



REQUEST FOR PROPOSAL (RFP)

RFP no. 26-04-087

The SOCIAL SECURITY SYSTEM (SSS) is inviting all interested Consultant or Consulting Firms to submit a Proposal for the project with details as follows:

Project Title	: CONSULTANCY SERVICES FOR THE CONSERVATION AND RENOVATION OF RAMON MAGSAYSAY HALL AT SSS MAIN OFFICE BUILDING
Approved Budget for the Contract (ABC)	: ₱ 1,800,800.00
Source of Fund	: Corporate Operating Budget (COB)
Mode of Procurement	: Small Value Procurement
Location	: SSS Main Office, East Avenue, Diliman, Quezon City.
End-User/ Implementing Office	: Engineering and Facilities Management Department (EFMD)
Contract Duration or Delivery Schedule	: Please refer to the Project Duration indicated in the Terms of Reference
Terms of Reference (TOR)	: Please see attached TOR with Selection Criteria
Evaluation Procedure	: Quality-Cost Based Evaluation (QCBE) Procedure
Type of Bid Evaluation	: Highest Rated Responsive Bid (HRRB)

- This RFP may be secured or downloaded starting **May 01, 2026** through any of the following:
 - SSS Official Website: <https://www.sss.gov.ph/>
 - Walk in at Procurement Planning and Management Department (PPMD), 2nd Flr., SSS Main Building., East Avenue, Diliman, Quezon City
 - Modernized Philippine Government Electronic Procurement System (mPhilGEPS) Website
- The details of the schedule of activities are listed as follows:

ACTIVITIES	DATE & TIME	Venue
Deadline for submission of Eligibility Documents (1st Envelope)	07 May 2026, 10:00 am	PPMD, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City
Eligibility Documents Opening	07 May 2026, 2:00 pm	Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Quezon City
Bid submission deadline (2nd Envelope)	20 May 2026, 10:00 am	PPMD, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City
Technical Proposal Documents Opening & Financial Proposal Document Opening	20 May 2026, 1:30 pm	Bidding Room, 2nd Floor, SSS Main Building, East Avenue, Quezon City

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3. Kindly submit the following requirements on or before the deadline indicated in the schedule of activities:

First Envelope shall contain the following:

A. Eligibility Documents

- a. Business Registration Certificate (SEC / DTI / CDA)
- b. Valid Mayor's/Business Permit;
- c. Latest Annual Income / Business Tax Return;
- d. PhilGEPS Registration Number and (Red Membership) or PhilGEPS Certificate;
- e. Short-Listing Documents Submission Form (**Annex A**)
- f. Statement of ongoing government and private contracts, including contracts awarded but not yet started, if any, involving NHCP-regulated heritage structures or Important Cultural Properties (ICPs), and demonstrated experience in Conservation Management Planning (CMP) in the **last five (5) years** prior to submission of sealed proposal (**Annex B**)
- g. 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 notarized curriculum vitae (**Annex C-C.1**)
- h. Consultant-Bidder's Team Composition/Organizational Chart

The Second Envelope shall contain the following documents, each placed in a separate sealed envelope:

A. Technical Proposal Documents

- a. **Technical Proposal Submission Form (TPF 1)**
- b. **Consultant's References (TPF 2)**
- c. **Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities (TPF 3)**
- d. **Notarized Omnibus Sworn Statement** (using NGPA-prescribed form of the Government Procurement Policy Board) with attached Notarized Special Power of Attorney (SPA) for Sole Proprietorship or Secretary's Certificate for Partnership/ Corporation, authorizing the representative, if any, to sign on behalf of the owner/company (**Annex D**)
- e. **Description of the Methodology and Work Plan for Performing the Project (TPF 4)**
- f. **Team Composition and Task (TPF 5)**
- g. **Format of Curriculum Vitae (CV) for Proposed Professional Staff (TPF 6)**
- h. **Consulting Architect and Technical Assistant to submit certifications from trainings, seminars, and/or diploma programs related to heritage conservation from Professional Regulation Commission (PRC), Technical Education and Skills Development Authority (TESDA), National Museum, National Commission for Culture and the Arts (NCCA), National Historical Commission of the Philippines (NHCP), Cultural Center of the Philippines (CCP), University of the Philippines, Escuella Taller and similar institutions.**
- i. **Consulting Architect to submit any published books or articles from ResearchGate, Google Scholar, Academia, National Museum of the Philippines, University of the Philippines, NCCA, and Docomomo Journal related to heritage conservation.**
- j. **Lighting and Acoustics Specialist to submit certifications from vocational courses, and/or diploma programs from PRC and TESDA related to lighting and acoustics; related trainings and seminars conducted by lighting and acoustics suppliers and companies like Panasonic, Landlite, Philips, LG, Gibson, etc.**

- k. **Time Schedule for Professional Personnel (TPF 7)**
- l. **Activity (Work) Schedule (TPF 8)**

B. Financial Proposal Documents

- a. Financial Proposal Submission Form (FPF 1)
- b. Summary of Costs (FPF 2)
- c. Breakdown of Remuneration Per Activity (FPF 3)
- d. Miscellaneous Expenses (FPF 4)

4. The First and Second Sealed Envelopes shall be submitted through the **DROP BOX** located at the PPMD, 2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City. These shall be addressed to **Mr. Raymond Francis T. Alvarez**, Concurrent Acting Head of the PPMD.

Each sealed envelope shall clearly indicate the **RFP Number, company name, name of representative, business address, and contact details**, and shall be properly marked as follows:

a. **“ELIGIBILITY DOCUMENTS”**

b. **“BID”** (containing separate envelopes for **Technical Proposal** and Financial Proposal)

5. The SSS reserves the right to accept or reject any offer or to cancel the entire procurement process at any time prior to award of the contract without thereby incurring any liability to the affected Consultant or Consulting Firm.

RAYMOND FRANCIS T. ALVAREZ

Concurrent Acting Head

Procurement Planning and Management Department

2nd Floor, SSS Main Building, East Avenue, Diliman, Quezon City

Tel: **8709-7198 local 3400-3411**

TERMS AND CONDITIONS

1. **Validity of Quotation/Offer:** Ninety (90) calendar days from deadline of submission of quotation up to approval of award.
2. **For contract price amounting to P100,000.00 and above**, the winning Supplier shall be required to post a Performance Security from receipt of Notice of Award equivalent to % of Contract Price as follows:
 - 5% (Goods & Consulting Services) or 10% (Infrastructure) Cash, Cashier's/Manager's Check, Bank Draft/Guarantee, or
 - 30% Surety Bond callable upon demand.
3. Alternative offer shall not be allowed. Any bid exceeding the ABC shall be a ground for disqualification.
4. If two (2) or more Suppliers/Consultants/Consulting Firms have been post-qualified as the suppliers with HRRB, the SSS shall employ “draw lots” or similar method of chance to break the tie.
5. Incompletely filled out Bid Breakdown shall be considered non-responsive and automatically disqualified but specifying a zero (0), dash (-), or the word “free” for the said item would mean that it is being offered for FREE to the SSS.
6. All prices must be rounded off to two decimal places. Any prices presented otherwise will be rounded off to two decimal places and arithmetically corrected during the evaluation process.
7. In case of discrepancy between the submitted quotation and the quotation after arithmetical correction, the supplier shall be informed of such discrepancy for confirmation of the new amount. **If the bidder fails to confirm the arithmetical corrections within three (3) calendar days from receipt of**

notification, the quotation as calculated shall be considered unconfirmed and result to disqualification of bidder.

8. In case a prospective supplier/service provider submits a filled-out RFP/RFQ with a supporting document (i.e., a price quotation in a different format), both documents shall be considered provided that the terms and conditions stated therein is in conformity with the requirements of the RFP/RFQ. **In case of discrepancies, the submitted quotation shall be considered ineligible or not compliant.** Submissions not using the RFP/RFQ form shall be considered only if they fully address and certify compliance with all the stated requirements, terms, and conditions of this RFP/RFQ.
9. Award shall be on a per **"LOT BASIS"** and the date of conduct/start of the project is subject to change.

INSTRUCTIONS TO SUPPLIERS

1. For clarification of details, please contact **Procurement Planning and Management Department at 8709-7198 local 3400-3411** or via e-mail ppmd@sss.gov.ph/ bacsealedquotations@sss.gov.ph.
2. The winning supplier shall accomplish and sign the emailed or issued **Notice of Award (NOA)** within three (3) calendar days from receipt and immediately submit the signed copy to the PPMD, if applicable, upon issuance. Failure to comply may result in the cancellation of the award.
3. In compliance with **Republic Act No. 6713** (Code of Conduct and Ethical Standards for Public Officials and Employees), the SSS does not solicit or accept, directly or indirectly, any gift, gratuity, favor, entertainment, loan, or anything of monetary value from bidders or suppliers at any state of the procurement process, from RFQ issuance and canvassing through contact implementation. Bidders are cautioned against individuals or groups falsely claiming to represent the SSS and soliciting money, gifts, or other benefits for any purpose. **Do not give anything to these individuals or group.** Any form of solicitation by persons claiming to represent the SSS should be immediately reported to the **Head of the Procurement Management Division** at burgosee@sss.gov.ph or (02) 8709-7198 local 3390.

GENERAL CONDITIONS OF THE CONTRACT

1. The SUPPLIER shall deliver the goods in accordance with the description and quantity specifications of the Purchase Order/Job Order.
2. The SUPPLIER shall deliver the goods within the period indicated in the Purchase Order. A penalty of 1/10 of 1% of the total amount of the items shall be imposed for every day of delay in delivery.
3. The SUPPLIER shall deliver Goods/Services which must all be fresh stock, brand-new, unused, properly sealed, and which are not set to expire within two (2) years from date of delivery to the SSS, if applicable.
4. The SUPPLIER warrants that all the Goods/Services have no defects arising from design, materials, or workmanship or from any act or omission of the Supplier or the manufacturer that may develop under normal use of consumables, if applicable.
5. For Goods, the SUPPLIER shall replace any defective item within twenty-four (24) hours from the time that it was notified by the SSS of the defect. Defects detected only after the item is installed and used are covered by the replacement warranty which will be in effect for every item until its expiry date. Replacement of defective item shall have no cost on the SSS, if applicable.
6. To assure that manufacturing defects shall be corrected by the SUPPLIER, a warranty security shall be required from the SUPPLIER for a minimum of three (3) months in the case of expendable items, or a minimum period of one (1) year in the case of non-expendable items, after the acceptance of the delivered items. The obligation for the warranty shall be covered, at the Supplier's option, by either retention money in an amount equivalent to five percent (5%) of total purchase price, or a special bank guarantee equivalent to five percent (5%) of the total purchase price with validity period starting from the date of acceptance. The said amounts shall only be released after the lapse of the warranty period.
7. If the SUPPLIER, having been notified, fails to remedy the defect(s) within the specified period, the SSS may proceed to take such remedial action as may be necessary, at the SUPPLIER's risk and expense and without prejudice to any other rights which the SSS may have against the SUPPLIER under these Terms and Conditions and under the applicable law.
8. The pricing of the Goods/Services shall be in Peso and inclusive of Twelve Percent (12%) Value-Added Tax (VAT).

MISCELLANEOUS PROVISIONS

1. **Confidentiality.** Neither Party shall, without the prior written consent of the other, disclose or make available to any person, make public, or use directly or indirectly, except for the performance and implementation of the works, any confidential information acquired from an information holder in connection with the performance of this Agreement, unless: (i) the information is known to the disclosing Party, as evidenced by its written records, prior to obtaining the same from the information

holder and is not otherwise subject to disclosure restrictions on the disclosing Party, (ii) the information is disclosed to the disclosing Party by a third party who did not receive the same, directly or indirectly, from an information holder, and who has no obligation of secrecy with respect thereto, or (iii) required to be disclosed by law.

The obligation of confidentiality by both Parties, as provided herein, shall survive the termination of this Agreement.

2. **Merger and Consolidation.** In case of merger, consolidation or change of ownership of the SUPPLIER with another company, it is the responsibility of the surviving company/consolidated company/acquiring entity to inform the SSS of the change in corporate structure/ownership. Failure to do so shall translate in such company assuming all liabilities of the acquired/merged company under this Agreement.

3. **Force Majeure.** The SUPPLIER shall not be liable for forfeiture of its performance security, liquidated damages, or termination for default if and to the extent that the SUPPLIER's delay in performance or other failure to perform its obligations under this Agreement is the result of a force majeure.

For purposes of this Agreement the terms "force majeure" and "fortuitous event" may be used interchangeably. In this regard, a fortuitous event or force majeure shall be interpreted to mean an event which the SUPPLIER could not have foreseen, or which though foreseen, was inevitable. It shall not include ordinary unfavorable weather conditions; and any other cause the effects of which could have been avoided with the exercise of reasonable diligence by the SUPPLIER. Such events may include, but not limited to, acts of the SSS in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions, and freight embargoes.

4. **Non-Assignment.** Neither Party may assign the Contract in whole or in part without the consent of the other Party.

5. **Waiver.** Failure by either Party to insist upon the other the strict performance of any of the terms and conditions hereof shall not be deemed a relinquishment or waiver of any subsequent breach or default of the terms and conditions hereof, which can only be deemed made if expressed in writing and signed by its duly authorized representative. No such waiver shall be construed as modification of any of the provisions of this Agreement or as a waiver of any past or future default or breach hereof, except as expressly stated in such waiver.

6. **Cumulative Remedies.** Any and all remedies granted to the Parties under the applicable laws and this Agreement shall be deemed cumulative and may, therefore, at the sole option and discretion, be availed of by the aggrieved Party simultaneously, successively, or independently.

7. **No Employer-Employee Relationship.** It is expressly and manifestly understood and agreed that the employees of the SUPPLIER assigned to perform the PROJECT are not employees of the SSS. Neither is there an employer-employee relationship between the SSS and the SUPPLIER.

This Agreement does not create an employer-employee relationship between the SSS and the SUPPLIER including its personnel; that the PROJECT rendered by the personnel assigned by the SUPPLIER to the SSS in the performance of its obligation under this Agreement do not represent government service and will not be credited as such; that its personnel assigned to the SSS are not entitled to benefits enjoyed by SSS' officials and employees such as Personal Economic Relief Allowance (PERA), Representation and Transportation Allowance (RATA), ACA, etc.; that these personnel are not related within the third degree of consanguinity or affinity to the contracting officer and appointing authority of the SSS; that they have not been previously dismissed from the government service by reason of an administrative case; that they have not reached the compulsory retirement age of sixty-five (65); and that they possess the education, experience and skills required to perform the job. The SUPPLIER hereby acknowledges that no authority has been given by the SSS to hire any person as an employee of the latter. Any instruction given by the SSS or any of its personnel to the SUPPLIER's employees is to be construed merely as a measure taken by the former to ensure and enhance the quality of PROJECT performed hereunder. The SUPPLIER shall, at all times, exercise supervision and control over its employees in the performance of its obligations under this Agreement.

8. **Partnership.** Nothing in this Agreement shall constitute a partnership between the parties. No Party or its agents or employees shall be deemed to be the agent, employee or representative of any other Party.

9. **Compliance with SS Law.** The SUPPLIER shall report all its employees to the SSS for coverage and their contributions, as well as all amortizations for salary/education/calamity and other SSS loans shall be updated. Should the SUPPLIER fail to comply with its obligation under the provisions of the SS Law and Employees' Compensation Act, the SSS shall have the authority to deduct any unpaid SS and EC contributions, salary, educational, emergency and/or calamity loan amortizations, employer's liability for damages, including interests and penalties from the SUPPLIER's receivables under this Agreement.

Further, prescription does not run against the SSS for its failure to demand SS contributions or payments from the SUPPLIER. Moreover, the SUPPLIER shall forever hold in trust SS contributions or payments of its employees until the same is fully remitted to the SSS.

10. **Compliance with Labor Laws.** The SUPPLIER, as employer of the personnel assigned to undertake the PROJECT, shall comply with all its obligations under existing laws and their implementing rules

and regulations on the payment of minimum wage, overtime pay, and other labor-related benefits as well as remittances or payment of the appropriate amount or contributions/payment (SSS, EC, Pag-IBIG, PhilHealth and taxes) with concerned government agencies/offices.

It is agreed further, that prior to the release of any payment by the SSS to the SUPPLIER, its President or its duly authorized representative, shall submit a sworn statement that all moneys due to all the employees assigned to the PROJECT as well as benefits by law and other related labor legislation have been paid by the SUPPLIER and that he/she assumed full responsibility thereof.

11. **Compliance with Tax Laws.** The SUPPLIER shall, in compliance with tax laws, pay the applicable taxes in full and on time and shall regularly present to the SSS within the duration of this Agreement, tax clearance from the Bureau of Internal Revenue (BIR) as well as copy of its income and business tax returns duly stamped by the BIR and duly validated with the tax payments made thereon, if applicable. Failure by the SUPPLIER to comply with the foregoing shall entitle the SSS to suspend payment of the Contract Price.
12. **Liquidated Damages.** If the SUPPLIER fails to satisfactorily deliver any or all of the Goods and/or to perform the Services within the period(s) specified in the PBD inclusive of duly granted time extensions if any, the SSS shall, without prejudice to its other remedies under this Agreement and under the applicable law, deduct from the Contract Price, as liquidated damages, the applicable rate of one tenth (1/10) of one (1) percent of the cost of the unperformed portion for every day of delay until actual delivery or performance. Once the amount of liquidated damages reaches ten percent (10%), the SSS may rescind or terminate this Agreement, without prejudice to other courses of action and remedies open to it.
13. **Hold Free and Harmless.** The SUPPLIER agrees to defend, indemnify, and hold the SSS free and harmless from any and all claims, damages, expenses, fines, penalties and/or liabilities of whatever nature and kind, whether in law or equity, that may arise by reason of the implementation of the Agreement. In addition, the SUPPLIER agrees to indemnify the SSS for any damage as a result of said implementation.
14. **Settlement of Disputes.** All actions and controversies that may arise from the Contract involving but not limited to demands for specific performance of the obligations as specified herein and/or in the interpretation of any provisions or clauses contained herein, shall, in the first instance, be settled within thirty (30) calendar days through amicable means, such as, but not limited to mutual discussion. Should the dispute remain unresolved by the end of the afore-mentioned period, the dispute shall be settled in accordance with applicable provisions of Republic Act No. 9285, otherwise known as the Alternative Dispute Resolution Act of 2004.
15. **Venue of Actions.** Any suit or proceeding arising out of or relating to the contract shall be instituted in the appropriate court in Quezon City, the Parties hereto waiving any other venue.
16. **Governing Law.** This Agreement shall be governed by and interpreted according to the laws of the Republic of the Philippines.
17. **Amendments.** This Agreement may be amended only in writing and executed by the Parties or their duly authorized representatives.
18. **Separability.** If any one or more of the provisions contained in this Agreement or any document executed in connection herewith shall be invalid, illegal or unenforceable in any respect under any applicable law, then: (i) the validity, legality and enforceability of the remaining provisions contained herein or therein shall not in any way be affected or impaired and shall remain in full force and effect; and (ii) the invalid, illegal or unenforceable provision shall be replaced by the parties immediately with a term or provision that is valid, legal and enforceable and that comes closest to expressing the intention of such invalid, illegal or unenforceable term or provision.
19. **Binding Effect.** This Agreement shall be binding upon the Parties hereto, their assignee/s and successor/s-in-interest.
20. **Non-Publicity.** No press release in oral, written or electronic form shall be issued covering this transaction without prior written approval of the SSS. Inclusion in any reference lit shall also be undertaken only upon prior written approval of the SSS.

TERMS OF REFERENCE

CONSULTANCY SERVICES FOR THE CONSERVATION AND RENOVATION OF RAMON MAGSAYSAY HALL AT SSS MAIN OFFICE BUILDING

1. Background

The Social Security System (SSS) intends to engage the services of a heritage conservation consultant for the proposed renovation of Ramon Magsaysay Hall auditorium which is located at the SSS Main Office Building –a 60-year-old office building that was declared as an Important Cultural Property or *Mahalagang Yamang Pangkalinangan*.

The design consulting services aim to generate heritage documentation, conservation management plan and design advisory/review inputs that would facilitate the issuance of conservation permit from the National Historical Commission of the Philippines (NHCP) pertaining to the planned renovation of Ramon Magsaysay Hall which is designed by the first National Artist for Architecture, Juan F. Nakpil.

The consulting services shall adhere to relevant international and local heritage conservation charters such as Venice Charter, Burra Charter, Nara Document on Authenticity, Philippine Cultural Heritage Act and other related laws on heritage conservation policies and guidelines.

2. Project Description

The details of the project are as follows:

Name of Project	Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building
Location	East Avenue, Quezon City
Total Floor Area	±1,038 sq.m.
Space Requirements	<ul style="list-style-type: none">- Reception/Lobby- Centrally-located front stage- Multi-function open space- Audio-visual control booth/backroom- Auditorium/theater-type seating
Special Design Considerations / Requirements	<ul style="list-style-type: none">- Context-responsive and sustainable designs as aligned with the preservation of character-defining elements within the space and of the building, with integration of modern/updated design elements and materials- Archival research/documentation and historical validation using appropriate procedures/technologies- Conservation management plan- Efficient space utilization- Compliance with heritage conservation and regulatory guidelines

3. Project Objectives

The general objectives of the project are:

3.1 To engage an **architectural design consulting firm** with demonstrated expertise in the conservation of heritage buildings, and which shall provide specialized professional guidance grounded on both global and local conservation principles under the Venice Charter, Burra Charter, Nara Document on Authenticity, Philippine Cultural Heritage Act and other related laws on heritage conservation policies and guidelines.

The Consultant shall ensure that all conservation advice, design review, and implementation support respect the authenticity, integrity, and character-defining elements of RM Hall, while allowing for the careful integration of contemporary architectural and engineering systems, consistent with the principles of minimal intervention, reversibility where feasible and respect for original fabric.

- 3.2** To undertake comprehensive archival research, site investigation, documentation, and assessment of RM Hall as the basis for the preparation of a Conservation Management Plan (CMP).
- 3.3** To provide professional input in support of developing the most appropriate and feasible design relative spatial planning, interior design, lighting design and acoustics of RM Hall. All recommendations shall be aligned with approved SSS standards and guidelines, functional requirements of end-users, National Building Code of the Philippines and applicable laws/codes and standard practices in architecture and allied engineering disciplines.
- 3.4** To ensure that all conservation-related recommendations, design reviews and implementation guidance are fully compliant with the policies, standards and regulatory requirements of the National Museum of the Philippines (NM), National Historical Commission of the Philippines (NHCP) and the National Commission for Culture and the Arts (NCCA) governing developments affecting protected heritage sites and structures declared as Important Cultural Property.
- 3.5** To support the integration, where appropriate, of locally produced quality products and imported products utilizing locally sourced raw materials consistent with conservation requirements and the objectives on promoting local industries, cost efficiency, reduced construction duration and improvements in long-term building maintenance and manageability.
- 3.6** For the Consultant to execute and submit a notarized written consent waiving the firm's and its key personnel's intellectual property rights over all consultancy outputs, including but not limited to conservation studies, technical recommendations, specifications, layouts, and related documentation, thereby granting the Social Security System (SSS) full ownership and unrestricted use of such materials for current and future government projects, subject to applicable laws.
- 3.7** To ensure that any heritage-related issues arising during the construction stage are addressed through the continued involvement of the design consultant, who shall provide timely technical advice, site observations and assessments, guidance on unforeseen conditions and recommendations for necessary adjustments.

4. Procurement of Services

The Social Security System (SSS) shall engage in the services of an **architectural design consulting firm** with proven competence in heritage conservation practice. The firm shall have substantial professional experience in projects involving heritage structures, cultural properties, or similar conservation-sensitive developments, including archival research, documentation and preparation of other heritage-related documents.

The Consultant shall assign a core multidisciplinary team of qualified and experienced professionals appropriate to the requirements of the project.

Procurement of the consulting services shall be conducted through Small Value Procurement, in accordance with the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009 (New Government Procurement Act) using a Quality-Cost Based Evaluation procedure.

5. Scope of Services

The Consultant shall render research, documentation, assessment and advisory services from design conceptualization through construction, including the preparation of necessary heritage conservation-related documents and diagrams.

The Consultant shall render design advisory/review services for all architectural, special lighting and acoustics designs, and to prepare related drawings and design inputs as may be necessary.

5.1 Schematic Design Phase

During this phase, the Consultant shall provide the following:

5.1.1. Project Requirements Confirmation and Heritage Screening

5.1.1.1 Conduct kick-off meetings with the SSS Implementing Unit and other offices/units to confirm space requirements and functional intent for RM Hall (stage, open space, backroom, control booth, seating areas and evaluate implications on cultural significance.

5.1.1.2 Identify and document design constraints relative to the architect-on-record Juan F. Nakpil - a National Artist for Architecture, and the SSS Main Office Building as an Important Cultural Property, including the regulatory documents and requirements for the processing of NHCP conservation permit.

5.1.1.3 Establish a heritage-sensitive design and documentation work plan including the evidence requirements for conservation decisions.

5.1.2. Archival Research, Historical Validation, and Baseline Documentation

5.1.2.1. Undertake and/ or advise on archival research and historical validation, including the collection and review of primary and secondary sources (drawings, photographs, records, and references) relevant to Ramon Magsaysay Hall and its evolution.

5.1.2.2. Prepare a preliminary historical narrative and morphological evolution, to be validated with available records and site findings.

5.1.2.3. Document known character-defining elements and significant attributes that must be protected, conserved, or interpreted.

5.1.3. Site Investigation, Condition Survey and Technical Diagnostics (Non-Destructive/ Minimally Invasive)

5.1.3.1. Conduct site reconnaissance and condition survey; documenting the existing conditions through photographic survey and field notes

5.1.3.2. Perform appropriate documentation procedure to identify areas of sensitivity, original fabric, later additions and zones requiring special handling or protection

5.1.4. Heritage Significance, Values, Integrity and Authenticity Assessment

5.1.4.1. Prepare an evidence-based assessment of heritage significance and values including:

- a) Statement of significance
- b) Identification of heritage values
- c) Identifying of character-defining elements
- d) Integrity and authenticity assessment aligned with Nara principles

5.1.5. Conservation Policies and Parameters for Design (CMP Foundations)

5.1.5.1. Formulate conservation policies, guidelines, and parameters that will govern

all subsequent design and construction decisions:

- a) Permissible and non-permissible interventions
- b) Principles of minimal intervention and reversibility where feasible
- c) Treatment of original fabric and significant elements
- d) Requirements for documentation of any interventions

5.1.6. Schematic Design Studies Review

5.1.6.1. Prepare and/or review up to three (3) schematic design studies developed by the SSS in-house design team, ensuring each option is duly evaluated/reviewed:

- a) Impact on heritage significance, values, and character-defining elements
- b) Spatial efficiency and functional performance
- c) Compatibility with the SSS Main Office building
- d) Preliminary feasibility of integrating contemporary systems (MEPF, auxiliary, fire protection) without adverse heritage impact

5.1.6.2. Participate in meetings on the presentation of schematic designs, shortlisting and final selection, and other related consultation meetings

5.1.7. Statement of Probable Project Construction Cost (Heritage-Sensitive Inputs)

5.1.7.1. Prepare and submit a statement of Probable Project Construction Cost for architectural, specialty lighting and acoustics components based on current parameters, conservation-appropriate materials and methods, and long-term maintenance implications

5.1.8. Meetings, Presentations and Regulatory Consultation Support

5.1.8.1. Attend coordination meetings and prepare visual presentation/ technical notes as needed to support management review and regulatory consultation.

5.2. Design Development Phase

During this phase, the Consultant shall review the Design Development documents prepared by the SSS in-house design team, and recommend compatible architectural, structural and engineering systems that is in line with the approved conservation policies and regulatory requirements.

5.2.1. Meetings, Presentations and Regulatory Consultation Support

5.2.1.1. Review and validate the Design Development documents prepared by the SSS in-house design team such as drawings/plans and outline specifications for the architectural, specialty lighting and acoustics components to ensure that the size, form and materials remain compatible with the heritage significance and original design intent of Ramon Magsaysay Hall

5.2.1.2. Evaluate the compatibility of architectural finishes, specialty lighting and acoustics with the building systems (electrical, mechanical, auxiliary, fire protection) to ensure that such interventions are physically and visually compatible and where appropriate, reversible

5.2.2. Design Coordination and Cost Review

5.2.2.1. Conduct interdisciplinary coordination to resolve conflicts between the architectural and engineering systems

5.2.2.2. Update the Statement of Probable Project Construction Cost for the architectural, specialty lighting and acoustics components of the project

5.3. Contract Document Phase

During this phase, the Consultant shall review the contract documents necessary for regulatory approvals, bidding and construction based on the approved Design Development documents and aligned with all heritage, building and safety requirements:

- 5.3.1. Review and validate contract documents to ensure that conservation requirements, restrictions and approved policies are accurately translated into construction drawings and technical specifications of architectural, acoustics and specialty lighting components of the project.
- 5.3.2. Review and advise on the engineering contract documents to ensure that the specifications/finishes and construction methodologies are aligned with conservation policies.
- 5.3.3. Assist in furnishing and reviewing the complete sets of construction drawings, specifications and related documents required for project approval, bidding, and construction purposes.
- 5.3.4. Review and advise on any adjustment to previously submitted Statements of Probable Project Cost arising from changes in scope, requirements or market conditions related to the architectural, acoustics and specialty lighting components of the project.
- 5.3.5. Participate in meetings, provide technical advice and prepare visual presentation relative to the evaluation and approval of contract documents

5.3.6. Regulatory Agency Coordination and Permit Compliance

- 5.3.6.1. Assist SSS in securing required approvals from regulatory authorities including compliance with NHCP permit requirements.
- 5.3.6.2. Prepare and/or review heritage-related documents and reports required by the NHCP and related regulatory agencies.

5.4. Construction Stage (Non-Full Time Heritage Advisory, Monitoring and Compliance)

During this phase, the Consultant shall provide non-full-time construction supervision services integrated with heritage monitoring and regulatory compliance, to ensure that works are executed in accordance with the approved Contract Documents, Conservation management Plan (CMP), and applicable laws and regulations.

5.4.1. Technical Advisory

- 5.4.1.1. Provide professional supervision and advisory services during construction to safeguard design intent, technical quality, and heritage conservation objectives
- 5.4.1.2. Interpret Contract Documents and provide technical clarifications related to architectural and engineering works
- 5.4.1.3. Recommend corrective or preventive actions on non-conforming works, defects, or practices
- 5.4.1.4. Attend coordination meetings with SSS, the contractor, and other stakeholders, as required

5.4.2. Review of Submittals, Samples, and Mock-Ups

- 5.4.2.1. Review and evaluate contractor submittals including shop drawings, material samples, schedules, and mock-ups to ensure compliance with the approved Contract Documents and conservation requirements.

- 5.4.2.2. Provide written comments and recommendations prior to implementation on site

5.4.3. Regulatory Coordination and Permit Compliance

- 5.4.3.1. Assist SSS in securing required approvals from regulatory authorities during construction, including compliance with NHCP permit conditions.
- 5.4.3.2. Prepare and/or review heritage-related documents and reports required by regulatory agencies.
- 5.4.3.3. Prepare heritage-related documents confirming that the construction works were executed in accordance with approved plans and permits.
- 5.4.3.4. Provide post-construction recommendations on the maintenance of conserved elements.

6. Deliverables

The Consultant shall prepare, submit, and deliver the following outputs as part of the Heritage Conservation Scope. All deliverables shall be suitable for regulatory review, bidding, construction, and NHCP Conservation Permit Compliance:

6.1. Schematic Design Phase – 3 sets in A3 size paper

6.1.1. Conservation Management Plan (CMP)

- 6.1.1.1. Archival Research and Historical Documentation Report, including historical narrative, archival references and chronology of alterations
- 6.1.1.2. Heritage Significance and Values Assessment, including statement of significance, integrity, authenticity and identification of character-defining elements
- 6.1.1.3. Existing Conditions and Heritage Documentation, including photographic surveys, annotated plans, and diagrams identifying original fabric, later additions, and sensitive areas
- 6.1.1.4. Conservation policies as to the permissible and non-permissible interventions, use and maintenance, and monitoring guidelines

6.1.2. Schematic Design Review

- 6.1.2.1. Evaluation Report on the review of at least three (3) shortlisted schematic designs and signing/approval on selected schematic design
- 6.1.2.2. Statement of Probable Project Construction Cost for architectural, specialty lighting and acoustics components

6.2. Design Development Phase

- 6.2.1. Architectural, Specialty Lighting and Acoustics – 10 sets color print of reviewed plans and outline specifications in A3 size and A4 size papers, respectively including soft copy/CAD file.
- 6.2.2. Statement of updated Probable Project Construction Cost for architectural, specialty lighting and acoustics components – 10 sets in

A4 size paper including soft copy/electronic file.

- 6.2.3. Narrative report on the review of plans and specifications for the architectural, specialty lighting and acoustics components against the engineering design components, to include the basis of evaluation, recommendation on identified incompatibility issues, design refinement measures, etc. – 10 sets in A4 size paper

6.3. Contract Document Phase

6.3.1. Architectural, Specialty Lighting and Acoustics

- 6.3.1.1. Architectural – 10 sets signed-and-sealed plans and Technical Specifications, in A3 size and A4 size papers, respectively
6.3.1.2. Specialty Lighting and Acoustics – 10 sets signed plans and Technical Specifications, in A3 size and A4 size papers, respectively
6.3.1.3. Soft copy/CAD file of plans and Technical Specifications
6.3.1.4. Statement of Final Project Construction Cost

6.3.2. Pre-Construction Heritage Briefing Notes - 3 sets in A4 size paper, signed including soft copy/electronic file

- 6.3.2.1. Heritage do's and don'ts for contractor
6.3.2.2. Protection measures for significant elements

6.3.3. Regulatory Permit Documents/Requirements

- 6.3.3.1. Documents/requirements for the processing of conservation permit application to the NHCP and related regulatory agencies – complete set
6.3.3.2. Electronic copy of documents/requirements submitted to NHCP and related regulatory agencies for conservation permit application including the hard copy of permit approval – 3 sets

6.4. Construction Phase

6.4.1. Construction Phase Heritage Monitoring Reports – Architectural, Specialty Lighting and Acoustics Components

- 6.4.1.1. Written evaluation of construction plans and any revision thereof, evaluate workmanship and materials, identify defects or non-conforming works, and assess compliance with conservation policies and contract documents.
6.4.1.2. Compliance/responses on Request for Approval (RFA) and Request for Information (RFI).
6.4.1.3. Final Construction Report, to include the following – **3 sets**
- Documented revision/update on design and specifications
 - Site visit/inspection reports
 - Issued RFAs and RFIs (with receipt)
 - Confirmation of the alignment of the as-built construction plans/drawings with CMP and NHCP policies

6.4.2. Final Conservation Compliance and Completion Report - 3 sets

- 6.4.2.1. Post-construction documents/requirements to be submitted to the NHCP and related heritage-regulatory agencies.
6.4.2.2. Post-construction recommendations on the maintenance of conserved elements.

7. Consultant's Key Personnel Qualifications

The Consulting Architect (CA) shall refer only to a Registered and Licensed Architect (RLA) who is also a separately Registered and Licensed Professional (RLP) as stated in the Architecture Act of 2004 (RA No. 9266) under SPP Document 203. CA must possess a master's in architecture under history and conservation and shows competency in research, academe, and/or professional practice.

The Consulting Architect must have at least **ten (10) years** of professional experience in heritage conservation with completed projects involving NHCP-regulated heritage structures or Important Cultural Properties (ICPs), demonstrated experience in Conservation Management Planning (CMP), with strong familiarity to NHCP Conservation Permit procedures and review processes. The consultant shall have at least 10-24 hours of trainings / seminars and 3-5 published works in architectural conservation, heritage studies, or allied disciplines.

The consultant shall have a key personnel member with background in conservation architecture, heritage studies, or allied disciplines.

The Technical Assistant must have a bachelor's degree and license in Architecture or Engineering, with at least **five (5) years** of professional experience in heritage conservation involving NHCP-regulated heritage structures or Important Cultural Properties (ICPs), demonstrated experience in Conservation Management Planning (CMP) and project management. The Technical Assistant shall have a minimum of 5-8 hours of trainings / seminars in architectural conservation, heritage studies, or allied disciplines.

The Lighting and Acoustics Specialist must have at least a TESDA certification related to Lighting and Acoustics design and/or have a two (2) to four (4) years of experience under Industrial, Electronics, Electrical, Mechanical, Mechatronics, Chemical, Electro-Mechanical Technology, Interior Design, or similar. The Lighting and Acoustics Specialist must have at least **two (2) years** of professional experience in lighting and acoustics design of convention halls, theaters, and/or public spaces and a minimum of 4-6 hours of trainings / seminar. The specialist shall also have a strong understanding of natural and artificial light, knowledge of lighting standards, experience with lighting control and acoustic systems, noise control, and HVAC system design.

8. Staffing

8.1 To efficiently carry out all phases of works in the Project, the Consultant shall provide staff for the following positions on a full time or part time basis:

Key Staff/Personnel	Desired no. of years of relevant work experience
1. Consulting Architect (Architect)	10
2. Technical Assistant (Architect/Engineer)	5
3. Lightning and Acoustics Specialist (Audio-Visual Aids Technician)	2

8.2 Consultant shall provide technical and administrative support staff as required including CAD operators, drivers and secretarial/typist/encoder as may be required.

8.3 Consultant shall have complete computer facilities which will be utilized for the project. In addition, the Consultant is responsible for providing laptop computers with suitable software and projector equipment which will be used by its technical personnel during coordination meetings and presentations.

9. Project Duration

9.1 The three phases under the Design Stage (Schematic Design, Design Development & Contract Document) must be completed within **sixty (60) calendar days excluding the duration of evaluation and approval by the SSS Management and/or its Implementing Unit**, subject to the following conditions:

9.1.1 Consultant's compliance on item/s which require revision/s should be submitted within one week and two weeks for minor revisions and major/complex revisions, respectively, with minor and complex revisions to be established and jointly agreed upon by the SSS Implementing Unit and the Consultant prior to the start of schematic design stage.

9.1.2 Phases of work under the Design Stage shall be completed within the following prescribed duration to avoid liquidated damages resulting from delay in project completion:

Stages/Phases of Work	Duration (in Calendar Days)	Review and Evaluation
A. Design Stage		
1. Schematic Design Phase	25	5
2. Design Development Phase	20	10
3. Contract Document Phase	15	-
Total	60	15
B. Construction Stage	(Non-full time)	

A detailed schedule of work and activity plan shall be prepared and submitted together with the Consultant's Technical Proposal. (TPF 7 & 8).

The SSS Implementing Unit shall issue notice/advisory to the Consultant regarding the approvals of Schematic Design and Design Development documents, before proceeding to Contract Document Phase, the receipt of which will determine the effective commencement date of succeeding phase of the project.

9.2 The Consultant shall commence work upon receipt of Notice to Proceed (NTP) and signed Contract/Job Order.

10. Responsibilities of the Consultant

10.1 The Consultant shall be jointly liable with the Contractor and/or Sub-contractor, for any and all damages resulting from acts of the latter which violates the contract documents and other related issuances appurtenant thereto, which were likewise approved by the Consultant without the knowledge and consent of the SSS.

10.2 The Consultant shall pay the amount equivalent to One Tenth of One Percent (1/10 of 1%) of the total Service Fee as Liquidated Damages for each calendar day of delay or refusal to perform its obligation under the Contract Agreement in addition to the actual loss or damages which the SSS may prove. Such amount shall be deducted from any money due or which may become due to the Consultant or collected from the Performance Security posted by the Consultant, whichever is more convenient to the SSS.

10.3 If the Consultant shall violate any of the Terms and Conditions of the Contract Agreement or shall neglect to perform any of their work, duties, functions, responsibilities or obligations stipulated therein, or for any other causes shall not carry the tasks in acceptable manner and by reason thereof, the SSS suffers damage and losses, the Consultant shall be assessed a penalty in the amount equivalent to Ten Percent (10%) of the total Service Fee in addition to the actual loss or damages which the SSS may prove.

10.4 The Consultant shall hold the SSS free from all claims, liabilities, losses and suits arising from error in design, error in drawings/plans and other errors relative to its services.

11. Responsibilities of the SSS

11.1 Provide full information to the Consultant relative to project requirements and other details that are essential for the Design Stage of the project

11.2 The SSS will designate representative/s authorized to act on its behalf. It shall examine documents submitted by the Consultant and render decisions pertaining thereto promptly, to avoid unreasonable delays in the progress of the Consultant's work.

11.3 Give prompt written Notice thereof to the Consultant, if it observes or becomes aware of any defect in the Project

11.4 The SSS through its Engineering and Facilities Management Department (Implementing Unit) shall be responsible for the following:

11.4.1 Validates and recommends approval of payments for billing request, variation order, work suspension, contract time extension and other related issues

11.4.2 Validates, recommends and/or approves plans, detailed engineering drawings, safety and security requirements, reports, work schedules, etc.

11.4.3 In-charge of the overall supervision and implementation of the project.

12. Terms of Payment

In consideration of the consulting services required under this TOR, payment to the Consultant shall be made in the following manner:

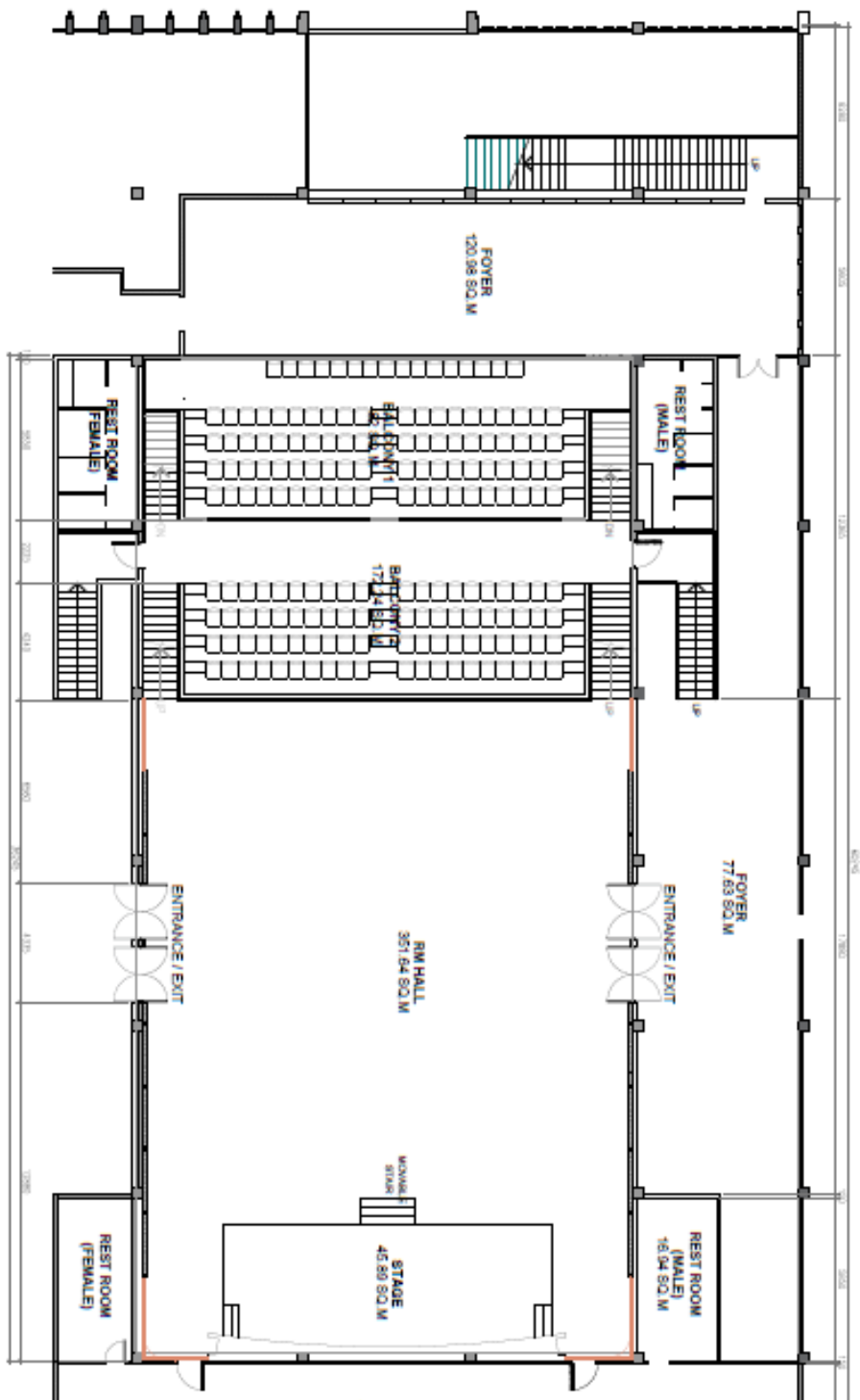
12.1 Design Stage

Description	Percentage of Total Consultancy Fee	Deliverables
1 st Payment	40%	100% completion of the scope of services and acceptance of complete deliverables under the Schematic Design Phase
2 nd Payment	20%	100% completion of the scope of services and acceptance of complete deliverables under the Design Development Phase
3 rd Payment	20%	100% completion of the scope of services and acceptance of complete deliverables under the Contract Document Phase

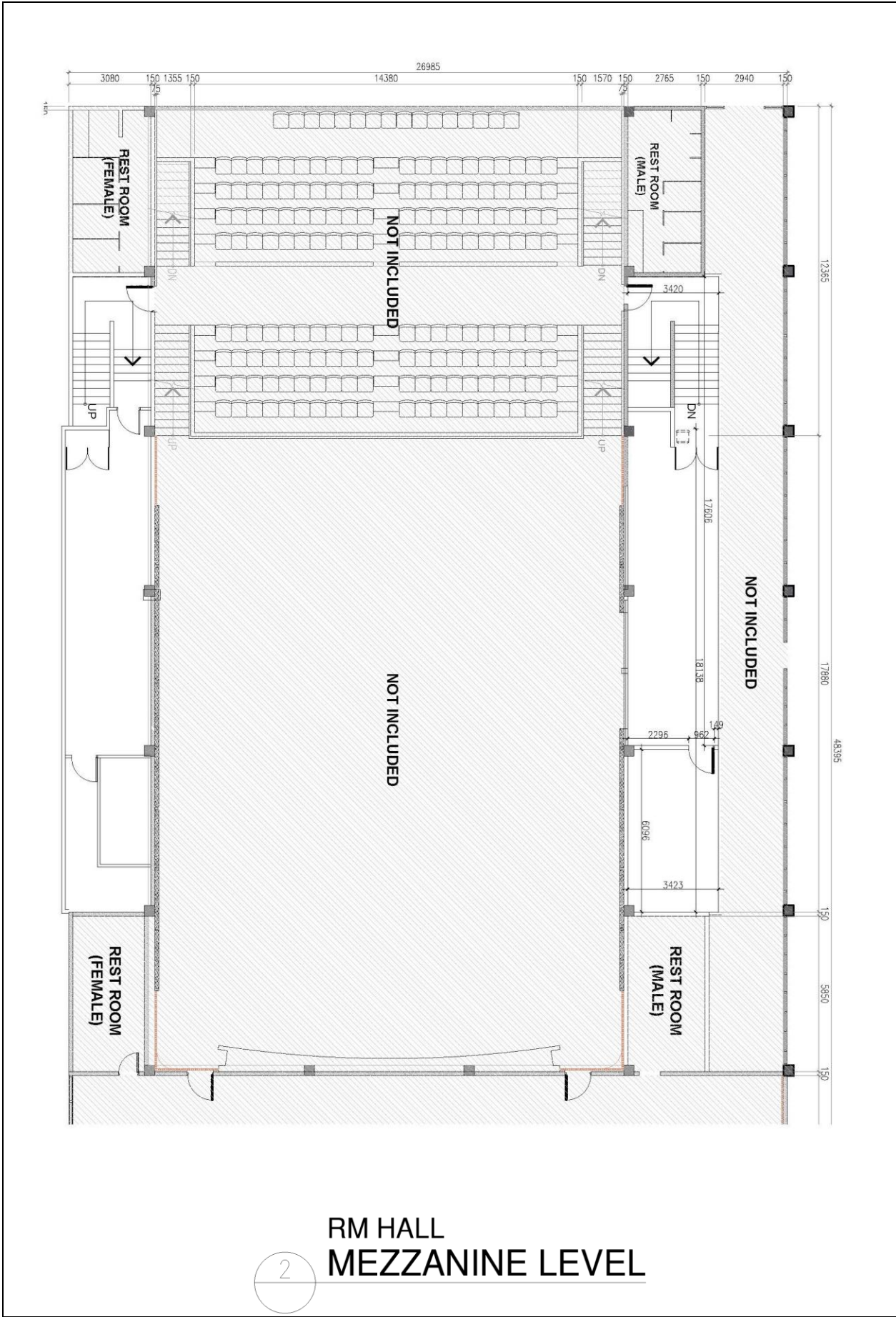
12.2 Construction Stage

Progress payment shall be based on the accomplishment of the contractor for the renovation of Ramon Magsaysay Hall, and may be made in two (2) payments and upon written request from the Consultant following the matrix below:

Description	Percentage of Total Consultancy Fee	Deliverables
1 st Payment	10%	50% or more work accomplishment for the renovation of Ramon Magsaysay Hall
2 nd Payment	10%	100% completion of the scope of works for the renovation of Ramon Magsaysay Hall



1 RM HALL
STAGE & BALCONY LEVEL



CRITERIA AND RATING SYSTEM

CRITERIA AND RATING SYSTEM FOR SHORTLISTING:

CRITERIA		POINTS PER CATEGORY	MAXIMUM POINTS
1.	Applicable Work Experience of the Consultant		30%
2	Qualification of Personnel who may be assigned to the job vis-à-vis extent and complexity of undertaking		40%
3.	Current workload relative to capacity		30%
		Total	100%
		Passing Score	80%

1. APPLICABLE WORK EXPERIENCE OF THE CONSULTANT (30%)

No. of Similar Completed Contracts in the last 5 years	Points per Contract	Maximum Points	Total Points
a. Consultant has at least two (2) similar completed contracts at 50 points each but not to exceed a total of 100 points		100	
b. If the consultant has no similar completed contract: Individual experiences of the principal and key staff (including the times when employed by other consultants), at 40 points each but not to exceed 80 points		80	
c. If the consultant has one (1) similar completed contract, consider the individual experience of the principal and key staff. 50 points shall be given for the firm's similar completed contract plus 40 points for similar completed contract of the principal and key staff but not to exceed a total of 90 points		90	
Similar contract:			
Completed projects involving NHCP-regulated heritage structures or Important Cultural Properties (ICPs), and demonstrated experience in Conservation Management Planning (CMP) in the last five (5) years prior to submission of sealed proposal			

2. QUALIFICATION OF KEY PERSONNEL WHO MAY BE ASSIGNED TO THE JOB (40%)

CRITERIA				
a.	WORK EXPERIENCE			
		13 years or more	10-12 years	10 years
	Consulting Architect	19	15	7
		8 years or more	6-7 years	5 years
	Technical Assistant	8	6	4
		6 years or more	3-5 years	2 years
	Lighting & Acoustics Specialist	5	4	3
b.	EDUCATIONAL ATTAINMENT			
		PH. D	Master's Degree	
	Consulting Architect	20	15	
		PH.D	Master's Degree	Licensed Professional
	Technical Assistant	10	8	5

		Licensed Professional	2-4-year College Graduate	TESDA Certification
	Lighting & Acoustics Specialist	5	3	2
c.	TRAININGS/ SEMINAR			
		More than 40 hours	25-40 hours	10-24 hours
	Consulting Architect	10	8	5
		More than 12 hours	9-12 hours	5-8 hours
	Technical Assistant	8	6	4
		More than 10 hours	7-10 hours	4-6 hours
	Lighting & Acoustics Specialist	5	4	3
d.	PUBLISHED WORKS			
		More than 10 publications	6-10 publications	3-5 publications
	Consulting Architect	10	7	5

3. CURRENT WORKLOAD RELATIVE TO CAPACITY (30%)

$C = \text{number of professional staff}^1 \div \text{Number of ongoing projects}^2$

Answer: Highest ratio = 100 points

Lower ratio = prorated accordingly

Formula (d): $\text{Lower ratio} \div \text{Highest ratio} \times 100$

For example:

Consultant	No. of Professional Staff (a)	On-going Projects (b)	Ratio of Personnel over on-going contracts (c)	Points (d)
Consultant A	40	5	8	68.55
Consultant B	35	3	11.67	100.00
Consultant C	20	2	10	85.70

1 Nominated Key Personnel for the project and the rest of consultant's professional staff, as required per eligibility **Annex C-C.2**

2 Statement of On-going projects, as required per **Annex B**.

SUMMARY OF SHORTLISTING OF CONSULTANT:

CRITERIA		TOTAL POINTS/ RATING	WEIGHT	SCORE
1	Applicable Work Experience of the Consultant		30%	
2	Qualification of Personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking		40%	
3	Current workload relative to capacity		30%	
Total			100%	
Minimum Score Required to Pass			80%	

CRITERIA FOR THE EVALUATION OF TECHNICAL AND FINANCIAL PROPOSAL

CRITERIA			RATING
1.	Evaluation of Technical Proposal		80%
	a. Experience and capability of consultant	30 points	
	b. Plan of approach and methodology	30 points	
	c. Quality of Personnel to be assigned to the project	40 points	
	Total (St)	100 points	
	<i>Minimum score required to pass is 80 points.</i>		
2.	Evaluation of Financial Proposal		20%
	<p>The lowest Financial Proposal (FI) shall be given a Financial Score (Sf) of 100 points. The Sf of other Financial Proposals shall be computed based on the formula indicated below:</p> <p>$Sf = 100 \times FI/F$</p> <p><i>Where:</i></p> <p><i>Sf is the financial score of the Financial Proposal under consideration,</i></p> <p><i>FI is the lowest Financial Proposal, and</i></p> <p><i>F is the Financial Proposal under consideration</i></p>		
	TOTAL (St + Sf)		100%

RATING SYSTEM FOR THE EVALUATION OF TECHNICAL PROPOSAL

				WEIGHT
1.	Experience and Capability of the Consultant			30.00
	CRITERIA	Point per Completed contract	Maximum Points	
	<p><i>a. Record of previous engagement and quality of Performance in <u>similar completed projects</u></i></p> <ul style="list-style-type: none"> <i>• Similar completed projects shall refer to completed projects involving NHCP-regulated heritage structures or Important Cultural Properties (ICPs), and demonstrated experience in Conservation Management Planning (CMP) completed in the last ten (10) years</i> 	10	40	

	<p>b. Relationship with previous and current clients considering <u>repeat engagements</u></p> <ul style="list-style-type: none"> • Single repeat contract with a client will be rated – 5.00 points • 2 or more repeat engagement with the same client – 10.00 points 	<p>5 (single repeat) 10.00 (2 or more repeat contracts)</p>	40	
	<p>a. Overall work commitment</p> <p>Formula:</p> <p>Work Commitment =</p> <p>No. of Professional Staff ÷ No. of On-going Projects</p> <ul style="list-style-type: none"> • Highest Ratio will be given 20.00 points • Lower Ratio will be pro-rated accordingly 	<p>Highest Ratio = 20 Points</p> <p>Lowest Ratio = prorated accordingly</p>	20	
	Sub-Total Points		100	
	Sub-Total Weight (1)		30	

		WEIGHT																		
2.	Plan of Approach and Methodology	30.00																		
	CRITERIA	WEIGHT																		
	<p>a. Clarity and substance of methodology and work plan developed to accomplish the project requirements as outlined in the TOR</p> <ul style="list-style-type: none"> • The following must be included in the Description of Methodology and Work Plan with their corresponding points: <table border="1"> <tr> <td><i>i</i></td> <td><i>Project background and objectives</i></td> <td><i>5.00</i></td> </tr> <tr> <td><i>ii</i></td> <td><i>Detailed description of activities/scope of work to be undertaken per stage/phase of project</i></td> <td><i>40.00</i></td> </tr> <tr> <td><i>iii</i></td> <td><i>Time schedule / delivery period for the activities / scope of work to be undertaken</i></td> <td><i>20.00</i></td> </tr> <tr> <td><i>iv</i></td> <td><i>Manpower / key personnel requirement per activity / stage</i></td> <td><i>20.00</i></td> </tr> <tr> <td><i>v</i></td> <td><i>Deliverables / reportorial duties per stage / activity</i></td> <td><i>15.00</i></td> </tr> <tr> <td></td> <td>Sub-Total Points</td> <td>100.00</td> </tr> </table>	<i>i</i>	<i>Project background and objectives</i>	<i>5.00</i>	<i>ii</i>	<i>Detailed description of activities/scope of work to be undertaken per stage/phase of project</i>	<i>40.00</i>	<i>iii</i>	<i>Time schedule / delivery period for the activities / scope of work to be undertaken</i>	<i>20.00</i>	<i>iv</i>	<i>Manpower / key personnel requirement per activity / stage</i>	<i>20.00</i>	<i>v</i>	<i>Deliverables / reportorial duties per stage / activity</i>	<i>15.00</i>		Sub-Total Points	100.00	15.00
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	<p>b. Completeness of the Consultant's Technical Proposal in accordance with the methodology and work plan and Terms of Reference</p> <table border="1"> <tr> <td><i>i</i></td> <td>Team Composition and Tasks</td> <td></td> </tr> <tr> <td></td> <td>a. Name and Position of Key Personnel</td> <td>5.00</td> </tr> <tr> <td></td> <td>b. Name and Position of Support Personnel</td> <td>5.00</td> </tr> <tr> <td></td> <td>c. Detailed description of tasks to be performed per stage of the project</td> <td>10.00</td> </tr> <tr> <td><i>ii</i></td> <td>Time Schedule for Professional Personnel</td> <td></td> </tr> <tr> <td></td> <td>a. List of Key Personnel and Support Staff and their positions</td> <td>5.00</td> </tr> <tr> <td></td> <td>b. Time Schedule / Duration for the activities per stage and Bar Chart</td> <td>10.00</td> </tr> <tr> <td></td> <td>c. Activities and reports due per stage</td> <td>10.00</td> </tr> <tr> <td></td> <td>d. Location where activities will be performed</td> <td>5.00</td> </tr> <tr> <td><i>iii</i></td> <td>Activity (Work) Schedule</td> <td></td> </tr> <tr> <td></td> <td>a. Field investigation and Study Items</td> <td></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> • Detailed lists of activities to be performed per stage of work </td> <td>10.00</td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> • Duration of listed activities </td> <td>10.00</td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> • Milestones per stage </td> <td>10.00</td> </tr> <tr> <td></td> <td>b. Completion and Submission of Reports / Deliverables</td> <td></td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> • List of deliverables and reports to be submitted per activity/stage of the project </td> <td>10.00</td> </tr> <tr> <td></td> <td> <ul style="list-style-type: none"> • Inclusive dates for preparation and of submission of deliverables </td> <td>10.00</td> </tr> <tr> <td></td> <td>Sub-Total Points</td> <td>100.00</td> </tr> </table>	<i>i</i>	Team Composition and Tasks			a. Name and Position of Key Personnel	5.00		b. Name and Position of Support Personnel	5.00		c. Detailed description of tasks to be performed per stage of the project	10.00	<i>ii</i>	Time Schedule for Professional Personnel			a. List of Key Personnel and Support Staff and their positions	5.00		b. Time Schedule / Duration for the activities per stage and Bar Chart	10.00		c. Activities and reports due per stage	10.00		d. Location where activities will be performed	5.00	<i>iii</i>	Activity (Work) Schedule			a. Field investigation and Study Items			<ul style="list-style-type: none"> • Detailed lists of activities to be performed per stage of work 	10.00		<ul style="list-style-type: none"> • Duration of listed activities 	10.00		<ul style="list-style-type: none"> • Milestones per stage 	10.00		b. Completion and Submission of Reports / Deliverables			<ul style="list-style-type: none"> • List of deliverables and reports to be submitted per activity/stage of the project 	10.00		<ul style="list-style-type: none"> • Inclusive dates for preparation and of submission of deliverables 	10.00		Sub-Total Points	100.00	15.00	
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						WEIGHT
3.	Quality of Personnel to be Assigned to the Project					40.00
	CRITERIA					Maximum Points
a.	WORK EXPERIENCE					40
		13 years or more	10-12 years	10 years		
	Consulting Architect	19	15	7		
		8 years or more	6-7 years	5 years		
	Technical Assistant	8	6	4		
		6 years or more	3-5 years	2 years		
	Lighting & Acoustics Specialist	5	4	3		
b.	EDUCATIONAL ATTAINMENT					25
		PH. D	Master's Degree			
	Consulting Architect	20	15			
		PH. D	Master's Degree	Licensed Professional		
	Technical Assistant	10	8	5		
		Licensed Professional	2-4-year College Graduate	TESDA Certification		
	Lighting & Acoustics Specialist	5	3	2		
c.	TRAININGS/ SEMINAR					20
		More than 40 hours	25-40 hours	10-24 hours		
	Consulting Architect	10	8	5		
		More than 12 hours	9-12 hours	5-8 hours		
	Technical Assistant	8	6	4		
		More than 10 hours	7-10 hours	4-6 hours		
	Lighting & Acoustics Specialist	5	4	3		
d.	PUBLISHED WORKS					15
		More than 10 publications	5-10 publications	3-5 publications		
	Consulting Architect	10	7	5		
	Sub-Total Points					100
	Sub-Total Weight (3)					40

SUMMARY OF EVALUATION OF TECHNICAL PROPOSAL

CRITERIA		Total Points / Rating		Weight		Score
1.	Experience and capability of consultant	_____	x	30%	=	
2	Plan of approach and methodology					
	a. Clarity and substance of methodology and work plan developed to accomplish the project requirements as outlined in the TOR	_____	x	15%	=	
	b. Completeness of the Consultant's Technical Proposal in accordance with the methodology and work plan and Terms of Reference	_____	x	15%	=	
3.	Quality of Personnel to be Assigned to the Project	_____	x	40%	=	
	Grand Total			100%		
	Minimum score required to pass			80%		

SHORT-LISTING DOCUMENTS SUBMISSION FORM

[Date]

SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *May 01, 2026* for *1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building*, [Name of Consultant] hereby expresses interest in participating in the eligibility and short-listing for said Project and submits the attached short-listing documents in compliance with the Short-listing 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 or 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 short-listed or not.

We further acknowledge that failure to sign this Short-listing Documents Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature

Name and Title of Authorized Signatory

Name of Consultant

Address

Business Name : _____

Business Address : _____

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS WITH ATTACHED SUPPORTING DOCUMENTS

i.e. CONTRACT, JOB ORDER (JO), PURCHASE ORDER (PO), NOTICE OF AWARD (NOA)

NAME & LOCATION OF THE CONTRACT	DATE OF AWARD OF THE CONTRACT	CONTRACT DURATION	AMOUNT OF CONTRACT	TYPE AND BRIEF DESCRIPTION OF THE CONSULTING SERVICES	CONSULTANT'S ROLE (whether main consultant, subcontractor, or partner in JV) with CONTACT PERSON AND CONTACT NUMBER

STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS WITH ATTACHED SUPPORTING DOCUMENTS

i.e. CERTIFICATE OF SATISFACTORY COMPLETION AND ACCEPTANCE, OR IN LIEU THEREOF, CONTRACT/JO/PO/NOA SHOWING THE ACTUAL PROJECT PERIOD UNTIL COMPLETION

NAME & LOCATION OF THE CONTRACT	DATE OF AWARD OF THE CONTRACT	CONTRACT DURATION	AMOUNT OF CONTRACT	TYPE AND BRIEF DESCRIPTION OF THE CONSULTING SERVICES	CONSULTANT'S ROLE (whether main consultant, subcontractor, or partner in JV) with CONTACT PERSON AND CONTACT NUMBER

STATEMENT OF SIMILAR GOVERNMENT AND PRIVATE CONTRACTS FOR CONSULTANCY

NAME & LOCATION OF THE CONTRACT	DATE OF AWARD OF THE CONTRACT	CONTRACT DURATION	AMOUNT OF CONTRACT	TYPE AND BRIEF DESCRIPTION OF THE CONSULTING SERVICES	CONSULTANT'S ROLE (whether main consultant, subcontractor, or partner in JV) with CONTACT PERSON AND CONTACT NUMBER

Submitted by : _____
(Printed Name & Signature of Representative of Bidder)

Designation : _____
 Date : _____

STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY

[Date]

SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City

Ladies/Gentlemen:

This is to certify that (Name of Bidder) is:

- a. (state Nationality) -owned company,
- b. Choose one and delete the other:
 - () citizens/sole proprietorships with at least (___%) interest or outstanding capital stock belonging to citizens of the Philippines
 - () cooperatives with at least (___%) interest or outstanding capital stock belonging to citizens of the Philippines
 - () partnerships or organizations with at least (___%) interest or outstanding capital stock belonging to citizens of the Philippines.

The company has a total number of _____ employees (including regular and part-time), below are the list of consultants/professionals who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions:

- 1.
- 2.
- 3.
- 4.
- 5.

This statement is being issued in compliance with the eligibility requirements for the bidding of the 1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building.

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

Yours sincerely,
Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

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: _____

(Submit list of personnel/ certification signed by the project lead)

Key Qualifications:

[Give an outline of staff member's experience and relevant training most pertinent to the tasks on project at hand and aligned with the technical qualifications or certifications mentioned in the TOR. Describe the 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 the last [insert relevant period which shall not exceed ten (10) years] 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.]

Omnibus Sworn Statement Form

[Note: The duly accomplished form shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
 CITY/MUNICIPALITY OF)
 S.S.

OMNIBUS SWORN STATEMENT

I, *[Name of Affiant]*, of legal age, *[Civil Status]*, *[Nationality]*, and with residence at *[Address of Affiant]*, after having been duly sworn in accordance with law, do hereby depose and state that:

1. *Select one, delete the others:*

- *If sole proprietorship:* I am the sole proprietor or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If partnership, corporation, cooperative, or joint venture:* I am the duly authorized and designated representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;
- *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* I am the individual consultant or authorized representative of *[Name of Bidder]* with office address at *[Address of Bidder]*;

2. *Select one, delete the others:*

- *If sole proprietorship:* As the owner and sole proprietor or authorized representative of *[Name of Bidder]*, 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 **1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building** of the SOCIAL SECURITY SYSTEM [*“as supported by the attached duly notarized Special Power of Attorney” for authorized representative*];
 - *If 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 **1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building** of the SOCIAL SECURITY SYSTEM, as supported by the attached duly *notarized Special Power of Attorney, Board/Partnership Resolution, or Secretary’s Certificate, whichever is applicable*;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services:* As the individual consultant or authorized representative of *[Name of Bidder]*, 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 **1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building** of the SOCIAL SECURITY SYSTEM, as supported by the attached duly *notarized Special Power of Attorney for authorized representative*;
3. *[Name of Bidder]* 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; by itself or

by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity;

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 Bidder]* 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 others:*
 - *If sole proprietorship* : The *[Name of Bidder]* and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If partnership* : The partnership itself and the partners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If cooperative*: The cooperative itself and members of the board of directors, general manager, or chief executive officer of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), or the End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If corporation, or joint venture*: The corporation or joint venture itself, and officers, directors, controlling stockholders and beneficial owners of *[Name of Bidder]* are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
 - *If individual consultant not registered under a sole proprietorship, in case of Consulting Services*: The individual consultant and its spouse are not related by consanguinity or affinity up to the third civil degree to the Head of the Procuring Entity, Procurement Agent (if engaged), End-User or Implementing Unit, project consultants, head of the Project Management Office, or the members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat;
7. It is understood that failure to faithfully disclose its relationship with the Head of the Procuring Entity, members of the BAC, the TWG, and the BAC Secretariat, the head of the PMO or the end-user unit or implementing unit, and the project consultants of the Procuring Entity, or of the procurement agent by consanguinity or affinity up to the third civil degree, as well as its submission of beneficial

ownership information containing false entries shall be subject to blacklisting under Section 100 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 12009, without prejudice to criminal and civil liabilities under applicable laws, including their accessory penalties, if any.

Select one, delete the rest:

- *In case of corporations:* *[Name of Bidder]* declares its beneficial ownership information consistent with its updated General Information Sheet or Beneficial Ownership Declaration Form or any other document duly submitted to the SEC and has maintained a valid and updated file therein in compliance with Sections 20.2.9.1, 81, and 82 of the IRR of RA No. 12009.
 - *In case of Foreign Bidders:* *[Name of Bidder]* submitted an appropriate equivalent document in English issued by the country of the bidder concerned in accordance with Section 20.2.9.2 of the IRR of RA No. 12009.
8. *[Name of Bidder]* complies with existing labor laws and standards; and
9. *[Name of Bidder]* 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 **1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building**
10. *[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.
11. In case advance payment was made or given to *[Name of Bidder]*, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability under existing laws.

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

Duly authorized to sign the Bid for and behalf of:

[Insert Bidder's Name]

[Affiant's Signature over Printed Name]

[Position/Designation]

[Date]

JURAT

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

Notarial Commission No. _____

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 _____.

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS

I, [Name of Principal], of legal age, [Civil Status], [Nationality], and residing at [Address of Principal], am the owner and sole proprietor of [Name of Company] with office address at [Address of Company] do hereby name, constitute and appoint [Name of Representative/Attorney-in-Fact to be given authority], of legal age, [Civil Status], [Nationality], and residing at [Address of Representative/Attorney-in-Fact to be given authority] to be the true and lawful attorney-in-fact, for me and in my name, place and stead, and for my own use and benefit, to do and perform all or any of the following acts and things, namely:

To enter into any contract, agreement, Purchase Order or Job Order and with full authority to sign, execute, and received the said contract, agreement, Purchase Order or Job Order.

HEREBY GIVING AND GRANTING unto said attorney-in-fact full power and authority to do and perform all and every act and thing whatsoever requisite, and necessary to be done, in about the premises, hereby ratifying and confirming all that said attorney-in-fact shall lawfully do or cause to be done by virtue of these presents.

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

[Insert NAME AND SIGNATURE OF PRINCIPAL]

Conformed:

[Insert NAME AND SIGNATURE OF REPRESENTATIVE/ATTORNEY-IN-FACT]

SIGNED IN THE PRESENCE OF:

ACKNOWLEDGEMENT

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

BEFORE ME, this this ___ day of ___, 20__ at _____, Philippines, appeared:

<i>Name</i>	<i>CTC Number</i>	<i>Date/Place Issued</i>
<i>(Name of Principal)</i>	<i>10000000</i>	<i>Jan 09, 20__ / Angeles City</i>
<i>(Name of Agent)</i>	<i>10000000</i>	<i>Jan 16, 20__ / City of Manila</i>

known to me to be the same persons who executed the foregoing instrument and acknowledged to me that the same is their free and voluntary act and deed.

WITNESS MY HAND AND SEAL, on the date and place first above written.

Notary Public

Doc. No. _____;
Page No. _____;
Book No. _____;
Series of 20____.

REPUBLIC OF THE PHILIPPINES]
 NAME OF CITY] S.S

SECRETARY'S CERTIFICATE

I, **<NAME OF CORPORATE SECRETARY>**, of legal age, **<Civil Status>**, Filipino citizen and with business at **<Company Address>**, after being duly sworn, hereby depose and state that:

1. I am the Corporate Secretary of **<insert COMPANY NAME>**, a Corporation duly organized and existing under and by virtue of the laws of the Philippines, with principal office at **<insert Office Address>**.
2. As the Corporate Secretary, I have custody and access to the records of the Corporation.
3. I am familiar with the facts herein certified and duly authorized to certify the same.
4. I hereby certify that during a regular meeting of the Board of Directors of the Corporation held on **<Date of Meeting>**, at which meeting a quorum was present, the following Resolution/s was/were unanimously passed, approved and adopted:

- a) **RESOLVED** that **<insert COMPANY NAME>**, authorized and empowered the following to participate in the bidding for the **<1 LOT, CONSULTANCY SERVICES FOR THE CONSERVATION AND RENOVATION OF RAMON MAGSAYSAY HALL AT SSS MAIN OFFICE BUILDING>** of the **SOCIAL SECURITY SYSTEM**:

NAME	POSITION/DESIGNATION	SIGNATURE
------	----------------------	-----------

- 1.
- 2.

- b) **RESOLVED FURTHER that**, if awarded the Contract, the following **is/are** granted full power and authority to enter into contract with the **SOCIAL SECURITY SYSTEM**:

NAME	POSITION/DESIGNATION	SIGNATURE
------	----------------------	-----------

- 1.
- 2.

- c) **RESOLVED FURTHERMORE** that, the designated representative/s of the Corporation has/have the full power to perform any and all acts necessary and/or to represent the Corporation as fully and effectively as the Corporation might do if personally present, and hereby satisfying and confirming all the said representative/s shall lawfully do or cause to be done by virtue hereof.

IN WITNESS WHEREOF, I have hereunto set my hand this day of at **<CITY>**.

 NAME & SIGNATURE of Corporate Secretary

SUBSCRIBE AND SWORN to before me this day of at **<CITY>**, affiant having exhibited to me his/her **<Government Issued ID and details [issued by, date and place issued if applicable]>**).

Doc No. _____
 Page No. _____
 Book No. _____
 Series of _____

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City

Ladies/Gentlemen:

We, the undersigned, offer to provide the Consulting Services for **1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at SSS Main Office Building** 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 22.1, we confirm that the information contained in the short-listing 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 listed in Technical Proposal Form 5 (TFP 5). Our bid is binding upon us and subject to the modifications resulting from contract negotiations.

In accordance with **GCC** Clause 52, 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.

Yours sincerely,

Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

TPF 2. CONSULTANT'S REFERENCES

Relevant Services Carried Out by the Consultant¹ That Best Illustrate Qualifications

Using the format below, provide information on each project, public or private, 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: _____

¹ The period shall be specified in the TOR for each procurement activity, which shall not exceed ten (10) years.

TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES

On the Terms of Reference (TOR): (Suggest changes in the TOR, if any, to improve the quality or effectiveness of the assignment such as but not limited to the observations on scope and objectives; feasibility of methodologies and technical approaches; timeline and workplace, roles and responsibilities.)

On the data, services, and facilities to be provided by the Procuring Entity: (Suggest changes on the data, services, and facilities to be provided by the PE, if any, such as but not limited to the availability and accessibility of data; availability of office space and facilities, clarity on administrative and technical support; constraints or risks related to the Procuring Entity's support.)

TPF 4. DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE PROJECT

TPF 5. TEAM COMPOSITION AND TASK

1. Technical or Managerial Staff			
No.	Name	Position	Task

2. Administrative Support Staff			
No.	Name	Position	Task

Where applicable, indicate relationships among the Consultant and any partner, the Procuring Entity, the Funding Source and other parties or stakeholders.

--

Certification on Current Workload Relative to Capacity

I, the undersigned, representing **[Name of Bidder]**, hereby certify that:

1. The [Name of Bidder] has the technical and managerial capacity, as well as the necessary expertise and resources, to successfully perform and complete the requirements of the procurement project for consulting services;
2. Based on the current workload for both Technical/Managerial and Administrative Support Staff, we confirm that the firm's current assignments do not hinder our ability to allocate sufficient qualified personnel and resources for the timely and effective delivery of the required services;
3. The remaining capacities of our key personnel and overall firm are sufficient to undertake this project without compromising the quality and timeliness of outputs.

This certification is issued in support of our bid and in compliance with the requirements of the procuring entity.

Done this ____ day of _____, 2026, at _____.

[Name and Signature]

Authorized Representative

[Position]

[Name of Bidder]

[Contact Information]

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 relevant training most pertinent to the tasks on project at hand and aligned with the technical qualifications or certifications mentioned in the TOR. Describe the 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 the last [insert relevant period which shall not exceed ten (10) years] 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

Notarial Commission No. _____

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: _____

Part-time: _____

Reports Due: _____

Activities Duration: _____

Location: _____

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

B. Completion and Submission of Reports

Deliverables/Reports	Date
1) Schematic Design Phase	
1.1) Conservation Management Plan	
1.2) Schematic Design Review Report with Statement of Probable Project Construction Cost - Architectural, Specialty Lighting and Acoustics	
2) Design Development Phase	
2.1) Design Review/Evaluation Narratives	
2.2) Signed Plans and Technical Specifications including updated Probable Project Construction Cost - Architectural, Specialty Lighting and Acoustics	
3) Contract Document Phase	
3.1) Signed-and-Sealed of Architectural Plans and Specifications including signed plans and Specifications - Specialty Lighting and Acoustics)	
3.2) Project Construction Cost - Architectural, Specialty Lighting and Acoustics	
3.3) Pre - Construction Briefing Notes	
4) Construction Phase	
4.1) Construction Heritage Monitoring Reports	
4.2) Final Conservation Compliance and Completion Report	

Note: The reports submission timelines indicated in this table should correspond to those specified in the Terms of Reference (TOR). Bidders are advised to adjust the entries under Reports Matrix to accordingly reflect the actual deliverables and schedules required by the Procuring Entity.

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

SOCIAL SECURITY SYSTEM

East Avenue, Diliman, Quezon City

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for **1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building** in accordance with your Request for Proposal (RFP) No. 26-04-087 dated *May 01, 2026* 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.

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 RFP, the Terms of Reference, the Criteria and Rating System, 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 RFP sent to us.

We understand that 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

Project: 1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building

Price Component	Cost (PhP) / Phase				Total
	Schematic Design Phase	Design Development Phase	Contract Document Phase	Construction Phase	
1. Remunerations					
2. Miscellaneous Expenses					
3. Local Taxes					
Total Amount of Financial Proposal					=

Note: The Total Amount of Financial Proposal must be consistent with the corresponding amounts indicated in FPF 1, and it should not exceed the Approved Budget for the Contract (₱1,800,800.00), otherwise the Consultant's bid will be considered nonresponsive.

FPF 3. BREAKDOWN OF REMUNERATION PER ACTIVITY

Project: 1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building

Position ²	Name	Input ³	Rate ⁴	Amount / Phase			
				Schematic Design Phase	Design Document Phase	Contract Document Phase	Construction Phase
1) Consulting Architect (Architect)							
2) Technical Assistant/ (Architect/Engineer)							
3) Lighting and Acoustics Specialist (Audio-visual Aids Technician)							
TOTAL (Remunerations / Phase)				=	=	=	=

Note: The names submitted for TPF 6 should be consistent with those provided in this form.

² Refers to technical/key personnel positions as indicated in the Terms of Reference

³ Staff months, days or hours as appropriate

⁴ Remuneration/rate corresponding to Input

FPF 4. MISCELLANEOUS EXPENSES

PROJECT: 1 Lot, Consultancy Services for the Conservation and Renovation of Ramon Magsaysay Hall at the SSS Main Office Building

Price Component	Cost (PhP) / Phase			
	Schematic Design Phase	Design Document Phase	Contract Document Phase	Construction Phase
1. Expenses for site visit, site inspections / investigation, applicable engineering surveys, material testing and research, etc.				
2. Transportation and Communication costs (telephone, cellphone, data transportation allowances/expenses)				
3. Preparation and reproduction cost of plans, drawings, blueprints, reports and other documents				
4. Administrative/Office expenses (office equipment and supplies, power and water consumption, office rent, etc.)				
5. Other out-of-the-pocket expenses (enumerate, if necessary)				
TOTAL (Miscellaneous Expenses / Phase)	=	=	=	=

Note: During implementation, please provide supporting documents that comply with budgeting, accounting, and auditing laws, rules, and regulations (e.g., official receipts) and are permitted under the Terms of Reference (TOR)