



Office of the Regional Director
Regional Field Office - 10
Antonio Luna St., Cagayan de Oro City
PABX (Telefax) No. (088-22) 725-725; (088) 856-2755
Email Address: agri10cdo@gmail.com

SUPPLEMENTAL/BID BULLETIN NO. 035-2018
May 22, 2018

This Supplemental/Bid Bulletin No. 035-2018 is issued to modify items in the Bidding Documents for the **PROCUREMENT OF CONSULTING SERVICES for the Preparation of Signed Structural Analysis, Program of Works, Technical Specifications, Detailed Engineering Design (e.g. Architectural, Civil/Structural, Sanitary & Plumbing, Electrical Design Computation, Sketch Plan and Soil Exploration for the Construction of a "Regional Integrated Laboratory Building" of the Department of Agriculture Regional Field Office 10 compliant to Green Building Concept per REOI No. 2018-052/ACN with an Approved Budget for the Contract of Three Million Five Hundred Thousand Pesos Only (Php3,500,000.00).** This shall be an integral part of the Bidding Documents.

Please be informed on the Checklist of Eligibility Requirement and its Forms:

1. Checklist of Eligibility Requirements (*see attached*)

Class "A" Documents -

1. Use ED-Form 1

Legal Documents

- a. Registration certificate from:
 - i. Securities and Exchange Commission (SEC) or Amended SEC Registration
 - ii. Certificate - for partnerships/corporations; or
 - iii. Department of Trade and Industry (DTI) - for sole proprietorship; or
 - iv. Cooperative Development Authority (CDA) for cooperatives.
- b. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- c. Tax clearance as finally reviewed by the BIR per Executive Order 398, Series of 2005

Technical Documents

- d. Statement of Ongoing Contracts (Use ED-FORM II)
- e. Statement of Completed Contracts (Use ED-FORM III)
- f. Certificate of Good Standing and Satisfactory Completion
Translation of the documents in English certified by the appropriate embassy or consulate in the Philippines or by the Philippine Embassy / Consulate in the country where the document is coming from, if applicable
- g. Statement of Key Staff for Consulting Services (Use ED-FORM V)
- h. Curriculum Vitae for the Proposed Professional Staff (Use ED-FORM VI)
- i. Consultant's Project References (Use ED-FORM VII)

Financial Document

- j. Audited Financial Statements (AFS) for year 2017-2016.
- k. Financial Information of the Bidder (Use ED-FORM IV)

Class "B" Document -

- l. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is Successful

MA. TERESA B. ROA, DVM

Chair, Bids and Awards Committee - Infra and Services

ED-FORM I - ELIGIBILITY DOCUMENT SUBMISSION FORM

[Date]

CARLENE C. COLLADO, CPA
OIC, Regional Executive Director
Department of Agriculture RFO10
Antonio Luna St., Cagayan de Oro City

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 short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- i. *[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
- ii. 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

ED-FORM II - STATEMENT OF ONGOING PROJECTS

List of Ongoing Government and Private Contracts, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract, 5 years prior to the deadline : May 29, 2018

Name of the Consultant _____

No.	Name and Location of the Project	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (whether Main Consultant, Subcontractor, or Partner in a JV)	Amount of Contract	Contract Duration	Value of Outstanding Contract	Similar Project (Y/N)

Attachment:

- 1 Project References in the ED-FORM VII
- Notice of Award / Statement of Work Accomplished
- Cut-off date: May 28, 2018

Submitted by:

Name of the Bidder's Representative

Position

Date

ED-FORM III - STATEMENT OF COMPLETED PROJECTS

List of completed Government and Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid within the last 5 years prior to the deadline : May 29, 2018

Name of the Consultant _____

No.	Name and Location of the Project	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (whether Main Consultant, Subcontractor, or Partner in a JV)	Amount of Contract	Contract Duration	Similar Project (Y/N)

Attachment:

- 1 Project References in the ED-FORM VII
- 2 Certificate of Satisfactory Completion of the contract issued by the client or confirmation from authorized representative of client in writing for Satisfactory completion of contract

Submitted by:

Name of the Bidder's Representative
 Position
 Date

ED-FORM IV - FINANCIAL INFORMATION OF THE BIDDER

Name of the Consultant _____

No.	Particulars	Year 2013			Year 2012			Year 2011		
		Amount (Foreign Currency)	Exchange Rate	Amount in Pesos	Amount (Foreign Currency)	Exchange Rate	Amount in Pesos	Amount (Foreign Currency)	Exchange Rate	Amount in Pesos
Information from Balance Sheet										
1.	Total Assets									
2.	Current Assets									
3.	Total Liability									
4.	Current Liability									
5.	Net Worth (1 -3)									
6.	Net Working Capital (2-4)									
Information from P and L, A/C										
7.	Total Turnover									
8.	Turnover from IT services									
9.	Profit After Tax									
10.	Current Financial Capacity of the Entity: <Please indicate the current financial capacity of the bidder here> The financial capacity to be computed as follows: [(Current Assets-Current Liabilities)*20]-value of all outstanding or uncompleted portions of projects under ongoing contracts, including awarded contracts yet to be started coinciding with the contract to bid] _____									

Attachment:

- Audited Financial Statements for 2017-2016

Submitted by:

Name of the Bidder's Representative
 Position
 Date

Note: If Partnership or Joint Venture, each Partner or Member Firm of Joint Venture shall submit the above requirements duly certified by the Independent Chartered Accountant or Statutory Auditor.

ED-FORM V - STATEMENT OF KEY STAFF FOR CONSULTING SERVICES

Name of the Consultant _____

Field of Expertise	Name of Proposed Staff	Name of the Firm	Qualifications	Years of Experience	List of Relevant Projects carried out by the Staff For each relevant project, provide following details: Name of the project/engagement Position/ Involvement in the Project

Attachment: CVs of Key Staff in the ED-FORM VI

Submitted by:
 Name of the Bidder's Representative:
 Position:
 Date:

ED-FORM VI -FORMAT OF CURRICULUM VITAE (CV) FOR KEY STAFF
(Note: Shall include 2 x 2 ID picture taken within the last three months)

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.]

Relevant Trainings Attended:

[List of relevant trainings of staff members, giving names of training centers, dates attended, number of hours and certificates earned. Use about half 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.

*Signature over Printed Name
of Staff Member*

Date: _____
Day/Month/Year

Attested by:

*Signature over Printed Name
of Authorized Representative of the Firm*

Date: _____
Day/Month/Year

ED-FORM VII - CONSULTANT'S PROJECT REFERENCES

Using the format below, provide information on similar projects / services

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 PhP):
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:		

