	64
25.	FORCE MAJEURE.....	64
26.	SUSPENSION	66
27.	TERMINATION BY THE PROCURING ENTITY.....	66
28.	TERMINATION BY THE CONSULTANT	67

29.	PROCEDURES FOR TERMINATION OF CONTRACTS	68
30.	CESSATION OF SERVICES	69
31.	PAYMENT UPON TERMINATION	69
32.	DISPUTES ABOUT EVENTS OF TERMINATION	69
33.	CESSATION OF RIGHTS AND OBLIGATIONS.....	69
34.	DISPUTE SETTLEMENT	69
35.	DOCUMENTS PREPARED BY THE CONSULTANT AND SOFTWARE DEVELOPED TO BE THE PROPERTY OF THE PROCURING ENTITY	70
36.	EQUIPMENT AND MATERIALS FURNISHED BY THE PROCURING ENTITY.....	70
37.	SERVICES, FACILITIES AND PROPERTY OF THE PROCURING ENTITY	70
38.	CONSULTANT’S ACTIONS REQUIRING PROCURING ENTITY’S PRIOR APPROVAL	71
39.	PERSONNEL.....	71
40.	WORKING HOURS, OVERTIME, LEAVE, ETC.	72
41.	COUNTERPART PERSONNEL	73
42.	PERFORMANCE SECURITY	73
43.	STANDARD OF PERFORMANCE	74
44.	CONSULTANT NOT TO BENEFIT FROM COMMISSIONS, DISCOUNTS, ETC.....	74
45.	PROCUREMENT BY THE CONSULTANT	74
46.	SPECIFICATIONS AND DESIGNS	75
47.	REPORTS	75
48.	ASSISTANCE BY THE PROCURING ENTITY ON GOVERNMENT REQUIREMENTS	75
49.	ACCESS TO LAND.....	76
50.	SUBCONTRACT	76
51.	ACCOUNTING, INSPECTION AND AUDITING	76
52.	CONTRACT COST	77
53.	REMUNERATION AND REIMBURSABLE EXPENDITURES	77
54.	FINAL PAYMENT	78
55.	LUMP SUM CONTRACTS	79
56.	LIQUIDATED DAMAGES FOR DELAY.....	79

1. Definitions

1.1 Unless the context otherwise requires, the following terms whenever used in this Contract have the following meanings:

- (a) “Applicable Law” means the laws and any other instruments having the force of law in the Philippines as they may be issued and enforced from time to time.
- (b) “Consultant” refers to the short listed consultant with the HRRB determined by the Procuring Entity as such in accordance with the ITB.
- (c) “Consulting Services” refer to services for Infrastructure Projects and other types of projects or activities of the Government of the Philippines (GoP) requiring adequate external technical and professional expertise that are beyond the capability and/or capacity of the Procuring Entity to undertake such as, but not limited to: (i) advisory and review services; (ii) pre-investment or feasibility studies; (iii) design; (iv) construction supervision; (v) management and related services; and (vi) other technical services or special studies.
- (d) “Contract” means the agreement signed by the Parties, to which these General Conditions of Contract (GCC) and other sections of the Bidding Documents are attached.
- (e) “Effective Date” means the date on which this Contract comes into full force and effect.
- (f) “Foreign Currency” means any currency other than the currency of the Philippines.
- (g) “Funding Source” means the entity indicated in the **SCC**.
- (h) “GCC” means these General Conditions of Contract.
- (i) “Government” means the Government of the Philippines (GoP).
- (j) “Local Currency” means the Philippine Peso (Php).
- (k) “Member,” in case the Consultant is a Joint Venture (JV) of two (2) or more entities, means any of these entities; and “Members” means all these entities.
- (l) “Party” means the Procuring Entity or the Consultant, as the case may be, and “Parties” means both of them.
- (m) “Personnel” means persons hired by the Consultant or by any Subconsultant as employees and assigned to the performance of the Services or any part thereof; “Foreign Personnel” means such persons who at the time of being so hired had their domicile outside the Government’s country; “Local Personnel” means such persons who at

the time of being so hired had their domicile inside the Philippines; and “Key Personnel” means the Personnel referred to in **GCC** Clause 39.

- (n) “Procuring Entity” refers to any branch, constitutional commission or office, agency, department, bureau, office or instrumentality of the Government, including GOCC, GFI, SUC, LGU, and autonomous regional government procuring Goods, Consulting Services, and Infrastructure Projects.
- (o) “SCC” means the Special Conditions of Contract by which the GCC may be amended or supplemented.
- (p) “Services” means the work to be performed by the Consultant pursuant to this Contract, as described in Appendix I.
- (q) “Subconsultant” means any person or entity to whom/which the Consultant subcontracts any part of the Services in accordance with the provisions of **GCC** Clause 50.
- (r) “Third Party” means any person or entity other than the Government, the Procuring Entity, the Consultant or a Subconsultant.

2. Headings

The headings shall not limit, alter or affect the meaning of this Contract.

3. Location

The Services shall be performed at such locations as are specified in Appendix I and, where the location of a particular task is not so specified, at such locations, whether in the Philippines or elsewhere, as the Procuring Entity may approve.

4. Law Governing Contract and Services

- 4.1 This Contract, its meaning and interpretation, and the relation between the Parties shall be governed by the Applicable Law.
- 4.2 The Consultant shall perform the Services in accordance with the Applicable Law and shall take all practicable steps to ensure that any Subconsultant, as well as the Personnel of the Consultant and any Subconsultant, complies with the Applicable Law. The Procuring Entity shall notify the Consultant in writing of relevant local customs, and the Consultant shall, after such notification, respect such customs.
- 4.3 If, after the date of this Contract, there is any change in the Applicable Law with respect to taxes and duties which increases or decreases the cost incurred by the Consultant in performing the Services, then the remuneration and reimbursable expenses otherwise payable to the Consultant under this Contract shall be increased or decreased on a no loss-no gain basis, and corresponding adjustments shall be made to the ceiling amounts specified in GCC Clause 52, provided that the cost is within the Approved Budget for the Contract (ABC).

5. Language

This Contract has been executed in the English language, which shall be the binding and controlling language for all matters relating to the meaning or interpretation of this Contract.

6. Consultants and Affiliates Not to Engage in Certain Activities

6.1 The Consultant agrees that, during the term of this Contract and after its termination, the Consultant and any entity affiliated with the Consultant, as well as any Subconsultant and any entity affiliated with such Subconsultant, shall be disqualified from providing goods, works, or consulting services for any project resulting from or closely related to this Contract other than the Services and any continuation thereof provided there is no current or future conflict.

6.2 The Consultant shall not engage, and shall cause their Personnel as well as their Subconsultants and their Personnel not to engage, either directly or indirectly, in any of the following activities:

- (a) during the term of this Contract, any business or professional activities in the Government's country which would conflict with the activities assigned to them under this Contract; and
- (b) after the termination of this Contract, such other activities as may be specified in the SCC.

7. Authority of Member in Charge

In case the Consultant is a JV, the Members hereby authorize the entity specified in the SCC to act on their behalf in exercising all the Consultant's rights and obligations towards the Procuring Entity under this Contract, including without limitation the receiving of instructions and payments from the Procuring Entity.

8. Resident Project Manager

If required by the SCC, the Consultant shall ensure that at all times during the Consultant's performance of the Services in the Government's country, a resident project manager, acceptable to the Procuring Entity, shall take charge of the performance of such Services.

9. Entire Agreement

This Contract, including the documents specified in Section 37.2.3 of the IRR of RA 9184, contains all covenants, stipulations and provisions agreed by the Parties. No agent or representative of either Party has authority to make any statement, representation, promise, or agreement not set forth herein of which the Parties shall not be bound by or be liable for.

10. Modification

Unless otherwise specified in the **SCC**, no modification of the terms and conditions of this Contract, including any modification of the scope of the Services shall be allowed. Pursuant to **GCC** Clause 14 hereof, however, each Party shall give due consideration to any proposal for modification made by the other Party.

11. Relationship of Parties

11.1 Nothing contained herein shall be construed as establishing a relation of employer and employee or of principal and agent as between the Procuring Entity and the Consultant. The Consultant, subject to this Contract, has complete charge of its Personnel and Subconsultants, if any, performing the Services and shall be fully responsible for the Services performed by them or on their behalf hereunder.

11.2 The Consultant shall during the performance of the Services be an independent contractor, retaining complete control over its Personnel, conforming to all statutory requirements with respect to all its employees, and providing all appropriate employee benefits.

12. Authorized Representatives

Any action required or permitted to be taken, and any document required or permitted to be executed, under this Contract by the Procuring Entity or the Consultant may be taken or executed by the officials specified in the **SCC**.

13. Good Faith

The Parties undertake to act in good faith with respect to each other's rights under this Contract and to adopt all reasonable measures to ensure the realization of the objectives of this Contract.

14. Operation of the Contract

The Parties recognize that it is impractical for this Contract to provide for every contingency which may arise during the life of this Contract, and the Parties hereby agree that it is their intention that this Contract shall operate fairly as between them, and without detriment to the interest of either of them; and that, if during the term of this Contract either Party believes that this Contract is operating unfairly, the Parties shall use their best efforts to agree on such action as may be necessary to remove the cause or causes of such unfairness, but no failure to agree on any action pursuant to this Clause shall give rise to a dispute subject to arbitration in accordance with **GCC** Clause 34 hereof.

15. Notices

15.1 Any notice, request or consent required or permitted to be given or made pursuant to this Contract shall be in writing. Any such notice, request or consent shall be deemed to have been given or made when received by the concerned party, either in person or through an authorized representative of the Party to whom the communication is addressed, or when sent by registered

mail, telex, telegram or facsimile to such Party at the address specified in the SCC.

15.2 Notice shall be deemed to be effective as specified in the SCC.

15.3 A Party may change its address for notice hereunder by giving the other Party notice of such change pursuant to the provisions listed in the SCC with respect to GCC Clause 15.2.

16. Warranty as to Eligibility

16.1 The Consultant represents, warrants, and confirms that it, as well as its Subconsultant, if any, is eligible, *i.e.*, has the legal personality to act as a consultant in accordance with Part I, Section II. Eligibility Documents issued for this project.

16.2 The Consultant shall fulfill its obligations under this Contract by using knowledge according to the best accepted professional standards. The Consultant shall exercise all reasonable skill, care and diligence in the discharge of duties agreed to be performed and shall work in the best interest of the GoP.

17. Confidentiality

Except with the prior written consent of the Procuring Entity, the Consultant and the Personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the Services, nor shall the Consultant and the Personnel make public the recommendations formulated in the course of, or as a result of, the Services. For purposes of this clause, “confidential information” means any information or knowledge acquired by the Consultant and/or its Personnel arising out of, or in connection with, the performance of the Services under this Contract that is not otherwise available to the public.

18. Payment

18.1 In consideration of the Services performed by the Consultant under this Contract, the Procuring Entity shall make to the Consultant such payments and in such manner as is provided by GCC Clause 53 of this Contract. However, the Procuring Entity may refuse to make payments when the terms and conditions of the contract are not satisfactorily performed by the Consultant.

18.2 Subject to the ceilings specified in GCC Clause 52 hereof, the Procuring Entity shall pay to the Consultant: (i) remuneration as set forth in GCC Clause 53.2; and (ii) reimbursable expenditures as set forth in GCC Clause 53.4. Said remuneration shall not be subject to price adjustment.

18.3 All payments under this Contract shall be made to the account of the Consultant specified in the SCC.

19. Currency of Payment

Unless otherwise specified in the SCC, all payments shall be made in Philippine Pesos.

20. Liability of the Consultant

Subject to additional provisions, if any, set forth in the SCC, the Consultant's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

21. Insurance to be Taken Out by the Consultant

21.1 The Consultant, at its own cost, shall be responsible for taking out or maintaining any insurance policy against any risk related to the project.

21.2 The Procuring Entity undertakes no responsibility in respect of life, health, accident, travel or any other insurance coverage for the Personnel or for the dependents of any such Personnel.

22. Effectivity of Contract

The contract effectivity date shall be the date of contract signing, provided that the effectiveness of the conditions, if any, listed in the SCC have been met.

23. Commencement of Services

The Consultant shall begin carrying out the Services starting from the effectivity date of this Contract, as mentioned in **GCC** Clause 22.

24. Expiration of Contract

Unless sooner terminated pursuant to **GCC** Clauses 27 or 28 hereof, this Contract shall terminate at the end of such time period after the effectivity date as shall be specified in the SCC.

25. Force Majeure

25.1 For purposes of this Contract the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the Consultant could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the Consultant.

25.2 The failure of a Party to fulfill any of its obligations hereunder shall not be considered to be a breach of, or default under, this Contract insofar as such inability arises from an event of force majeure, provided that the Party affected by such an event has taken all reasonable precautions, due care and reasonable alternative measures, all with the objective of carrying out the terms and conditions of this Contract.

- 25.3 Unless otherwise agreed herein, force majeure shall not include:
- (a) any event which is caused by the negligence or intentional action of a Party or such Party's Subconsultants or agents or employees;
 - (b) any event which a diligent Party could reasonably have been expected to both take into account at the time of the conclusion of this Contract and avoid or overcome in the carrying out of its obligations hereunder;
 - (c) insufficiency of funds or failure to make any payment required hereunder; or
 - (d) the Procuring Entity's failure to review, approve or reject the outputs of the Consultant beyond a reasonable time period.
- 25.4 A Party affected by an event of force majeure shall take all reasonable measures to remove such Party's inability to fulfill its obligations hereunder immediately or within a reasonable time.
- 25.5 A Party affected by an event of force majeure shall notify the other Party of such event as soon as possible, and in any event not later than fifteen (15) days following the occurrence of such event, providing evidence of the nature and cause of such event, and shall similarly give notice of the restoration of normal conditions as soon as possible.
- 25.6 The Parties shall take all reasonable measures to minimize the consequences of any event of force majeure.
- 25.7 Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a direct and proximate result of force majeure.
- 25.8 During the period of their inability to perform the Services as a direct and proximate result of an event of force majeure, the Consultant shall be entitled to continue receiving payment under the terms of this Contract as well as to be reimbursed for additional costs reasonably and necessarily incurred by it during such period for the purposes of the Services and in reactivating the Services after the end of such period, provided that such costs are still within the total contract price. However, the foregoing provision shall not apply if the Procuring Entity suspends or terminates this Contract in writing, notice thereof duly received by the Consultant, pursuant to GCC Clauses 26 and 27 hereof with the exception of the direct and proximate result of force majeure.
- 25.9 Not later than fifteen (15) days after the Consultant, as the direct and proximate result of an event of force majeure, has become unable to perform a material portion of the Services, the Parties shall consult with each other with a view to agreeing on appropriate measures considering the circumstances.
- 25.10 In the case of disagreement between the parties as to the existence, or extent of force majeure, the matter shall be submitted to arbitration in accordance with GCC Clause 34 hereof.

26. Suspension

- 26.1 The Procuring Entity shall, by written notice of suspension to the Consultant, suspend all payments to the Consultant hereunder if the Consultant fail to perform any of their obligations due to their own fault or due to force majeure or other circumstances beyond the control of either party (*e.g.* suspension of civil works being supervised by the consultant) under this Contract, including the carrying out of the Services, provided that such notice of suspension:
- (a) shall specify the nature of the failure; and
 - (b) shall request the Consultant to remedy such failure within a period not exceeding thirty (30) days after receipt by the Consultant of such notice of suspension.
- 26.2 The Consultant may, without prejudice to its right to terminate this Contract pursuant to **GCC** Clause 28, by written notice of suspension, suspend the Services if the Procuring Entity fails to perform any of its obligations which are critical to the delivery of the Consultant's services such as, non-payment of any money due the Consultant within forty-five (45) days after receiving notice from the Consultant that such payment is overdue.

27. Termination by the Procuring Entity

- 27.1 The Procuring Entity shall terminate this Contract when any of the following conditions attends its implementation:
- (a) Outside of force majeure, the Consultant fails to deliver or perform the Outputs and Deliverables within the period(s) specified in the Contract, or within any extension thereof granted by the Procuring Entity pursuant to a request made by the Consultant prior to the delay;
 - (b) As a result of force majeure, the Consultant is unable to deliver or perform a material portion of the Outputs and Deliverables for a period of not less than sixty (60) calendar days after the Consultant's receipt of the notice from the Procuring Entity stating that the circumstance of force majeure is deemed to have ceased;
 - (c) In whole or in part, at any time for its convenience, the HoPE may terminate the Contract for its convenience if he has determined the existence of conditions that make Project Implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event(s) or changes in law and National Government policies;
 - (d) If the Consultant is declared bankrupt or insolvent as determined with finality by a court of competent jurisdiction; in which event, termination will be without compensation to the Consultant, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the Procuring Entity and/or the Consultant;

- (e) In case it is determined prima facie that the Consultant has engaged, before or during the implementation of this Contract, in unlawful deeds and behaviors relative to contract acquisition and implementation, such as, but not limited to, the following: corrupt, fraudulent, collusive, coercive, and obstructive practices; drawing up or using forged documents; using adulterated materials, means or methods, or engaging in production contrary to rules of science or the trade; and any other act analogous to the foregoing. For purposes of this clause, corrupt, fraudulent, collusive, coercive, and obstructive practices shall have the same meaning as that provided in **ITB** Clause 3.1(a):
- (f) The Consultant fails to remedy a failure in the performance of their obligations hereunder, as specified in a notice of suspension pursuant to GCC Clause 15.2 hereinabove, within thirty (30) days of receipt of such notice of suspension or within such further period as the Procuring Entity may have subsequently approved in writing;
- (g) The Consultant's failure to comply with any final decision reached as a result of arbitration proceedings pursuant to GCC Clause 34 hereof; or
- (h) The Consultant fails to perform any other obligation under the Contract.

27.2 In case of termination, written notice shall be understood to mean fifteen (15) days for short term contracts, *i.e.*, four (4) months or less, and thirty (30) days for long term contracts.

28. Termination by the Consultant

The Consultant must serve a written notice to the Procuring Entity of its intention to terminate this Contract at least thirty (30) calendar days before its intended termination. This Contract is deemed terminated if no action has been taken by the Procuring Entity with regard to such written notice within thirty (30) calendar days after the receipt thereof by the Procuring Entity. The Consultant may terminate this Contract through any of the following events:

- (a) The Procuring Entity is in material breach of its obligations pursuant to this Contract and has not remedied the same within sixty (60) calendar days following its receipt of the Consultant's notice specifying such breach;
- (b) The Procuring Entity's failure to comply with any final decision reached as a result of arbitration pursuant to **GCC** Clause 34 hereof
- (c) As the direct and proximate result of force majeure, the Consultant is unable to perform a material portion of the Services for a period of not less than sixty (60) days; or
- (d) The Procuring Entity fails to pay any money due to the Consultant pursuant to this Contract and not subject to dispute pursuant to **GCC** Clause 32 hereof within eighty-four (84) days after receiving written notice from the Consultant that such payment is overdue.

29. Procedures for Termination of Contracts

The following provisions shall govern the procedures for the termination of this Contract:

- (a) Upon receipt of a written report of acts or causes which may constitute ground(s) for termination as aforementioned, or upon its own initiative, the Procuring Entity shall, within a period of seven (7) calendar days, verify the existence of such ground(s) and cause the execution of a Verified Report, with all relevant evidence attached;
- (b) Upon recommendation by the Procuring Entity, the HoPE shall terminate this Contract only by a written notice to the Consultant conveying such termination. The notice shall state:
 - (i) that the contract is being terminated for any of the ground(s) aforementioned, and a statement of the acts that constitute the ground(s) constituting the same;
 - (ii) the extent of termination, whether in whole or in part;
 - (iii) an instruction to the Consultant to show cause as to why the contract should not be terminated; and
 - (iv) special instructions of the Procuring Entity, if any.

The Notice to Terminate shall be accompanied by a copy of the Verified Report;

- (c) Within a period of seven (7) calendar days from receipt of the Notice of Termination, the Consultant shall submit to the HoPE a verified position paper stating why this Contract should not be terminated. If the Consultant fails to show cause after the lapse of the seven (7) day period, either by inaction or by default, the HoPE shall issue an order terminating this Contract;
- (d) The Procuring Entity may, at anytime before receipt of the Consultant's verified position paper to withdraw the Notice to Terminate if it is determined that certain services subject of the notice had been completed or performed before the Consultant's receipt of the notice;
- (e) Within a non-extendible period of ten (10) calendar days from receipt of the verified position paper, the HoPE shall decide whether or not to terminate this Contract. It shall serve a written notice to the Consultant of its decision and, unless otherwise provided, this Contract is deemed terminated from receipt of the Consultant of the notice of decision. The termination shall only be based on the ground(s) stated in the Notice to Terminate; and
- (f) The HoPE may create a Contract Termination Review Committee (CTRC) to assist him in the discharge of this function. All decisions recommended by the CTRC shall be subject to the approval of the HoPE.

30. Cessation of Services

Upon termination of this Contract by notice of either Party to the other pursuant to **GCC** Clauses 27 or 28 hereof, the Consultant shall, immediately upon dispatch or receipt of such notice, take all necessary steps to bring the Services to a close in a prompt and orderly manner and shall make every reasonable effort to keep expenditures for this purpose to a minimum. With respect to documents prepared by the Consultant and equipment and materials furnished by the Procuring Entity, the Consultant shall proceed as provided, respectively, by **GCC** Clauses 35 or 36 hereof.

31. Payment Upon Termination

Upon termination of this Contract pursuant to **GCC** Clauses 27 or 28 hereof, the Procuring Entity shall make the following payments to the Consultant:

- (a) remuneration pursuant to **GCC** Clause 53 hereof for Services satisfactorily performed prior to the effective date of termination;
- (b) reimbursable expenditures pursuant to **GCC** Clause 53 hereof for expenditures actually incurred prior to the effective date of termination; and
- (c) in the case of termination pursuant to **GCC** Clause 27(b) hereof, reimbursement of any reasonable cost incident to the prompt and orderly termination of this Contract including the cost of the return travel of the Personnel and their eligible dependents.

32. Disputes about Events of Termination

If either Party disputes whether an event specified in **GCC** Clause 27.1 or in **GCC** Clause 28 hereof has occurred, such Party may refer the matter to arbitration pursuant to **GCC** Clause 34 hereof, and this Contract shall not be terminated on account of such event except in accordance with the terms of any resulting arbitral award.

33. Cessation of Rights and Obligations

Upon termination of this Contract pursuant to **GCC** Clauses 27 or 28 hereof, or upon expiration of this Contract pursuant to **GCC** Clause 24, all rights and obligations of the Parties hereunder shall cease, except:

- (a) such rights and obligations as may have accrued on the date of termination or expiration;
- (b) the obligation of confidentiality set forth in **GCC** Clause 17 hereof; and
- (c) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in **GCC** Clauses 51(b) and 51(c) hereof, any right which a Party may have under the Applicable Law.

34. Dispute Settlement

- 34.1 If any dispute or difference of any kind whatsoever shall arise between the Parties in connection with the implementation of this Contract, the Parties shall make every effort to resolve amicably such dispute or difference by mutual consultation.
- 34.2 Any and all disputes arising from the implementation of this Contract shall be submitted to arbitration in accordance with the rules of procedure specified in the SCC.

35. Documents Prepared by the Consultant and Software Developed to be the Property of the Procuring Entity

- 35.1 All plans, drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract shall become and remain the property of the Procuring Entity, and the Consultant shall, prior to termination or expiration of this Contract, deliver all such documents to the Procuring Entity, together with a detailed inventory thereof. The Consultant may retain a copy of such documents and software. The plans, drawings, specifications, designs, reports, other documents and software, including restrictions on future use of such documents and software, if any, shall be specified in the SCC.
- 35.2 All computer programs developed by the Consultant under this Contract shall be the sole and exclusive property of the Procuring Entity; provided, however, that the Consultant may use such programs for its own use with prior written approval of the Procuring Entity. If license agreements are necessary or appropriate between the Consultant and third parties for purposes of development of any such computer programs, the Consultant shall obtain the Procuring Entity's prior written approval to such agreements. In such cases, the Procuring Entity shall be entitled at its discretion to require recovering the expenses related to the development of the program(s) concerned.

36. Equipment and Materials Furnished by the Procuring Entity

Equipment and materials made available to the Consultant by the Procuring Entity, or purchased by the Consultant with funds provided by the Procuring Entity, shall be the property of the Procuring Entity and shall be marked accordingly. Upon termination or expiration of this Contract, the Consultant shall make available to the Procuring Entity an inventory of such equipment and materials and shall dispose of such equipment and materials in accordance with the Procuring Entity's instructions. While in possession of such equipment and materials, the Consultant, unless otherwise instructed by the Procuring Entity in writing, shall insure it at the expense of the Procuring Entity in an amount equal to their full replacement value.

37. Services, Facilities and Property of the Procuring Entity

The Procuring Entity shall make available to the Consultant and the Personnel, for the purposes of the Services and free of any charge, the services, facilities and property described in Appendix V at the terms and in the manner specified in said appendix,

provided that if such services, facilities and property shall not be made available to the Consultant as and when so specified, the Parties shall agree on:

- (a) any time extension that it may be appropriate to grant to the Consultant for the performance of the Services;
- (b) the manner in which the Consultant shall procure any such services, facilities and property from other sources; and
- (c) the additional payments, if any, to be made to the Consultant as a result thereof pursuant to **GCC** Clause 52 hereinafter which should be within the agreed contract ceiling.

38. Consultant's Actions Requiring Procuring Entity's Prior Approval

The Consultant shall obtain the Procuring Entity's prior approval in writing before taking any of the following actions:

- (a) appointing such members of the Personnel as are listed in Appendix III merely by title but not by name;
- (b) entering into a subcontract for the performance of any part of the Services, it being understood that:
 - (i) the selection of the Subconsultant and the terms and conditions of the subcontract shall have been approved in writing by the Procuring Entity prior to the execution of the subcontract; and
 - (ii) the Consultant shall remain fully liable for the performance of the Services by the Subconsultant and its Personnel pursuant to this Contract;
- (c) replacement, during the performance of the contract for any reason, of any Personnel as listed in Appendix III of this Contract requiring the Procuring Entity's prior approval; and
- (d) any other action that may be specified in the **SCC**.

39. Personnel

- 39.1 The Consultant shall employ and provide such qualified and experienced Personnel and Subconsultants as are required to carry out the Services.
- 39.2 The title, agreed job description, minimum qualification and estimated period of engagement in the carrying out of the Services of each of the Consultant's Key Personnel are described in Appendix III.
- 39.3 The Key Personnel and Subconsultants listed by title as well as by name in Appendix III are hereby approved by the Procuring Entity. In respect of other Key Personnel which the Consultant proposes to use in the carrying out of the Services, the Consultant shall submit to the Procuring Entity for review and approval a copy of their biographical data and, in the case of Key Personnel to

be assigned within the GoP, a copy of a satisfactory medical certificate attached as part of Appendix III. If the Procuring Entity does not object in writing; or if it objects in writing but fails to state the reasons for such objection, within twenty-one (21) calendar days from the date of receipt of such biographical data and, if applicable, such certificate, the Key Personnel concerned shall be deemed to have been approved by the Procuring Entity.

- 39.4 The Procuring Entity may request the Consultants to perform additional services not covered by the original scope of work but are determined by the Procuring Entity to be critical for the satisfactory completion of the Services, subject to **GCC** Clause 55.6.
- 39.5 No changes shall be made in the Key Personnel, except for justifiable reasons as may be determined by the Procuring Entity, as indicated in the **SCC**, and only upon prior approval of the Procuring Entity. If it becomes justifiable and necessary to replace any of the Personnel, the Consultant shall forthwith provide as a replacement a person of equivalent or better qualifications. If the Consultant introduces changes in Key Personnel for reasons other than those mentioned in the **SCC**, the Consultant shall be liable for the imposition of damages as described in the **SCC**.
- 39.6 Any of the Personnel provided as a replacement under **GCC** Clauses 39.5 and 39.7, the rate of remuneration applicable to such person as well as any reimbursable expenditures the Consultant may wish to claim as a result of such replacement, shall be subject to the prior written approval by the Procuring Entity. Except as the Procuring Entity may otherwise agree, the Consultant shall bear all additional travel and other costs arising out of or incidental to any removal and/or replacement, and the remuneration to be paid for any of the Personnel provided as a replacement shall not exceed the remuneration which would have been payable to the Personnel replaced.
- 39.7 If the Procuring Entity finds that any of the Personnel has committed serious misconduct or has been charged with having committed a criminal action as defined in the Applicable Law, or has reasonable cause to be dissatisfied with the performance of any of the Personnel, then the Consultant shall, at the Procuring Entity's written request specifying the grounds therefore, forthwith provide as a replacement a person with qualifications and experience acceptable to the Procuring Entity.

40. Working Hours, Overtime, Leave, etc.

- 40.1 Working hours and holidays for Key Personnel are set forth in Appendix III. Any travel time prior to and after contract implementation shall not be considered as part of the working hours.
- 40.2 The Key Personnel shall not be entitled to claim payment for overtime work, sick leave, or vacation leave from the Procuring Entity since these items are already covered by the Consultant's remuneration. All leaves to be allowed to the Personnel are included in the staff-months of service set forth in Appendix III. Taking of leave by any Personnel should not delay the progress and adequate supervision of the Services.

- 40.3 If required to comply with the provisions of **GCC** Clause 43.1 hereof, adjustments with respect to the estimated periods of engagement of Key Personnel set forth in Appendix III may be made by the Consultant by prior written notice to the Procuring Entity, provided that:
- (a) such adjustments shall not alter the originally estimated period of engagement of any individual by more than ten percent (10%); and
 - (b) the aggregate of such adjustments shall not cause payments under this Contract to exceed the ceilings set forth in **GCC** Clause 52.1 of this Contract. Any other such adjustments shall only be made with the Procuring Entity's prior written approval.

41. Counterpart Personnel

- 41.1 If so provided in Appendix III hereto, the Procuring Entity shall make available to the Consultant, as and when provided in such Appendix III, and free of charge, such Counterpart Personnel to be selected by the Procuring Entity, with the Consultant's advice, as shall be specified in such Appendix III. Counterpart Personnel shall work with the Consultant. If any member of the Counterpart Personnel fails to perform adequately any work assigned to such member by the Consultant which is consistent with the position occupied by such member, the Consultant may request the replacement of such member, and the Procuring Entity shall not unreasonably refuse to act upon such request.
- 41.2 The responsibilities of the Counterpart Personnel shall be specified in Appendix III, attached hereto, and the Counterpart Personnel shall not perform any work beyond the said responsibilities.
- 41.3 If Counterpart Personnel are not provided by the Procuring Entity to the Consultant as and when specified in Appendix III, and or if the Counterpart Personnel lack the necessary training, experience or authority to effectively undertake their responsibilities, the Procuring Entity and the Consultant shall agree on how the affected part of the Services shall be carried out, and the additional payments, if any, to be made by the Procuring Entity to the Consultant as a result thereof pursuant to **GCC** Clause 52 hereof.

42. Performance Security

- 42.1 Unless otherwise specified in the **SCC**, within ten (10) calendar days from receipt of the Notice of Award from the Procuring Entity but in no case later than the signing of the contract by both parties, the Consultant shall furnish the performance security in any the forms prescribed in the **ITB** Clause 32.2.
- 42.2 The performance security posted in favor of the Procuring Entity shall be forfeited in the event it is established that the Consultant is in default in any of its obligations under the contract.
- 42.3 The performance security shall remain valid until issuance by the Procuring Entity of the Certificate of Final Acceptance.

42.4 The performance security may be released by the Procuring Entity and returned to the Consultant after the issuance of the Certificate of Final Acceptance subject to the following conditions:

- (a) There are no pending claims against the Consultant or the surety company filed by the Procuring Entity;
- (b) The Consultant has no pending claims for labor and materials filed against it; and
- (c) Other terms specified in the SCC.

42.5 In case of a reduction of the contract value, the Procuring Entity shall allow a proportional reduction in the original performance security, provided that any such reduction is more than ten percent (10%) and that the aggregate of such reductions is not more than fifty percent (50%) of the original performance security.

43. Standard of Performance

43.1 The Consultant shall perform the Services and carry out their obligations hereunder with all due diligence, efficiency and economy, in accordance with generally accepted professional techniques and practices, and shall observe sound management practices, and employ appropriate advanced technology and safe and effective equipment, machinery, materials and methods.

43.2 The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful advisers to the Procuring Entity, and shall at all times support and safeguard the Procuring Entity's legitimate interests in any dealings with Subconsultants or third parties.

43.3 The Consultant shall furnish to the Procuring Entity such information related to the Services as the Procuring Entity may from time to time reasonably request.

43.4 The Consultant shall at all times cooperate and coordinate with the Procuring Entity with respect to the carrying out of its obligations under this Contract.

44. Consultant Not to Benefit from Commissions, Discounts, etc.

The remuneration of the Consultant pursuant to GCC Clause 53 hereof shall constitute the Consultant's sole remuneration in connection with this Contract or the Services and, subject to GCC Clause 45 hereof, the Consultant shall not accept for their own benefit any trade commission, discount or similar payment in connection with activities pursuant to this Contract or to the Services or in the discharge of their obligations hereunder, and the Consultant shall use its best efforts to ensure that any Subconsultants, as well as the Personnel and agents of either of them, similarly shall not receive any such additional remuneration.

45. Procurement by the Consultant

If the Consultant, as part of the Services, has the responsibility of advising or procuring goods, works or services, for the Procuring Entity, the Consultant shall comply with any applicable procurement guidelines of the Funding Source, and shall at all times exercise such responsibility in the best interest of the Procuring Entity. Any discounts or advantages obtained by the Consultant in the exercise of such procurement responsibility shall be for the benefit of the Procuring Entity.

46. Specifications and Designs

- 46.1 The Consultant shall prepare all specifications and designs using the metric system and shall embody the best design criteria applicable to Philippine conditions. The Consultant shall specify standards which are accepted and well-known among industrial nations.
- 46.2 The Consultant shall ensure that the specifications and designs and all documentation relating to procurement of goods and services for this Contract are prepared on an impartial basis so as to promote national and international competitive bidding.

47. Reports

The Consultant shall submit to the Procuring Entity the reports, deliverables and documents in English, in the form, in the numbers, and within the time periods set forth in Appendix II.

48. Assistance by the Procuring Entity on Government Requirements

- 48.1 The Procuring Entity may assist the Consultant, Subconsultants, and Personnel in the payment of such taxes, duties, fees and other impositions as may be levied under the Applicable Law by providing information on the preparation of necessary documents for payment thereof.
- 48.2 The Procuring Entity shall use its best efforts to ensure that the Government shall:
 - (a) provide the Consultant, Subconsultants, and Personnel with work permits and such other documents as shall be necessary to enable the Consultant, Subconsultants, or Personnel to perform the Services;
 - (b) arrange for the foreign Personnel and, if appropriate, their eligible dependents to be provided promptly with all necessary entry and exit visas, residence permits, and any other documents required for their stay in the Philippines for the duration of the Contract;
 - (c) facilitate prompt clearance through customs of any property required for the Services and of the necessary personal effects of the foreign Personnel and their eligible dependents;
 - (d) issue to officials, agents and representatives of the Government all such instructions as may be necessary or appropriate for the prompt and effective implementation of the Services; and

- (e) grant to foreign Consultant, any foreign Subconsultant and the Personnel of either of them the privilege, pursuant to the Applicable Law, of bringing into the Government's country reasonable amounts of foreign currency for purposes of the Services or for the personal use of the foreign Personnel and their dependents.

49. Access to Land

The Procuring Entity warrants that the Consultant shall have, free of charge, unimpeded access to all lands in the Philippines in respect of which access is required for the performance of the Services. The Procuring Entity shall be responsible for any damage to such land or any property thereon resulting from such access and shall indemnify the Consultant and each of the Personnel in respect of liability for any such damage, unless such damage is caused by the default or negligence of the Consultant or any Subconsultant or the Personnel of either of them.

50. Subcontract

- 50.1 Subcontracting of any portion of the Consulting Services, if allowed in the **BDS**, does not relieve the Consultant of any liability or obligation under this Contract. The Consultant will be responsible for the acts, defaults, and negligence of any subconsultant, its agents, servants or workmen as fully as if these were the Consultant's own acts, defaults, or negligence, or those of its agents, servants or workmen.
- 50.2 Subconsultants disclosed and identified during the bidding may be changed during the implementation of this Contract, subject to compliance with the required qualifications and the approval of the Procuring Entity.

51. Accounting, Inspection and Auditing

- 51.1 The Consultant shall:
 - (a) keep accurate and systematic accounts and records in respect of the Services hereunder, in accordance with internationally accepted accounting principles and in such form and detail as shall clearly identify all relevant time changes and costs, and the bases thereof;
 - (b) permit the Procuring Entity or its designated representative and or the designated representative of the Funding Source at least once for short-term Contracts, and annually in the case of long-term Contracts, and up to one year from the expiration or termination of this Contract, to inspect the same and make copies thereof as well as to have them audited by auditors appointed by the Procuring Entity; and
 - (c) permit the Funding Source to inspect the Consultant's accounts and records relating to the performance of the Consultant and to have them audited by auditors approved by the Funding Source, if so required.
- 51.2 The basic purpose of this audit is to verify payments under this Contract and, in this process, to also verify representations made by the Consultant in

relation to this Contract. The Consultant shall cooperate with and assist the Procuring Entity and its authorized representatives in making such audit. In the event the audit discloses that the Consultant has overcharged the Procuring Entity, the Consultant shall immediately reimburse the Procuring Entity an amount equivalent to the amount overpaid. If overpayment is a result of the Consultant having been engaged in what the Procuring Entity (or, as the case may be, the Funding Source) determines to constitute corrupt, fraudulent, or coercive practices, as defined in **GCC** Clause 27(e) and under the Applicable Law, the Procuring Entity shall, unless the Procuring Entity decides otherwise, terminate this Contract.

- 51.3 The determination that the Consultant has engaged in corrupt, fraudulent, coercive practices shall result in the Procuring Entity and/or the Funding Source seeking the imposition of the maximum administrative, civil and criminal penalties up to and in including imprisonment.

52. Contract Cost

- 52.1 Except as may be otherwise agreed under **GCC** Clause 10, payments under this Contract shall not exceed the ceiling specified in the **SCC**. The Consultant shall notify the Procuring Entity as soon as cumulative charges incurred for the Services have reached eighty percent (80%) of this ceiling.
- 52.2 Unless otherwise specified in the **SCC**, the cost of the Services shall be payable in Philippine Pesos and shall be set forth in the Appendix IV attached to this Contract.

53. Remuneration and Reimbursable Expenditures

- 53.1 Payments of Services do not relieve the Consultant of any obligation hereunder.
- 53.2 Remuneration for the Personnel shall be determined on the basis of time actually spent by such Personnel in the performance of the Services including other additional factors indicated in the **SCC** after the date determined in accordance with **GCC** Clause 22, or such other date as the Parties shall agree in writing, including time for necessary travel via the most direct route, at the rates referred to, and subject to such additional provisions as are set forth, in the **SCC**.
- 53.3 Remuneration for periods of less than one month shall be calculated on an hourly basis for time spent in home office (the total of 176 hours per month shall apply) and on a calendar-day basis for time spent away from home office (1 day being equivalent to 1/30th of a month).
- 53.4 Reimbursable expenditures actually and reasonably incurred by the Consultants in the performance of the Services are provided in the **SCC**.
- 53.5 Billings and payments in respect of the Services shall be made as follows:

- (a) The Procuring Entity shall cause to be paid to the Consultant an advance payment as specified in the **SCC**, and as otherwise set forth below. The advance payment shall be due after the Consultant provides an irrevocable standby letter of credit in favor of the Procuring Entity issued by an entity acceptable to the Procuring Entity in accordance with the requirements provided in the **SCC**.
- (b) As soon as practicable and not later than fifteen (15) days after the end of each calendar month during the period of the Services, the Consultant shall submit to the Procuring Entity, in duplicate, itemized statements, accompanied by copies of receipted invoices, vouchers and other appropriate supporting materials, of the amounts payable pursuant to **GCC** Clauses 52.1 and 53 for such month. Separate monthly statements shall be submitted in respect of amounts payable in foreign currency and in local currency. Each separate monthly statement shall distinguish that portion of the total eligible costs which pertains to remuneration from that portion which pertains to reimbursable expenditures.
- (c) The Procuring Entity shall cause the payment of the Consultant's monthly statements within sixty (60) days after the receipt by the Procuring Entity of such statements with supporting documents. Only such portion of a monthly statement that is not satisfactorily supported may be withheld from payment. Should any discrepancy be found to exist between actual payment and costs authorized to be incurred by the Consultant, the Procuring Entity may add or subtract the difference from any subsequent payments. Interest shall be paid for delayed payments following the rate provided in the **SCC**.

54. Final Payment

- 54.1 The final payment shall be made only after the final report and a final statement, identified as such, shall have been submitted by the Consultant and approved as satisfactory by the Procuring Entity. The Services shall be deemed completed and finally accepted by the Procuring Entity and the final report and final statement shall be deemed approved by the Procuring Entity as satisfactory ninety (90) calendar days after receipt of the final report and final statement by the Procuring Entity unless the Procuring Entity, within such ninety (90)-day period, gives written notice to the Consultant specifying in detail deficiencies in the Services, the final report or final statement. The Consultant shall thereupon promptly make any necessary corrections within a maximum period of ninety (90) calendar days, and upon completion of such corrections, the foregoing process shall be repeated.
- 54.2 Any amount which the Procuring Entity has paid or caused to be paid in accordance with this clause in excess of the amounts actually payable in accordance with the provisions of this Contract shall be reimbursed by the Consultant to the Procuring Entity within thirty (30) days after receipt by the Consultant of notice thereof. Any such claim by the Procuring Entity for reimbursement must be made within twelve (12) calendar months after receipt

by the Procuring Entity of a final report and a final statement approved by the Procuring Entity in accordance with the above.

55. Lump Sum Contracts

- 55.1 For Lump Sum Contracts when applicable, notwithstanding the terms of **GCC** Clauses 10, 18.1, 31(c), 41.3, 53.2, 53.3, 53.4, 53.5, and 54.1, the provisions contained hereunder shall apply.
- 55.2 Personnel - Any replacement approved by the Procuring Entity in accordance with **ITB** Clause 27.3 shall be provided by the Consultant at no additional cost.
- 55.3 Staffing Schedule - Should the rate of progress of the Services, or any part hereof, be at any time in the opinion of the Procuring Entity too slow to ensure that the Services are completed in accordance with the Staffing Schedule, the Procuring Entity shall so notify the Consultant in writing and the Consultant shall at its sole cost and expense, thereupon take such steps as necessary, subject to the Procuring Entity's approval, or as reasonably required by the Procuring Entity, to expedite progress so as to ensure that the Services are completed in accordance with the Staffing Schedule.
- 55.4 Final payment pursuant to the Payment Schedule in Appendices IV and V shall be made by the Procuring Entity after the final report has been submitted by the Consultant and approved by the Procuring Entity.
- 55.5 Termination - Upon the receipt or giving of any notice referred to in **GCC** Clause 29 and if the Consultant is not in default under this Contract and has partly or substantially performed its obligation under this Contract up to the date of termination and has taken immediate steps to bring the Services to a close in prompt and orderly manner, there shall be an equitable reduction in the maximum amount payable under this Contract to reflect the reduction in the Services, provided that in no event shall the Consultant receive less than his actual costs up to the effective date of the termination, plus a reasonable allowance for overhead and profit.
- 55.6 Unless otherwise provided in the **SCC**, no additional payment for variation order, if any, shall be allowed for this Contract.

56. Liquidated Damages for Delay

If the Consultant fails to deliver any or all of the Services within the period(s) specified in this Contract, the Procuring Entity shall, without prejudice to its other remedies under this Contract and under the Applicable Law, deduct from the contract price, as liquidated damages, a sum equivalent to one-tenth of one percent of the price of the unperformed portion of the Services for each day of delay based on the approved contract schedule up to a maximum deduction of ten percent (10%) of the contract price. Once the maximum is reached, the Procuring Entity may consider termination of this Contract pursuant to **GCC** Clause 27.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS in Section III, the Clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC.

The provisions of Section V complement the GCC included in Section IV, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Services purchased. In preparing Section V, the following aspects should be checked:

- (a) Information that complements provisions of Section IV must be incorporated.
- (b) Amendments and/or supplements to provisions of Section IV, as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of Section IV should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1.1(g)	<p>The Funding Source is:</p> <p>The Government of the Philippines (GoP)</p>
6.2(b)	<p>For a period of two years after the expiration of this Contract, the Consultant shall not engage, and shall cause its Personnel as well as their Subconsultants and its Personnel not to engage, in the activity of a purchaser (directly or indirectly) of the assets on which they advised the Procuring Entity under this Contract nor in the activity of an adviser (directly or indirectly) of potential purchasers of such assets. The Consultant also agree that their affiliates shall be disqualified for the same period of time from engaging in the said activities.</p>
7	<p>The Member in Charge is <i>[name of member, address, and other necessary contact information]</i>.</p> <p>_____</p> <p>_____</p> <p>_____</p>
8	Not Applicable.
10	No further instructions.
12	<p>The Authorized Representatives are as follows:</p> <p>For the Procuring Entity:</p> <p>ELPIDIO J. VEGA <i>Government Corporate Counsel, Head of the Procuring Entity</i> OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</p> <p>For the Consultant: _____</p>
15.1	<p>The addresses are:</p> <p>Procuring Entity: OFFICE OF THE GOVERNMENT CORPORATE COUNSEL</p> <p>Attention: AGCC DOMINADOR R. ISIDORO, JR., BAC Chairperson</p> <p>Address: MWSS Building, Katipunan Road, Balara, Quezon City, 1119 Metro Manila</p> <p>Facsimile:</p>

	<p>Email Address: <u>TiMie.OGCC@gmail.com</u></p> <p>Consultants: _____ <i>[insert name of the Consultant]</i></p> <p>Attention: _____ <i>[insert name of the Consultant's authorized representative]</i></p> <p>Address: _____</p> <p>Facsimile: _____</p> <p>Email Address: _____</p>
15.2	<p>Notice shall be deemed to be effective as follows:</p> <p>(a) in the case of personal delivery or registered mail, on delivery;</p> <p>(b) in the case of facsimiles, within twelve (12) hours following confirmed transmission; or</p> <p>(c) in the case of telegrams, within twelve (12) hours following confirmed transmission.</p>
18.3	<p><i>State here Consultant's account where payment may be made.</i></p> <p>_____</p>
19	No further instructions.
20	No additional provision.
22	<p>The effectiveness conditions are the following:</p> <p>1. Approval of the Contract by the Head of the Procuring Entity; and</p> <p>2. Consultant's receipt of the Notice to Proceed.</p>
24	The time period shall be six (6) months or such other time period as the parties may agree in writing.
34.2	Any and all disputes arising from the implementation of this contract shall be submitted to arbitration in the Philippines according to the provisions of Republic Acts 876 and 9285, as required in Section 59 of the IRR of RA 9184.
35.1	The drawings, specifications, designs, reports, other documents and software prepared by the Consultant for the Procuring Entity under this Contract that shall become and remain the property of the OGCC. The Consultant agrees to deliver all these materials to the OGCC upon completion of this contract. The Consultant shall not be allowed to retain a copy of such data/material.

38.1(d)	<p>The Consultant's actions requiring the Procuring Entity's prior approval are</p> <p><i>Please refer to the Terms of Reference</i></p>
39.5	<p>The Consultant may change its Key Personnel only for justifiable reasons as may be determined by the Procuring Entity, such as death, serious illness, incapacity of an individual Consultant, resignation, among others, or until after fifty percent (50%) of the Personnel's man-months have been served.</p> <p>Violators will be fined an amount equal to the refund of the replaced Personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.</p>
42.1	No further instructions.
42.4(c)	No further instructions.
52.1	The total ceiling amount in Philippine Pesos is <i>[insert amount of offered bid price]</i> _____.
52.2	No further instructions.
53.2	No additional instructions.
53.4	No further instructions.
53.5(a)	No advance payment is allowed.
(c)	The interest rate is: zero (0).
55.6	No further instructions.

Section VI. Terms of Reference

CONSULTING SERVICES FOR THE DESIGN, DEVELOPMENT, INSTALLATION AND DEPLOYMENT OF THE DOCUMENT MANAGEMENT INFORMATION SYSTEM FOR THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

I. BRIEF DESCRIPTION OF THE PROJECT/GENERAL OBJECTIVES

Due to Covid-19 pandemic, there is a need for an integrated document management information system (DMIS) to help the Office of the Government Corporate Counsel (OGCC) improve its workflow, simplify the manner by which work is assigned, cases are managed and tracked, and documents and files are organized, among others.

The DMIS should be customized to integrate the workflow and processes of the OGCC. The DMIS should enhance the following system and procedures of the OGCC on the following:

- a. Process of Filing of Cases in Courts and Quasi-Judicial Bodies;
- b. Receiving of Documents;
- c. Document Dispatch;
- d. Assignment of Cases, Contract Reviews, and Legal Opinion;
- e. Tracking of workload;
- f. Case/Assignment status; and
- g. Generation of reports in compliance with the required Major Final Output (MFO) of the OGCC and additional data needed during the annual budget deliberations.

The DMIS is envisioned to aid OGCC in the performance of its mandate and is envisioned to address the following issues, among others:

PROBLEM	PROPOSED SOLUTION
Tracking of workload of lawyers and teams	Case Management and Tracking
Deadlines, Filing, and Court Hearings	Scheduling & Calendaring
Receiving of documents and dispatching	Docket Management
Reports	Generation of Report by the system

The OGCC-DMIS should contain the following features:

- Secure cloud-based platform
- Document tracking and management

- Workflow and scheduling capabilities
- Stringent security features
- Configurable and flexible
- Easy to use
- Centralized database
- Role-based access
- Email monitoring and management

II. FUND SOURCE AND APPROVED BUDGET FOR THE CONTRACT

The total budget allocated for the DMIS is **FIVE MILLION PESOS (PhP5,000,000.00)**, inclusive of hardware, installations, licenses, trainings, knowledge transfer, VAT and other government taxes.

The fund for this project shall be sourced from FY 2020 and 2021 General Appropriations Act.

This consulting contract shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to the Government.

III. SYSTEM REQUIREMENTS AND SPECIFICATIONS

The functionalities herein stated are the bare minimum requirements of the system and may be changed subject to the determination of the Consultant and the End-Users during the development stage.

Technical Features of the DMIS

- A. Workflow Management System** – The DMIS should cover integration of the process of the OGCC and follow the R-to-R process from receiving requests, processing, review, approval until release.
- B. Document Management System** – paperless system, seamless routing, storing, retrieving and archiving. Status of contract review, legal opinion and pleadings are tracked. Case/Workload of lawyers and administrative staff and personnel are monitored. The system should be able to monitor/track all activities and statuses from all stages of the request cycle.
- C. System and Document Security** – compliant with confidentiality requirements. Password protected.
- D. Reports Generation** – can generate reports needed by the Office. The System should be able to generate summary reports.
- E. Extensible and Scalable** – The system must meet the immediate needs of the OGCC, but also be able to meet OGCC's future needs. Thus, the system should be extensible such that it can be upgraded to meet the future requirements and workflows of OGCC.

The system should likewise be scalable to accommodate increasing caseloads and use volumes. Also, the system should be flexible to accommodate any change in the workflow.

Trainings

The Consultant will provide training to ensure IT capability and competence to ensure seamless usage of the system. The Consultant shall provide all documentation of technical and user manual of procedures, operation and maintenance. The training shall be based on the access levels of the officials and personnel (Top-Level Management, Lawyers and Administrative Staff, Records Section).

Scope of Work

All platforms, licenses, subscriptions, database, content, manuals, surveys, references, etc. developed or acquired in relation to this Contract shall be turned over to OGCC at the conclusion of the undertaking.

1. User Requirement Assessment

The Consultant:

- a. Should have an extensive background in project development and management with familiarity with the project activities through project documentation, field visits, and discussions with different stakeholders.
- b. Shall determine detailed user requirements for the Information System based on business requirements of OGCC at various levels including:
 - Determination of stakeholders (all users who have a role in data acquisition, processing, reporting, or decision making)
 - Determination of various type of reporting content, formats, and frequency
 - Basic information flow requirements (into, within and out of OGCC)
 - Additional hardware / software / dataset requirements
- c. Detail design recommendations in a System Requirement Study for the proposed DMIS. The design should be based on close interaction with OGCC and can be flexible to incorporate future changes in activity phases of the project / program.

2. OGCC Document Management Information System

- a. Data Management
 - The Dashboard (Main Window). The Dashboard is divided into four (4) parts:
 - i. Menu Bar (Main functions of the system)
 - ii. Navigation Pane (List of Folders, Tasks and Messages, Calendar, Bulletin Board)
 - iii. List View Pane (List of documents)
 - iv. Details View Pane – Display details about the current selected item (document) in the List View Pane
 - Filter / Search Engine
 - i. All documents can be search through filter management (e.g. Date, Subject / Description, To From)
 - ii. The system shall have the capability to search the document through Optical Character Recognition (OCR).
- b. User Management
 - Easy management of user's information.
 - Adopt Role-Based Access Control (RBAC) to authorize system resources allocation to users based on roles.
 - System should allow easy administration of all components by the Super User / Admin.
 - Add, edit, and delete user and its password.
 - User Level Encryption – Passwords must always be stored in an encrypted format in the database. Consultant/Developer must use universally accepted encryption standards that helps protect against the threat of malicious activity by performing real-time encryption and decryption of the database.
 - System Level Encryption – Uses asymmetric encryption keys so only the user can access the system.
- c. Workflow Management (Contract Review, Legal Opinion and Case Management)
 - Document Routing
 - Assign tasks to multiple users
 - Options to add, edit and delete workflow
- d. Back Up Management

- The system shall have the capability to automatically back up and export database and its documents.
- e. Reports
- The system shall have a filter / search management on what particular reports to print, export, and download.
- f. Other Features
- Support for all file types with ability to drag & drop files and folders. (PDF, XLS, DOCX, etc.)
 - Ensure compatibility to all the browsers (Mozilla Firefox, Microsoft Edge, Google Chrome, Opera, Safari).
 - Easy to use, intuitive user-experience and responsive web design
 - Mobile Friendly
 - Download and Print documents (Access restrictions)
 - Maintain and ensure that the system supports maximum concurrent users.
 - The system should run optimally (page load time below 3 seconds)
 - The system should provide audit trails and logs mechanism for content changes performed by system users.
 - The system shall notify the users for all activities through email.
 - Alert or notify the records section and GCC's office of all records due for disposition in accordance with OGCC Receipt to Release (R2R) process.
 - The system will automatically generate and print Acknowledgment Receipt for all communications incoming.

Functional Requirements

SYSTEM REQUIREMENTS AND SPECIFICATIONS		
FUNCTIONALITY PER USER ACCOUNT		
Accounts Management	STANDARD	OPTIONAL
The system should have a one-time pin (OTP) for password.	✓	
The system can allow end-user to reset password and request via email.	✓	

The system should notify the administrator thru email for new request for change password.	✓	
The system should have a link to user account profile.	✓	
The system have a profile photo upload feature.	✓	
The system should have user management to create new user accounts with specific roles and limit their access.	✓	
The system should have own login authentication	✓	
The system should have a group management to create new groups with specific roles per folder	✓	
Records Management	STANDARD	OPTIONAL
The system should have a Record Management – It can archive, and purge document based on the retention period that was set. It has an advanced record retention and disposition that manage and organize the active and inactive files		✓
The system should have a notification for archived and for archiving documents based on the set expiration date of each uploaded record.		✓
The system should have a dashboard for private and public folders (FOI), uploaded documents and notifications.	✓	
Uploaded documents must be automatically converted into pdf files for OCR with OGCC logo watermark.	✓	
The system should have no limit in creation of folders and sub folders.	✓	
The system should have a breadcrumb navigation in folder path.	✓	
The system should have a public repository where users can only view the uploaded/created record in assigned public folder.	✓	
The system should have a private repository where only permitted users and groups are allowed to view and edit a record.	✓	
The system should have Document Tracking/History – efficiently track the movements and activities of electronic documents.	✓	
The system should have lock feature for folder.	✓	
The system should be capable to assign user and groups to specific	✓	

folder.		
The system should have a workflow management for automating a process per folder.	✓	
The system should have a conditional process in workflow management such as:		
a. Workflow process should have condition in getting the file name.	✓	
b. Workflow process should have condition in getting the index.	✓	
c. Workflow process should have condition in getting the authors name.	✓	
d. Workflow process should have condition in getting the date uploaded.	✓	
The system should be capable to upload a single or bulk scanned document.	✓	
The system should be capable to read Optical Character Recognition (OCR) – It convert images into searchable machine encoded text. (e.g. uploaded softcopies of documents as well as pleadings filed, contract reviews and opinions)	✓	
The system should have a Indexing – It can provided unique classification through the document metadata or indexes extracted from the documents' contents.	✓	
The system should have Document Tagging functions/features – It capture a metadata (tagging) of electronic documents that creates database mining when information is needed.	✓	
The system should have Document Linking – It can link documents to a certain document that can build child or parent relationships. It also allows users to link and organize documents into a logical form.	✓	
The system should have limited to 250 characters in index field.	✓	
The system should have a field for upload date and expiry date for archiving purposes. (stop cycle)	✓	
The system should have an automatic archive feature.	✓	

The system should have a Document Version Control – It provide checkin/check-out facility that prevent the documents from being overwritten or deleted. The documents can be updated by any user who has permission to update.	✓	
The system should be able to set the parameters for archiving.	✓	
The system should be able to upload an index file in csv format and automatically link the attributes in designated file names without any limit.	✓	
The system should be able to capture specific index in uploaded document and automatically fill up the designated fields.	✓	
The system should be able to route records to one or more user accounts.	✓	
The system should be able to route two or more tasks in single or multiple accounts.	✓	
The system should be able to route a document	✓	
The system should be capable to sign a document using digital signature.	✓	
The system should be capable to add two or more signature in single document.	✓	
The system should be capable to view the previous document uploaded.	✓	
The system should have Add notes functions/features – It can add notes to a particular document.	✓	
The system should have Document Life Cycle management and /or comply with our R2R process	✓	
Search and Retrieval Management	STANDARD	OPTIONAL
The system should be capable to search data such as index, file name, date, author name, uploader name, document type and content of the scanned document.	✓	
The system should have an advance content search that can search OCR scanned documents.	✓	
The system should have an advance filtering in search result to easily track the documents.	✓	

Reports Management	STANDARD	OPTIONAL
The system should be capable to count all the uploaded records by folder or user.	✓	
The system should be capable to count all the pages in every record uploaded.	✓	
The system should be capable to address/generate the report requirements (total number of cases per year, total number of contract reviews and legal opinions monthly and yearly) using data visualization and analytics.		✓
The system should generate report the total number of all incoming documents by category.	✓	
The system should generate report of legal services output and performance indicator (total numbers of Contract Reviews, Opinions, Outgoing Letters/ Advices, Outgoing pleadings, meeting / hearings attended, total number of cases with decisions)	✓	
The system should be capable to display the uploaded record of each user account.	✓	
The system should be capable to display the total deleted / terminated record of each user account.	✓	
The system should be capable to display the activity of each user account with date stamp.	✓	
The system should be capable to generate average grade given by the DGCC and concerned team leader (for IPCR)	✓	
Notification Management	STANDARD	OPTIONAL
Generate QC Code for incoming and outgoing documents	✓	
The system should have Email Notification functions/features – It notify the user his/her pending actions in the workflow features of the document management system.	✓	
The system should have a calendar notification in dashboard.	✓	
System Management	STANDARD	OPTIONAL
The system should have Retrieval – Retrieve the electronic document by specifying certain information of the document including tagging and document referencing.	✓	

Supports a wide variety of web browser including Chrome, Firefox, Explorer. Compatible with smartphones and tablet using Android and Ios	✓	
The system should have policy for brute force attacks.	✓	
a. Accounts with 3 failed login attempts should block	✓	
b. Recovery of password should only be done by the assigned administrator using his admin privileges	✓	
c. Idle time of can be set by IT Admin	✓	
d. Only alpha and numeric keys are allowed in username and password field with minimum of 10 characters.	✓	
Server Management	STANDARD	OPTIONAL
The system should be capable to display the accumulated storage and total storage capacity.	✓	
The system should run in cloud server (Microsoft Azure, Amazon Web Services, Google Cloud) and /or Linux server when physical server is available	✓	
The system should run in MySQL platform	✓	
The solution must be able to provide a single management platform in managing all infrastructures (Virtual Machine (VM), Servers, Storage and Backup). Any administrator from anywhere can view/access/manage their respective resources.	✓	
The solution must be able to provide role-based access to be able to categorize each user from each other and secure the servers of being illegally accessed by other users.	✓	
The platform technology must be able to automatically provision needed computing, memory, storage and network connectivity solution when the need arises.	✓	
It must utilize a cloud hypervisor, virtualization solution with centralized management that support core data services such as storage creation, backup, restore, clone and move for multiple locations as its capabilities for future requirements.	✓	
It must be able to provision needed resources in minutes via remote connection depending on network connection	✓	
It must be able to provide a fast-Cloning system that can be done	✓	

within minutes depending on network connection		
It must be able to do live clone a running VM without shutdown in less than 20 minutes (minimum VM size must be 500GB).	✓	
Must have the ability to move remotely a VM with a size of at least 500GB size in less than 20 minutes.	✓	
General Requirements	STANDARD	OPTIONAL
Remove bulk update in assigning and re-assigning cases	✓	
Able to archive the closed and terminated cases to have it separated to the production environment	✓	
Auto-Fill File Record Number (FRN) - Indexing or use of primary key	✓	
Auto reset Control Number every year (e.g., 2021-01-0001... 2022-01-0999)	✓	
Can archive the closed and terminated cases to have it separated to the production environment.	✓	
Database queries should be simplified for efficient and better performance (use views, stored procedures and other database techniques etc.)	✓	
All insert, and update transactions should use DB write server.	✓	
All select transactions should use DB Read server especially for Search and Reports Generation transactions.	✓	
Adopt one-to-many relationship in case database	✓	
Color coded background or tag for cases that has 2 or more profile (useful to docket personnel when they are searching a case that was elevated to higher court)	✓	
Hover on case search result to view more details like nature, caption, comments etc.	✓	
Audit Log activities of scanning staff with linked to actual pdf.	✓	
Able to edit case profile for DMIS and Legal	✓	
Encoding of dates must not exceed the current date. Except due date actions	✓	

Advance search to include other entries on case profile (e.g. nature of case, caption, notes, comments, branch etc.)	✓	
Integrate archiving system	✓	
Tag case profile that have been double assigned and should have logs on the docket nos. and title of cases they have deleted – Can only be viewed by IT admin for audit purposes.	✓	
Able to create another case profile w/out having to close the status of the case.	✓	
Able to notify lawyers for dispatch of documents	✓	
Must have security parameters on download, in such that only allowed users can access.	✓	
Notify date of hearing and sync in their Calendar	✓	
Responsive - have a minimum delay of 10 seconds	✓	
Security (user access)	✓	
Government Corporate Counsel	STANDARD	OPTIONAL
Assign/re-assign cases to the team handling the assigned corporation	✓	
Can search all cases of the office (civil case, administrative, arbitration)	✓	
Can search all contract reviews and legal opinions	✓	
Create a special team and assign specific head and its members	✓	
Can view all scanned documents	✓	
Ability to add signature for release of documents	✓	
Every changes/view in the system will have an audit trail	✓	
Can view the case profile, case history, attached documents, list of documents for review, case access level (private, shared), calendar, report list, audit trail, account profile.	✓	
Upload Office Orders and / or Memorandums	✓	

Deputy Government Corporate Counsel	STANDARD	OPTIONAL
Assign/re-assign cases to the team handling the assigned corporation	✓	
Can search all cases of the office (civil case, administrative, arbitration)	✓	
Can search all contract reviews and legal opinions	✓	
Create a special team and assign specific head and its members	✓	
Can view all scanned documents	✓	
Ability to add signature for release of documents	✓	
Every changes/view in the system will have an audit trail	✓	
Can view the case profile, case history, attached documents, list of documents for review, case access level (private, shared), calendar, report list, audit trail, account profile.	✓	
Upload Office Orders and / or Memorandums	✓	
Assistant Government Corporate Counsels/Team Leaders	STANDARD	OPTIONAL
Assign new case, contract review, legal opinion and re-assign existing cases to lawyers in his / her team, as well lawyers from other team.	✓	
Can monitor the work load of his / her lawyers based on their category, status, and their due dates	✓	
Search all cases under his/her team	✓	
Can receive incoming documents from the records division	✓	
Ability to add signature for release of documents	✓	
Upload documents for e-filing	✓	
Generate report of all cases, contract review, legal opinion assigned to his /her division	✓	
Generate report of all cases assigned to his / her division	✓	
User may download scanned documents under his/her Division	✓	

Can edit case profile and their status	✓	
Add Task on case profile if they have due dates as part of their calendar monitoring of cases	✓	
Every changes/view in the system will have an audit trail	✓	
Can view the case profile, case history, attached documents, list of documents for review, case access level (private, shared), calendar, report list, audit trail, account profile.	✓	
AGCC can delegate their work to another member of team (like assigning of case, approval of uploaded document, transfer of cases etc.) in case they are on leave/absent	✓	
AGCC can assign secretary to one or more lawyer (CMS Staff will just create the account and let them assign the secretary to his/her immediate superior and add his/her account to other lawyers he/she will be assisting). In line with the support of the system in cases where in a single individual or one secretary is assisting two or more lawyers	✓	
Government Corporate Attorneys / Lawyer Secretary	STANDARD	OPTIONAL
Search all cases and documents under his/her account	✓	
Receive new and re-assigned cases, contract review and legal opinion under his / her account	✓	
Lawyer may set notification on a particular awaiting document.	✓	
GCA / Lawyer Secretary may download scanned documents of his/her handled cases, contract review and legal opinion.	✓	
Ability to add signature for release of documents	✓	
Can view all scanned documents of lawyer's workload under his / her account	✓	
Upload documents for e-filing	✓	
Can share his /her cases to other lawyers and can upload documents on other lawyer's cases	✓	
Can edit case profile and their status	✓	

Add Task on case profile if they have due dates as part of their calendar monitoring of cases , contract reviews and legal opinions	✓	
Monitor the status of his / her case	✓	
Add/edit/delete recipients of outbound documents of his cases	✓	
Every changes/view in the system will have an audit trail	✓	
Can view the case profile, case history, attached documents, list of documents for review, case access level (private, shared), calendar, report list, audit trail, account profile.	✓	
Can add note/comment on case profile	✓	
Notification E-Filing of pleadings to Supreme Court, CA, other lower courts, NLRC, DARAB	✓	
The system should generate report of legal services rendered and performance indicator (total nos. of Contract Reviews, Opinions, Outgoing Letters/ Advices, Outgoing pleadings, meeting / hearings attended, total number of cases with decisions.	✓	
Personal file folder to upload documents per lawyer	✓	
IT Admin	STANDARD	OPTIONAL
Create user account and type of in DMIS and disable them when employee is no longer connected in the office	✓	
Able to manually logout user session	✓	
Able to reset user's password	✓	
Create team divisions / section in DMIS and its head and members	✓	
Create user type and add its functionality based on his kind of work	✓	
Add system codes which will be used as “document type, court decision, status, legal division, agency, case category etc”	✓	
Search all documents	✓	
Add/Delete roles to user type depending on account type	✓	
Remove bulk update	✓	

Knowledge transfer – Contractor should teach setup / installation and other notable information of the system	✓	
Knowledge transfer regarding the structure of the database etc.	✓	
Records Officer	STANDARD	OPTIONAL
The system should generate report of legal services rendered and performance indicator (total nos. of Contract Reviews, Opinions, Outgoing Letters/ Advices, Outgoing pleadings, meeting / hearings attended, total number of cases with decisions.	✓	
Create new file record number and save the profile in the system	✓	
Monitor the number of all daily incoming and outgoing documents via dashboard	✓	
monitor the performance of his people on how many were encoded and scanned documents based on his preferred schedule (hourly, daily, weekly etc.)	✓	
Scan documents and transfer them to the server to attached in the system	✓	
Can view the case profile, case history, attached documents, list of outbound documents, report list, audit trail, account profile.	✓	
Create new case profile if case moved up to another court	✓	
Can post notes/comments on case profile	✓	
Can edit case profile and inbound document details	✓	
Change the status of cases	✓	
Receiving Clerk	STANDARD	OPTIONAL
Generate QR Code for receiving and attach to documents	✓	
Create new file record number, control number and save the profile in the system	✓	
Alert the records officer of incoming documents via notification function	✓	
Encode/edit new cases and other incoming documents	✓	
scan documents and transfer them to the server to attached in the system	✓	

Can view the case profile, case history, attached documents, list of outbound documents, report list, audit trail, account profile.	✓	
Create new case profile if case moved up to another court (e.g. From RTC to CA to SC)	✓	
Can post notes/comments on case profile	✓	
Can edit case profile and inbound document details	✓	
Generate report based on work he has accomplished (daily, weekly, monthly and annually)	✓	
Document Dispatcher	STANDARD	OPTIONAL
Receive all outbound document by the office by scanning the Affidavit of service and / or R2R Form attached in the document	✓	
Generate QR Code for dispatch and attach to documents	✓	
Generate and print the list of recipient/s selected by the handling lawyer/lawyer secretary	✓	
Track all filed outgoing documents	✓	
E-Filing of pleadings to Supreme Court, CA, other lower courts, NLRC, DARAB	✓	
Docket Section	STANDARD	OPTIONAL
Receive, verify and record all physical records whose status in already in the system	✓	
Scan the whole folder content and attach them in the system	✓	
Compile and bundle all folders that were already scanned and encoded, then place them in their proper place	✓	
Additional Functionalities for Document Management Information System	STANDARD	OPTIONAL
Manage Scanned/Digitized documents – wherein all inbound and outbound documents of a case shall be included in one folder. <i>For easier archiving and separation from the production environment when a particular case is closed, archived or terminated</i>	✓	
Manage Double Assigned Cases/ CR OP – system functionality that should be able to hide/tag a case profiles that a declared double assigned. These tagged docket	✓	

number/case profile shall not be seen by regular users but can be viewed on “Advanced Search” of the system for better reference. It shall not also be seen/counted on the handled case of the particular lawyer.		
Manage e-docketing – able to set documents for docketing through read QR Code in bulk. These shall be tagged on user list of for e-docketing. Also facility to get random (old) for e-docket that shall also be tagged on a particular e-docket user. (suggested for deletion or revision considering that we will not avail the requirement of QR code / barcode scanning)		✓

IV. DURATION OF THE CONTRACT

The system should be developed and installed within a maximum period of one hundred eighty (180) calendar days from the date of receipt of the Notice to Proceed.

V. SERVICE LEVEL AGREEMENT

The OGCC shall maintain a Service Level Agreement (SLA) with the Consultant with provisions for liquidated damages for non-compliance. The terms and conditions of the SLA are enumerated below:

CRITERIA	DESCRIPTION	LIQUIDATED DAMAGES
System and Maintenance Support	Provide technical support on the problems reported by OGCC based on the prescribed time frames	In accordance with the provisions on liquidated damages of RA No. 9184 and its RIRR
Software updates, maintenance, releases and patches	Provide software updates, maintenance releases and patches within 30 calendar days after product distribution in the market for the duration of the contract at no additional cost to the OGCC	

The OGCC shall have the right to blacklist the Consultant/Service Provider, execute redress and demand damages after three (3) instances of any violation of the contract or any non-compliance at any given time during contract implementation/period of the above-mentioned SLA.

VI. WARRANTIES

1. The CONSULTANT warrants that it shall conform strictly to the terms and conditions of this Terms of Reference and Project Plan.
2. The CONSULTANT warrants, represents and undertakes reliability of the services, products updates and that their manpower complements are hardworking, qualified/reliable and dedicated to do the service required to the satisfaction of the OGCC. It shall employ well-behaved and honest employees with ID displayed conspicuously while working within the OGCC compound. It shall not employ OGCC employees to work in any category whatsoever.
3. The CONSULTANT shall comply with the laws governing employees' compensation, PhilHealth, Social Security and labor standards, and other laws, rules and regulations applicable to its personnel employed by the CONSULTANT on account of the contracted services.
4. The CONSULTANT in the performance of its services shall secure and maintain at its own expense all registration, licenses or permits required by National or Local Laws and shall comply with the rules, regulations and directives of Regulatory Authorities and Commissions.
5. The CONSULTANT undertakes to pay all fees or charges payable to any instrumentality of government or to any other duly constituted authority relating to the use or operation of the installation.
6. The CONSULTANT shall coordinate with the authorized and/or designated OGCC personnel in the performance of their jobs.
7. The CONSULTANT shall be liable for loss, damage or injury due directly or indirectly through the fault or negligence of its personnel. It shall assume full responsibility thereof and the OSG shall be specifically released from any and all liabilities arising therefrom.
8. The CONSULTANT shall neither assign, transfer, pledge, nor subcontract any part or interest therein.
9. Without additional cost to OGCC, shall make modifications to the DMIS as may be necessary to correct any defects or errors reported to the Consultant by OGCC for a period of one (1) year after the final acceptance date of the completed project.
10. Reported defects or errors that needs an immediate attention shall be acted by the Consultant with three (3) working days upon notice by OGCC. If the Consultant is unwilling or unable to make the required modifications then Consultant shall reimburse OGCC's reasonable expenditures for obtaining the required modifications from other Service Providers of OGCC's choice.
11. It will insure OGCC against liability to third parties resulting from claims that the information system or software developed infringes on or violates any patents, copyrights, or trade secrets or any OGCC claims, losses, and damages arising from the Consultant's breach of any of its obligations.

VII. CONFIDENTIALITY OF DATA

The CONSULTANT shall ensure the absolute confidentiality of all information, documents, or records acquired in the course or as an incident of this Project. The CONSULTANT shall comply with the Data Privacy Act of 2012. It shall not use nor disclose to any person, firm, corporation or other government agency or instrumentality any information hereto acquired for its benefit or to the detriment of the OGCC.

VIII. TERMS OF PAYMENT

Terms of payment shall be based on milestones. Payments are subject to 10% retention and shall be due for release upon final acceptance of the project.

The total retention money shall be due for release upon submission of all the documents listed in the acceptance criteria during the project closure and acceptance stage of the project and upon submission of an irrevocable letter of credit or surety bond callable on demand and upon issuance of the Certificate of Inspection and Final Acceptance by OGCC.

DELIVERABLE	ACCEPTANCE CRITERIA	TIME (From Contract Signing)	PAYMENT (%)
Inception Report	Inception report (detailing schedule of work, key staff deployment, methodology, etc.) and Inception Workshop to discuss with OGCC	Within 5 calendar days from receipt of the Notice to Proceed	10%
Systems Requirement	All key aspects of design (DMIS structure, indicators, report formats, information flow, and additional hardware / software / data / connectivity requirements, institutional arrangements, etc.)	5 calendar days	10%
	Preliminary design, construction and installation of the prototype	30 calendar days	10%
	Evaluation and enhancement of prototype (Iterated development until	40 calendar days	10%

DELIVERABLE	ACCEPTANCE CRITERIA	TIME (From Contract Signing)	PAYMENT (%)
	prototype is satisfied)		
	The final system is constructed, based on the final prototype.	30 calendar days	10%
	Piloting Stage: Alpha testing, full data entry and roll-out for selected processes	20 calendar days	10%
	Production environment stage: deployment of fully functional system for end-users	10 calendar days	10%
	Post Production stage: helpdesk support, proactive use surveys, bug fixes & updates	30 calendar days	10%
Documentation and Training	DMIS documentation (design, use, and training manuals, organizational roles, etc.) and workshops	All through the key project stages and for all key deliverable stages – draft and final version	10%
	Final overview of activities, review of DTS use, user perspectives, issues, suggestions for improvement, submission of final documents including the system source code and sustainability	5 calendar days	10%
Project Closure and Acceptance	1. OGCC Acceptance Report 2. Certificate of Inspection and Final Acceptance	5 calendar days	10%

DELIVERABLE	ACCEPTANCE CRITERIA	TIME (From Contract Signing)	PAYMENT (%)
	3. Certificate of Project Completion 4. Full Documentation		
DURATION OF THE PROJECT		180 calendar days	100 %

IX. QUALIFICATION REQUIREMENTS AND SHORTLISTING CRITERIA

Shortlisting criteria

The shortlist shall consist of three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

	CRITERIA AND RATING SYSTEM FOR SHORT LISTING	WEIGHT
1	Applicable experience of the consultant	30%
2	Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking	50%
3	Current workload relative to capacity	20%
	TOTAL	100%

NOTE: Passing rate is 75%.

Only those shortlisted bidders shall qualify for the next phase of evaluation. Pursuant to Section 24.5.2, only the shortlisted bidders shall be required to pay the fee for the Bidding Documents.

1. Applicable Experience of the Consultant (30 points)

No. of Similar Projects	Score
1-2	15
3-4	20
5	25
More than 5	30

SIMILAR CONTRACTS shall refer to:

- a. Document Management System pertaining to the design and development of a workflow management/document management/ transaction management system;
- b. Case Management System pertaining to the design and development of workflow pertaining to management and monitoring of cases and clients in law office/firm setting;
- c. Development of custom-built application software and customizing licensed software products (i.e software packages, office customizations solutions and workflow systems, among others);
- d. Design, development and deployment of web-based application systems.

2. Qualifications of the Principal and Key Consultants/Members of the Project Team (50 points)

a. Education (20 points)

Education and Certification of Key Personnel of the Firm	Score
1 key personnel with relevant Degree and/or Certification	5
2-3 key personnel with relevant Degree and/or Certification	10
3-4 key personnel with relevant Degree and/or Certification	15
More than 4 key personnel with relevant Degree and/or Certification	20

- *Certification shall refer to Computer Science, IT or IT related credentials*

b. No. of Years of Relevant Experience (30 points)

Years of Experience of the Firm in IT solutions and software development	Score
Less than 2	15
2-3	20
3-5	25
More than 5	30

3. Current Workload relative to Capacity (20 points)

Current workload relative to capacity refers to the number of ongoing projects of consultants, as indicated in the list of all on going government and private contracts, including contracts awarded but not yet started: projects of the firm or firms in a joint venture, as well as those of the individual personnel to be assigned to the project. Consultants/Bidders shall be ranked and rated accordingly.

Criteria for Evaluation of the Technical Proposals of Shortlisted Bidders

The BAC shall evaluate the bids using **QUALITY- COST BASED EVALUATION (QCBE)**.

	WEIGHT
Technical Proposal	80%
Financial Proposal	20%

For the shortlisted bidder to be able to pass the evaluation of the Technical Proposal, the overall score must be at least seventy-five (75) points using the criteria herein indicated.

CRITERIA FOR BID EVALUATION	MAX POINTS (100 points)
QUALITY OF PERSONNEL (Total Max Score is 50%)	
Suitability of key staff	15%
General qualifications and competence	30%
Education and Training of key staff	5%
EXPERIENCE AND CAPABILITY OF THE CONSULTANT (Total Max Score is 30%)	
Records of previous engagement and quality performance	6%
Relationship with previous and current clients	6%
Overall work commitments	6%
Geographical distribution of projects	6%
Attention to be given by the consultant	6%
PLAN OF APPROACH AND METHODOLOGY <i>The scoring method for this sub-criterion shall be based on a consensus</i>	

<i>decision-making, as a result of the analyses and deliberation of the BAC with the assistance of the Technical Working Group (TWG)</i> (Total Max Score is 20%)	
Clarity, feasibility, innovativeness and comprehensiveness of the planned approach	10%
Quality of interpretation of project problems, risks and suggested solutions	10%

NOTE: Passing rate is 75%.

1. Qualification and Experience Requirement of the Key Staff

NAME OF POSITION	KEY QUALIFICATION	EXPERIENCE
Project Manager	Knowledgeable and with experience in supervisory and management of software development	3 years related to project development and deployment
Programmer / Developer	Knowledgeable in software development	Involved in software development and deployment in at least two (2) similar projects completed.
Documentation Specialist	Knowledgeable in Information System documentation	Involved in software development and deployment in at least two (2) similar projects completed.

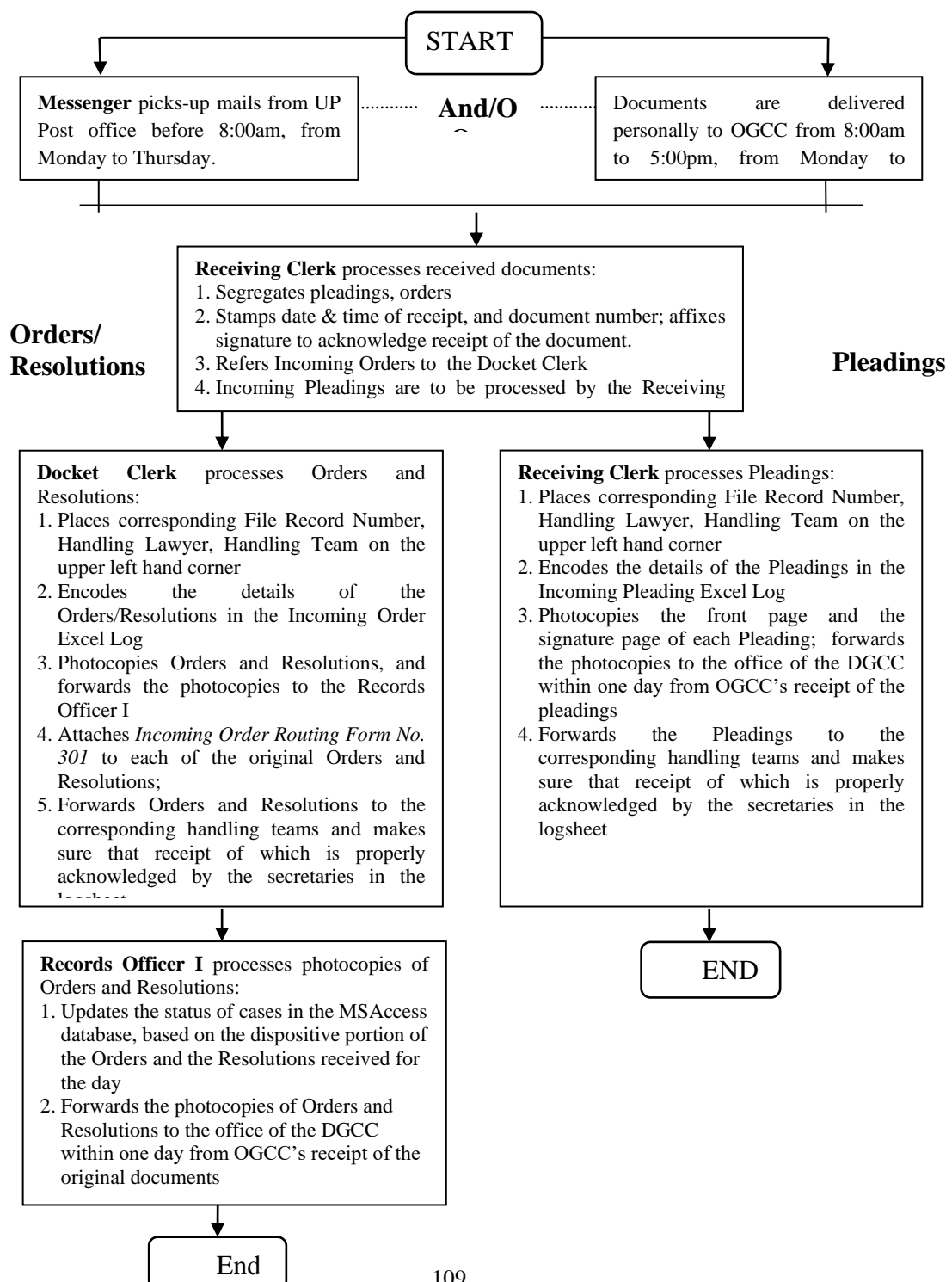
XI. OGCC PROCESS FLOWCHART

The Consultant is expected to integrate the process flowcharts/workflow as herein attached.

3.1 Process Flowcharts

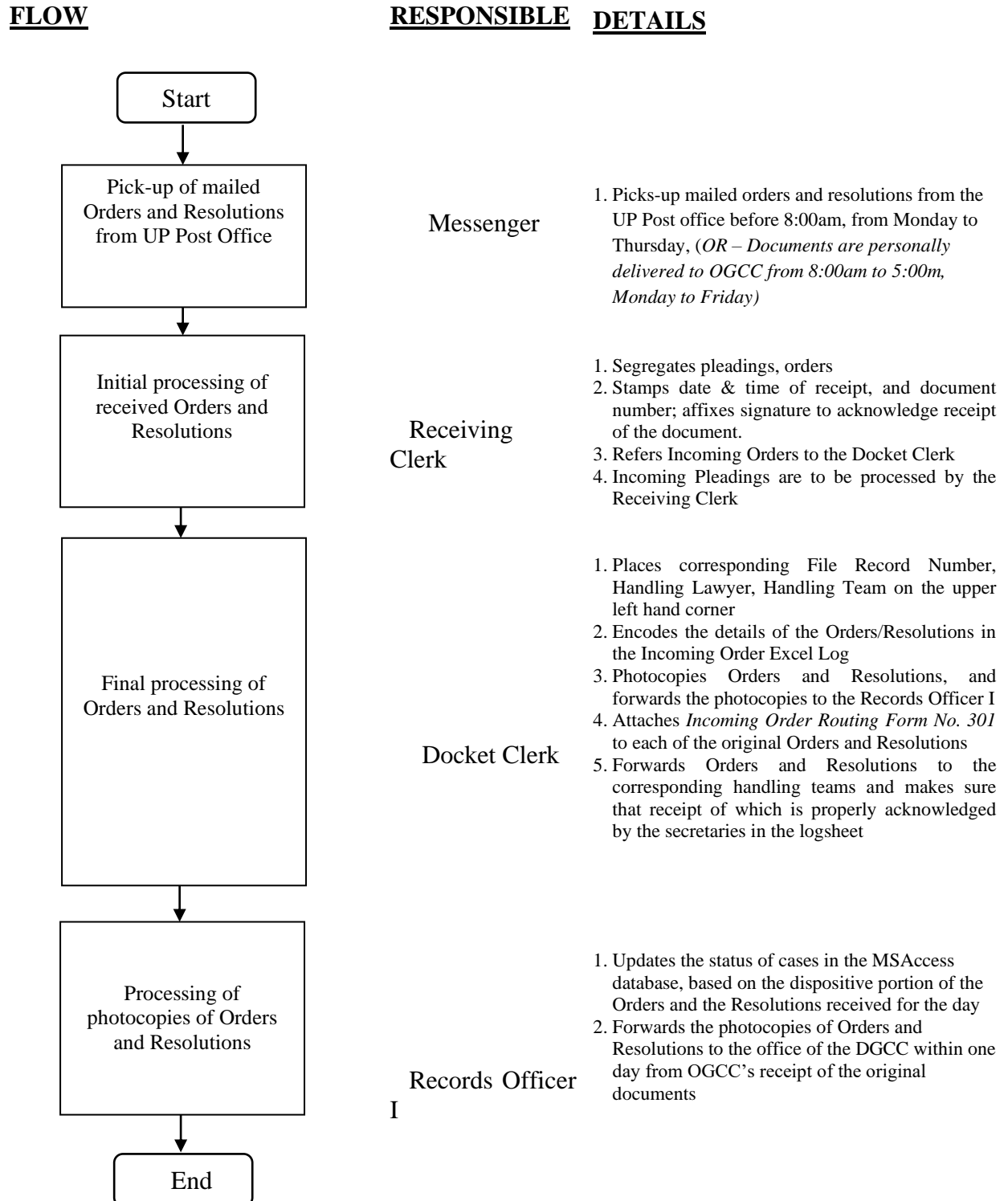
3.1.1 Flow Chart 1

INCOMING ORDERS AND PLEADINGS OVERVIEW OF FLOW CHART



INCOMING ORDERS

DETAILED FLOW CHART

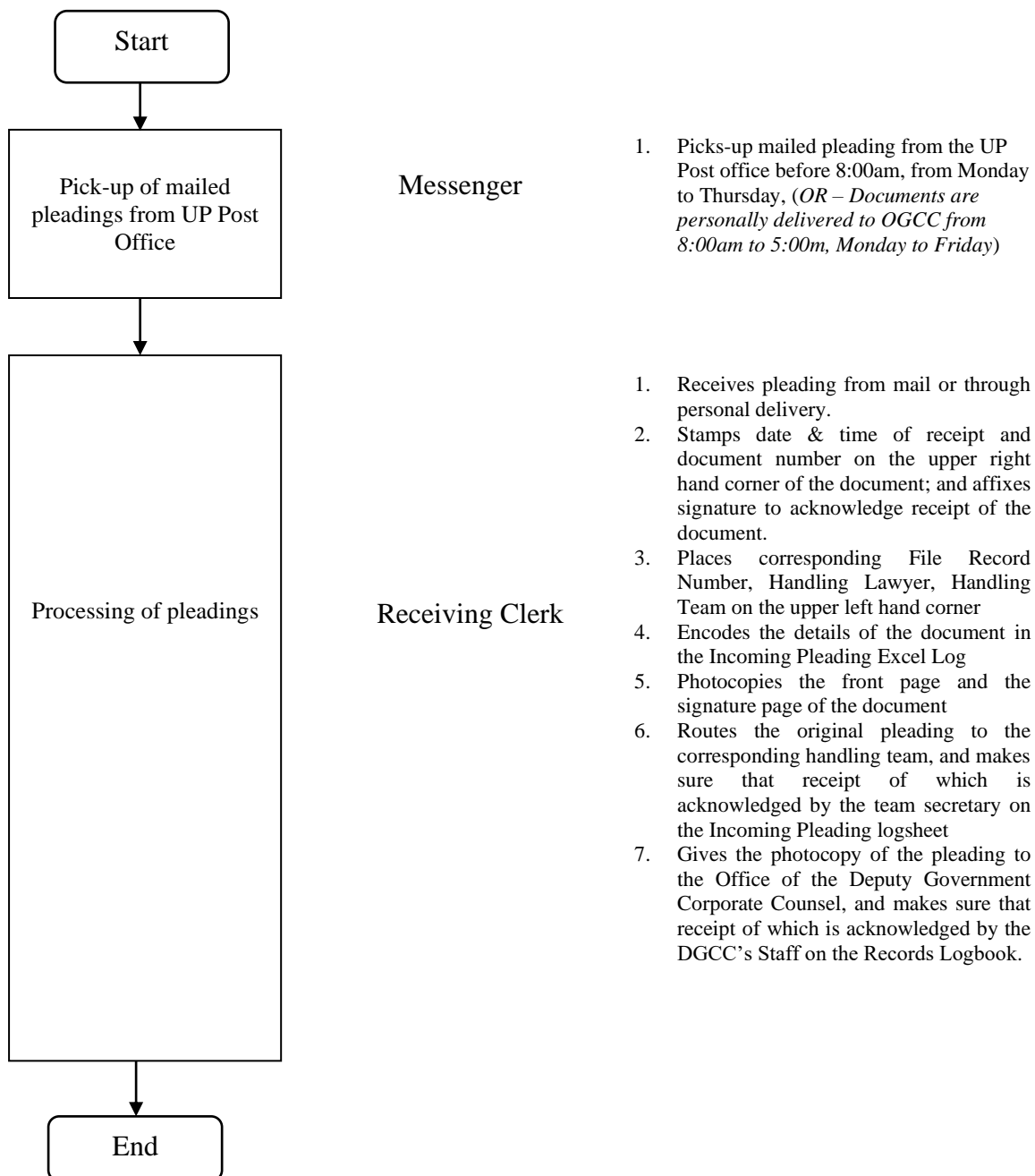


INCOMING PLEADINGS DETAILED FLOW CHART

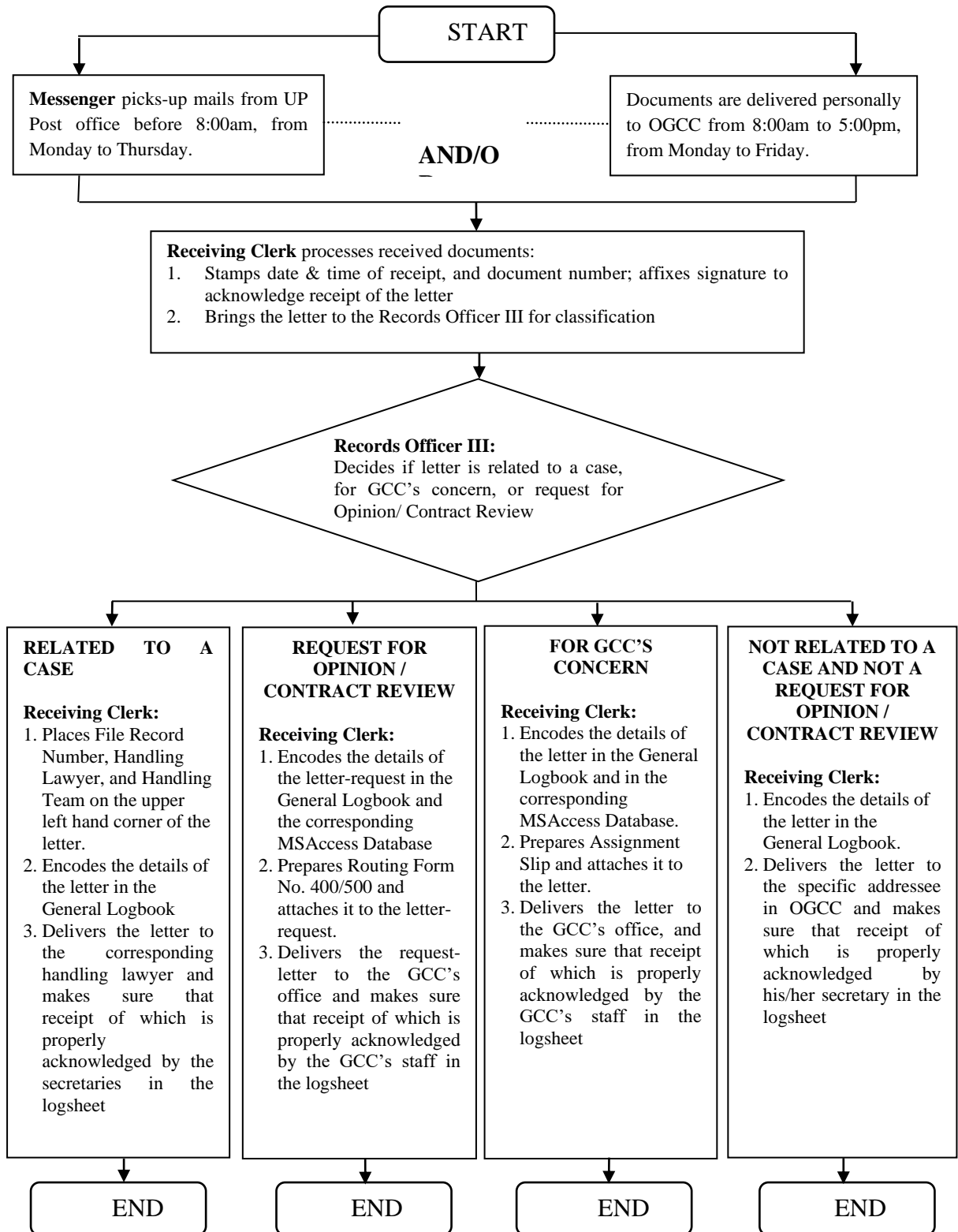
FLOW

RESPONSIBLE

DETAILS

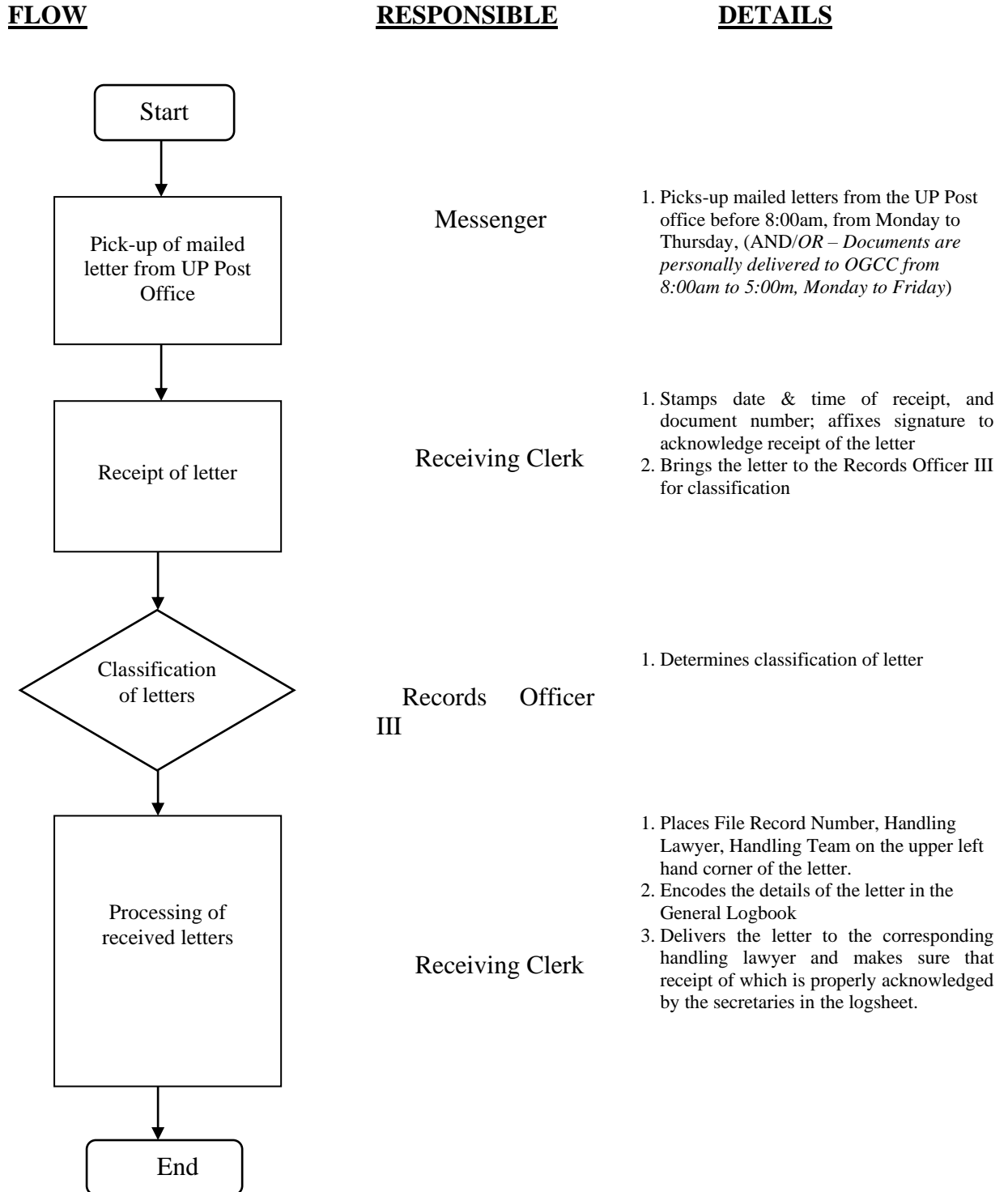


INCOMING LETTERS OVERVIEW OF FLOW CHART

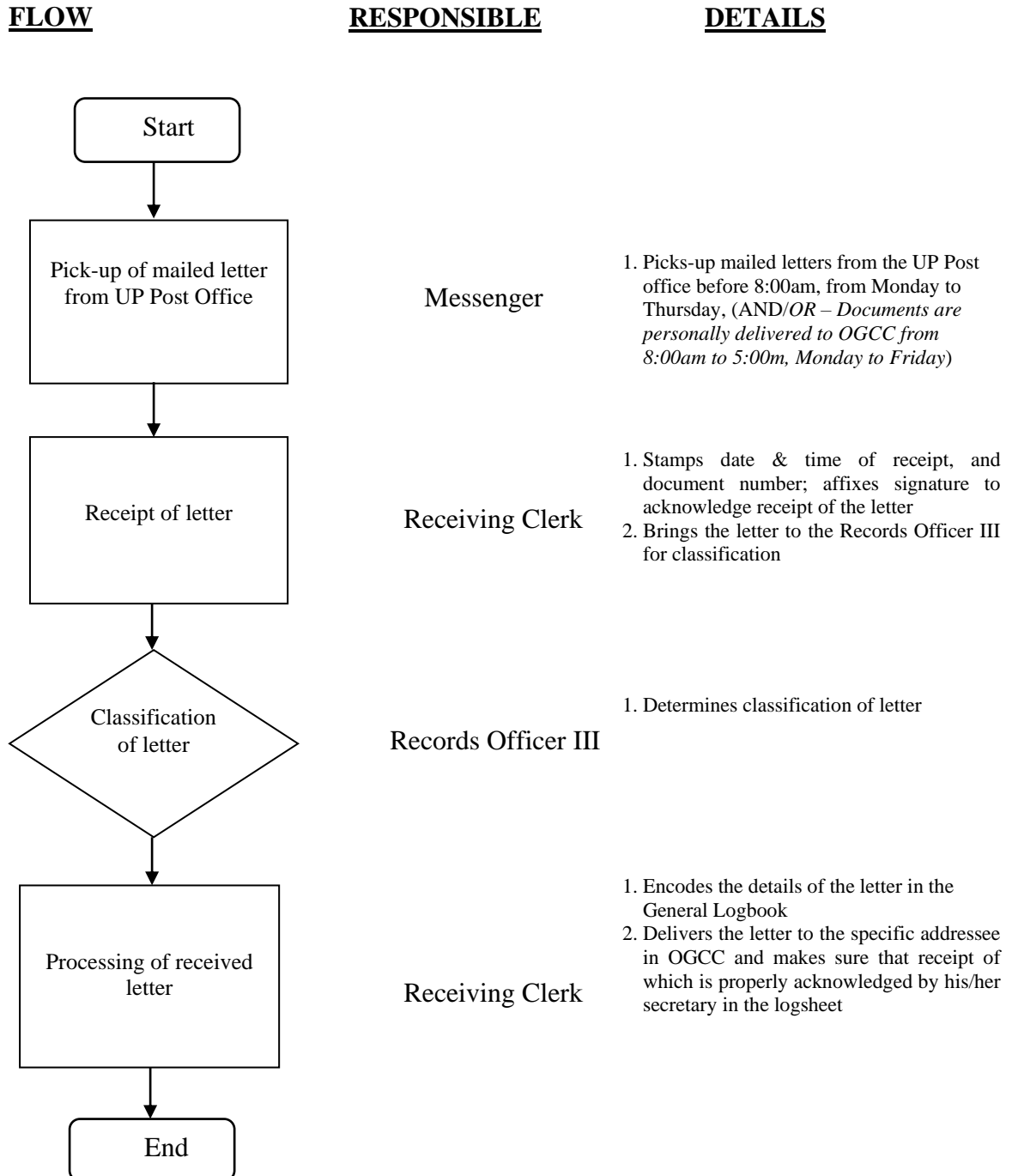


INCOMING LETTER

Case-Related
DETAILED FLOW CHART

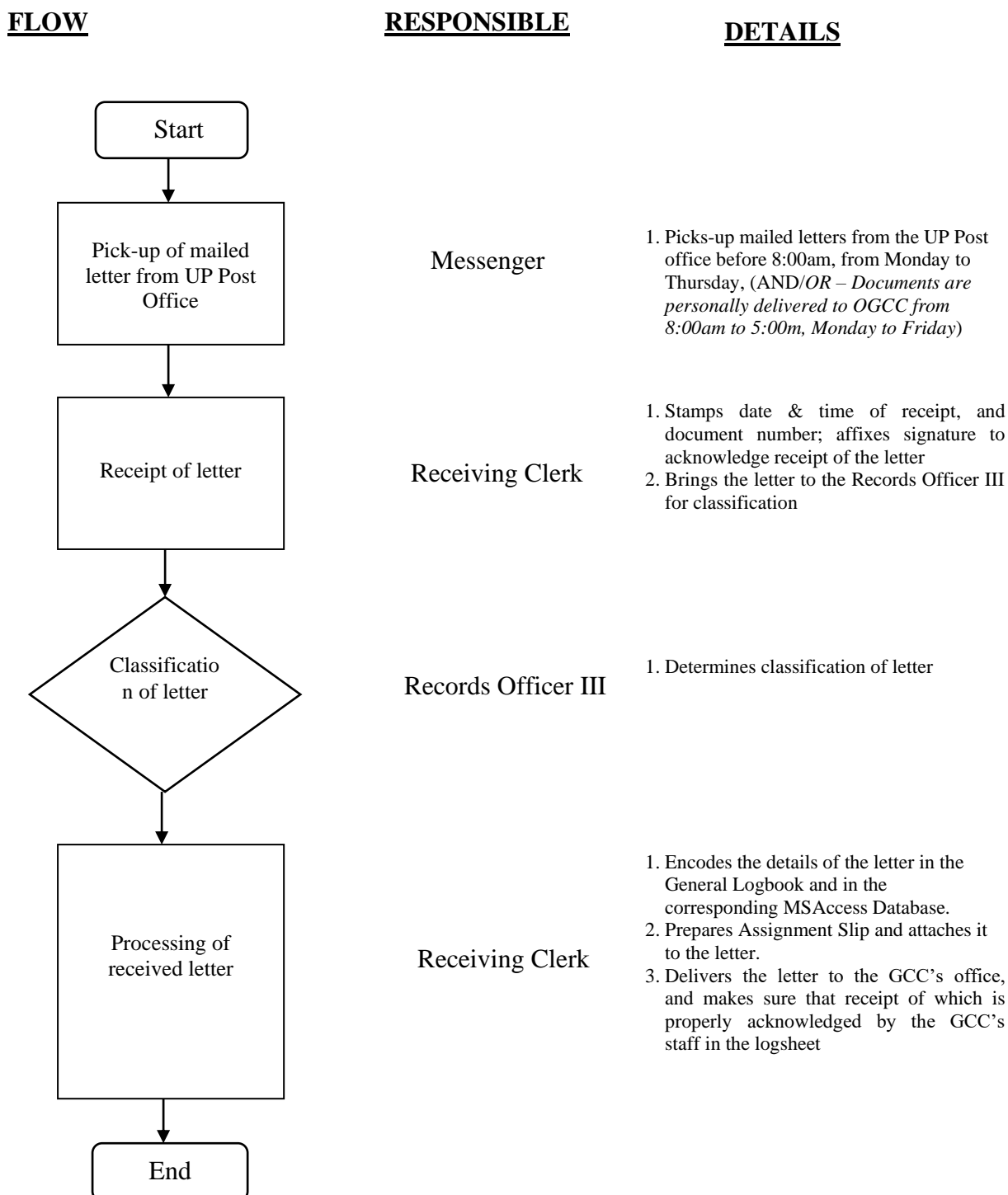


INCOMING LETTER
Not Case-Related and Not a Request for
Opinion or Contract Review
DETAILED FLOW CHART



INCOMING LETTER

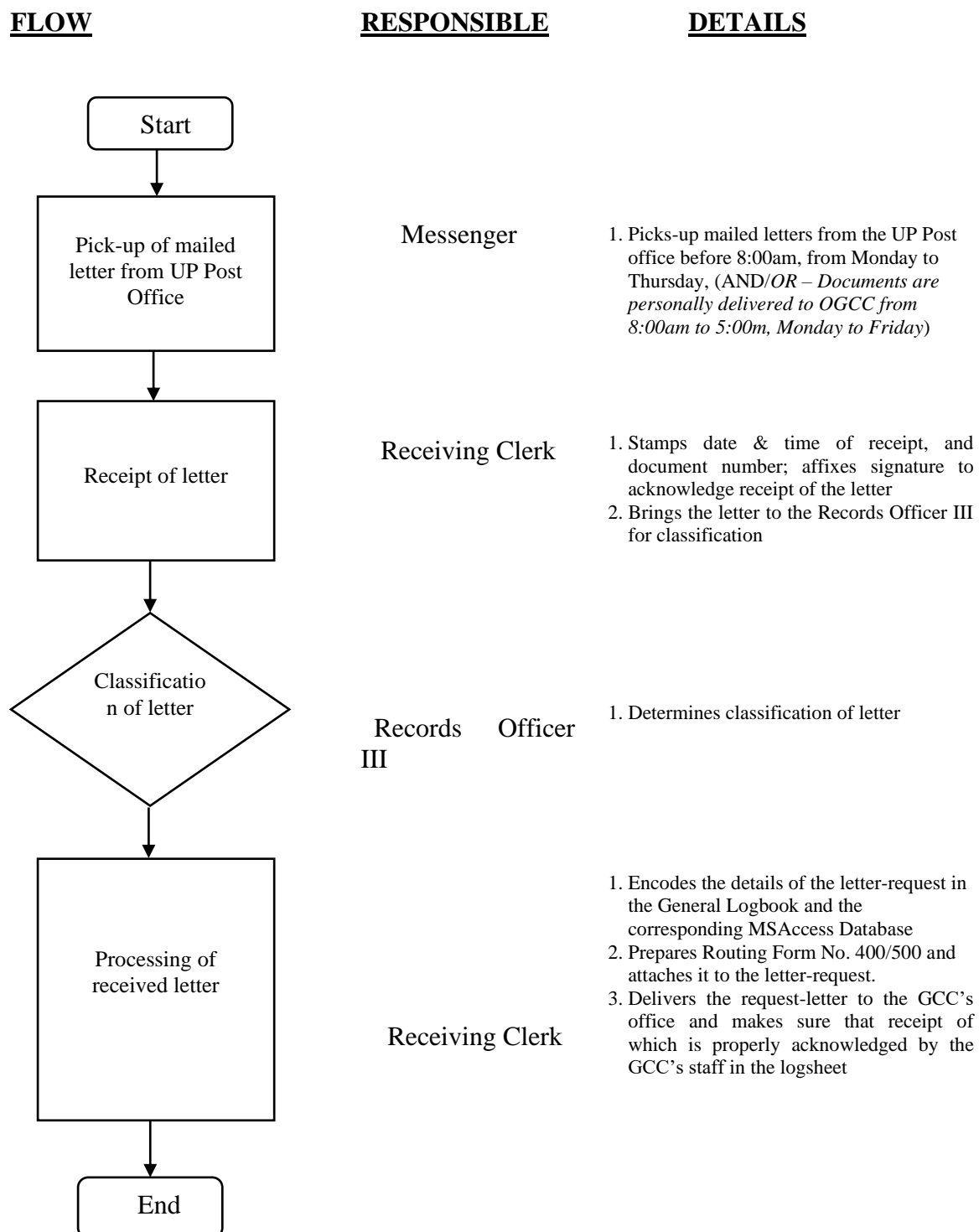
For GCC's Concern
DETAILED FLOW CHART



INCOMING LETTER

Request for Opinion or Contract Review

DETAILED FLOW CHART



3.2 Target

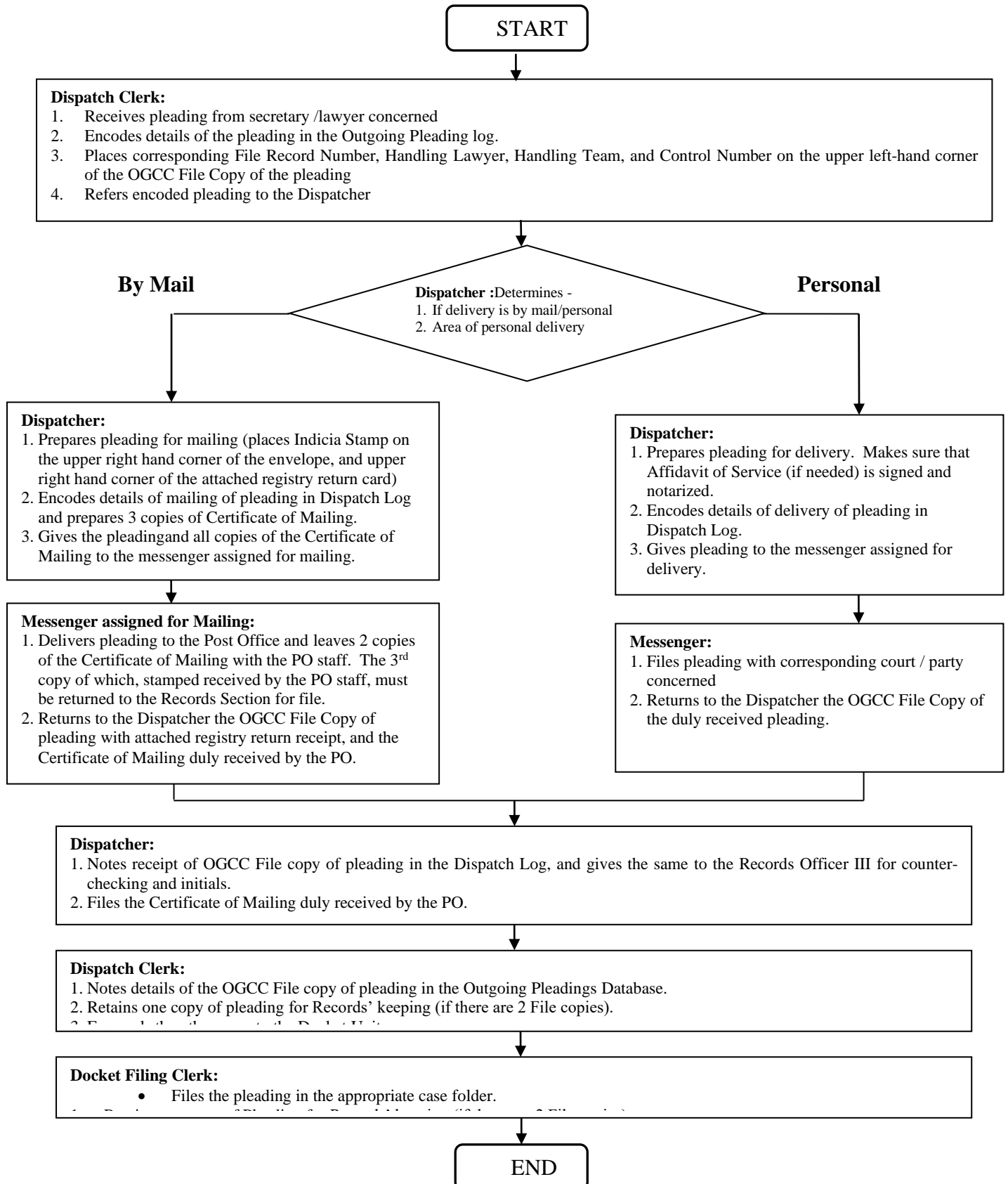
PROCESS	TIME ELEMENT
Transmittal of Orders and Pleadings to appropriate handling teams	<ul style="list-style-type: none"> On or before 3:00pm of the same day of receipt, unless documents received for the day exceed 50 in number. In which case, documents must be delivered to appropriate Teams on or before 5:00pm of the same day On or before 5:00pm of the same day if Orders or Pleadings are received beyond 1:00pm.
Transmittal of photocopies of Orders and Pleadings to the office of the Deputy Government Corporate Counsel	Within 1 day from receipt of the original Orders and Pleadings
Transmittal of Letters to the appropriate addressees in OGCC	Within 3 hours from receipt

4.1 Process Flowcharts

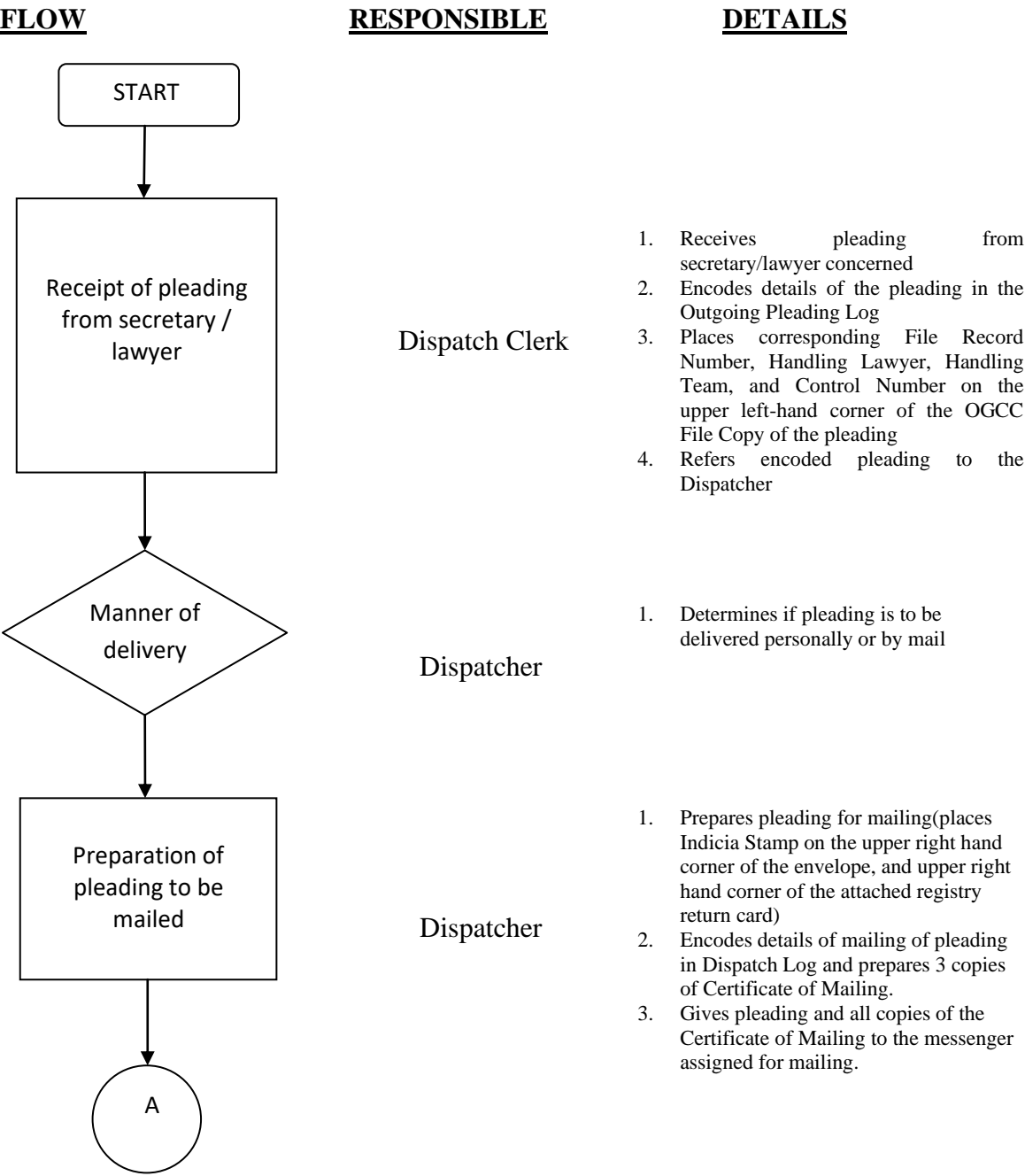
4.1.1 Flow Chart 1

DISPATCH OF OUTGOING PLEADINGS

OVERVIEW OF FLOW CHART



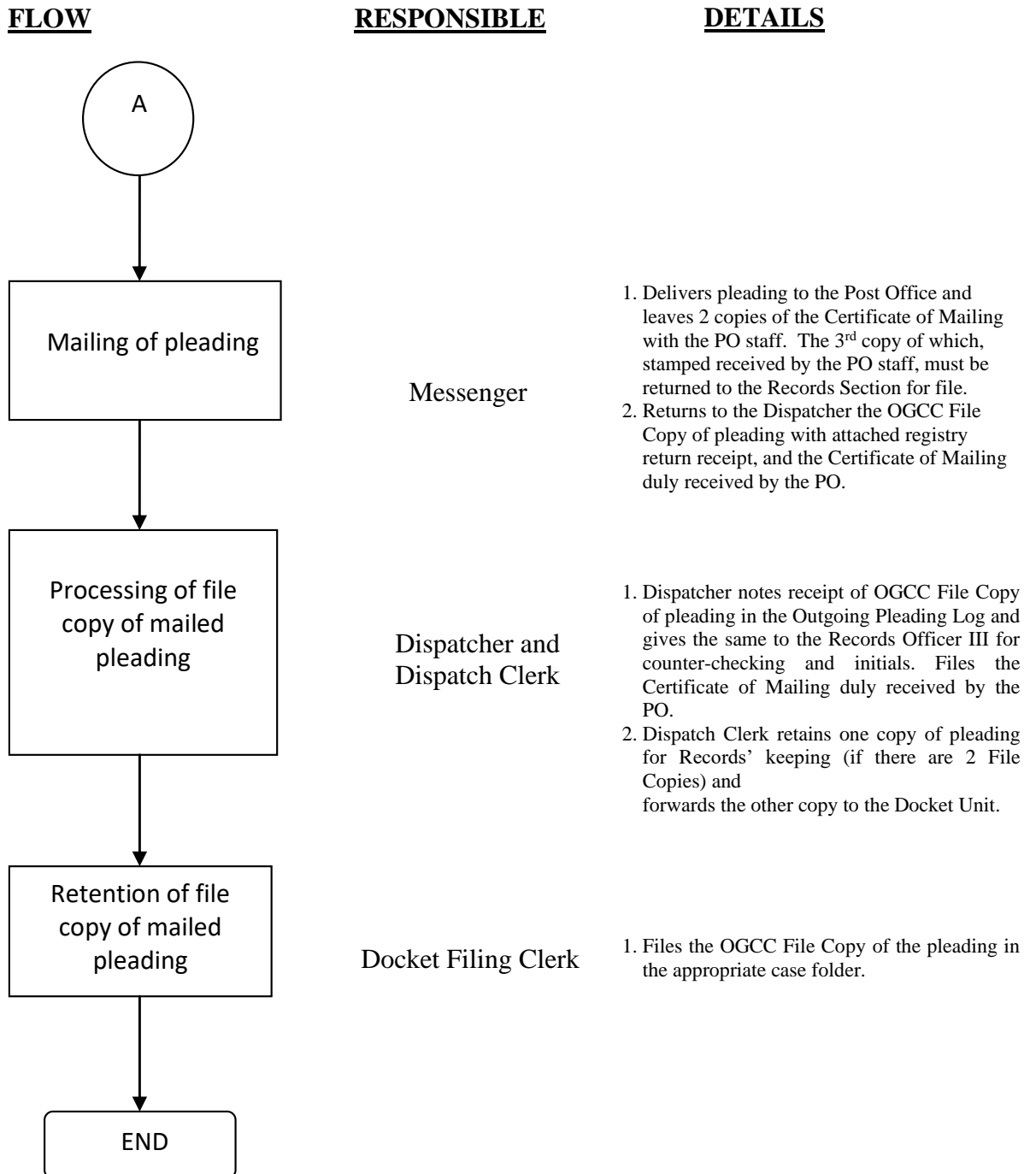
**DISPATCH OF OUTGOING
PLEADING**
By Mail



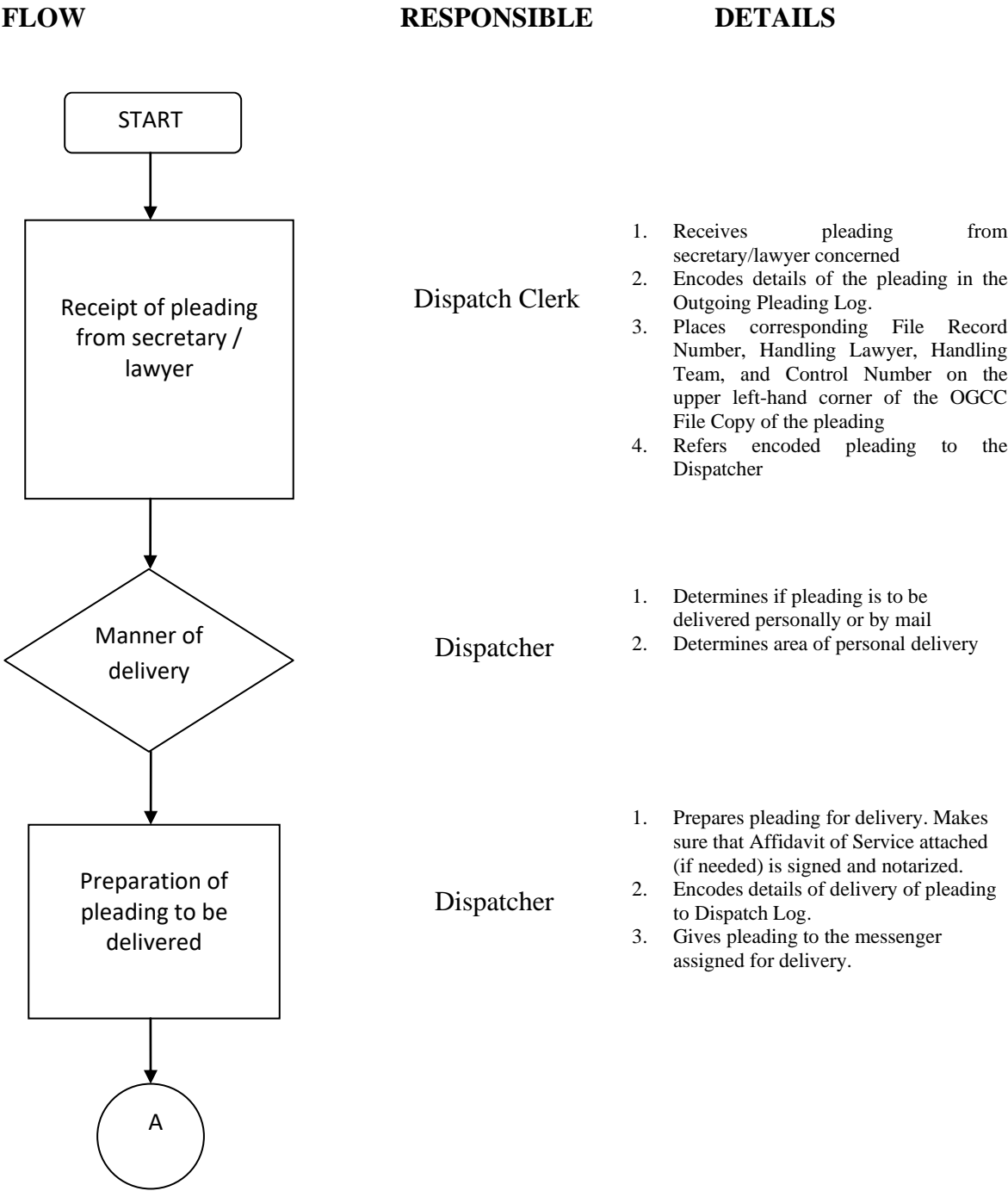
DISPATCH OF OUTGOING PLEADING

By Mail

CONTINUATION OF DETAILED FLOW CHART



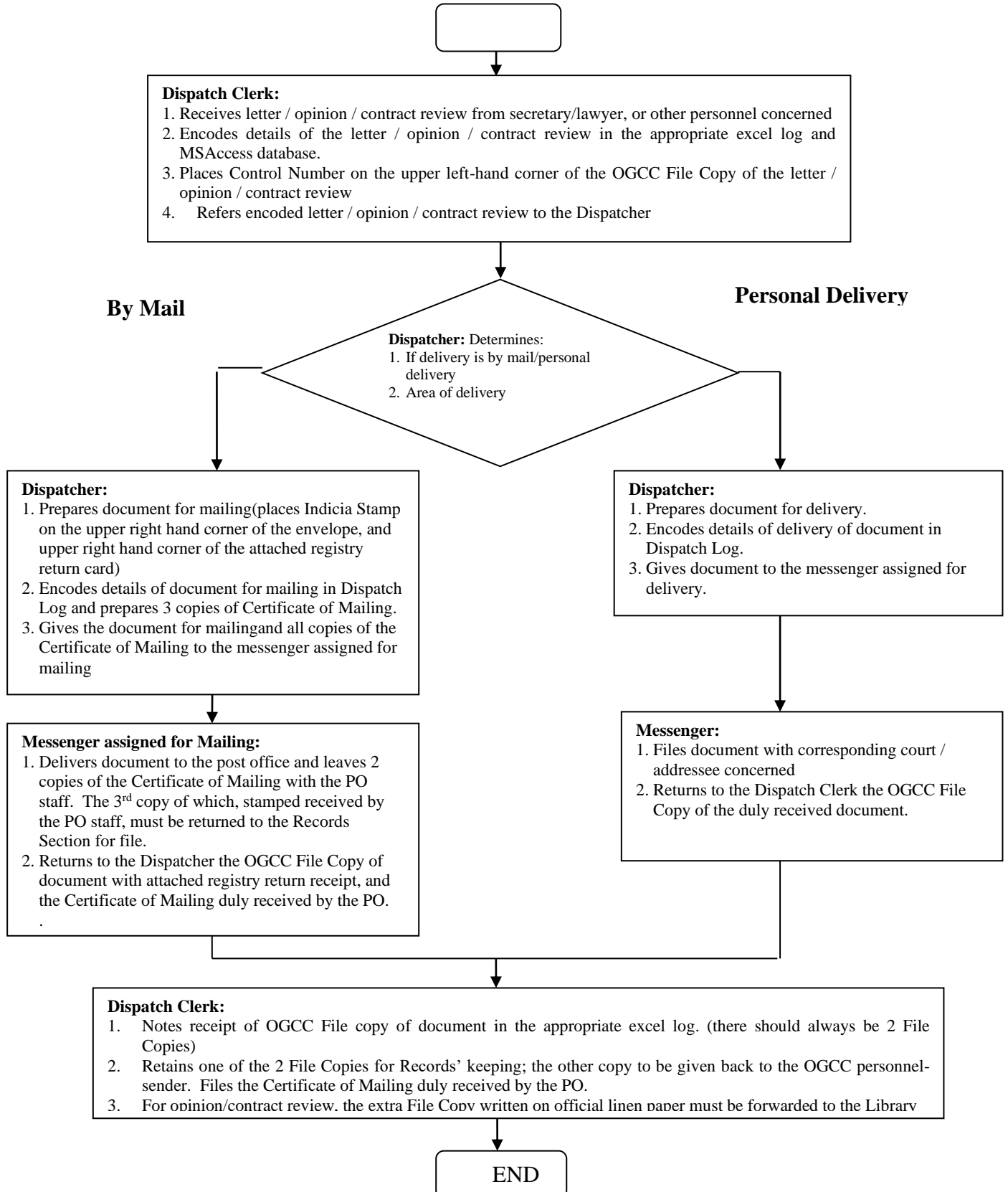
DISPATCH OF OUTGOING PLEADING
By Personal Delivery
DETAILED FLOW CHART



By Personal Delivery
CONTINUATION OF DETAILED FLOW CHART

122

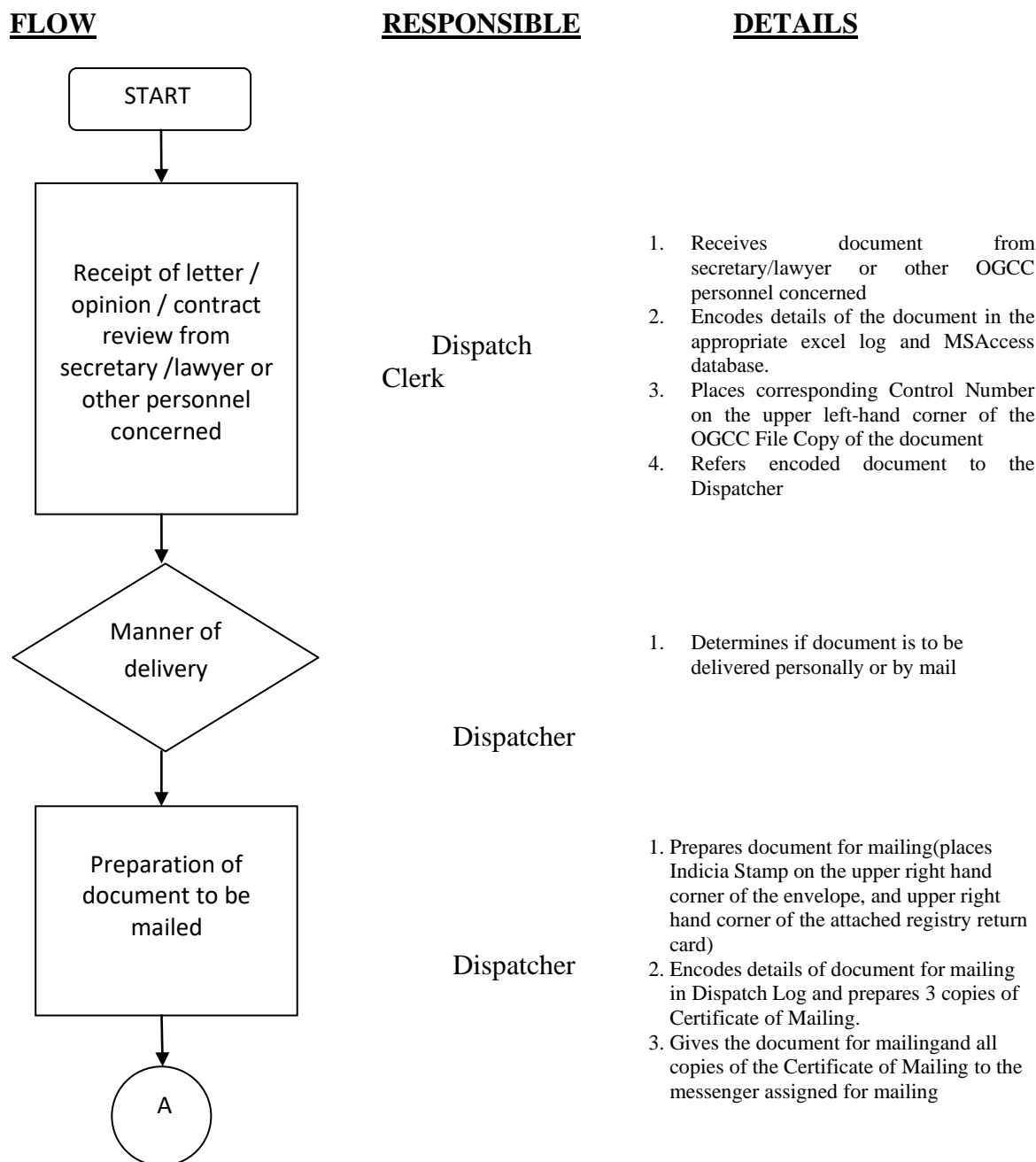
DISPATCH OF OUTGOING LETTERS OVERVIEW OF FLOW CHART



DISPATCH OF OUTGOING LETTERS

By Mail

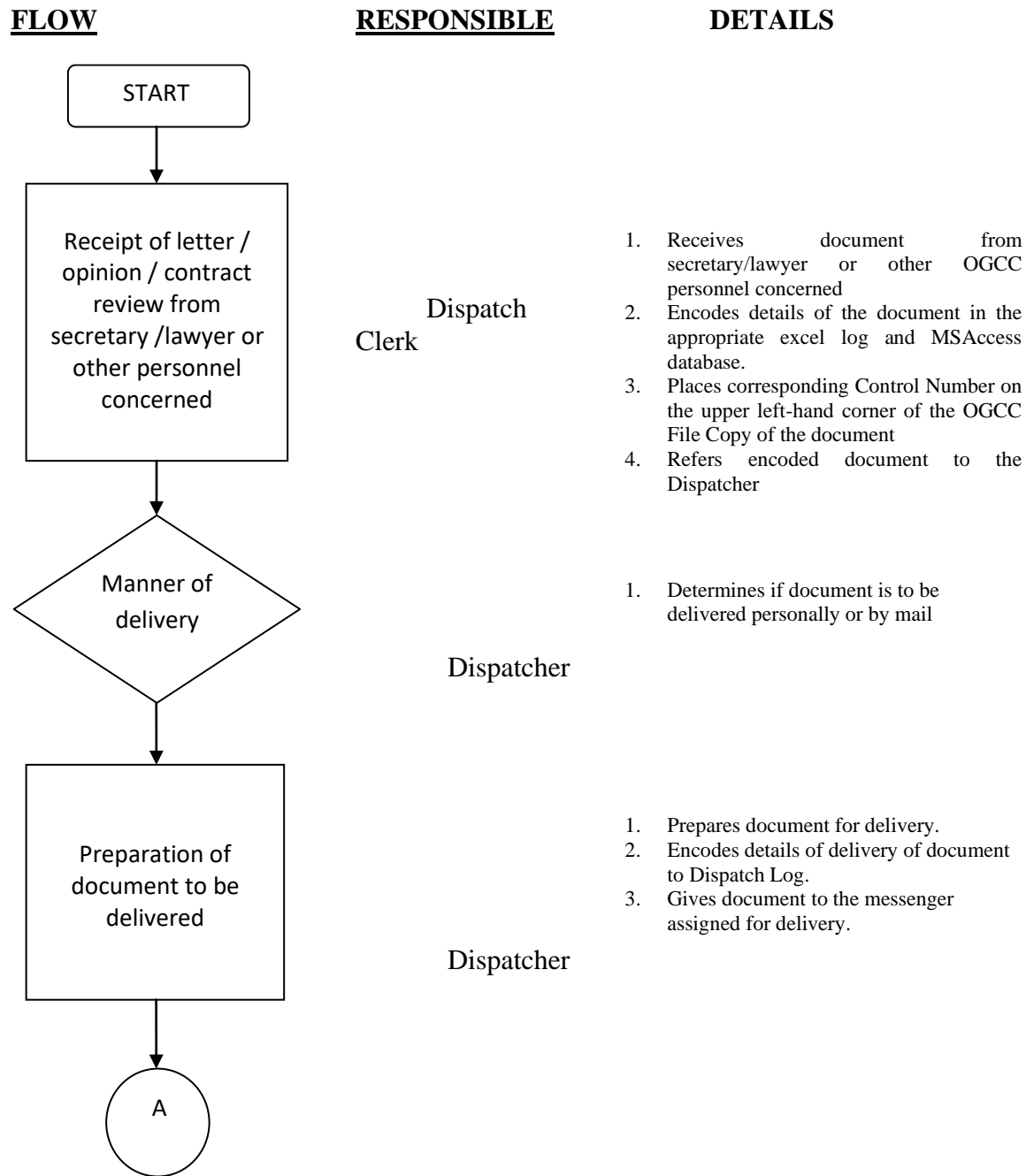
DETAILED FLOW CHART



By Mail
CONTINUATION OF DETAILED FLOW CHART

125

DISPATCH OF OUTGOING LETTERS
By Personal Delivery
DETAILED FLOW CHART



DISPATCH OF OUTGOING LETTERS

By Personal Delivery

CONTINUATION OF DETAILED FLOW CHART

[illegible]

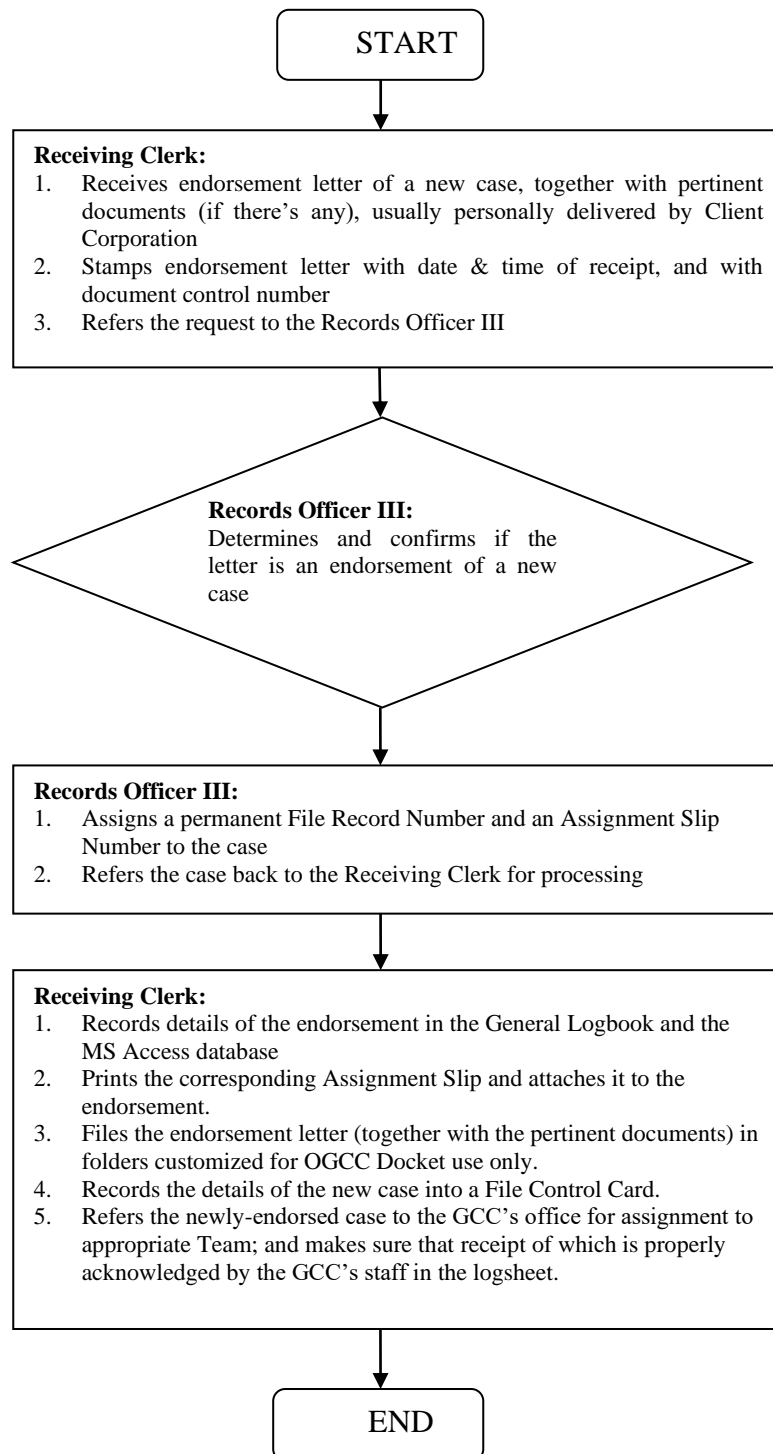
4.2 TARGETS

PROCESS	TIME ELEMENT
Preparation of documents to be delivered and assignment of messengers	<ul style="list-style-type: none"> • On or before 11:30am of the day of receipt, if documents are received by the Dispatch Unit in the morning. • On or before 3:30pm of the day of receipt, if documents are received by the Dispatch Unit beyond 12:00nn.
Personal Delivery and Mailing of Documents	<ul style="list-style-type: none"> • Within the day of receipt by the Dispatch Unit
Return of OGCC file copy of the delivered document, to the Dispatch Clerk	<ul style="list-style-type: none"> • Within one day from delivery

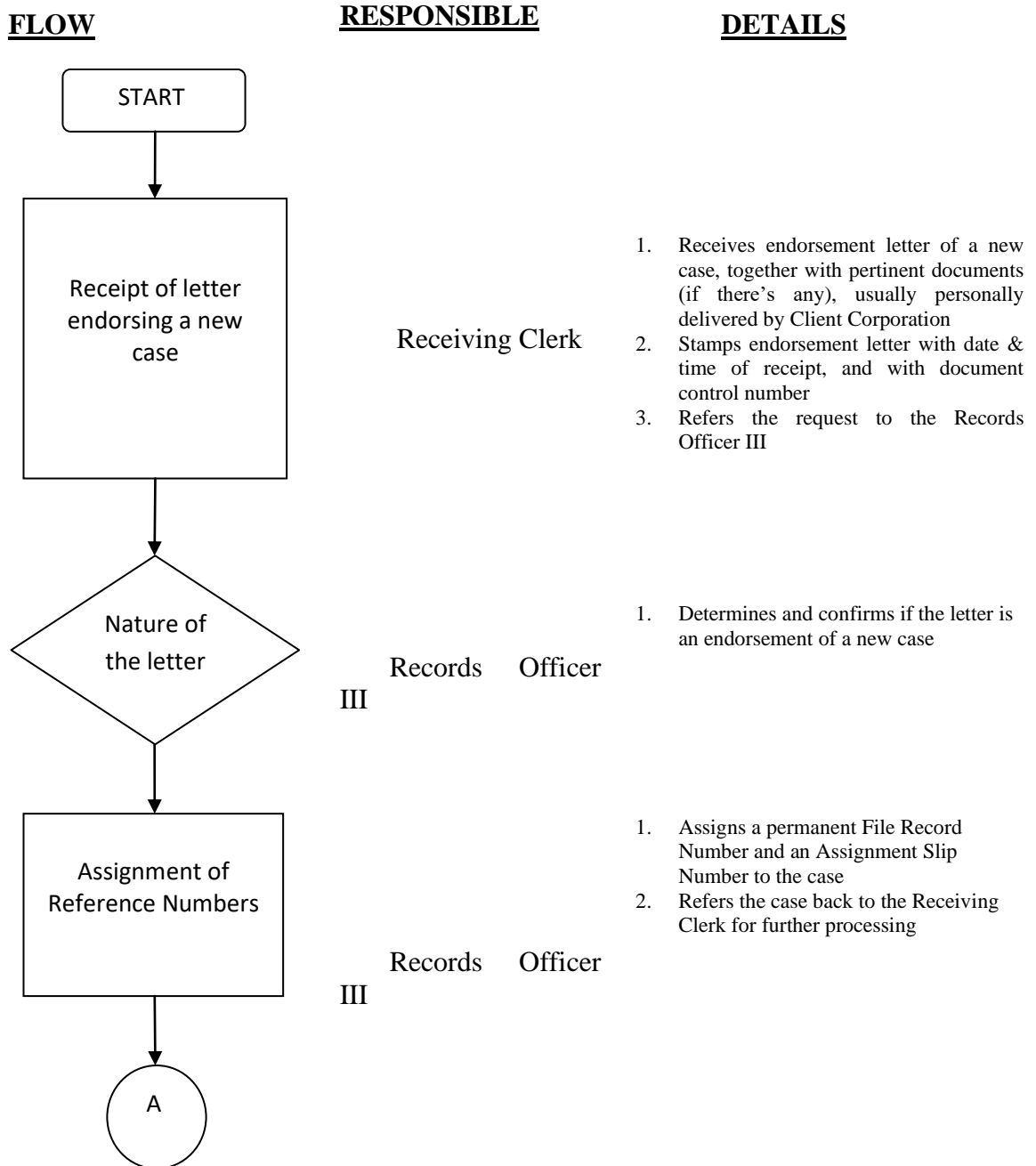
5.1 Process Flowcharts

5.1.1 Flow Chart 1

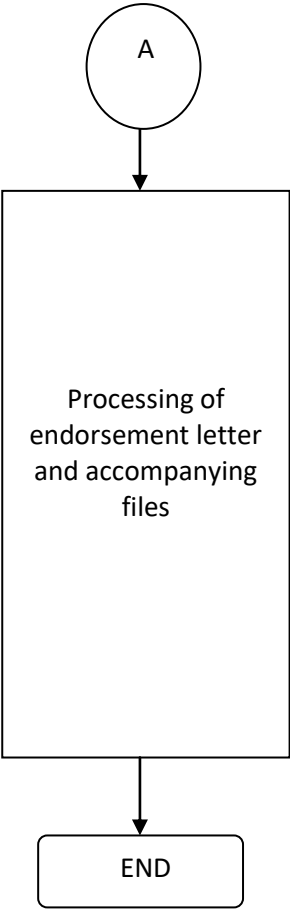
DOCKET PROCEDURE – NEW CASE OVERVIEW OF FLOWCHART



DOCKET PROCEDURE – NEW CASE DETAILED FLOW CHART



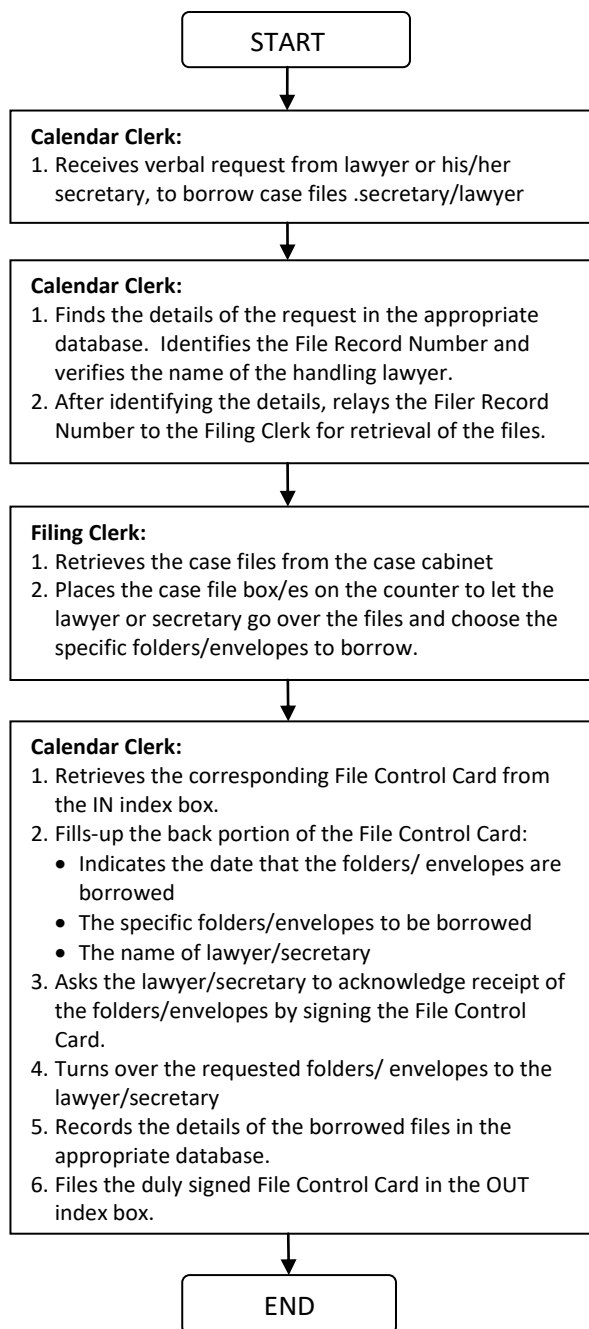
DOCKET PROCEDURE – NEW CASE
CONTINUATION OF DETAILED FLOW CHART

<u>FLOW</u>	<u>RESPONSIBLE</u>	<u>DETAILS</u>
 <pre>graph TD; A((A)) --> B[Processing of endorsement letter and accompanying files]; B --> C([END]);</pre>	Receiving Clerk	<ol style="list-style-type: none">1. Records details of the endorsement in the General Logbook and the MS Access database2. Prints the corresponding Assignment Slip and attaches it to the endorsement.3. Files the endorsement letter (together with the pertinent documents) in folders customized for OGCC Docket use only.4. Records the details of the new case into a File Control Card.5. Refers the newly-endorsed case to the GCC’s office for assignment to appropriate Team; and makes sure that receipt of which is properly acknowledged by the GCC’s staff in the logsheet.

DOCKET PROCEDURE – ACCESSING FILES

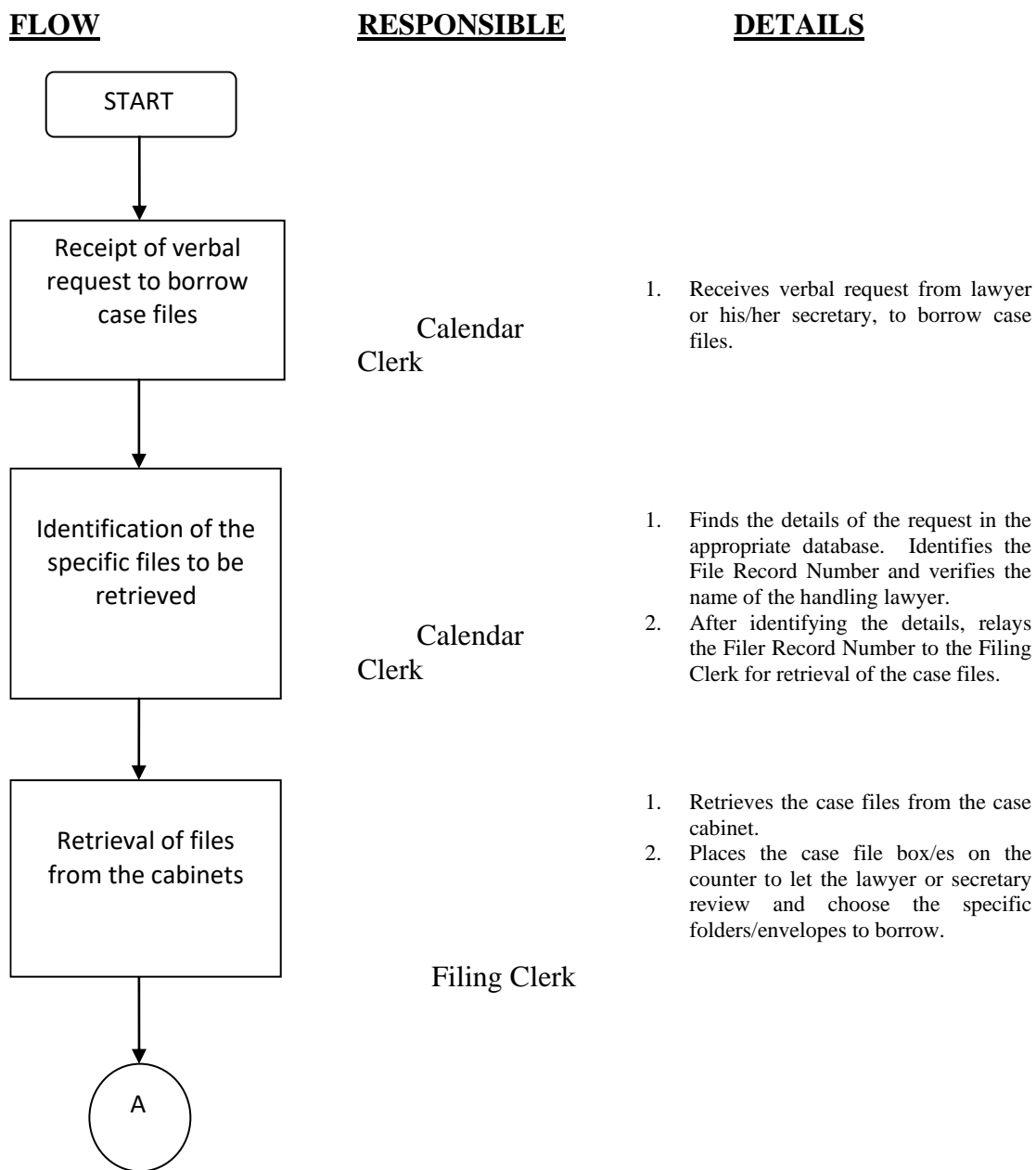
Borrow OVERVIEW OF FLOW CHART

BORROW



DOCKET PROCEDURE – ACCESSING FILES

Borrow DETAILED FLOW CHART



DOCKET PROCEDURE – ACCESSING FILES

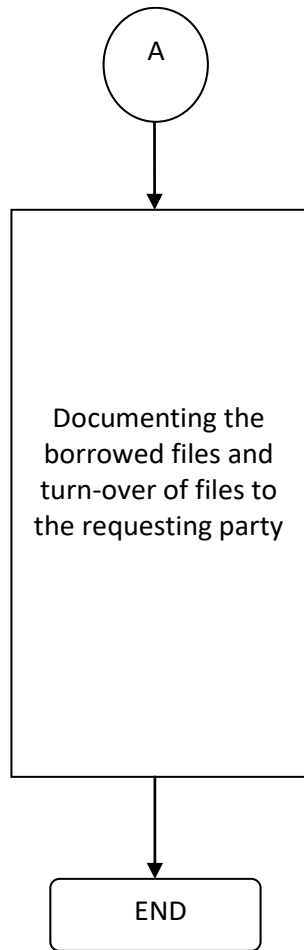
Borrow

CONTINUATION OF DETAILED FLOWCHART

FLOW

RESPONSIBLE

DETAILS



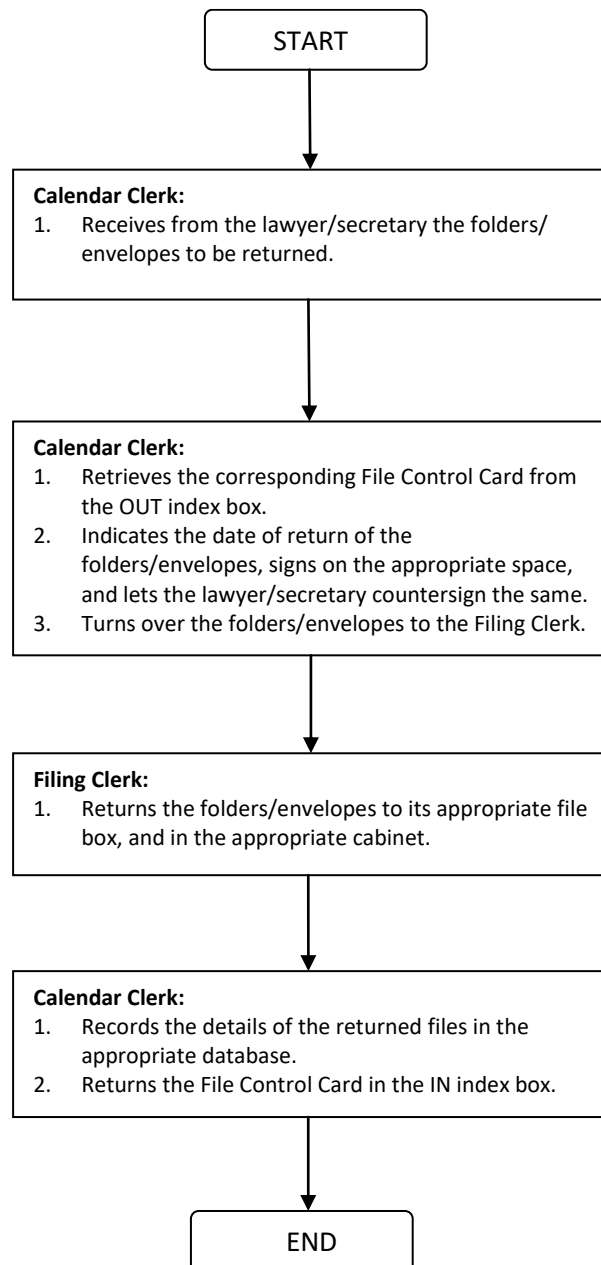
Calendar
Clerk

1. Retrieves the corresponding File Control Card from the IN index box.
2. Fills-up the back portion of the File Control Card:
 - Indicates the date that the folders/envelopes are borrowed
 - The specific folders/envelopes to be borrowed
 - The name of lawyer/secretary
3. Asks the lawyer/secretary to acknowledge receipt of the folders/envelopes by signing the appropriate space on File Control Card.
4. Turns over the requested folders/envelopes to the lawyer/secretary
5. Records the details of the borrowed files in the appropriate database.
6. Files the duly signed File Control Card in the OUT index box.

DOCKET PROCEDURE – ACCESSING FILES

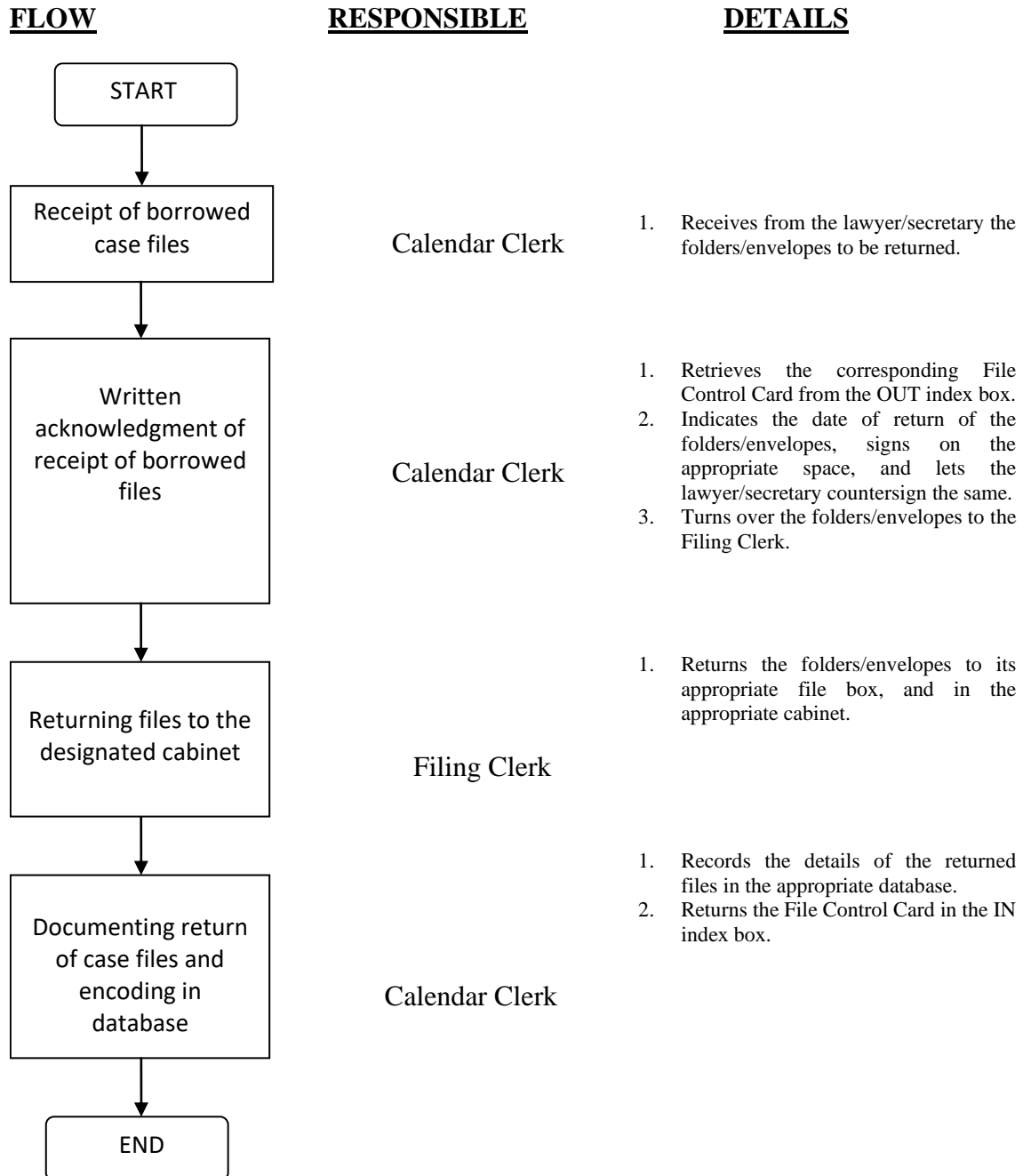
Return OVERVIEW OF FLOWCHART

RETURN



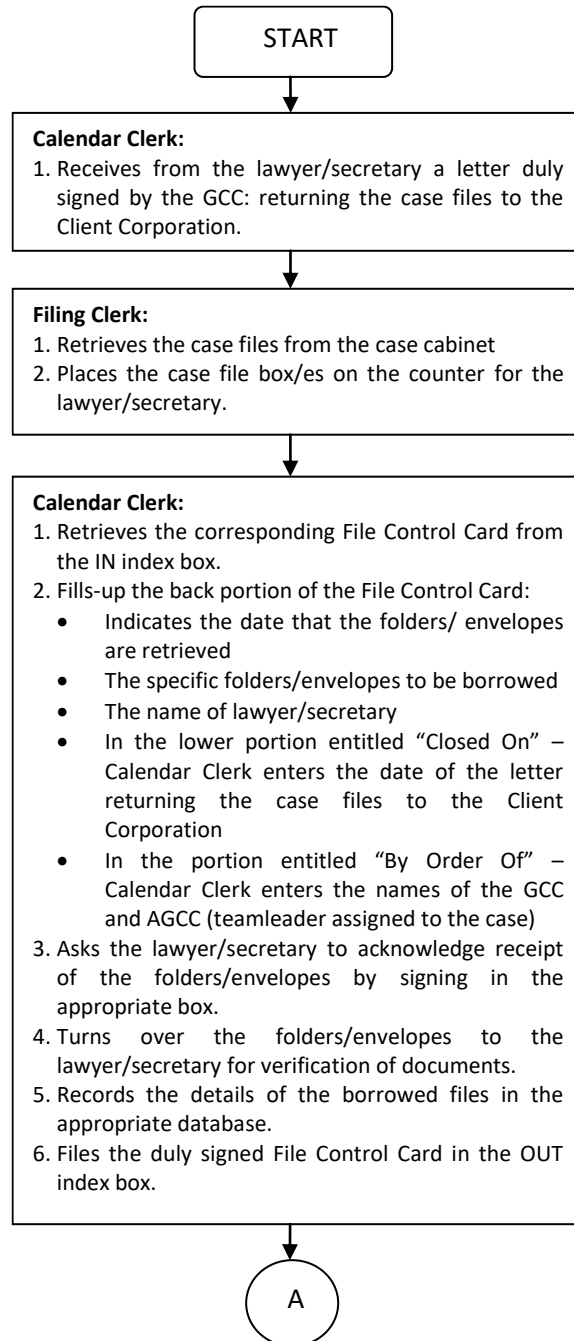
DOCKET PROCEDURE – ACCESSING FILES

Return DETAILED FLOWCHART



DOCKET PROCEDURE

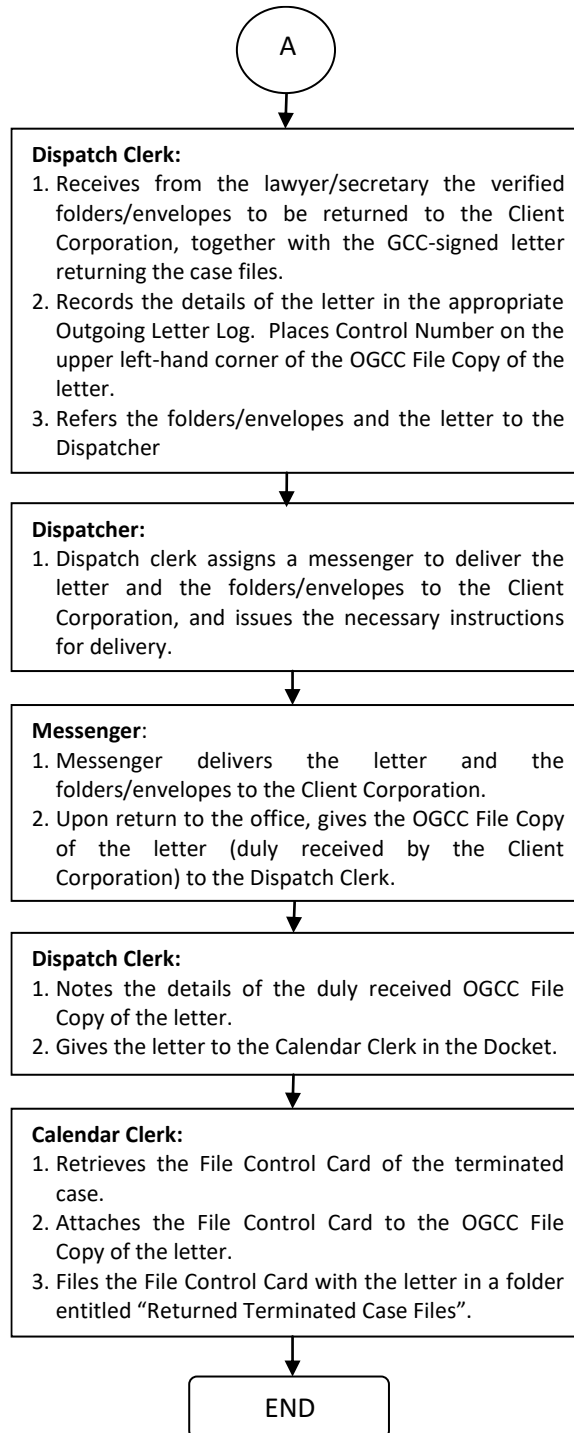
Returning a Terminated Case OVERVIEW OF FLOWCHART



DOCKET PROCEDURE

Returning a Terminated Case

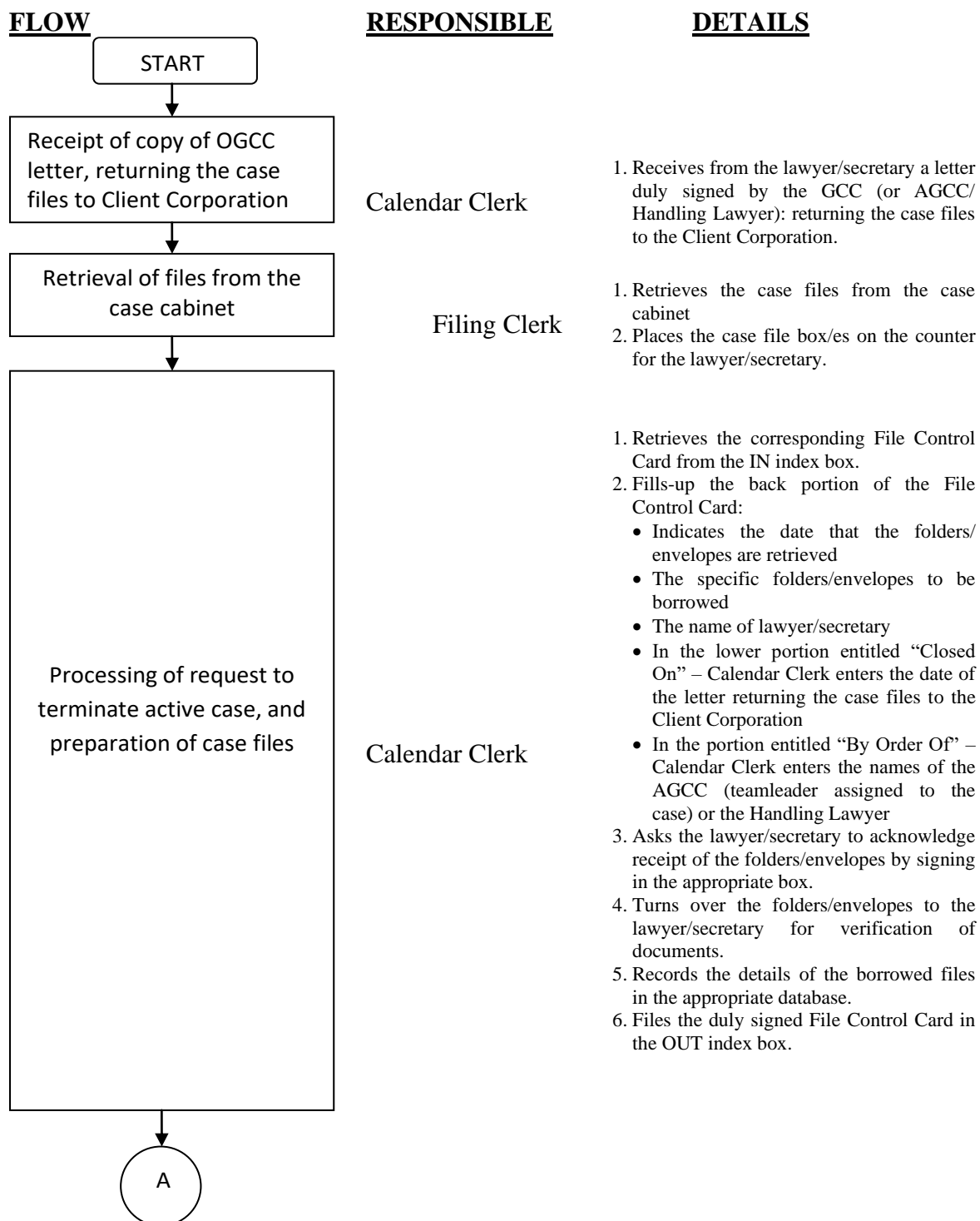
CONTINUATION OF OVERVIEW OF FLOW CHART



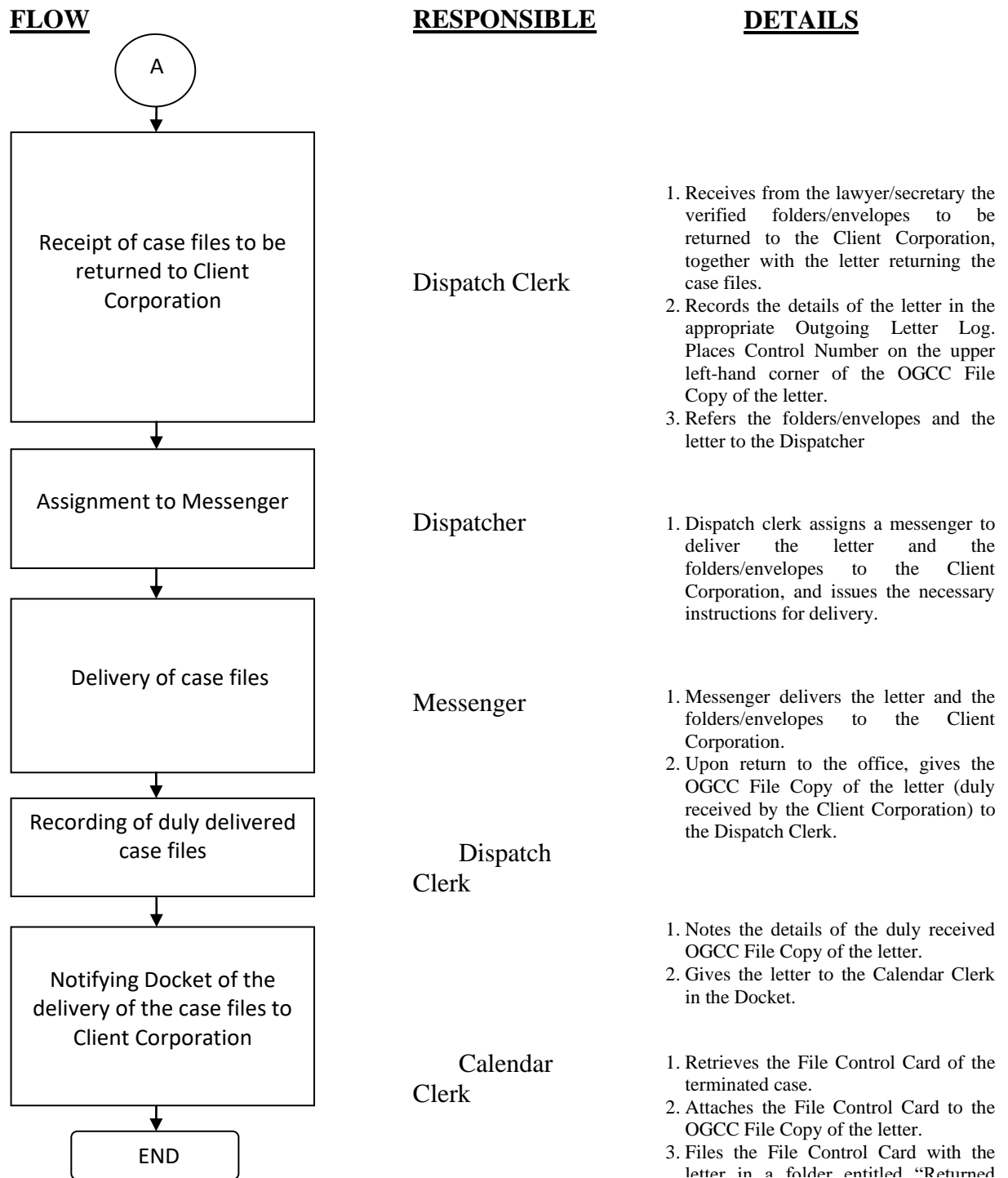
DOCKET PROCEDURE

Returning a Terminated Case

DETAILED FLOW CHART

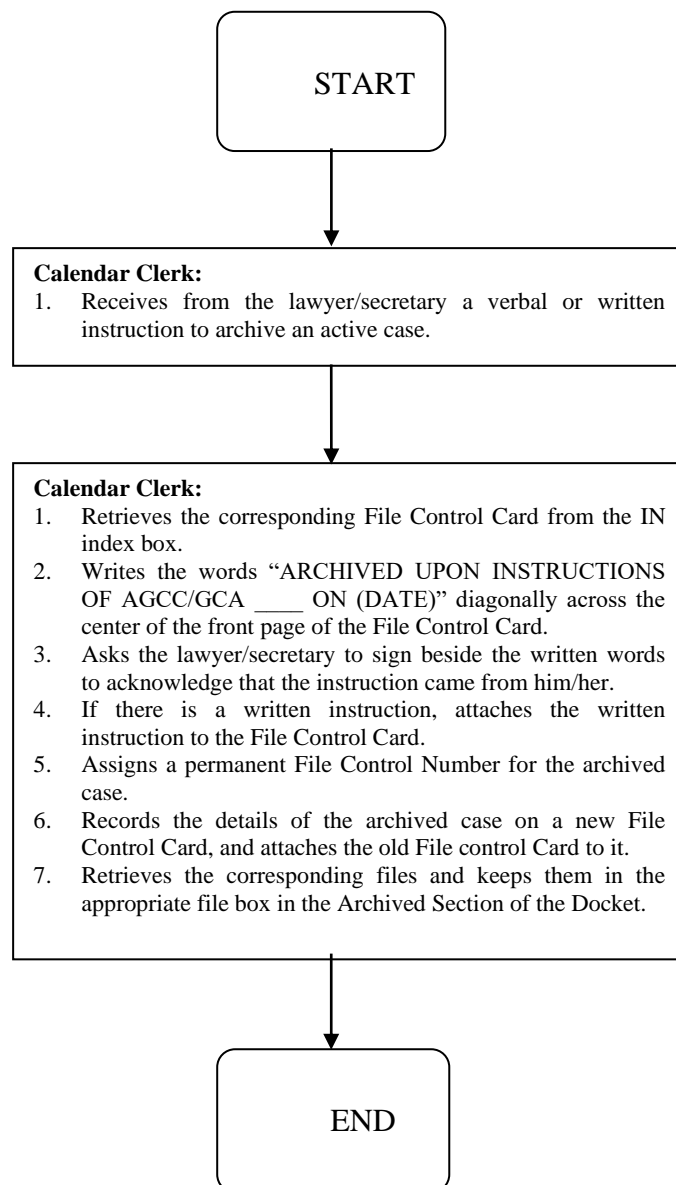


DOCKET PROCEDURE
Returning a Terminated Case
CONTINUATION OF DETAILED FLOWCHART



DOCKET PROCEDURE

Archiving a Case OVERVIEW OF FLOWCHART



DOCKET PROCEDURE

Archiving a Case

DETAILED FLOWCHART

<u>FLOW</u>	<u>RESPONSIBLE</u>	<u>DETAILS</u>
START		
Receipt of verbal or written instruction to archive an active case	Calendar Clerk	1. Receives from the lawyer/secretary a verbal or written instruction to archive an active case.
Processing of instruction to archive an active case	Calendar Clerk	1. Retrieves the corresponding File Control Card from the IN index box. 2. Writes the words "ARCHIVED UPON INSTRUCTIONS OF AGCC/GCA ____ ON (DATE)" diagonally across the center of the front page of the File Control Card. 3. Asks the lawyer/secretary to sign beside the written words to acknowledge that the instruction came from him/her. 4. If there is a written instruction, attaches the written instruction to the File Control Card. 5. Assigns a permanent File Control Number for the archived case. 6. Records the details of the archived case on a new File Control Card, and attaches the old File control Card to it. 7. Retrieves the corresponding files and keeps them in the appropriate file box in the Archived Section of the Docket.
END		

5.1.11 OTHER MATTERS

PROCESS	REMARKS
Borrowing of Case Folders	<p>As a general rule, case folders should remain kept in the Docket Room if there are no scheduled hearings, meetings, or pleadings to be filed.</p> <p>Once a case folder is retrieved from the Docket Room, the Handling Lawyer/Secretary may keep it under his/her custody for as long as needed.</p> <p>The Handling Lawyer/Secretary is responsible in making sure that all the documents in the case folder are intact as they were, from the time that the folder was borrowed up to the time that it will be returned to the Docket Room.</p>
Filing of loose documents	<p><u>Recently filed Outgoing Pleadings:</u></p> <ul style="list-style-type: none"> Unless document is retrieved by the Handling Lawyer/Secretary, the Filing Clerk is responsible in filing in appropriate case folders, OGCC's receiving copy of Outgoing Pleadings recently delivered to the courts. <p><u>Other loose documents:</u></p> <ul style="list-style-type: none"> The Secretary of the Handling Lawyer is primarily responsible in filing all other loose documents (except for Outgoing Pleadings) in appropriate case folders, with the assistance of the Filing Clerk.
File Log	<p>The File Log, which serves as the Table of Contents for a case folder, should be properly filled-up every time that a new document is added in the folder. Blank loose sheets of the File Log are readily available in the Docket Room.</p>

RECEIPT TO RELEASE PROCESS		
PROCESS FLOW		PRESCRIBED PERIOD
Receiving Unit (Records Section)	Stamps receipt and makes appropriate entries/ encoding	Within 3 hours from receipt of documents
GCC's Office	Assigns the request to the team	Within 1 working day from receipt of documents
Team Leader	Assigns the request to a handling lawyer	Within 1 working day from receipt of documents
Handling Lawyer	Reviews the request and prepares the draft	Within 7 working days from receipt of documents
Team Leader	Initial review of the draft	Within 10 working days from receipt of draft
AGCC for Legal Opinion and Contract	Review of the draft as re-evaluated by the AGCC for Legal Opinion and Contract Review	
DGCC	Review of the draft as earlier reviewed/ corrected by the Team Leader	
GCC	Final Review	
Handling Lawyer/ Secretary	Finalization	
Dispatch Unit (Records Section)	Dispatch of final and official Legal Opinion and/or Contract Review	Within 1 working day from the receipt of the final and official Legal Opinion and Contract Review
TOTAL NUMBER OF DAYS		20 WORKING DAYS

Section VII. Bidding Forms

Eligibility Documents Submission Form.....	146
Technical Proposal Forms.....	147
Omnibus Sworn Statement.....	157
Financial Proposal Forms.....	161
Form of Contract Agreement	168

ADDITIONAL FORMS PURSUANT TO GPPB CIRCULAR NO. 04-2020 DATED 16 SEPTEMBER 2020

1. Statement of the bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, with the relevant period herein provided pursuant to Section 24.1(a) (iv) of the 2016 revised IRR of RA No. 9184.(Please see attached form)

2. Statement of the consultant specifying its nationality and confirming that those who will actually perform its service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied profession, including their curriculum vitae, as stated in Section 24.1(a) (v) of the 2016 revised IRR of RA No. 9184.(Please see attached form)

3. Organizational Chart as required under Section 25.2 (c) ii of the 2016 revised IRR of RA No. 9184 (please see attached form)

4. Approach, workplan and schedule as stated in Section 25 (c) (iv) of the 2016 revised IRR of RA No. 9184 (refer to TPF 4); and

5. List of key personnel to be assigned to the contract to be bid, with their completed qualification and experience data, pursuant to Section 25.2 (c)ii of the 2016 revised IRR of RA No. 9184 (refer to TPF 5 and 6).

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 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, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; 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.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

TECHNICAL PROPOSAL FORMS

Notes for Consultants

The following summarizes the content and maximum number of pages permitted for the Technical Proposal. A page is considered to be one printed side of A4 or letter sized paper.

Cover Letter

Use **TPF 1.** Technical Proposal Submission Form.

Experience of the Firm

Maximum of *[insert acceptable number of pages]* introducing the background and general experience of the Consultant, including its partner(s) and subconsultants, if any.

Maximum of *[insert acceptable number of pages]* completed projects in the format of **TPF 2.** Consultant's References illustrating the relevant experience of the Consultant, including its partner and subconsultants, if any. No promotional material should be included.

General approach and methodology, work and staffing schedule

Use **TPF 4.** Description of the Methodology and Work Plan for Performing the Project, **TPF 5.** Team Composition and Task, **TPF 7.** Time Schedule for Professional Personnel, and **TPF 8.** Activity (Work) Schedule.

If subcontracting is allowed, add the following: If the Consultant will engage a subconsultant for the portions of the Consulting Services allowed to be subcontracted, the Consultant shall indicate which portions of the Consulting Services will be subcontracted, identify the corresponding subconsultant, and include the legal eligibility documents of such subconsultant.

Curriculum Vitae (CV)

Use **TPF 6.** Format of Curriculum Vitae (CV) for Proposed Professional Staff.

Comments on the terms of reference and data and facilities to be provided by the Procuring Entity

Not more than *[insert acceptable number of pages]* using **TPF 3.** Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

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 Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

In accordance with **ITB** Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

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

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

TPF 2. CONSULTANT'S REFERENCES

Relevant Services Carried Out in the Last Five Years That Best Illustrate Qualifications

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

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

On the Terms of Reference:

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

On the data, services, and facilities to be provided by the Procuring Entity:

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

TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

TPF 5. 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.

--

TPF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

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. 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.]

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. Use about two pages.]

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.

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. _____.

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 ____.

TPF 7. TIME SCHEDULE FOR PROFESSIONAL PERSONNEL

			Months (in the Form of a Bar Chart)												
Name	Position	Reports Due/Activities	1	2	3	4	5	6	7	8	9	10	11	12	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	7th	8th	9th	10th	11th	12th	
Activity (Work)													

B. Completion and Submission of Reports

Reports	Date
1. Inception Report	
2. Interim Progress Report (a) First Status Report (b) Second Status Report	
3. Draft Report	
4. Final Report	

OMNIBUS SWORN STATEMENT

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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 or authorized representative of [Name of Bidder] with office address at [address of Bidder];

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

2. *[Select one, delete the other:]*

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], 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], as shown in the attached duly notarized Special Power of Attorney;

[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], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] 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, **by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 Bidder] 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 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;

7. *[Name of Bidder]* complies with existing labor laws and standards; and
8. *[Name of Bidder]* is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and

- d. Inquiring or securing 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.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

IN WITNESS WHEREOF, I have hereunto set my hand this ___ day of ___, 20__ at _____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

Bid Securing Declaration Form

[shall be submitted with the Bid if bidder opts to provide this form of bid security]

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.

BID SECURING DECLARATION Project Identification No.: *[Insert number]*

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 procurement 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 the 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 No. 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; and
 - c. I am/we are declared the bidder with the Lowest Calculated 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 OR ITS AUTHORIZED
REPRESENTATIVE]*

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

FINANCIAL PROPOSAL FORMS

Notes for Consultants

The following summarizes the content of the Financial Proposal.

Cover Letter

Use FPF 1. Financial Proposal Submission Form, which is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:

- (f) followed the applicable rules and guidelines indicated in this ITB;
- (g) not taken any action which is or constitutes a corrupt, fraudulent, or coercive practice as defined in the applicable rules and guidelines; and
- (h) agrees to allow the Procuring Entity and the Funding Source, at their option, to inspect and audit all accounts, documents, and records relating to the its Bid and to the performance of the ensuing contract.

Costs of Consulting Services

Use FPF 2. Summary of Costs; FPF 3. Breakdown of Price per Activity; FPF 4. Breakdown of Remuneration per Activity; FPF 5. Reimbursables per Activity; and FPF 6. Miscellaneous Expenses.

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

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 Bid (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]*.

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

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

We confirm that we have read, understood and accept the contents of the Instructions to Bidders (ITB), the Bid Data Sheet (BDS), 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 Bid 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
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____

³ In 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
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

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

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input ⁵	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

⁵ Staff months, days, or hours as appropriate.

FPF 5. REIMBURSABLES PER ACTIVITY

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price In	Total Amount In
1.	International flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs ⁶				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____

⁶ Local transportation costs are not included if local transportation is being made available by the Entity. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Entity.

FPF 6. MISCELLANEOUS EXPENSES

Activity No. _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
4.	Software				
	Grand Total				_____

FORM OF CONTRACT AGREEMENT

THIS AGREEMENT, made this *[insert date]* day of *[insert month]*, *[insert year]* between *[name and address of Procuring Entity]* (hereinafter called the “Entity”) and *[name and address of Consultant]* (hereinafter called the “Consultant”).

WHEREAS, the Entity is desirous that the Consultant execute OGCC-DMIS-006 (hereinafter called “the Works”) and the Entity has accepted the bid for *[insert the amount in specified currency in numbers and words]* by the Consultant for the execution and completion of such Consulting Services and the remedying of any defects therein.

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement, words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract hereinafter referred to.
2. The following documents shall be attached, deemed to form, and be read and construed as part of this Agreement, to wit:
 - (a) General and Special Conditions of Contract;
 - (b) Terms of Reference
 - (c) Request for Expression of Interest;
 - (d) Instructions to Bidders;
 - (e) Bid Data Sheet;
 - (f) Addenda and/or Supplemental/Bid Bulletins, if any;
 - (g) Bid forms, including all the documents/statements contained in the Bidder’s bidding envelopes, as annexes, and all other documents/statements submitted (*e.g.*, bidder’s response to request for clarifications on the bid), including corrections to the bid, if any, resulting from the Procuring Entity’s bid evaluation;
 - (h) Eligibility requirements, documents and/or statements;
 - (i) Performance Security;
 - (j) Notice of Award of Contract and the Bidder’s conforme thereto;
 - (k) Other contract documents that may be required by existing laws and/or the Entity.
3. In consideration of the payments to be made by the Entity to the Consultant as hereinafter mentioned, the Consultant hereby covenants with the Entity to execute and complete the Consulting Services and remedy any defects therein in conformity with the provisions of this Consultant in all respects.

4. The Entity hereby covenants to pay the Consultant in consideration of the execution and completion of the Consulting Services, the Contract Price or such other sum as may become payable under the provisions of this Contract at the times and in the manner prescribed by this Contract.

IN WITNESS whereof the parties thereto have caused this Agreement to be executed the day and year first before written.

Binding Signature of Procuring Entity

Binding Signature of Consultant

[Addendum showing the corrections, if any, made during the bid evaluation should be attached with this agreement]

Section VIII. Appendices

I. Description of Services

Give detailed descriptions of the Services to be provided, dates for completion of various tasks, place of performance for different tasks, specific tasks to be approved by Client, etc.

II. Reporting Requirements

List format, frequency, and contents of reports; persons to receive them; dates of submission; etc. If no reports are to be submitted, state here “Not applicable.”

III. Key Personnel and Subconsultants

List under:

1. Titles [and names, if already available], detailed job descriptions and minimum qualifications, and staff-months of service, and estimated periods of engagement for each, including a copy of a satisfactory medical certificate.
2. Same information as in no. 1 for Key foreign Personnel to be assigned to work outside the Government’s country.
3. Same information as in no.1 for Key Local Personnel.
4. List of approved Subconsultants (if already available) and Counterpart personnel (if allowed); same information with respect to their Personnel as in no.’s 1 and 2.

IV. Breakdown of Contract Price

List here the elements of cost, including expenditures in foreign currency(ies) denominated and payable in Philippine Peso, used to arrive at the itemized breakdown of the contract price:

1. Monthly rates for Personnel (Key Personnel and other Personnel)
2. Reimbursable expenditures
3. Applicable taxes

V. Services and Facilities Provided by the Client

Give detailed description of the services and facilities made available to the Consultant, and the time and manner of its availment.

VI. Consultant's Representations Regarding Costs and Charges

Breakdown of Remuneration Rates, WB funded projects using Quality Based Selection, Selection Based on the Consultant's Qualifications and Single Source Selection.

1. Review of Remuneration Rates

1.1 The remuneration rates for staff are made up of salary, social costs, overheads, fee that is profit, and any premium or allowance paid for projects away from headquarters. To assist the Consultant in preparing for financial negotiations, a sample form giving a breakdown of rates is attached (no financial information should be included in the Technical Proposal). Agreed breakdown sheets shall form part of the negotiated contract.

1.2 The Procuring Entity is charged with the custody of Government funds and is expected to exercise prudence in the expenditure of these funds. The Procuring Entity is, therefore, concerned with the reasonableness of the firm's Financial Proposal, and, during negotiations, it expects to be able to review audited financial statements backing up the Consultant's remuneration rates, certified by an independent auditor. The Consultant shall be prepared to disclose such audited financial statements for the last three years, to substantiate its rates, and accept that its proposed rates and other financial matters are subject to scrutiny. Rate details are discussed below.

(i) Salary

This is the gross regular cash salary paid to the individual in the Consultant's home office. It shall not contain any premium for work away from headquarters or bonus (except where these are included by law or government regulations).

(ii) Bonus

Bonuses are normally paid out of profits. Because the Procuring Entity does not wish to make double payments for the same item, staff bonuses shall not normally be included in the rates. Where the Consultant's accounting system is such that the percentages of social costs and overheads are based on total revenue, including bonuses, those percentages shall be adjusted downward accordingly. Where national policy requires that thirteen (13) months' pay be given for twelve (12) months' work, the profit element need not be adjusted downward. Any discussions on bonuses shall be supported by audited documentation, which shall be treated as confidential.

(iii) Social Costs

Social costs are the costs to the Consultant of staff's non-monetary benefits. These items include, *inter alia*, pension, medical and life insurance costs, and the cost of a staff member being sick or on vacation. In this regard, the cost of leave for public holidays is not an acceptable social cost nor is the cost of leave taken during the Contract if no additional staff replacement has been provided. Additional leave taken at

the end of the Contract in accordance with the Consultant's leave policy is acceptable as a social cost.

(iv) Cost of Leave

The principles of calculating the cost of total days leave per annum as a percentage of basic salary shall normally be as follows:

$$\text{Leave cost as percentage of salary}^7 = \frac{\text{total days leave} \times 100}{[365 - w - ph - v - s]}$$

It is important to note that leave can be considered a social cost only if the Procuring Entity is not charged for the leave taken.

(v) Overheads

Overhead expenses are the firm's business costs that are not directly related to the execution of the project and shall not be reimbursed as separate items under the Contract. Typical items are home office costs (partner's time, non-billable time, time of senior staff monitoring the project, rent, support staff, research, staff training, marketing, etc.), the cost of staff not currently employed on revenue-earning projects, and business promotion costs. During negotiations, audited financial statements, certified as correct by an independent auditor and supporting the last three years' overheads, shall be available for discussion, together with detailed lists of items making up the overheads and the percentage by which each relates to basic salary. The Procuring Entity does not accept an add-on margin for social charges, overhead expenses, etc., for staff who are not permanent employees of the firm. In such case, the firm shall be entitled only to administrative costs and fee on the monthly payments charged for subcontracted staff.

(vi) Fee or Profit

The fee or profit shall be based on the sum of the salary, social costs, and overhead. If any bonuses paid on a regular basis are listed, a corresponding reduction in the profit element shall be expected. Fee or profit shall not be allowed on travel or other reimbursable expenses, unless in the latter case an unusually large amount of procurement of equipment is required. The Consultant shall note that payments shall be made against an agreed estimated payment schedule as described in the draft form of the Contract.

(vii) Away from Headquarters Allowance or Premium

Some consultants pay allowances to staff working away from headquarters. Such allowances are calculated as a percentage of salary and shall not draw overheads or profit. Sometimes, by law, such allowances may draw social costs. In this case, the amount of this social cost shall still be shown under social costs, with the net allowance shown separately. For concerned staff, this allowance, where paid, shall cover home education, etc.; these and similar items shall not be considered as reimbursable costs.

(viii) Subsistence Allowances

⁷ Where w = weekends, ph = public holidays, v = vacation, and s = sick leave.

Subsistence allowances are not included in the rates, but are paid separately and in local currency. No additional subsistence is payable for dependents — the subsistence rate shall be the same for married and single team members.

UNDP standard rates for the particular country may be used as reference to determine subsistence allowances.

2. Reimbursables

2.1 The financial negotiations shall further focus on such items as out-of-pocket expenses and other reimbursables. These costs may include, but are not restricted to, cost of surveys, equipment, office rent, supplies, international and local travel, computer rental, mobilization and demobilization, insurance, and printing. These costs may be either fixed or reimbursable in foreign or local currency.

3. Bank Guarantee

3.1 Payments to the Consultant, including payment of any advance based on cash flow projections covered by a bank guarantee, shall be made according to an agreed estimated schedule ensuring the firm regular payments in local and foreign currency, as long as the services proceed as planned.

VII. BREAKDOWN OF AGREED FIXED RATES⁸

[Currencies: _____⁹]

Consultants		1	2	3	4	5	6	7	8
Name	Position	Basic Rate ¹⁰	Social Charge (__ % of 1)	Overhead (__ % of 1)	Subtotal	Fee (__ % of 4)	Away from Headquarters Allowance (__ % of 1)	Total Agreed Fixed Rate	Agreed Fixed Rate (__ % of 1)
Philippines									
Home Office									

Signature of Consultant: _____

Date: _____

Authorized Representative: _____

Name: _____

Title: _____

⁸ This model form is given for negotiation purposes only. It is not part of the proposals (technical or financial).

⁹ If different currencies, a different table for each currency should be used.

¹⁰ Per month, day, or hour as appropriate.

OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

***Eligibility Form:* STATEMENT OF SIMILAR ONGOING PROJECTS**

List of On-going Government and Private Contracts, including those awarded but not yet started

Name of Consultant : _____
Business Address : _____

Name, Location and Contact Numbers of Project	Brief Description of the Project	Classification (Government/ Private)	Date of Contract	Amount of Contract	Contract Duration

Attachments:

- Notice of Award and Contract for Government Contracts, for Private Contracts, a Copy of the Contract suffices
- Notice to Proceed for Government Contracts

Submitted by:

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

OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

***Eligibility Form:* STATEMENT OF SIMILAR ONGOING PROJECTS**

List of On-going Government and Private Contracts, including those awarded but not yet started

Name of Consultant : _____
Business Address : _____

Name, Location and Contact Numbers of Project	Brief Description of the Project	Classification (Government/ Private)	Date of Contract	Amount of Contract	Contract Duration

Attachments:

- Notice of Award and Contract for Government Contracts, for Private Contracts, a Copy of the Contract suffices
- Notice to Proceed for Government Contracts

Submitted by:

Name of Representative of Bidder	:	<hr/>
Position	:	<hr/>
Date	:	<hr/>

**Eligibility Form : STATEMENT OF THE CONSULTANT'S
NATIONALITY AND LIST OF CONSULTANT'S KEY
PERSONNEL TO BE ASSIGNED TO THE CONTRACT**

**OFFICE OF THE GOVERNMENT
CORPORATE COUNSEL**

Bids and Awards Committee
MWSS Building, Katipunan Road, Balara,
Quezon City, 1119 Metro Manila

Ladies/Gentlemen:

In compliance with the requirements of the Office of the Government Corporate Counsel - Bids and Awards Committee (OGCC-BAC) for the bidding of the Project - Consulting Services for the Design, Development, Installation and Deployment of Document Management Information System (DMIS) for the OGCC, I/We hereby declare the following:

1. [Select one and delete the rest]

[If domestic consultant] That (name of the consultant) is a domestic sole proprietor/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity consultant] That (name of the consultant) is a foreign sole proprietor/partnership/corporation/joint venture organized or formed under the laws of the (name of country);

2. That the following are the proposed personnel:

Name of the Proposed Personnel	Proposed Position	Nationality	Proof of Identification

3. That attached herewith are the Curriculum Vitae of the above-mentioned personnel (Annex/es); and
4. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority

Very truly yours,

Signature	:	_____
Name of Authorized Signatory	:	_____
Position	:	_____
Name of Consultant/Corporation	:	_____
Address	:	_____

Contact Details	:	_____

(Note: Attach the notarized authority of the consultant's representative for the public bidding for this project)

CONSULTANT'S ORGANIZATIONAL CHART FOR THE CONTRACT

Submit a copy of the Organization Chart that the Consultant intends to use to execute the Contract if awarded to it. Indicate in the chart the names of the Project Manager and other key personnel.