



**INVITATION FOR NEGOTIATED PROCUREMENT-  
TWO FAILED BIDDINGS**

*(Pursuant to Section 53.1 of the Revised Implementing Rules and Regulations of R.A 9184 – Negotiated Procurement Two Failed Competitive Biddings)*

**PROCUREMENT OF CONSULTING SERVICES FOR THE  
PHILIPPINE FINANCIAL REPORTING STANDARDS (PFRS 9) AND  
EXPECTED CREDIT LOSES (ECL)  
PGC-BAC-2022-004C**

1. In view of the two (2) failed biddings, the **PHILIPPINE GUARANTEE CORPORATION (PHILGUARANTEE)** invites bidders to participate in the negotiation for the *Procurement of Consulting Services for Philippine Financial Reporting Standards (PFRS 9) and Expected Credit Losses (ECL)*.
2. The **PHILGUARANTEE**, through the *2022 Corporate Operating Budget* intends to apply the sum of **Pesos: Four Million Two Hundred Seventy-Three Thousand Six Hundred Sixty (Php4,273,660.00)**, inclusive of all out-of-pocket expenses and applicable taxes, being the Approved Budget for the Contract (ABC) to payments under the contract for *Procurement of Consulting Services for Philippine Financial Reporting Standards (PFRS 9) and Expected Credit Losses (ECL)*.
3. 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.
4. The **PHILGUARANTEE** now invites interested bidders for a negotiation for the *Procurement of Consulting Services for Philippine Financial Reporting Standards (PFRS 9) and Expected Credit Losses (ECL)* on **December 1, 2022; 1:30 P.M.** through video conferencing or webcasting via webex.
5. Following the completion of the negotiations, the sealed and marked envelope containing the best and final offer based on the technical and financial requirements, including the pre-requisite documentary requirements enumerated in the checklist of requirements hereof must be duly received by BAC Secretariat, 3<sup>rd</sup> Floor, Jade Bldg., 335 Sen. Gil J. Puyat Ave., Makati City, on or before **December 7, 2022, 01:15 P.M.** Late submissions shall not be accepted.
6. Opening of Bids is on **December 7, 2022, 01:30 P.M.** at 3<sup>rd</sup> Floor, Jade Bldg., 335 Sen. Gil J. Puyat Ave., Makati City and through video conferencing or webcasting via webex.
7. The **Philippine Guarantee Corporation** 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.

8. For further information, please refer to:

KARENINA V. JOAQUIN  
BAC Secretariat  
PHILGUARANTEE  
3F, Jade Building, 335 Sen. Gil J. Puyat Avenue  
Makati City, Philippines  
8897-3293/bacsecretariat@philguarantee.gov.ph

*25 November 2022*

  
\_\_\_\_\_  
**MELINDA M. ADRIANO**  
Chairperson, Bids and Awards Committee

# *Terms of Reference*

## **CONSULTING SERVICES FOR THE PHILIPPINE FINANCIAL REPORTING STANDARDS (PFRS 9) AND EXPECTED CREDIT LOSES (ECL)**

### **1. BACKGROUND**

The Philippine Guarantee Corporation (PHILGUARANTEE) is a government owned and controlled corporation resulting from the merger and consolidation of five (5) Philippine Guarantee Programs and Agencies (PGPAs) pursuant to Executive Order No. 58, Series of 2018. PHILGUARANTEE is the former Philippine Export-Import Credit Agency (PhileXIM), the surviving entity in the merger of the PGPAs.

Being the principal agency for state guarantee finance of the Philippines, the primary objective of PHILGUARANTEE is to perform its development financing role through the provision of credit guarantees in support of trade and investments, exports, infrastructure, energy, tourism, agricultural business/modernization, housing, MSMEs and other priority sectors of the economy, with the end view of facilitating and promoting socio-economic and regional development.

The Bangko Sentral ng Pilipinas (BSP), through BSP Circular No. 1011 (series of 2018) requires all BSP supervised financial institutions to adopt the expected credit loss (ECL) model in measuring credit impairment in accordance with the provisions of Philippine Financial Reporting Standards (PFRS) 9 – Financial Instruments.

In compliance with BSP Circular No. 1011, the PHILGUARANTEE Board of Directors approved the Revised Guidelines in the Computation of Allowance for Expected Credit Losses (ECL Model) in October 2021. The ECL model adopted the simplified approach in measuring loss allowance using loss provisioning methodology.

### **2. OBJECTIVE OF THE PROCUREMENT**

The engagement of the **Consultant** aims to provide strategic directions to PHILGUARANTEE in order to ascertain full compliance with the provisions of PFRS 9 and to improve risk management and regulatory compliance with external supervisory and audit agencies.

### **3. SCOPE OF WORK**

#### **3.1 Risk Assessment /Validation of ECL Model**

3.1.1 Review, analyze and make recommendations on the ECL model, to include, among others:

- a) Guidelines on credit impairment for all credit exposures covered by PFRS 9 – Financial Instruments; and

- b) Guidelines on impairment of assets covered by the Philippine Accounting Standard (PAS) 36 – Impairment of Assets.
  - c) Recommend methodologies for the gathering of historical data and documentation of the same.
  - d) Estimation methodology for Probability of Default (PD), Loss Given Default (LGD), Exposure at Default (EAD) and overlay of macroeconomic factors for the different credit exposures of PHILGUARANTEE.
  - e) Evaluate the ECL model and make recommendations on the digitization/computerization of the same.
- 3.1.2 Provide comprehensive documentation and disclosure report on the ECL Model for the Notes to Financial Statements.
- 3.1.3. Risk assessment of the guarantee portfolio:
- a) Housing (retail, small housing loans and securitization); and
  - b) Micro, Small and Medium Enterprises (MSMEs).
- 3.1.4. Review, analyze and make recommendations on default rates of various guarantee portfolios (Housing and MSMEs) at different price points/market segments.

**Review PHILGUARANTEE’s compliance with PFRS 9**

- 3.1.1 Conduct a review and validation of the implementation/compliance of PHILGUARANTEE with PFRS 9.
- 3.1.2 Assist the concerned PHILGUARANTEE teams through trainings to fully implement and comply with the standard.
- 3.1.3 Issue reports/recommendations based on the review/validation.

**4. QUALIFICATIONS OF THE CONSULTANT**

- 4.1. The Consultant is preferably a Philippine entity;
- 4.2. The Consultant may be a partnership or a corporation with at least sixty (60%) percent interest or outstanding capital stock belongs to Filipino citizens;
- 4.3. The Consultant must be a Certified Public Accountant;
- 4.4. Prior dealings with Philippine Guarantee Corporation, if any, must be at least satisfactory; and
- 4.5. Likewise, the technical and financial proposals of the shortlisted bidders will be through Quality-Cost-Based Evaluation (QCBE) based on the following criteria.

Criteria		Weight
<b>Technical Proposal</b>		<b>75%</b>
Plan of Approach & Methodology		30%
<ul style="list-style-type: none"> <li>• Technical and business approach for performing review and validation of compliance/implementation of PFRS 9</li> </ul>	15%	
<ul style="list-style-type: none"> <li>• Strategic approach in resolving PHILGUARANTEE's needs for PFRS 9 compliance/implementation with PFRS 9</li> </ul>	15%	

Quality of Personnel		30%
• General qualifications	5%	
• Adequacy for the project	5%	
• Experience and expertise of the Project Manager in doing successful PFRS 9 consultancies/applications engagements	10%	
• Experience and expertise of the Team personnel in completing the various functions of each component of PHILGUARANTEE's compliance review with PFRS 9	10%	
Experience and Capability of Consultant		15%
• Successful completion within time and budget.	10%	
• Experience and expertise of the Consultant in doing successful PFRS 9 consultancies/applications engagements	15%	
<b>Financial Proposal</b>		<b>25%</b>
<b>TOTAL</b>		<b>100%</b>

The Highest Rated Bidder is the bidder with the highest rated score based on the technical and financial bids submitted if the score passes the hurdle rate of 75%.

### Technical Proposal (75%)

Criteria	Parameters	Rating System	
a. Plan of Approach & Methodology – 30%	Technical and business approach for performing review and validation of compliance/implementation of PFRS 9 – 15%	100%	With detailed/comprehensive technical and business approach presented
		75%	With technical and business approach presented
		0%	No technical and business approach presented
	Strategic approach in resolving PHILGUARANTEE's needs for PFRS 9 compliance/implementation with PFRS 9 – 15%	100%	With detailed/comprehensive strategic approach presented
		75%	With strategic approach presented
		0%	No strategic approach presented
b. Quality of Personnel – 30%	General qualifications – 10%	100%	CPA with more than three (3) years of professional experience
		75%	CPA with three (3) years of professional experience
		0%	CPA with less than three (3) years of professional experience
	Experience and expertise of the Project Manager in doing successful PFRS 9 consultancies/application engagements – 10%	100%	With more than three (3) years of successful PFRS 9 consultancies/application engagements
		75%	With three (3) years' experience of successful PFRS 9 consultancies/application engagements
		0%	With less than three (3) years of successful PFRS 9

			consultancies/application engagements
	Experience and expertise of the Team personnel in completing the various functions of each component of PHILGUARANTEE's compliance review with PFRS 9 – 10%	100%	With more than three (3) years of successful PFRS 9 consultancies/application engagements
		75%	With three (3) years of successful PFRS 9 consultancies/application engagements
		0%	With less than three (3) years of successful PFRS 9 consultancies/application engagements
c. Experience and Capability of Consultant – 15%	Successful completion within time and budget – 5%	100%	Very Good - The deliverables are for submission at least two (2) to four (4) days before the required timeline and schedule
		75%	Good - The deliverables are for submission on the day of the schedule
		0%	Poor - The proposal indicates late submission of the required deliverables
	Experience and expertise of the Consultant in doing successful PFRS 9 consultancies/application engagements – 10%	100%	Submitted more than two (2) certificate of satisfactory service and/or certificate of completion and acceptance
		75%	Submitted two (2) certificate of satisfactory service and/or certificate of completion and acceptance
		0%	Submitted less than two (2) certificate of satisfactory service and/or certificate of completion and acceptance

**Financial Proposal (25%)**

The Financial Proposal, on the other hand, shall be evaluated based on the following formula:

$$\text{Financial Score} = (\text{LFP}/\text{FP}) \times W$$

Where:

LFP is the amount of the lowest financial proposal.

FP is the amount of the Financial Proposal of the bidder being rated.

W is the weight of the financial proposal, as indicated in the Terms of Reference.

**5. PROJECT DURATION**

The project is expected to be completed within six (6) months from date of receipt by the winning bidder of the Notice to Proceed (NTP).

**6. APPROVED BUDGET FOR THE CONTRACT (ABC)**

The ABC for the project is Four Million Two Hundred Seventy-Three Thousand Six Hundred Sixty Pesos (Php4,273,660.00) only, inclusive of all applicable VAT and Out of Pocket Expenses (OPE) broken down as follows;

Professional/Consultancy Fees	Php 3,503,000.00
10% Out of Pocket Expenses (OPE)	350,300.00
12% VAT	<u>420,360.00</u>
<b>TOTAL</b>	<b><u>Php 4,273,660.00</u></b>

**7. MODE OF PROCUREMENT**

The mode of procurement shall be Negotiated Procurement – Two Failed Biddings provided under the Revised Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184.

(Negotiated Procurement- Two Failed Biddings)

**“CONSULTING SERVICES FOR THE PHILIPPINE FINANCIAL REPORTING STANDARDS (PFRS 9) AND EXPECTED CREDIT LOSES (ECL)”**

**Eligibility Documents:**

Eligibility documents Submission Form (**Annex A**)

Class “A” Documents

**Legal Documents**

Valid PhilGEPS Registration Certificate (Platinum Membership)

**Technical Documents**

Statement of Completed Government and Private Contracts (**Annex B**)

Statement of Ongoing Government and Private Contracts and Awarded But Not Yet Started Contracts (**Annex C**)

Certificate of Satisfactory Completion or equivalent document

Statement of the consultant specifying its nationality (indicate the type of entity/organization and percentage (%) of Filipino ownership) and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions.

Class “B” Documents

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.

## **Technical Proposal:**

TPF 1 - Technical Proposal Submission Form (Annex D)

TPF 2 - Consultant's References (Annex E)

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 (Annex F)

TPF 4 - Description of the Methodology and Work Plan for Performing the Project (Annex G)

TPF 5 - Team Composition and Task (Annex H)

TPF 6 – Format of Curriculum Vitae (CV) for Proposed Professional Staff (Annex I)

TPF 7 - Time Schedule for Professional Personnel (Annex J)

TPF 8 - Activity (Work) Schedule (Annex K)

Omnibus Sworn Statement (Annex L)

Bid Security (Bid Securing Declaration - Annex M)

## **Financial Proposal:**

FPF 1 - Financial Proposal Submission Form (Annex N)

FPF 2 - Summary of Costs (Annex O)

***Eligibility Documents Submission Form***

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*[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]* under *[Reference No.]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

**STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS**

This is to certify that \_\_\_\_\_ (consultant) \_\_\_\_\_ has the following completed contracts:

<b>PROJECT NAME (including NAME, ADDRESS OF CLIENT, CONTACT NO.)</b>	<b>DATE OF CONTRA CT</b>	<b>TYPE OF CONTRA CT</b>	<b>START DATE</b>	<b>COMPLETIO N DATE</b>	<b>AMOUNT OF CONTRACT</b>	<b>CONSULTANT'S ROLE (DESCRIPTION OF ACTUAL SERVICES PROVIDED)</b>

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

**STATEMENT OF ONGOING GOVERNMENT AND PRIVATE CONTRACTS AND AWARDED BUT NOT YET STARTED CONTRACTS**

This is to certify that \_\_\_\_\_ (consultant) \_\_\_\_\_ has the following ongoing and awarded but not yet started contracts:

DATE OF CONTRACT	CONTRACTING PARTY	NAME OF CONTRACT	TYPE OF CONTRACT	BRIEF DESCRIPTION OF CONSULTING SERVICE	AMOUNT OF CONTRACT	VALUE OF OUTSTANDING CONTRACT	CONSULTANT IS: a. main consultant b. subcontractor c. partner in a JV

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

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

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*[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:		N <sup>o</sup> of Staff:
Address:		N <sup>o</sup> of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current PhP):
Name of Associated Consultants, if any:		N <sup>o</sup> 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**

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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**

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### TPF 5. Team Composition and Task

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<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
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.

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

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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].

**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 8. Activity (Work) Schedule**

**A. Field Investigation and Study Items**

	<i>[1st, 2nd, etc. are months from the start of project.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													
_____													
_____													
_____													
_____													

**B. Completion and Submission of Reports**

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

## Omnibus Sworn Statement

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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.** \_\_\_\_

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**Book No.** \_\_\_\_

**Series of** \_\_\_\_.

**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** \_\_\_\_\_.

## FPF 1. Financial Proposal Submission Form

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[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**

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Costs	Currency(ies) <sup>1</sup>	Amount in Philippine Peso
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		<hr/>

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<sup>1</sup> In cases of contracts involving foreign consultants, indicate the exchange rate used.