



**National Development Company**



**ELIGIBILITY DOCUMENTS**

**FOR THE**

**PROCUREMENT OF CONSULTING SERVICES**  
**FOR THE PREPARATION OF A STRUCTURAL**  
**RETROFITTING DESIGN INCLUDING**  
**PROJECT MANAGEMENT FOR THE**  
**NATIONAL DEVELOPMENT COMPANY (NDC) AND**  
**INDUSTRY AND INVESTMENT (I&I) BUILDING**

**PROJECT REFERENCE NO:**  
**MR19-10-178**

**APPROVED BUDGET:**  
**₱ 4,000,000.00**

NDC Building, 116 Tordesillas Street  
Salcedo Village, Makati



ISO 9001 Certified

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# ***Section I. Request for Expression of Interest***

**REQUEST FOR EXPRESSION OF INTEREST FOR  
CONSULTANCY SERVICES FOR THE PREPARATION  
OF A STRUCTURAL RETROFITTING DESIGN INCLUDING  
PROJECT MANAGEMENT FOR THE NATIONAL DEVELOPMENT COMPANY  
(NDC) AND INDUSTRY AND INVESTMENT (I&I) BUILDING**

1. The National Development Company (NDC), through the Approved NDC's Capital Expenditure Program for the Year 2019, intends to apply the sum of FOUR MILLION PESOS (P4,000,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Consultancy Services for the Preparation of a Structural Retrofitting Design Including Project Management for the National Development Company(NDC) and Industry and Investment (I & I) Buildings with Project Reference No. BAC19-10-178. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The NDC now calls for the submission of eligibility documents for Consultancy Services for the Preparation of a Structural Retrofitting Design Including Project Management for the National Development Company (NDC) and Industry and Investment (I & I) Buildings.

NDC owns a 12-storey building (NDC Building) and a 9-storey building (I&I Building) located at 116 Tordesillas, Salcedo Village, Makati City and 385 Sen. Gil Puyat Ave., Makati City, respectively, with both basement and roof deck composed of reinforced concrete columns, beams, shear walls and slabs.

In 2018, the NDC engaged the services of the structural firm, Ruel B. Ramirez and Associates (RBRA), for the conduct of the structural stability certification with testing and evaluation report. The said engagement aimed to assess, evaluate and audit the structural strength and serviceability of both NDC Building and I&I Building relative to the provisions of the National Building Code of the Philippines (NBCP).

RBRA certified both buildings as SAFE under gravity loads. However, for a seismic load (earthquake) with a source type that can generate a magnitude of 7 and higher, both buildings will become unstable.

The result of the Structural Stability Certification also showed that some structural members of the NDC Building and I&I Building have to be retrofitted/strengthened.

In this regard, the NDC intends to invite prospective Consultancy Service Providers to undertake the preparation of Structural Retrofitting Design including Project Management for both NDC Building and I&I Building.

The objectives of the of the consultancy services is to recommend the most appropriate retrofitting/design scheme that will:

- Reinforce the weak members of the building based on the structural investigation report for the NDC Building and I & I Building; and

- Reduce or eliminate the risk of earthquake damage to the NDC Building and I & I Building.

To ensure the attainment of the objectives of this engagement, the Consultant shall provide the following services:

a. Structural Retrofitting Design Analysis: (60% of the contract)

- Validate and review of the existing structural evaluation and assessment report including the design parameters and loadings.
- Prepare structural modeling and analysis as a result of the validation and review.
- Check the existing condition of the building's structural layout, brace system, structural members, structural configuration and joint configuration of the building.
- Assess the current load carrying capacity of the structure, as well as the foundation. Excavation test may be carried out if necessary.
- Inspect and analyze the material performance and parameters of structure, computation and examination of cracks and deformation of structural members.
- Include structural test when necessary to determine the actual strength of structural members.
- Present at least 3 schemes of Structural Retrofitting Design and provide recommendations.
- Provide detailed design engineering plans and drawings, method of statement, costing and bill of quantities for the approved design for construction and for application of necessary permits as required.
- All drawings, plans and perspective will be prepared in A0 format, while figures/plates accompanying the report will be reduced to either A3 or A4 (and at appropriate scale).
- Check building occupancy/tenants and submit Gant chart for determination of activities and timelines.
- Provide consultancy services during procurement process.

b. Package B. Project Management (40% of the Contract)

- The Consultant shall fulfill its obligations using its technical expertise in construction management and supervision according to the best accepted professional and industry standards. It shall exercise all reasonable skill, care, diligence and prudence in discharging its duties and shall always work in the best interest of the National Development Company (NDC). It shall deploy to the Project its technical personnel with sufficient qualification and experience to ensure the full and satisfactory accomplishment of the required Services.
- The Consultant shall undertake construction management and supervision of the Project according to what are required in this TOR. Instructions and directions

may be made by NDC from time to time during the duration of its Service to ensure proper and efficient implementation of the Project. It shall conduct regular consultation and coordination with NDC in relation to its obligations and responsibilities to the Project.

3. Interested consultants must register to drop and submit their Eligibility Documents at the NDC BAC Secretariat at the 7<sup>th</sup> Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City, on or before January 22, 2020 at 10:00 am (7<sup>th</sup> Floor, NDC Clock). Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. The opening of Eligibility Documents is on January 22, 2020 at 11:00 am at the ABB Hall, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.
4. Interested bidders may obtain further information and inspect the Bidding Documents from NDC BAC Secretariat following the same schedule and address stated in item no 5.
5. A complete set of Bidding Documents may be acquired by interested Bidders at the NDC Bids and Awards Committee (BAC) Secretariat located at the 7<sup>th</sup> Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City from 9:00 am to 4:00 pm on December 28, 2019 to February 4, 2020 and from 8:00 am to 9:00 am only on February 5, 2020 and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of Five Thousand Pesos (₱5,000.00) to the NDC Cashier located at the 7<sup>th</sup> Floor, NDC Building.

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.

6. 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 five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

<b><u>Eligibility Criteria</u></b>	<b><u>Score</u></b>
Applicable experience of the consultant	45%
Qualification of personnel to be assigned	45%
Current workload relative to capacity	10%
<b>TOTAL</b>	<b>100%</b>

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.
8. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation procedure. The technical proposal and financial proposal shall be given weights of 70% and 30%, respectively. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders

9. The contract shall be completed within twenty (20) months from receipt of the Notice to Proceed broken down as follows:
  - A. Structural Retrofitting Design Analysis – Three (3) months
  - B. Assistance During the Procurement Process – Five (5) months
  - C. Project Management – Twelve (12) months from issuance of Notice to Proceed to the winning bidder for the retrofitting of the NDC Building and I & I Building
10. The NDC 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.
11. For further information, please refer to:

**MR. ROMMEL R. SERRANO**

Head, BAC Secretariat

National Development Company

8<sup>th</sup> Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City

Tel. Nos.: (02) 840-4838 to 47 local 256 Fax No.: (02) 840-4862

E-mail Address: [rrserrano@ndc.gov.ph](mailto:rrserrano@ndc.gov.ph) NDC website: [www.ndc.gov.ph](http://www.ndc.gov.ph)

**(Sgd.) AGM SATURNINO H. MEJIA**  
NDC BAC Chairperson

## ***Section II. Eligibility Documents***



## Eligibility Documents

### 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.

However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, except for countries<sup>1</sup> identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

A Contracting Party refers to a State that has joined the Apostille Convention, whether or not the Convention has entered into force for that State.

A Competent Authority refers to the authority designated by a Contracting Party that is competent to issue an apostille. A Contracting Party may designate one or more Competent Authorities and may designate Competent Authorities that are competent to issue an apostille for certain categories of public documents. Information about designated Competent Authorities may be found on the Apostille Section of the Hague Conference website under "Competent Authorities".

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***

# Eligibility Data Sheet

Eligibility Documents	
1.2	<p>Professionals who may be involved in the project whose practice of profession is authorized and regulated by the Professional Regulation Commission (PRC):</p> <p>1. Civil Engineer</p>
1.3	No further instructions.
2.1 (a)(i)	<p>The Bidder shall submit a valid <b>PhilGEPS Certificate of Registration of Membership under Platinum category - (Platinum Membership)</b> in lieu of their Class “A” Documents uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184.</p> <p>The Bidder shall also submit the Document (“Annex A”) which forms part of the Certificate of Platinum Membership being submitted.</p>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, within the last 5 years prior to the deadline for the submission and receipt of eligibility documents, using format attached as ANNEX A in the Eligibility Forms.
2.1(a)(ii.7)	For completed projects the Consultancy Firm must have completed at least one (1) structural retrofitting design and project management similar to the project for bidding within the last five (5) years. Attach a certified true copy of Certificate of Satisfactory Completion issued by the client.
4.2	<p>Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents. The original copy of the documents which cannot be submitted should be stamped and signed as “Certified True Copy of the Original” by the duly authorized representative of the bidder. All these eligibility documents shall be enclosed in one main envelope to be accompanied by <b>Eligibility Documents Submission Form</b> which format is attached as ANNEX E in the Eligibility Forms.</p> <p>Labeling and marking instructions:</p> <ol style="list-style-type: none"> <li>a. All documents should be properly tabbed and bound; and</li> <li>b. Envelope should bear the warning “DO NOT OPEN BEFORE JANUARY 22, 2020 (11:00 AM)”</li> </ol> <p>Illustration: Sample format of labeled envelope:</p> <p style="text-align: center;"><b><u>ORIGINAL COPY (or COPY-1/COPY-2) –ELIGIBILITY DOCUMENTS</u></b></p>



	<p><b>SATURNINO H. MEJIA</b>  Chairperson  NDC Bids and Awards Committee  National Development Company  NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p> <p>Bid for: Procurement of Consulting Services for the Preparation of Structural Retrofitting Design including Project Implementation for the NDC Building and I &amp; I Building with Project Reference No. MR19-10-178.</p> <p>Submitted by: BIDDER’S COMPANY NAME  BIDDER’S CONTACT DETAILS</p> <p><b>DO NOT OPEN BEFORE: February 5, 2020 11:00 am</b></p>
4.3 (c)	<p><b>SATURNINO H. MEJIA</b>  Chairperson - NDC Bids and Awards Committee  National Development Company  NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p>
4.3 (d)	<p>Bid for: Procurement of Consultancy Services for the Preparation of a Structural Retrofitting Design Including Project Management for the National Development Company (NDC) Building and Industry and Investment (I&amp;I) Building with Project Reference No. MR19-10-178.</p>
5.0	<p>The address for submission of eligibility documents is</p> <p><b>SATURNINO H. MEJIA</b>  Chairperson – Bids and Awards Committee  National Development Company  7<sup>th</sup> Floor NDC Building, 116 Tordesillas St.  Salcedo Village, Makati City</p> <p>The deadline for submission of Eligibility Documents is on January 22, 2020 at 10:00 am (7<sup>th</sup> Floor, NDC Clock).</p>
8.1	<p>The place of opening of eligibility documents is at the ABB Hall, NDC Building, 116 Tordesillas St. Salcedo Village, Makati City.</p> <p>The date and time of opening of eligibility documents is January 22, 2020 at 11:00 am.</p>
9.1	<p>Similar contracts shall refer to consultancy services for the preparation of a structural retrofitting design including project management for a commercial or residential building with at least four (4) storeys.</p>
9.2	<p>The criteria and rating system for short listing are:</p>

	<ul style="list-style-type: none"><li>a. Applicable experience of the consultant - 45%</li><li>b. Qualification of personnel to be assigned - 45%</li><li>c. Current workload relative to capacity - 10%</li></ul> <p>The Consultant(s) must pass the required minimum score of seventy percent (70%) in order to be considered for short listing.</p>
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