



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**BIDS AND AWARDS COMMITTEE**

2330 Roxas Boulevard, Pasay City  
Tel. Nos.: 834-4823; Fax No.: 831-9584  
Email: bac.secretariat@dfa.gov.ph

**SUPPLEMENTAL / BID BULLETIN NO. 3**

**Project:** Hiring of Consultancy Firm for the Pre-Construction Services for the DFA Retrofitting Project  
**Reference:** PB-CS-22-2023  
**ABC:** PhP 9,745,000.00  
**Date:** 25 October 2023

This Supplemental/Bid Bulletin is being issued to summarize the list of documents for the submission of bids scheduled on 06 November 2023, Monday, 12:00 P.M.

The documents comprise the revised Annex C, also enclosed herein.

**I. TECHNICAL PROPOSAL**

	<b>Document</b>	<b>Description</b>
A	Cover Letter of Technical Proposal	<b>TPF 1.</b> Technical Proposal Submission Form
B	Valid PhilGEPS Registration Certificate (Platinum Membership) (All Pages)	Updated PhilGEPS Platinum Certificate
C	Statement of Single Largest Completed Contract	Statement of the largest completed contract
D	List of Completed and ongoing projects	List of projects
E	Bid Security	1. Cash or cashier's/manager's check (2% of ABC) issued by a Universal or Commercial Bank; or 2. Bank draft/guarantee (2% of ABC) or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or 3. Surety Bond (5% of ABC) accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument, or 4. Bid Securing Declaration using format in Section VII. Bidding Forms.
F	A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form	<b>TPF 2.</b> Consultant's References


G	Comments, if any, on the TOR	<b>TPF 3.</b> Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
H	A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR	<b>TPF 4.</b> Description of the Methodology and Work Plan for Performing the Project
I	An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project	<b>TPF 5.</b> Team Composition and Task
J	<p>The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format.</p> <p>Only one duly notarized CV for each consultant involved in the Project may be submitted for each position</p>	<p><b>TPF 6.</b> Format of Curriculum Vitae (CV) for Proposed Professional Staff *</p> <p><i>* The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert:</i></p> <p><i>-is proposed for a domestic position but is not a Filipino citizen;</i></p> <p><i>-failed to state nationality on the CV; or</i></p> <p><i>-the CV is not signed in accordance with paragraph (v) above.</i></p>
K	A Time Schedule indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts if required, using the format shown	<b>TPF 7.</b> Time Schedule for Professional Personnel
L	A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR	<b>TPF 8.</b> Activity (Work) Schedule
M	Sworn statement in accordance with Section 25.3 of the IRR of RA 9184	Use the form prescribed in Section VII Bidding Forms

## II. FINANCIAL PROPOSAL

A	<b>FPF 1.</b> Financial Proposal Submission Form
B	<b>FPF 2.</b> Summary of Costs
C	<b>FPF 3.</b> Breakdown of Price per Activity
D	<b>FPF 4.</b> Breakdown of Remuneration per Activity
E	<b>FPF 5.</b> Reimbursables per Activity
F	<b>FPF 6.</b> Miscellaneous Expenses, relate to the costs of consulting services under two distinct categories, namely: (a) Remuneration; and (b) Reimbursable Expenditures

The eligible bidder is also reminded that the duration of the project, as stated in Item XI of the Terms of Reference shall be **from the issuance of the Notice to Proceed until 31 December 2023**, subject to the retention of payment in Item XII.

For the information and guidance of all concerned.

  
**SULPICIO M. CONFIADO**  
Assistant Secretary and BAC Chairperson



## ANNEX C

### Checklist of Requirements for Consulting Services

#### TECHNICAL PROPOSAL

	Document	Description
A	Cover Letter of Technical Proposal	<b>TPF 1.</b> Technical Proposal Submission Form
B	Valid PhilGEPS Registration Certificate (Platinum Membership) (All Pages)	Updated PhilGEPS Platinum Certificate
C	Statement of Single Largest Completed Contract	Statement of the largest completed contract
D	List of Completed and ongoing projects	List of projects
E	Bid Security	<ol style="list-style-type: none"> <li>1. Cash or cashier's/manager's check (2% of ABC) issued by a Universal or Commercial Bank; or</li> <li>2. Bank draft/guarantee (2% of ABC) or an irrevocable Letter of Credit issued by a foreign bank, it shall be accompanied by a confirmation from a Universal or Commercial Bank; or</li> <li>3. Surety Bond (5% of ABC) accompanied by a certification coming from the Insurance Commission that the surety or insurance company is authorized to issue such instrument, or</li> <li>4. Bid Securing Declaration using format in Section VII. Bidding Forms.</li> </ol>
F	A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form	<b>TPF 2.</b> Consultant's References
G	Comments, if any, on the TOR	<b>TPF 3.</b> Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity
H	A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR	<b>TPF 4.</b> Description of the Methodology and Work Plan for Performing the Project
I	An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project	<b>TPF 5.</b> Team Composition and Task
J	The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks	<p><b>TPF 6.</b> Format of Curriculum Vitae (CV) for Proposed Professional Staff *</p> <p><i>* The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts</i></p>

	<p>assigned should be presented in the CV format.</p> <p>Only one duly notarized CV for each consultant involved in the Project may be submitted for each position</p>	<p><i>themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert:</i></p> <p><i>-is proposed for a domestic position but is not a Filipino citizen;</i>  <i>-failed to state nationality on the CV; or</i>  <i>-the CV is not signed in accordance with paragraph (v) above.</i></p>
K	A Time Schedule indicating clearly the estimated duration in terms of person-months (shown separately for work in the field and in the home office) and the proposed timing of each input for each nominated expert, including domestic experts, if required, using the format shown	<b>TPF 7.</b> Time Schedule for Professional Personnel
L	A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR	<b>TPF 8.</b> Activity (Work) Schedule
M	Sworn statement in accordance with Section 25.3 of the IRR of RA 9184	Use the form prescribed in Section VII Bidding Forms

## FINANCIAL PROPOSAL

A	<b>FPF 1.</b> Financial Proposal Submission Form
B	<b>FPF 2.</b> Summary of Costs
C	<b>FPF 3.</b> Breakdown of Price per Activity
D	<b>FPF 4.</b> Breakdown of Remuneration per Activity
E	<b>FPF 5.</b> Reimbursables per Activity
F	<b>FPF 6.</b> Miscellaneous Expenses, relate to the costs of consulting services under two distinct categories, namely: (a) Remuneration; and (b) Reimbursable Expenditures