



Republic of the Philippines
Department of Justice
OFFICE OF THE GOVERNMENT CORPORATE COUNSEL
Third Floor MWSS Administration Bldg., Katipunan Road
Balara, Quezon City
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REQUEST FOR PROPOSAL
RFP No. 2023-08-044

The OFFICE OF THE GOVERNMENT CORPORATE COUNSEL (OGCC), through its Bids and Awards Committee, is inviting all interested bidders to submit a proposal/price quotation for the project with details as follows:

- Project Title : **ARCHITECTURAL AND ENGINEERING (A&E) DESIGN CONSULTANCY SERVICES FOR THE OFFICE RENOVATION AND EXPANSION OF THE OGCC**
- Approved Budget for the Contract (ABC) : PhP500,000.00 (inclusive of all government taxes)
- Mode of Procurement : **Small Value Procurement**
[Section 53.9, RIRR of RA 9184]
- Location : Office of the Government Corporate Counsel
3rd Floor, MWSS Building, Balara,
Katipunan Ave., Quezon City
- Delivery Period : See attached *Terms of Reference*
- End-User Unit : OGCC Expansion and Renovation Committee

The details of the schedule of activities are listed as follows:

ACTIVITIES	SCHEDULE
Posting of the Request for Quotation	8 August 2023
Deadline for Submission of Quotation	15 August 2023 at 1:00 pm
Opening of the Proposal/Quotation	15 August 2023 at 1:30 pm

This RFP is subject to the Terms and Conditions and Terms of Reference (TOR) herein attached. The OGCC shall evaluate the bids/proposal using the **Quality Based Evaluation (QBE)** under Section 33.2.1 of the 2016 Revised Implementing Rules and Regulations (RIRR) of Republic Act (RA) 9184.

Submit your duly signed proposal or quotation not later than 15 August 2023 at 1:00 pm. Electronic proposals shall be emailed to bac@ogcc.gov.ph. Manual submissions shall be at the address indicated below:

AGCC KATHRINA MARIA A. REYES
OGCC Bids and Awards Committee
Office of the Government Corporate Counsel
3rd Floor, MWSS Building, Balara
Katipunan Ave., Quezon City

The OGCC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected bidder.

Late submission of proposal or quotation shall not be accepted and considered.

Sgd.
AGCC KATHRINA A. MARIA REYES
OGCC BAC Chairperson

TERMS AND CONDITIONS	
I. OTHER IMPORTANT REMINDERS	<ul style="list-style-type: none">- Award of contract shall be made only to the HIGHEST RATED AND RESPONSIVE BID/PROPOSAL which complies with the minimum technical specifications and other terms and conditions stated herein.• Proposal must be denominated in Philippine peso.• Proposal must include all taxes and other incidental expenses, if any.• Financial proposal exceeding the ABC shall be rejected.• Bidders are encouraged to use the forms herein provided to facilitate the evaluation of proposals and requirements.• The TOR and all the documents to be submitted by the winning Consultant/Consulting Firm shall be part and parcel of the contract.
II. DOCUMENTARY REQUIREMENTS TO BE SUBMITTED TOGETHER WITH THE PROPOSAL	<ul style="list-style-type: none">• Interested bidders are required to submit the following documents <u>together with their proposal</u>: <u>ENVELOPE 1: TECHNICAL PROPOSAL FORM [Annex A] WITH THE FOLLOWING DOCUMENTS:</u> <u>Legal Documents</u> - Certificate of Platinum Membership may be submitted in lieu of the following documents:<ul style="list-style-type: none">a. Valid and current Mayor’s Permit. However, individuals intending to submit their proposal shall submit their BIR Certificate of Registration in lieu of DTI Registration and Mayor’s Permit;b. PhilGEPS Registration Number;c. Individuals intending to join shall form themselves into a joint venture pursuant to Section 24.3.1. and shall submit a valid joint venture agreement (notarized) using the form herein provided [Annex B]. <u>Technical Documents</u><ul style="list-style-type: none">d. Statement of all Government and Private Contracts completed within three (3) years from bid submission of similar nature [Annex C];- Proponent must show certification or any equivalent document from their client that they are in good standing and that they have implemented the similar project to their client’s expectations. This requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.

	<ul style="list-style-type: none"> - Similar contracts – shall refer to contracts involving Architectural and/or Engineering Design Services for office renovation or expansion. - Proof of completion and acceptance, such as, but not limited to, any of the following: <ul style="list-style-type: none"> • Certificate of Completion and Acceptance showing satisfactory performance from the client for the aforesaid contracts; • Official Receipt, Sales Invoice, or Delivery Receipt; • Contract and/or Notice of Award; • Any other proof of completion of project subject of the aforesaid contracts e. List of all ongoing government and private contracts including contracts awarded but not yet started <i>[Annex D]</i>; - Attach copies of Contracts and Notice of Award f. Team Composition and Task <i>[Annex E]</i>; g. Curriculum Vitae (CV) <i>[Annex F]</i>; <ul style="list-style-type: none"> - Photocopy of the following documents must be submitted together with the CV as evidence of educational attainment, work experience, and professional certifications: <ul style="list-style-type: none"> i. Diploma ii. Certificate of Employment iii. Professional Certifications and/or Licenses (Professional Identification Card issued by the PRC) h. Description of the Methodology and Work Plan for Performing the Contract <i>[Annex G]</i> <p>• <i>Relevant forms to be used are herein provided/attached.</i></p> <p><u>ENVELOPE 2: FINANCIAL PROPOSAL FORM</u></p> <ul style="list-style-type: none"> a. Financial Bid Form <i>[Annex H]</i> b. Latest Income/Business Tax Return
III. DOCUMENTS TO BE SUBMITTED AS A CONDITION OF AWARD	<ul style="list-style-type: none"> • Within ten (10) calendar days from receipt of Notice of Award (NOA), the winning bidder shall submit the following as a condition for the award of the contract: <p style="text-align: center;">Notarized Omnibus Sworn Statement <i>[Annex I]</i></p> <ul style="list-style-type: none"> • Failure to submit the notarized OSS and the PSD shall not entitle the bidder to the award of the contract. • Thereafter, OGCC shall enter into contract with the consultant.
V. PAYMENT TERMS AND LIQUIDATED DAMAGES	<ul style="list-style-type: none"> • Payment shall be based on milestones or performance of the consulting firm duly accepted by OGCC. • Liquidated damages equivalent to one tenth of one percent (0.1%) of the cost of the unperformed portion of the contract shall be imposed per day of delay. The OGCC may rescind the contract once the cumulative amount of liquidated damages reaches ten percent (10%) of the

	amount of the contract, without prejudice to other courses of action and remedies open to it.
VII. RESERVATION CLAUSE	The OGCC reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected bidder.
VIII. SUBMISSION OF PROPOSALS	<p>FOR MANUAL SUBMISSION OF BIDS/PROPOSALS</p> <ul style="list-style-type: none"> Manual submissions shall be at the address indicated below: <p style="text-align: center;">AGCC KATHRINA MARIA A. REYES OGCC Bids and Awards Committee Office of the Government Corporate Counsel 3rd Floor, MWSS Building, Balara Katipunan Ave., Quezon City</p> Interested bidders shall submit 1 original and 2 copies of their bids. Bidders shall enclose their technical proposal 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”. 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 outer envelope as “COPY NO. ____”, respectively. These envelopes containing the original and the copies shall then be enclosed in one single envelope. All envelopes shall: <ol style="list-style-type: none"> Contain the name of the contract to be bid in capital letters; Bear the name and address of the Consultant in capital letter; Be addressed to the Procuring Entity’s BAC; Bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of bids. <p>FOR ELECTRONIC SUBMISSION OF BIDS/ PROPOSALS:</p> <ul style="list-style-type: none"> Email the proposals to: bac@ogcc.gov.ph Submit ENVELOPE 1 (Eligibility Documents with Technical Proposal) and ENVELOPE 2 (Financial Bid Proposal) in separate zipped folders with different passwords (i.e., One password for envelope 1 and another password for envelope 2) Password shall be only be disclosed to the BAC Secretariat during the scheduled bid opening. Documents which are not in compressed or zipped folders and those without passwords shall be considered as unsealed bid submissions and shall be rejected during the opening of bids. The OGCC BAC shall assume no responsibility for the misplacement of the contents of improperly compressed or password protected folder or for its premature opening.



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ARCHITECTURAL AND ENGINEERING (A & E) DESIGN CONSULTANCY SERVICES FOR THE RENOVATION AND EXPANSION OF THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL

TERMS OF REFERENCE

I. BACKGROUND AND RATIONALE

The Office of the Government Corporate Counsel (OGCC), located at the 3rd Floor of the MWSS Administrative Building, Katipunan Avenue, Balara, Quezon City, intends to renovate its current space of 1,836 sqm and to expand the same to include an additional 1,326 sqm in the 3rd Floor MWSS Engineering Building. The expansion is in consideration of the increasing space requirement of the case records handled by the OGCC and the additional personnel granted by the Department of the Budget and Management (DBM).

II. GENERAL DESCRIPTION OF THE PROJECT

The detailed architectural and engineering design shall consist of the following phases:

- a. **Pre-design** - involves preliminary architectural/engineering designs, layouts, outline specifications, preliminary cost estimates and specific recommendations prior to actual design;
- b. **Design** - preparation of detailed Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities required for the bidding documents;
- c. **Procurement** - evaluation and post-qualification of bids;
- d. **Construction support** - periodic visits to check on the general progress of work, checking of the quality of materials and workmanship, making final inspections and reporting of completed project; and
- e. **Post-Construction Support Services** - issuance of instructions to the contractor to correct defects on the work, review and recommendation for approval of progress and final billings of the contractor.

The engagement shall include but shall not be limited to the following aspects: preparation of bidding documents (Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities), evaluation of bids, award, and implementation of the following OGCC projects:

1. Renovation of the Office of the GCC and Office of the DGCC and other Administrative Sections (FY 2023);



2. Renovation of the OGCC Office (3rd Floor MWSS Administration Building) (FY 2024); and
3. Supply, Delivery, and Installation of Furniture and Fixture for the OGCC Office Expansion (3rd Floor MWSS Engineering Building) and for the Office of the GCC and Office of the DGCC and other Administrative Sections.

Renovation of the Office of the GCC and Office of the DGCC and other Administrative Sections

The funding for this budget shall be sourced from the supplemental budget for FY 2023 given by the DBM. Given the availability of funding, the OGCC intends to first renovate the Office of the GCC, DGCC and other Administrative Sections to optimize space, enhance ambiance, and to meet current and future needs.

The furniture and fixtures and other movables shall be procured together with the procurement of furniture and fixture for the OGCC Office Expansion.

Renovation of the OGCC Office (3rd Floor MWSS Administration Building) (FY 2024)

The OGCC intends to renovate the rest of the current office space of the OGCC in the 3rd Floor MWSS Administrative Building to accommodate the current and additional legal teams as well as other rooms. Thus, the Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities as well as the cost equivalent for this project shall be used by the OGCC as supporting documents for its request for funding from the DBM for FY 2024.

Supply, Delivery, and Installation of Furniture and Fixture for the OGCC Office Expansion (3rd Floor MWSS Engineering Building) and for the Office of the GCC and Office of the DGCC and other Administrative Sections (FY 2023)

The costs of renovation of the expansion office will be shouldered by the MWSS – from the demolition of existing structures and partitions, to installation of new ceilings, replacement of floorings, electrical layout etc., while costs of movable furniture and fixtures, modular partitions among others shall be shouldered by the OGCC.

The costs of movable furniture and fixtures and other office equipment for the Office of the GCC, DGCC and other Administrative Sections shall also be sourced from the excess budget for this project/contract.



III. SCOPE OF WORK

In view of this, the OGCC requires the services of a registered/licensed architectural and engineering consultant (hereinafter referred to as "Consultant") to prepare the Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities, and to provide the following services for the abovementioned projects:

Renovation of the OGCC Current Office located on the 3rd Floor MWSS Administration Office (including the Office of the GCC, DGCC and other Administrative Sections)

1. Conduct ocular inspection, determine site condition, and confirm actual office space measurements;
2. Architectural plans including floor layout, interior design, and furniture and fixtures layout;
3. Engineering plans such as electrical plans, plumbing plans and mechanical plans taking into consideration the air-conditioning system and internet lines on the proposed layout;
4. Other necessary detailed engineering requirements pursuant to Section 17.6 of the RIRR;
5. Cost estimates and technical specifications of proposed plans for the East and West Wing for the procurement of movable furniture and fixtures, modular partitions among others;

Supply, Delivery, and Installation of Furniture and Fixture for the OGCC Expansion Office (3rd Floor MWSS Engineering Building) and the Office of the GCC and Office of the DGCC and other Administrative Sections

1. Conduct ocular inspection, determine site condition, and confirm actual office space measurements;
2. Architectural plans including floor layout, interior design, and furniture and fixtures layout;
3. Cost estimates and technical specifications of proposed plans for the East and West Wing for the procurement of movable furniture and fixtures, modular partitions among others;

Additional Scope of Work:

The Consultant shall likewise be required to render the following services:



1. Be designated as member of the Technical Working Group (TWG) to assist the Bids and Awards Committee (BAC) in the evaluation of the bids for the abovementioned projects;
2. To assist the End-User in the implementation of the contracts/ projects;
3. To assist the Inspection and Acceptance Committee in determining the compliance of the contractor or supplier with the requirements of the projects; and
4. Other related duties, not limited to:
 - a) Conduct ocular inspection;
 - b) Determine site conditions;
 - c) Confirm actual site measurements; and
 - d) Submit the deliverables enumerated herein with an end requirement of a complete office space allocation, plan and lay-out.

Further, the Consultant is tasked to submit, in hard and soft copies, the following documents:

1. Perspective Drawing;
2. Material Board/Swatches;
3. Architectural Plans;
4. Lighting (for verification)/Power Lay-out;
5. A/C Ducting Lay-Out;
6. Network and Telephone Cabling Layout;
7. Any other specifications crucial for the design;
8. Technical specifications and quantities of office equipment, furniture and fixtures including modular partitions needed; and
9. Cost estimates for the renovation.

All Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities shall be subject to the final acceptance and approval of the OGCC.

III. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) is **FIVE HUNDRED THOUSAND (Php500,000.00)**, inclusive of all applicable government taxes and service charges.



IV. MODE OF PROCUREMENT

The procurement of the Consultant shall be undertaken through *Negotiated Procurement-Small Value Procurement* pursuant to R.A. No. 9184 and its 2016 RIRR.

VI. DELIVERABLES AND TIMELINES

The following are the expected deliverables from the Consultant, with corresponding timeline of submission:

ACTIVITIES/DELIVERABLES	TIMELINE
Conduct ocular inspection, determine site condition, and confirm actual site measurement	Within fifteen (15) working days from receipt of Notice to Proceed
Conduct of meetings with the end-user units	Within five (5) working days from the conduct of site inspection
Initial draft of space lay-out and floor plan (floor lay-out, electrical layout, cost estimates, and project plan and schedule) Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities (cost estimates), subject to amendments and final acceptance of the OGCC	Within fifteen (15) days from the date of the meeting with end-users
Final space lay-out and floor plan (floor lay-out, electrical layout, cost estimates, and project plan and schedule) Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities (cost estimates), subject to amendments and final acceptance of the OGCC	Within fifteen (15) days from receipt of the initial drafts with comments or further instructions from the OGCC
Participate in the pre-procurement activities and bidding evaluation and contract implementation of the two projects	Scheduled as may be determined.
Inspect the items and monitor the renovation and recommend its acceptance to the Inspection and Acceptance Committee	Within ten (10) days from the opening of bids

VII. QUALIFICATIONS AND EVALUATION OF THE CONSULTANT

a. Eligibility Requirements



To determine if the perspective bidder is eligible to participate in the bidding, legal, technical, and financial documents shall be submitted by the bidder, and the submission of documentary requirements prescribed in Annex "H" Appendix A of the revised IRR of R.A. No. 9184.

b. Minimum Qualifications and Selection Criteria

The OGCC shall select the most qualified provider using the **quality-based evaluation** pursuant to the pertinent provisions of R.A. 9184, following the criteria and evaluation below:

EVALUATION CRITERIA	PREFERRED QUALIFICATIONS	BASES	WEIGHT (%)
Applicable experience and capability of the bidder	<ul style="list-style-type: none"> At least five (5) years of experience in providing consultancy services for Architectural Technical Design (space lay-out and floor plan) Engaged with at least three (3) organizations in consultancy experience in Architectural Technical Design; and Engaged with at least two (2) national government agency on consultancy experience in Architectural Technical Design 	a) DTI or SEC registration certificate indicating the year of registration and/or other relevant documents; b) List of completed and on-going contracts; c) Copies of Certificates of Satisfactory Service Rendered/ Certificates of completion/ contracts/NOA/ NTP	40
Qualification of personnel who may be assigned to the Project	<u>Lead Architect</u> <ul style="list-style-type: none"> Must be a valid PRC Licensed Architect With at least five (5) years of experience in Architectural Technical Design (space lay-out and floor plan) 	Signed extensive curriculum vitae indicating the relevant work experience and educational background, trainings attended	40
Plan of approach and methodology	Clarity, feasibility and timeliness of written proposal and overall quality of proposed work	Submitted proposed technical proposal with plan of approach and methodology	20



The hurdle score for this project to pass in the evaluation is 80.

VIII. MODE OF PAYMENT

Payment shall be released within 15 to 30 business days upon receipt of billing statement supported by a Certificate of Satisfactory Service Rendered, and OGCC's acceptance of the deliverables listed. Payment to the Consultant shall be based on the following milestones:

DELIVERABLES	COST
Upon acceptance of final space lay-out and floor plan for the furniture, fixtures and modulars, and Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities <u>for 3rd Floor MWSS Engineering Bldg and Office of the GCC, DGCC and other Administrative Sections of the OGCC</u>	30% of the Total Contract Price upon approval of the deliverable
Upon acceptance of final space lay-out and floor plan for the renovation and plan for the furniture, fixtures and modulars, (floor lay-out, electrical layout, cost estimates, and project plan and schedule) and Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities <u>for 3rd Floor MWSS Administration Bldg.</u>	70% of the Total Contract Price upon approval of the deliverable

IX. LIQUIDATED DAMAGES

If the Consultant fails to delivery any or all of the goods and/or perform the services within the period specified in this TOR, the Procuring Entity shall, without prejudice to its remedies under this contract and under the applicable law, deduct from the contract price as liquidated damages, the applicable rate of one percent (1%) of the cost of the unperformed portion of every day of delay. Pursuant to Section 68 of R.A. No. 9184, the maximum deduction shall be ten percent (10%) of the amount of the contract. Once the maximum is reached, the Procuring Entity reserves the right to rescind the contract, without prejudice to other courses of action and remedies open to it.

X. PERFORMANCE SECURITY

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) working days from receipt of the Notice of Award.



The submission of the Performance Security is a condition for the award of the contract. The performance security shall be in the amount of 5% of the Total Contract Price and may be in the form of either: (a) cash or cashier's/manager's check issued by a Universal or Commercial Bank; (b) irrevocable letter of credit issued by a Universal or Commercial Bank; or (c) surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission.

XI. CONFIDENTIALITY OF DATA AND INFORMATION

The Consultant shall submit outputs directly to the designated and authorized OGCC personnel for review, acceptance, approval, and eventual endorsement for payment. All materials, data, information used and generated through this engagement will be the sole property of OGCC. The Consultant shall neither use nor disseminate these documents for their own purposes without the written consent from the head of the OGCC.

XI. CONFLICT OF INTEREST

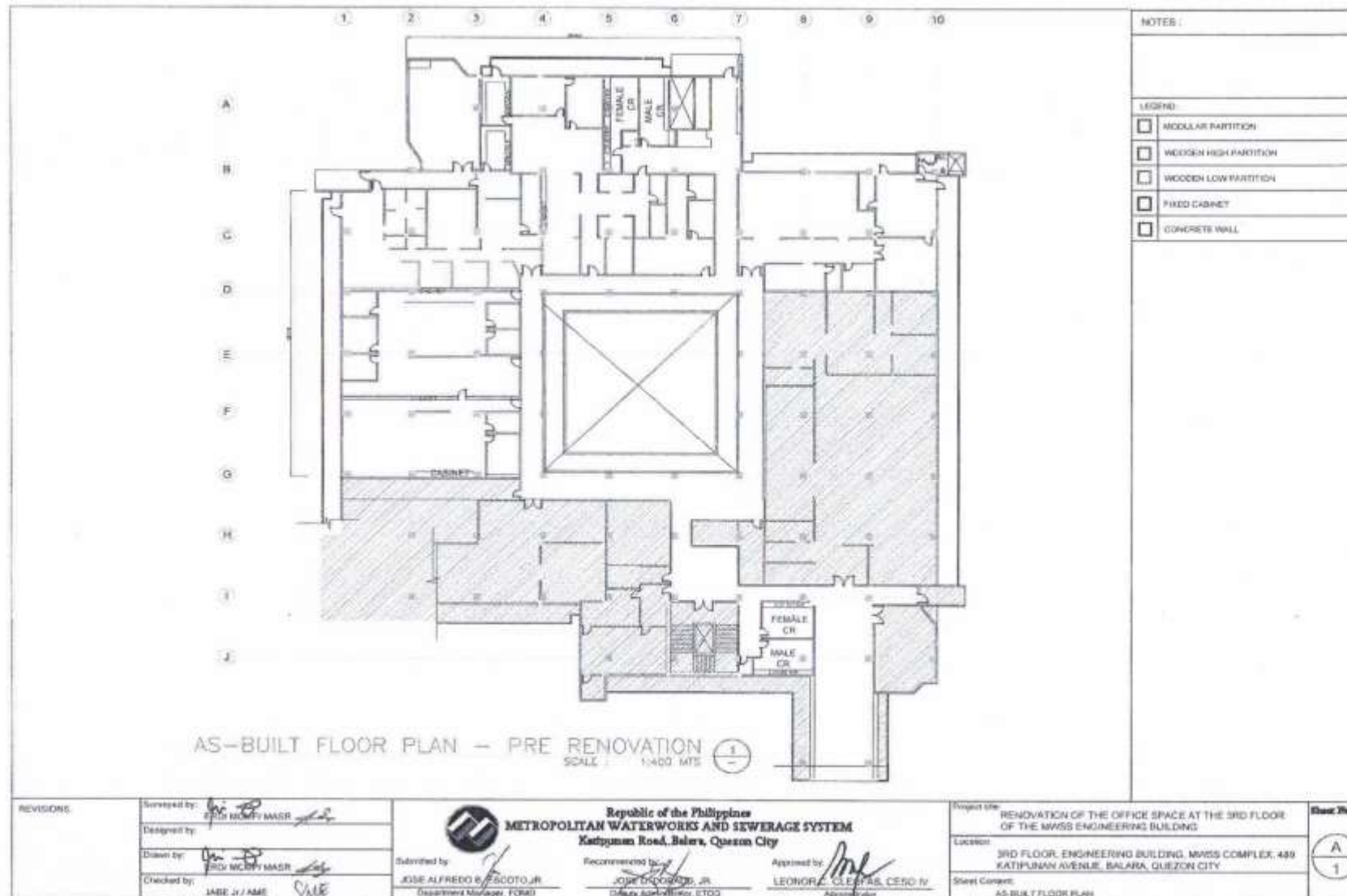
The Consultant and his/her firm shall be disqualified from joining the bidding for the two projects of the OGCC. Following the Generic Procurement Manuals for Consulting Services and GPPB NPM 010-2013, the consultant and/or his/her firm hired to prepare the Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities shall be disqualified from participating in the ensuing procurement activities for the Projects.

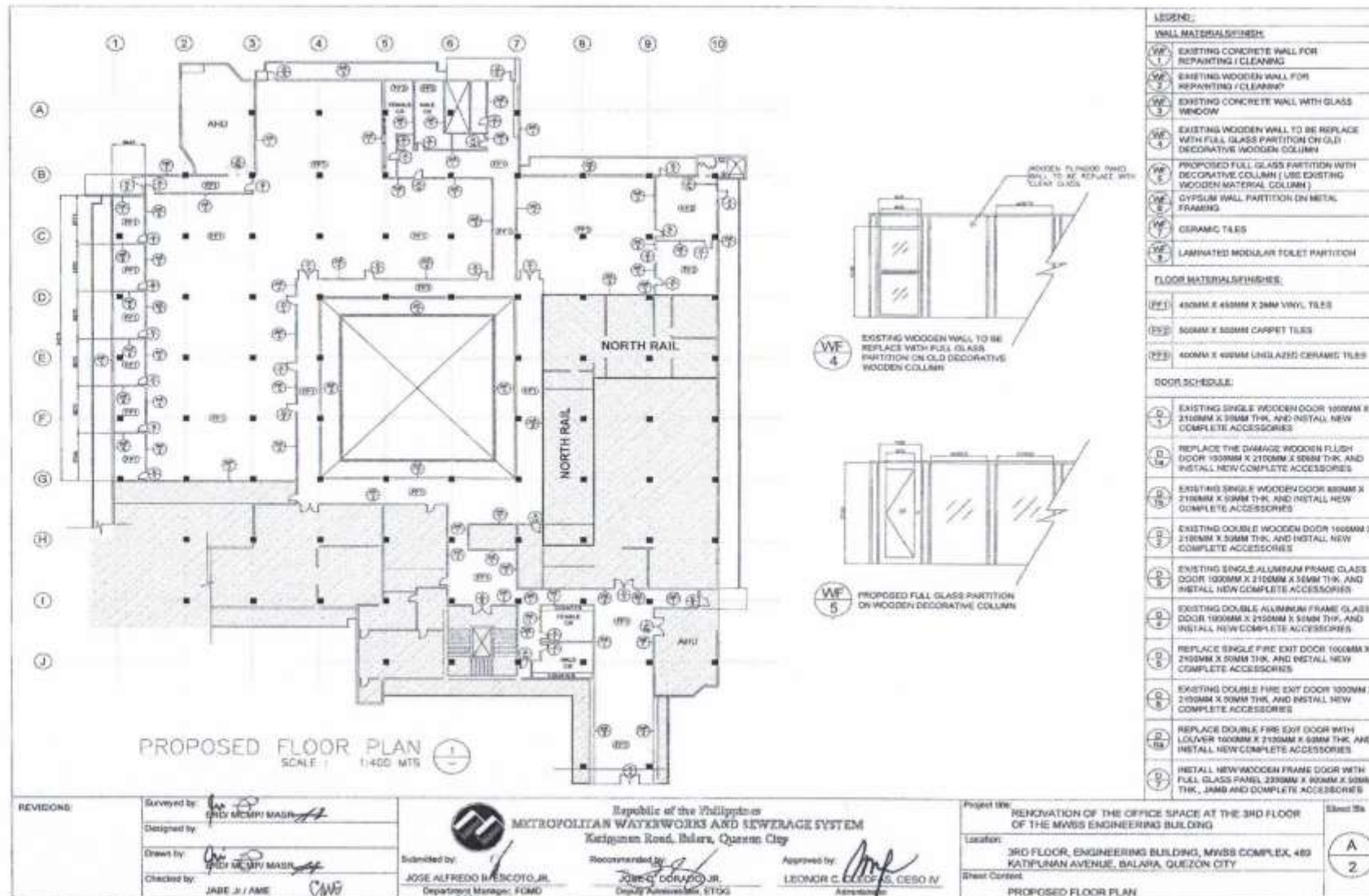
XII. ASSIGNMENT OF CONTRACT

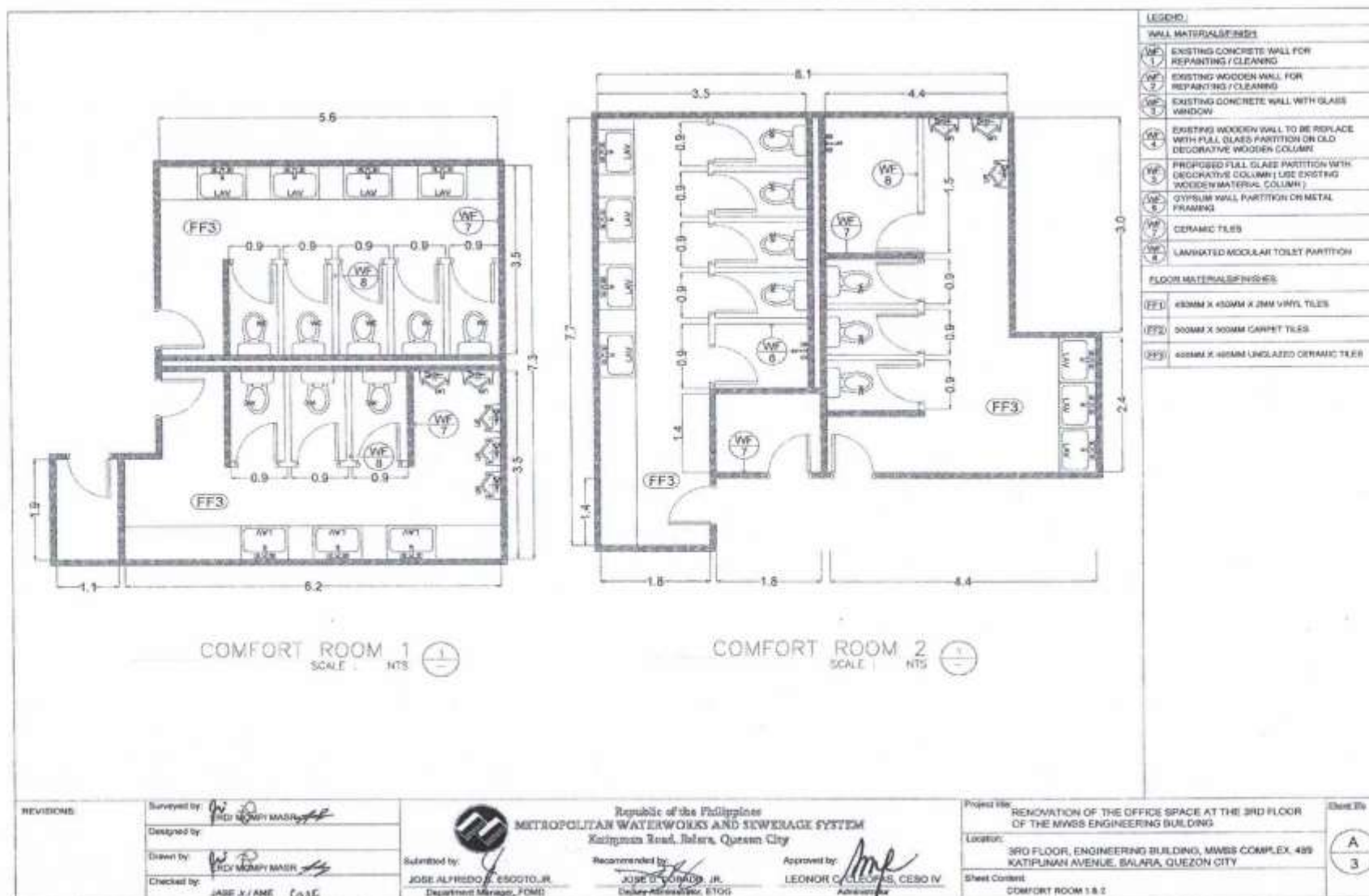
The Consultant shall not assign the contract or any of its rights and obligations arising from the contract without OGCC's prior written consent.

XIII. GOVERNING LAWS

All provisions of RA 9184 and its 2016 RIRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation and termination, if necessary.







GENERAL NOTES:

1. ALL SERVICE PIPING & CONNECTIONS, ACCESSORIES, AUXILIARY EQUIPMENT AND OUTLET/INLET MANIFOLDS SHALL BE PROVIDED TO SATISFY THE REQUIREMENTS OF THE CONTRACTOR IN HIS TENDER. VARIOUS APPLICABLE AND WHERE INDICATED.
2. ALL EXISTING DIMENSIONS INDICATED SHALL BE CLEAR DIMENSIONS AND NOT IN-TO-TO DIMENSIONS UNLESS OTHERWISE INDICATED.
3. ALL PIPES ARE TO BE GALVANIZED.
4. AIR FLOW IS NOT TO BE.
5. PIPE ROUTING COULD BE RIGHT OR TO SATISFY FINAL EQUIPMENT SELECTION AND LOCATION.
6. INSULATE COILS AND ACCESS TO ALL EQUIPMENT INSTALLED ABOVE FLOOR LEVELS.
7. ALL OVERHEAD PIPING AND ACCESSORIES SHALL NOT BE IN ANY WAY, OBSTRUCTIVE & STRUCTURAL FOR OR AGAINST.
8. ALL EXISTING WORK AND PIPE WORK IS TO BE WITH DIMENSIONS COILS SHALL BE IN THE SUBMITTAL COIL AND FOR OR AGAINST OTHERWISE NOTED.
9. MINIMUM SIZE OF CONDENSATE DRAIN PIPES SHALL BE 25mm.
10. PROVIDE VIBRATION ISOLATION ON ALL EQUIPMENTS.

EQUIPMENT SCHEDULE

AIR COOL UNIT (SPLIT TYPE)

MARK	QTY	DESCRIPTION	COOLING CAPACITY (TR)	SUPPLY AIR CFM	ELECTRICAL CHARACTERISTICS DATA			REMARKS
					VOLTS	PHASE	HERTZ	
100-1	25	INDOOR UNIT - CASSETTE TYPE	3.5	-	400	3	60	
100-2	15	INDOOR UNIT - CASSETTE TYPE	2.0	-	400	3	60	

EQUIPMENT SCHEDULE

AIR COOLED CONDENSING UNIT

MARK	QTY	DESCRIPTION	COOLING CAPACITY (TR)	DIMENSIONS	COMPRESSOR DATA		ELECTRICAL CHARACTERISTICS			REMARKS
					COMPRESSOR TYPE	MOTOR OUTPUT KW	VOLTS	PHASE	HERTZ	
100-1	5	OUTDOOR UNIT VERTICAL DISCHARGE	5	480mm X 760mm X 180mm	1 UNIT OF INVERTER COMPRESSOR	21.58	400	3	60	
100-2	5	OUTDOOR UNIT VERTICAL DISCHARGE	5.5	1200mm X 760mm X 180mm	1 UNIT OF INVERTER COMPRESSOR	43.58	400	3	60	

EQUIPMENT SCHEDULE

AIR COOL UNIT (SPLIT TYPE)

MARK	QTY	DESCRIPTION	COOLING CAPACITY (TR)	SUPPLY AIR CFM	ELECTRICAL CHARACTERISTICS DATA			REMARKS
					VOLTS	PHASE	HERTZ	
100-1	1	INDOOR UNIT - FLOOR MOUNTED	5	1000	230	1	60	
100-2	1	INDOOR UNIT - FLOOR MOUNTED	5	1000	230	1	60	

EQUIPMENT SCHEDULE

AIR COOLED CONDENSING UNIT (SPLIT TYPE)

MARK	QTY	DESCRIPTION	COOLING CAPACITY (TR)	DIMENSIONS	COMPRESSOR DATA		ELECTRICAL CHARACTERISTICS			REMARKS
					COMPRESSOR TYPE	MOTOR OUTPUT KW	VOLTS	PHASE	HERTZ	
100-1	5	OUTDOOR UNIT HORIZONTAL DISCHARGE	5	480mm X 760mm X 180mm	1 UNIT TWIN ROTARY COMPRESSOR	-	230	1	60	
100-2	1	OUTDOOR UNIT HORIZONTAL DISCHARGE	5	600mm X 480mm X 180mm	1 UNIT TWIN ROTARY COMPRESSOR	-	230	1	60	

EQUIPMENT SCHEDULE

SCALE : 1:400 MTS

REVISIONS:

Surveyed by: *[Signature]*
 Designed by: *[Signature]*
 Drawn by: *[Signature]*
 Checked by: *[Signature]*

Submitted by:
 JOSE ALFREDO B. ESPINOSA JR.
 Department Manager, FORM

Republic of the Philippines
 METROPOLITAN WATERWORKS AND SEWERAGE SYSTEM
 Katigum Road, Balara, Quezon City

Recommended by:
 JOSE P. POCARDO JR.
 Deputy Administrator, STOG

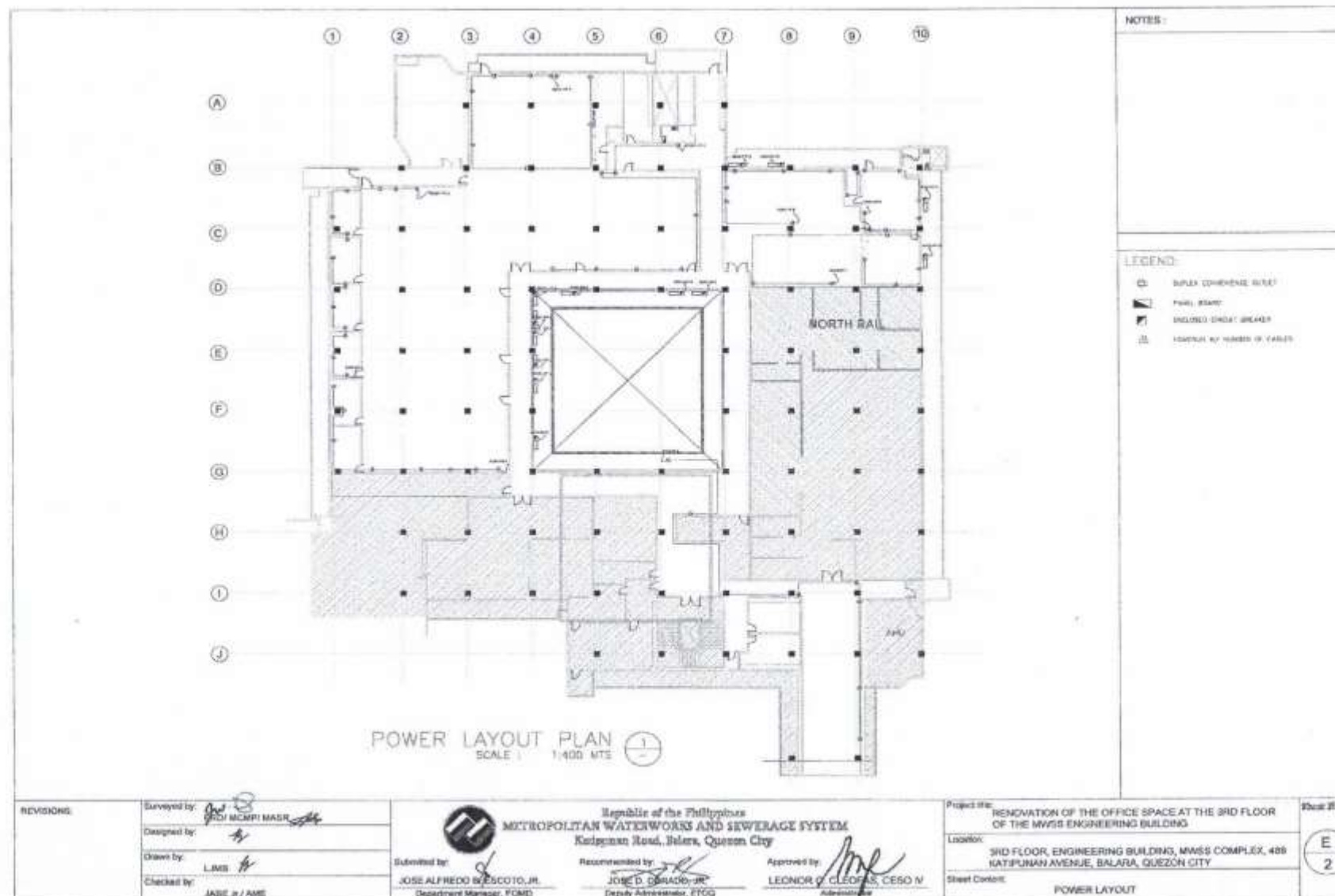
Approved by:
 LEONOR C. CLEOFAS, CESO IV
 Administrator

Project Site:
 RENOVATION OF THE OFFICE SPACE AT THE 3RD FLOOR
 OF THE MWS ENGINEERING BUILDING
 Location:
 3RD FLOOR, ENGINEERING BUILDING, MWS COMPLEX, 409
 KATIPUNAN AVENUE, BALARA, QUEZON CITY
 Sheet Content:
 GENERAL NOTES AND EQUIPMENT SCHEDULE

Sheet No:

M
2

NOTES:



TECHNICAL PROPOSAL FORM

Date:_____

AGCC KATHRINA MARIA A. REYES
Bids and Awards Committee
Office of the Government Corporate Counsel
3rd Floor, MWSS Building, Balara,
Katipunan Ave., Quezon City

1. After having carefully read and accepted the Terms of Reference in the Request for Quotation/Proposal, we are submitting our Technical Proposal for the Contract for the **ARCHITECTURAL AND ENGINEERING (A & E) DESIGN CONSULTANCY SERVICES FOR THE OFFICE RENOVATION AND EXPANSION OF THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL.**
2. We confirm that the information contained in the eligibility documents submitted together with this form remains true and correct as of the date of proposal/bid submission.
3. Our proposal is binding upon us and subject to the modifications resulting from contract negotiations.
4. We acknowledge and accept OGCC’s right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with OGCC as a result of this Bid or not.
5. We likewise certify/confirm that the undersigned is granted full power and authority by the _____, to participate, submit the bid, and to sign and execute the ensuing contract on the latter’s behalf for the above-mentioned procurement activity/contract.

Very truly yours,

Name and Signature of the Bidder or the Authorized Representative	
Name of Company or Business	
Address	
Email Address	
Contact Number/s	
TIN Number	

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between _____, of legal age, *civil status*, *profession*, and a resident of _____.

-and-

_____ of legal age, *civil status*, *profession*, and a resident of _____.

That both parties agree to join together their manpower, equipment, and what is required to facilitate the Joint Venture to participate in the Eligibility, Bidding, and Undertaking of the Contract for the **ARCHITECTURAL AND ENGINEERING (A & E) DESIGN CONSULTANCY SERVICES FOR THE OFFICE RENOVATION AND EXPANSION OF THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL.**

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ shall be the Official Representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding.

That this Joint Venture Agreement shall remain in effect only for the above-stated project/contract until completion, acceptance, and fully payment by the Office of the Government Corporate Counsel.

Done this _____.

ACKNOWLEDGMENT

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

BEFORE ME, a Notary Public, for and in the City of Manila, Philippines, this ____
day of _____ personally appeared:

NAME	GOVERNMENT ISSUED ID	DATE/PLACE OF ISSUE

Identified by me through competent evidence of identify to be the same person
who executed the foregoing instrument and who acknowledged to me that the same is
his/her own free and voluntary act and deed.

This instrument consisting of ____ pages is signed by the parties, together with
their instrumental witnesses, on all pages including this page whereon the
acknowledgment is written.

WITNESS MY HAND AND SEAL at the place and on the date first above written.

STATEMENT OF ALL GOVERNMENT AND PRIVATE CONTRACTS
COMPLETED WHICH ARE SIMILAR IN NATURE

**Attach copies of Contracts, Notice of Award, and the End-User’s Acceptance or Certificate showing that Consultant/ Consulting Firm satisfactorily delivered the service/s as required by the client*

This is to certify that I/we have the following completed contracts from 2020 to present.

I. GOVERNMENT CONTRACTS

NAME OF CLIENT WITH CONTACT DETAILS	DATE OF THE CONTRACT	CONTRACT NAME	CONTRACT COST	END-USER ACCEPTANCE OR O.R. ISSUED

II. PRIVATE CONTRACTS

NAME OF CLIENT WITH CONTACT DETAILS	DATE OF THE CONTRACT	CONTRACT NAME	CONTRACT COST	END-USER ACCEPTANCE OR O.R. ISSUED

Submitted by:

Name and Signature of the Bidder or the Authorized Representative	
Name of Company or Business	
Address	
Email Address	
Contact No.	

**LIST OF ALL ONGOING GOVERNMENT AND PRIVATE
CONTRACTS INCLUDING CONTRACTS AWARDED BUT NOT YET
STARTED WHETHER SIMILAR OR NOT SIMILAR**

**If there are no ongoing contracts including awarded but not yet started as of the aforementioned period, state none
in the form*

**Attach copies of the Contract and Notice of Award*

I. GOVERNMENT CONTRACTS

NAME OF CLIENT WITH CONTACT DETAILS	DATE OF THE CONTRACT	CONTRACT NAME	CONTRACT COST	DATE OF DELIVERY/ PERCENTAGE OF COMPLETION

II. PRIVATE CONTRACTS

NAME OF CLIENT WITH CONTACT DETAILS	DATE OF THE CONTRACT	CONTRACT NAME	CONTRACT COST	DATE OF DELIVERY/ PERCENTAGE OF COMPLETION

Submitted by:

Name and Signature of the Bidder or the Authorized Representative	
Name of Company or Business	
Address	
Email Address	
Contact No.	

TEAM COMPOSITION AND TASK

NAME	POSITION	TASK

Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the OGCC and other related or relevant parties or stakeholders.

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Submitted by:

Name and Signature of the Bidder or the Authorized Representative	
Name of Company or Business	
Address	
Email Address	
Contact No.	

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.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] 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]*.

**DESCRIPTION OF THE METHODOLOGY AND WORK PLAN
FOR PERFORMING THE PROJECT**

FINANCIAL PROPOSAL FORM

Date : _____

AGCC KATHRINA MARIA A. REYES
Bids and Awards Committee
Office of the Government Corporate Counsel
3rd Floor, MWSS Building, Balara,
Katipunan Ave., Quezon City

1. After having carefully read and accepted the Terms of Reference in the Request for Quotation/Proposal, we are submitting our Financial Proposal for the Contract for the **ARCHITECTURAL AND ENGINEERING (A & E) DESIGN CONSULTANCY SERVICES FOR THE OFFICE RENOVATION AND EXPANSION OF THE OFFICE OF THE GOVERNMENT CORPORATE COUNSEL** as follows:

Amount of Bid in Figures:	
Amount of Bid in Words:	

**inclusive of government taxes, vat and other incidental expenses*

BREAKDOWN OF PRICE PER ACTIVITY

Major Project Component	ABC	Proposal
Final space lay-out and floor plan for the furniture, fixtures and modulares, Plans/Drawings, Technical Specifications, Terms of Reference, and Bill of Quantities for the OGCC Expansion located on the 3 rd Floor MWSS Engineering Bldg. and Office of the GCC, DGCC, and other Administrative Sections.	30% or PhP150,000.00	
Final space lay-out and floor plan for the renovation and plan for the furniture, fixtures and modulares, (floor lay-out, electrical lay-out, cost estimates, and project plan and schedule)	70% or PhP350,000.00	

2. The above-quoted prices are inclusive of all incidental costs and applicable taxes and shall be binding upon us for a period of 60 calendar days from the date of this quotation.

3. We understand that payment for services performed will be made *via* check upon satisfactory performance of everything that is required under the Terms of Reference, upon acceptance by the OGCC and upon submission of the necessary documents as may be required by the OGCC Accounting Section.

4. We likewise certify/confirm that the undersigned is granted full power and authority by the _____, to participate, submit the bid,

and to sign and execute the ensuing contract on the latter’s behalf for the above-mentioned procurement activity/contract.

Very truly yours,

Name and Signature of the Bidder or the Authorized Representative	
Name of Company or Business	
Address	
Email Address	
Contact Number/s	
TIN Number	

Omnibus Sworn Statement (Revised)

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]