
**Best Practices Guide on
How to Prepare Your Bidding Documents using the
New Required Bidding Forms and Templates with the
Philippine Bidding Documents for Consulting Services**

Tuesday, October 25, 2022 * 1:30pm - 4:45pm via ZOOM

DETAILED COURSE OUTLINE

- 1) Review of the Fundamental Principles of Public Procurement and Coverage of RA 9184 of Government Procurement Reform Act (GPRA)**
- 2) Overview on the Planning and Procurement of Consulting Services**
- 3) Rationale behind Philippine Bidding Documents and the Philippine Bidding Documents (PBD) for Procurement of Consulting Services 5th Edition**
- 4) Philippine Bidding Documents (PBDs) for Consulting Services 5th Edition and adapting to: Alternative Bid Documents and Electronic or Online Bid Submission under GPPB Resolution No. 09-2020**

- **Essential Information to the PBD**

- i. Approved Budget for Contract (ABC)
- ii. Information in the Request for Expressions of Interest, as required in Section 21 of the 2016 revised IRR of RA No.9184.
- iii. Information required in the **Bid Data Sheet** (BDS) that supplement, amend, or identify the requirements included in the Instruction to Bidders (ITB), which are specific to the Procurement Project, such as:
 - a) Scope of bid
 - b) Documents comprising the bid
 - c) Criteria for eligibility
 - d) Bid evaluation methodology/ criteria
 - e) Post-qualification
 - f) The date, time, and place of the: Pre-Bid Conference, Submission of Bids and Opening of Bids
- iv. Terms of Reference
- v. Technical Specifications
- vi. Delivery Date or Completion Schedule

- **Philippine Bidding Documents (PBDs) for Consulting Services**

Part 1

- a) Section I. Request for Expressions of Interest (REI)
- b) Section II. Eligibility Documents (ED) *
- c) Section III. Eligibility Data Sheet (EDS)

Part 2

- a) Section I. Notice of Eligibility and Short Listing
- b) Section II. Instructions to Bidders (ITB) *
- c) Section III. Bid Data Sheet (BDS)
- d) Section IV. General Conditions of Contract (GCC) *
- e) Section V. Special Conditions of Contract (SCC)
- f) Section VI. Terms of Reference
- g) Section VII. Bidding Forms
- h) Section VIII. Appendices

5. New Required Bidding Forms and Templates under GPPB Resolution No. 16-2020 and GPPB Circular No. 04-2020

5.1. The Required Forms shall include:

a) For all Procurement Projects:

- 1) **Form of Contract or Contract Agreement Form** as provided in Sections 17.1 (l) and 37.2 of the 2016 revised IRR, including contract price under Section 61 of the same IRR
- 2) **Bid Security** as identified in Section 17(j) of the 2016 revised IRR, which may either be
 - a) **Bid Securing Declaration** as provided in Sections 27.2 and 27.5 of the 2016 revised IRR, as well as GPPB Resolution No. 03-2012 as amended by GPPB Resolution No. 15-2014; or
 - b) Any other forms of bid security such as bank draft or guarantee, irrevocable letter of credit, or surety bond, as provided in Section 27.2 of the 2016 revised IRR
- 3) **Performance Security** as indicated in Sections 17.1 (k) and 39 of the 2016 revised IRR of RA No. 9184, which includes the **Performance Securing Declaration (PSD)** as an alternate performance security during a state of calamity or imposition of community quarantine pursuant to GPPB Resolution No.09-2020
- 4) **Omnibus Sworn Statement** in accordance with Section 25.3 of the 2016 revised IRR of RA No. 9184.

b) **Additional for Consulting Services**

- 1) All **Technical Proposal Forms** to be submitted with the Bid:
 - a) Statement of the bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, with the relevant period provided in the PBDs based on Section 24.1(a) (iv) of the 2016 revised IRR of RA No. 9184
 - b) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions, including their respective curriculum vitae, as stated in Section 24.1(a) (v) of the 2016 revised IRR of RA

No. 9184

- c) Organizational Chart as required under Section. 25.2 (c) ii of the 2016 revised IRR of RA No. 9184
 - d) Approach, work plan, and schedule as stated in Section 25 (c) (iv) of the 2016 revised IRR of RA No. 9184
 - e) List of key personnel to be assigned to the contract to be bid, with their completed qualification and experience data, pursuant to Section. 25.2 (c) ii of the 2016 revised IRR of RA No. 9184.
- 2) All **Financial Proposal Forms** to be submitted with the Bid provided in the GPM pursuant to Annex "F" of the 2016 revised IRR of RA No. 9184 on the Contract Implementation Guidelines for the Procurement of Consulting Services:
- a) Financial Proposal Submission containing the total amount of the financial proposal in words and figures.
 - b) Summary of Costs
 - c) Breakdown of Price per Activity
 - d) Breakdown of Remuneration per Activity
 - e) Reimbursables per Activity
 - f) Other items as may be required in the bidding documents
- 3) **Class B Document:** Joint Venture Agreement or duly notarized statements from all the potential joint venture partners as stated in Section 24.1(b) of the 2016 revised IRR of RA No.9184.

5.2. New Required Templates

- 5.2.1. Bid Form for the Procurement of Goods
- 5.2.2. Bid Form for the Procurement of Infrastructure Projects
- 5.2.3. Price Schedule for Goods Offered from Abroad
- 5.2.4. Price Schedule for Goods Offered from Within the Philippines
- 5.2.5. Bid Securing Declaration
- 5.2.6. Contract Agreement Form for the Procurement of Goods
- 5.2.7. Contract Agreement Form for the Procurement of Infrastructure Projects
- 5.2.8. Omnibus Sworn Statement; and
- 5.2.9. Performance Securing Declaration.

5.3. Mandatory Provisions of the New Required Forms and Templates:

- a) Bid Form
- b) Price Schedule
- c) Bid Securing Declaration (BSD)
- d) Contract Agreement Form
- e) Omnibus Sworn Statement
- f) Other Required Forms on the Bid Security aside from BSD
- g) Performance Security
- h) Warranty Security
- i) Performance Securing Declaration (PSD)
- j) Statement of the Bidder of all its ongoing government and private

- contracts, including those awarded by not yet started.
- k) Statement of the Bidder's SLCC similar to the contract to be bid.
 - l) Owner's Certificate of Acceptance or CPES rating accompanying Statement of the Bidder's SLCC
 - m) Bidder's computation of Net Financial Contracting Capacity (NFCC)
 - n) Joint Venture Agreement or duly notarized statements from all the potential joint venture partners

6. Final Instructions and Recommendations

Seminar Contact Person:

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