

**INVITATION FOR NEGOTIATED PROCUREMENT TWO FAILED
BIDDINGS FOR THE PROCUREMENT OF CONSULTING SERVICES
TO CONDUCT A COMPREHENSIVE VALIDATION OF THE
REPORTED INVESTMENTS OF CHEVRON PHILIPPINES, INC. (CPI)
(Project Reference No. MR23-07-090)**

1. With the approval of BAC Resolution No. 2024-02-039 declaring a second failure of bidding and the resolution to resort to Negotiated Procurement- Two Failed Bidding in accordance with Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of R.A. 9184, the National Development Company (NDC), through the Batangas Land Corporation, Inc. (BLCI) invites bidders to participate in the negotiation for the Procurement of Consulting Services to Conduct a Comprehensive Validation of the Reported Investments of Chevron Philippines, Inc. (CPI)
2. The National Development Company (NDC), through the Batangas Land Corporation, Inc. (BLCI) approved Corporate Operating Budget (COB) of 2023 intends to apply the sum of One Million Six Hundred Thousand Pesos (P 1,600,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for the Procurement of Consulting Services to Conduct a Comprehensive Validation of the Reported Investments of CPI.
3. Initial meeting will be conducted on March 15, 2024 at 10:00 in the morning via Zoom Video Conferencing. Prospective bidders are invited to attend the initial meeting and may wish to secure the Zoom Meeting credentials by sending a Letter of Intent to bacsecretariatofficial@ndc.gov.ph / jacuetto@ndc.gov.ph on or before March 14, 2024.
4. 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, and to citizens or organizations of a country the laws or regulations of which grant similar rights or privileges to Filipino citizens, pursuant to RA 5183.
5. Prospective bidders must submit their Eligibility Documents, Technical and Financial Proposals in three (3) separate envelopes not later than 1:00 in the afternoon on March 25, 2024, at the NDC Bids and Awards Committee (BAC) Secretariat (7th Floor Clock) at 7th floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City. Late submissions shall not be accepted.
6. The National Development Company 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 R.A 9184 and its RIRR, without thereby incurring any liability to the affected bidder or bidders.

7. For further information, please refer to:

MR. JOHNIEREY A. CUETO

Head, BAC Secretariat

National Development Company

7th Floor, NDC Building, 116 Tordesillas St.,

Salcedo Village, Makati City

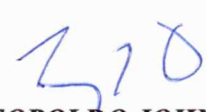
Tel. Nos.: (02) 8840-4838 to 47 local 232

Fax No.: (02) 8840-4862

E-mail Address: jacueto@ndc.gov.ph /bacsecretariatofficial@ndc.gov.ph

NDC website: www.ndc.gov.ph

15 March 2024


AGM LEOPOLDO JOHN F. ACOT
NDC BAC Chairperson

TERMS OF REFERENCE (TOR)

I. PROJECT INFORMATION

A. OBJECTIVE

Batangas Land Company, Inc. (BLCI) wishes to engage the services of an independent, competent, qualified, and reputable auditing firm of good standing in the fields of asset valuation and financial accounting and auditing (the Consultant) to conduct a comprehensive validation of the existence and the amount of the reported investments of Chevron Philippines Inc. (CPI), its parent firms, subsidiaries, and affiliates and/or its assignees in accordance with this TOR as set out below (the Project).

B. SCOPE OF THE PROJECT

1. The Project shall be limited to the investments (CPI Investments) made over the period years 2010-2020 by CPI, its parent firms, its subsidiaries, and affiliates and/or its assignees as submitted for the consideration of the Consultant. The Project will be performed for the purpose of obtaining a reasonable assurance of the existence and the amount of such reported investments (Project Scope).
2. The Project will cover the CPI Investments as set out in **Annex A** hereof.
3. The Consultant shall not deviate from or go beyond the Project Scope, unless the Project Technical Working Group (Project TWG) issues instructions in writing amending, restricting, expanding, or otherwise changing the Project Scope prior to the completion of the Project.

C. PROJECT IMPLEMENTATION SCHEDULE

The Project will commence immediately after the issuance of the Notice to Proceed (NTP).

II. CONDUCT OF PROJECT

- A. The Project shall be exclusively conducted in accordance with the Philippine Standards on Auditing, Philippine Financial Reporting Standards, and/or Philippine Accounting Standards, then prevailing at the time of the Consultant's engagement.
- B. If necessary, and in compliance with the conditions below, the Consultant shall undertake reasonable validation measures, which include, but are not limited to examination of supporting evidence on a sampling basis or any other tests or verification procedures as may be warranted and found reasonable and appropriate by the Consultant under the circumstances.

- C. For validation measures that require physical examination of premises or facilities, including the list of assets in **Annex A**, physical examination of books and records in the possession of CPI or as submitted by CPI to BLCI, in-person interview of relevant personnel and persons, or other similar measures, the Consultant or his representative must first secure prior consent from CPI for the verification to be conducted. In all cases, the examination or verification may only be conducted: (a) within ordinary office hours; (b) upon compliance with any reasonable safety or health measure that may be required by CPI; and (c) other limitations, depending on CPI's or BLCI's particular circumstances/needs. The Consultant understands and acknowledges that the physical examination of such facilities should not be the sole or controlling method of the Project but are corroborative in the determination of the existence and the amount of the reported CPI Investments.
- D. The Consultant shall not be limited only to matching data found in audited financial statements and/or summaries from asset accounts ledger but should apply industry-accepted and reasonable auditing standards and, where necessary, reasonable verification measures to validate the existence and the amount of the reported CPI Investments.
- E. In conducting the validation, the Consultant should give due consideration to, but not be bound by, the previous findings and determinations of BLCI. Further, BLCI and the Consultant acknowledge that all of CPI's rights, in its capacity as lessee under the relevant Lease Renewal Agreements, are expressly reserved and not waived by its participation in the Project and cooperation with the Consultant.
- F. If requested documents are already beyond CPI's retention schedule, the Consultant shall discuss with the Project TWG other alternative audit procedures that can be considered.
- G. The Project TWG shall exercise general oversight and supervision over the Consultant. The Consultant shall also be responsible for informing the Project TWG on: a) certain other matters encountered in performing the Project; (b) any significant relevant matters related to CPI's supporting evidence; and/or (c) all significant deficiencies and material weaknesses identified during the Project. Any such matters reported by the Consultant should be dealt with or disposed of by them in accordance with any instructions or directives that the Project TWG may give pursuant to its general oversight and supervision.
- H. CPI shall provide workspace for the Consultant for ease in communicating and accessing the documentary requirements needed for the Project. Any member of the Project TWG shall be allowed to visit the work area allotted to the Consultant at reasonable office hours.

III. EXPECTED TIME SCHEDULE

The total duration of the project will be one hundred ten (110) calendar days as set out in Section VII-B of this TOR.

IV. MINIMUM QUALIFICATIONS / CRITERIA FOR SELECTION

A. The Consultant to be engaged under this TOR shall have at least the following mandatory qualifications:

1. Consultancy firm of good standing with at least ten (10) years of track record and expertise in the fields of asset valuation, financial accounting, and auditing;
2. Completed at least one (1) project similar to the "Project Scope"¹ in the gas, oil or petroleum industry sector, and at least two (2) other projects related in nature²;

A certificate of satisfactory completion or equivalent document issued by the client showing proof (e.g., official receipt/s) that similar and related projects have been undertaken and completed, should be provided by the Consultant. At least one completed similar project should have a project cost equivalent to at least 65% of the Approved Budget for the Contract (ABC) or ₱1,040,000;

3. Accredited with the Securities and Exchange Commission (SEC); and
4. Having key personnel with the following minimum qualifications:

Team	Minimum Qualifications
One (1) Team Leader	Certified Public Accountant Member of good standing of the Philippine Institute of Certified Public Accountants At least ten (10) years of experience in the field of financial accounting and auditing
Two (2) Financial Specialists	Certified Public Accountant Member of good standing of the Philippine Institute of Certified Public Accountants. At least five (5) years of experience in the field of financial accounting and auditing.
One (1) Technical Specialist	Duly licensed professional with at least five (5) years of experience in the oil, gas or petroleum industry and related engineering or technical fields.

The Consultant may appoint additional licensed, technical/qualified experts/specialists and/or consultants in the relevant industry for the expeditious and effective conduct of the Project, where necessary and reasonable without increase in the Contract Cost.

B. The Consultant will be rated based on the criteria as presented in **Section V (Criteria for Shortlisting)** of this TOR. Prospective bidders are required to submit the following:

1. Copies of Certificate of Project Completion or Certificate of Final Acceptance from their previous similar and related projects within the past five (5) years or equivalent document issued by the client showing proof (e.g., official receipt/s);
2. Company profile, including SEC Accreditation/Registration; and
3. Curriculum Vitae (CV) of Key Personnel to be assigned to the Project, highlighting their relevant work experience, attaching the corresponding PRC Certificate of Registration/Accreditation and PICPA Certificate of Good Standing.

V. CRITERIA FOR SHORTLISTING

The criteria and rating system for shortlisting are tabulated below:

Criteria for Shortlisting	Weight
i. Applicable work experience of the Consultant	40%
ii. Qualification of key personnel to be assigned to the Project	55%
iii. Current workload relative to capacity	5%
TOTAL SCORE	100%

The prospective bidders must pass the required minimum score of seventy percent (70%) to be shortlisted. Failure of the prospective bidders to meet any of the minimum requirements will be disqualified and will not be considered in the shortlisting.

The shortlist shall consist of the top five (5) qualified prospective bidders who will be considered in the determination of the Highest Rated Bid (HRB).

VI. DETERMINATION OF THE HIGHEST RATED BID (HRB)

Using the Quality-Cost Based Selection procedure under Republic Act (RA) 9184 (Government Procurement Reform Act) and its Revised Implementing Rules and Regulations (IRR) and on the basis of the following criteria: *seventy percent (70%)*

Technical Proposal and thirty percent (30%) Financial Proposal, the resulting Highest Rated Bidder shall be selected as the Consultant of the Project.

A. Technical Proposal (70%)

Criteria	Max Score	Actual
Qualification of personnel to be assigned	50	
a. Experience in the area to be validated	30	
- Team Leader - With at least 15 years - With 10-14 years	12 10	
- Financial Specialist (1) - With at least 10 years - With at least 5 years	7 5	
- Financial Specialist (2) - With at least 10 years - With at least 5 years	7 5	
- Technical Specialist - With at least 10 years - With at least 5 years	4 2	
b. Education	10	
- Team Leader - With MS or PhD relevant to the job - With BS degree relevant to the job	5 4	
- Financial Specialist 1 - With MS relevant to the job - With BS degree relevant to the job	2 1	
- Financial Specialist 2 - With MS relevant to the job - With BS degree relevant to the job	2 1	
- Technical Specialist - With MS relevant to the job - With BS degree relevant to the job	1.0 0.5	
c. Length of Service with Firm	10	
- Team Leader - With 5 or more years with the firm - With 3-4 years with the firm - Less than 3 years	5 4 0	
- Financial Specialist 1 - With at least 3 years with the firm - Less than 3 years	2.5 0	
- Financial Specialist 2 - With at least 3 years with the firm - Less than 3 years	2.5 0	
- Technical Specialist (can be in-house or outsourced)	-	

Experience and Capability of the Consultant	30	
a. Similar projects or studies conducted in the oil/gas/petroleum industry		
4 projects and up	30	
3 projects	25	
2 projects	20	
1 project	15	
Adequacy of the proposed methodology and work plan in responding to the TOR	20	
a. Completeness and clarity of work plan and timeline	0-20	

The shortlisted bidder/s must pass the required minimum technical score of 60 points in order to qualify for the consideration of its Financial Proposal.

B. Financial Proposal (30%)

Using the formula: $Sf = 100 \times F1/F$

Where:

SF = Financial Score of the Financial Proposal under consideration

F1 = Price of the lowest financial proposal

F = Price of financial proposal under consideration

VII. REPORTS AND DELIVERABLES

- A. The key personnel shall have the following responsibilities necessary for the completion of the Project:

Team	General Responsibilities
One (1) Team Leader	Oversees the entire Project and supervise the Team Evaluates/approves the work/report done by the Team Members Responsible for the presentation and submission of the Final Report to the BLCI Board of Directors
Two (2) Financial Specialists	Conduct the Project in accordance with this Terms of Reference Prepare the Draft Report and Final Report Assist and take direction from the Team Leader

Team	General Responsibilities
One (1) Technical Specialist	Assists and takes direction from the Financial Specialist and Team Leader

- B.** The Consultant shall prepare and submit to BLCI the following report with the corresponding number of copies and timing.

	Type of Report	No. of Copies and Schedule
1.	First Draft of Validation Report	5 copies, within sixty (60) calendar days from the time of commencement of Services
2.	First Final Draft of Validation Report	5 copies, within twenty (20) calendar days from the time of receipt from BLCI
3.	Final Validation Report	5 copies, within thirty (30) calendar days from the time of receipt from BLCI

1. First Draft Validation Report

The Consultant shall submit to the Project TWG, the First Draft Validation Report sixty (60) days after the signing of the consultancy contract, containing at the minimum, the following:

- i. Identification of the information and data validated, including the period covered;
- ii. A description of the methodology, controls, procedures, tests, and standards adopted and used in undertaking the Project;
- iii. A summary of findings; and
- iv. The professional validation findings and opinion of the Consultant.

2. First Final Draft of Validation Report

- i. The Project TWG or any of its members may submit its comments on the First Draft Validation Report.
- ii. The Consultant shall resolve any such comments or conduct any required re-evaluation and submit a Draft Final Validation Report within a period of twenty (20) days from receipt of the comments of the Project TWG or any of its members.

3. Final Validation Report

If the Project TWG has comments on the Draft Final Validation Report, the Consultant shall resolve the comments and issue the Final Validation Report within thirty (30) days from receipt of the comments from the Project TWG.

Once the Final Validation Report is accepted and approved, the Project TWG shall issue a Notice of Acceptance of the Report.

VIII. APPROVED BUDGET FOR THE CONTRACT

The approved budget for the contract (ABC) is One Million Six Hundred Thousand Pesos (P1,600,000.00) inclusive of all applicable taxes covering the professional fees of consultants as well as the administrative and travel expenses in the conduct of the Project. Bids received in excess of the ABC shall be automatically rejected during the opening of the financial proposal.

Consistent with the provisions of R.A. 9184, all consultancy contracts shall be fixed-price contracts. Any extension of contract time shall not involve any additional cost.

IX. TERMS OF PAYMENT

The ABC is One Million Six Hundred Thousand Pesos (P1,600,000.00) inclusive of all applicable taxes covering the professional fees of consultants as well as the administrative and travel expenses in the conduct of the Project.

Particulars	% of Contract price	Amount in Pesos
Advance Payment	15%	240,000
Upon submission of the First Draft Report	25%	400,000
Upon submission of the Draft Final Report	25%	400,000
Upon acceptance of the Final Report	35%	560,000

Other payment terms and requirements are indicated in the General Conditions of the Contract and in the Special Conditions of the Contract of the Bidding.

ANNEX A

The following are the list of the reported CPI Investments:

Capital Investments 2010 to 2020 (In Thousand Pesos)

Location	Total Investments for Validation	Description
Batangas	1,436,247	Terminal and depots
Lapu-lapu	331,914	Terminal and depots
Bacolod	182,853	Terminal and depots
Manila Aviation	142,996	Terminal and depots
Iloilo	132,191	Terminal and depots
Tacloban	122,735	Terminal and depots
San Fernando	101,274	Terminal and depots
Sasa	84,833	Terminal and depots
Calapan	84,349	Terminal and depots
Iligan	76,280	Terminal and depots
Cabadbaran	68,220	Terminal and depots
Jimenez	66,629	Terminal and depots
Amlan	65,910	Terminal and depots
Pandacan	57,201	Terminal and depots
Masbate	45,396	Terminal and depots
Pasacao	12,913	Terminal and depots
Tagbilaran	1,627	Terminal and depots
Retail Stations	1,681,704	Various retail stations
Others	280,099	CPI HQ, IT infrastructure, VCO
Total CPI Capital Investments (2010 - 2020)	4,975,372	

Equity Infusion of CPI Affiliates 2010 to 2020 (In Thousand Pesos)

Chevron Companies	Total Investments For Validation	Description
Chevron Geothermal Services Company	310,501	Additional cash infusions from Parent Company (Inward Remittance)
Chevron Kalinga Ltd	198,511	Additional cash infusions from Parent Company (Inward Remittance)
Chevron Malampaya LLC	9,834,190	Additional cash infusions from Parent Company (Inward Remittance)
Philippine Geothermal Production Company, Inc.	2,025,434	Issuances of shares

Total	12,368,636	
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CPI Repairs and Maintenance Expenditures from 2010 to 2020 (In Thousand Pesos)

Location	Total Investments for Validation	Description
Various locations	4,068,630	Expenditures for repairs and maintenance, including for terminals and retail stations
Total	4,068,630	

Chevron Holdings Inc. (CHI) Capital Investments 2010 to 2020 (In Thousand Pesos)

Location	Total Investments for Validation	Description
Makati	1,396,037	Office Equipment; Leasehold Improvements; Transportation Equipment; Asset Under Construction
Total	1,396,037	

RATING CRITERIA FOR SHORTLISTED BIDDER

A. Technical Proposal (70%)

Criteria	Max Score	Actual
Qualification of personnel to be assigned	50	
d. Experience in the area to be validated	30	
Team Leader With at least 15 years With 10-14 years	12 10	
Financial Specialist (1) With at least 10 years With at least 5 years	7 5	
Financial Specialist (2) With at least 10 years With at least 5 years	7 5	
Technical Specialist With at least 10 years With at least 5 years	4 2	
e. Education	10	
Team Leader With MS or PhD relevant to the job With BS degree relevant to the job	5 4	
Financial Specialist 1 With MS relevant to the job With BS degree relevant to the job	2 1	
Financial Specialist 2 With MS relevant to the job With BS degree relevant to the job	2 1	
Technical Specialist With MS relevant to the job With BS degree relevant to the job	1.0 0.5	
f. Length of Service with Firm	10	
Team Leader With 5 or more years with the firm With 3-4 years with the firm Less than 3 years	5 4 0	
Financial Specialist 1 With at least 3 years with the firm Less than 3 years	2.5 0	

Financial Specialist 2 With at least 3 years with the firm Less than 3 years	2.5 0	
Technical Specialist (can be in-house or outsourced)	-	
Experience and Capability of the Consultant	30	
b. Similar projects or studies conducted in the oil/gas/petroleum industry 4 projects and up 3 projects 2 projects 1 project	30 25 20 15	
Adequacy of the proposed methodology and work plan in responding to the TOR	20	
b. Completeness and clarity of work plan and timeline	0-20	

The shortlisted bidder/s must pass the required minimum technical score of 60 points in order to qualify for the consideration of its Financial Proposal.

C. Financial Proposal (30%)

Using the formula: $S_f = 100 \times F1/F$

Where:

SF = Financial Score of the Financial Proposal under consideration

F1 = Price of the lowest financial proposal

F = Price of financial proposal under consideration

Checklist of Requirements for Consulting Services (Negotiated Procurement- Two Failed Biddings)

A. Eligibility Documents

☐ Eligibility documents Submission Form (**Annex E**)

Class “A” Documents

• Legal Documents

☐ Valid PhilGEPS Certificate of Registration of Membership under Platinum category - (Platinum Membership) 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.

• Technical Documents

☐ Statement of all on-going and completed government or private contracts, including contracts awarded but not yet started, if any, within the last ten (10) years prior to the deadline for the submission and receipt of eligibility documents. (**Using prescribed form-ANNEX A**)

☐ Statement of the Consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals. (**Using prescribed form-ANNEX B**)

☐ Certified True Copy of Certificate of Satisfactory Completion of at least one (1) completed similar projects and two (2) related projects.

☐ Statement of consultant confirming that those who will actually perform the service are registered professional authorized by the appropriate regulatory body to practice those professions.

☐ Curriculum Vitae of the following key personnel: (**Using prescribed form-ANNEX C and Annex D**)

- A. Team Leader (Certified Public Accountant)
- B. Financial Specialist 1 (Certified Public Accountant)
- C. Financial Specialist 2 (Certified Public Accountant)
- D. Technical Specialist

- ***Financial Documents***

- ☐ The prospective bidder's computation of Net Financial Contracting Capacity (NFCC)

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.

B. Technical Proposal

- ☐ TPF 1 - Technical Proposal Submission Form
- ☐ TPF 2. Consultant's References
- ☐ 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
- ☐ TPF 4 – Description of the Methodology and Work Plan for Performing the Project
- ☐ TPF 5 – Team Composition and Task
- ☐ TPF 6 – Notarized Curriculum Vitae for Proposed Professional Staff
- ☐ TPF 7 – Time Schedule for Professional Personnel
- ☐ TPF 8 – Activity (Work) Schedule
- ☐ Omnibus Sworn Statement (**Using prescribed form-ANNEX F**)
- ☐ Bid Securing Declaration (**Using prescribed form-ANNEX G**)

C. Financial Proposal

- ☐ FPF 1 – Financial Proposal Submission 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
- ☐ FPF 6. Miscellaneous Expenses

ANNEX A

**STATEMENT OF ALL ON-GOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS INCLUDING
CONTRACTS AWARDED BUT NOT YET STARTED, WITHIN THE LAST TEN (10) YEARS**

A. SIMILAR PROJECTS

Project Name / Name of the contract	Name of Client	Location of the Contract /Client Location	Date of Award of the Contract	Start Date (Month/ Year)	Completion Date (Month/ Year)	Type & Brief Description of Actual Consulting Services	Consultant's Role (whether Main consultant, subcontractor , or partner in JV)	Amount of Contract (in Php)	Contract Duration	Document presented to validate completion or award to the proponent

Notes: Similar contracts shall refer to consulting service/s rendered to the gas, oil or petroleum industry sector similar to the Project Scope as set out in the TOR.

B. RELATED PROJECTS

Project Name / Name of the contract	Name of Client	Location of the Contract /Client Location	Date of Award of the Contract	Start Date (Month/ Year)	Completion Date (Month/ Year)	Type & Brief Description of Actual Consulting Services	Consultant's Role (whether main consultant, subcontractor , or partner in JV)	Amount of Contract (in Php)	Contract Duration	Document presented to validate completion or award to the proponent
1.										
2.										
3.										
4.										
5.										
Notes: Provide extra rows / extra sheet if needed										

ANNEX B

STATEMENT OF CONSULTANT'S NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS

Date: _____

LEOPOLDO JOHN F. ACOT
Chairperson
Bids and Awards Committee
National Development Company
NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City

Dear **Mr. Acot**:

In compliance with the requirements of the National Development Company – Bids and Awards Committee (NDC-BAC) for the bidding of Consulting Services to Conduct A Comprehensive Validation of the Reported Investments of Chevron Philippines Inc. (CPI), I/We hereby declare the following:

1. Select one, delete the rest:

[If domestic entity consultant]: That [Name of the Consultant] is a domestic sole proprietorship/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 proprietorship/partnership/corporation/joint venture organized or formed under the laws of the [Name of the Country];

[If foreign entity consultant]: That [Name of the Consultant] is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. Having key personnel as follows:

- a. Who will perform the service are registered professionals authorized by the Professional Regulatory Commission (PRC) to practice those professions and allied professions in accordance with Clause 1.2:

Name of Personnel	Assignment	Nationality
1	Team Leader (Certified Public Accountant)	
2	Financial Specialist 1 (Certified Public Accountant)	
3	Financial Specialist 2 (Certified Public Accountant)	

- b. Duly licensed professional in the oil, gas or petroleum industry and related engineering or technical fields.

Name of Personnel	Assignment	Nationality
1	Technical Specialist	

Attach for your reference are the Curriculum Vitae of the above-mentioned key personnel.

3. 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 and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____

Contact No/s. _____

ORGANIZATIONAL CHART

ANNEX C

LIST OF KEY IN-HOUSE OFFICERS AND PERSONNEL

A. KEY OFFICERS

Name	Position
1	
2	
3	
4	
5	

B. KEY PERSONNEL

Name	Position
1.	
2.	
3.	
4.	
5.	

This is to certify that the statement and information above is true and correct.

Printed Name and Signature of
Authorized Representative

Date

ANNEX D

Format of Curriculum Vitae (CV) for the Key Personnel to be assigned to the Project

Proposed Position: **e.g. Team Leader**

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____

Nationality: _____

Detailed Tasks Assigned: _____

Education:

School	Date attended	Degree Obtained

(Provide extra rows if needed)

Trainings/Seminar:

Training	Date attended

(Provide extra rows if needed)

Similar Position Held on Completed Projects:

Similar Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

Similar Position Held on Present Projects:

Similar Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

Professional Regulation Commission (PRC) License:

PRC License	License Number / Validity date

(Provide extra rows if needed)

PICPA Good Standing

PRC License	Date of Certificate of Good Standing

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, the undersigned commits to work for the Project once the contract is awarded to the firm which I work for.

[Signature of staff member] Date: _____

ANNEX E

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 shortlisting 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 shortlisted 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

OMNIBUS SWORN STATEMENT

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 Consultant]* with office address at *[address of Consultant]*;

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

2. *Select one, delete the other:*

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

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]*, accompanied by the duly notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary's Certificate, whichever is applicable;

3. *[Name of Consultant]* 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;
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 Consultant]* 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 Consultant]* 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 Consultant]* complies with existing labor laws and standards; and
8. *[Name of Consultant]* is aware of and has undertaken the following responsibilities as a Bidder:
- a) Carefully examine all of the Bidding Documents;
 - b) Acknowledge all conditions, local or otherwise, affecting the implementation of the Contract;
 - c) Made an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d) Inquire or secure 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.

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

[Bidder's Representative/Authorized Signatory]

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 ____.

(ANNEX G)

BID SECURING DECLARATION

(REPUBLIC OF THE PHILIPPINES)

CITY OF _____) S.S.

X-----X

Invitation to Bid *[Insert reference 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 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 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 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;
 - c. I am/we are declared as the bidder with the Highest Rated 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'S AUTHORIZED REPRESENTATIVE]
[Insert signatory's legal capacity]

Affiant

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 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>												
	1 st	2 nd	3 rd	4 th	5 th	6 th	7 th	8 th	9 th	10 th	11 th	12 th	
Activity (Work)													

4. 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	

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 Error! Reference source not found.**, 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				_____