

ANNEX A

CONSULTING SERVICES FOR THE CONSTRUCTION
MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN
AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) –
PHASE 2 AT NEW CLARK CITY

EF 1. ELIGIBILITY DOCUMENTS SUBMISSION FORM

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

[Letterhead]

[Date]

The Special Bids and Awards Committee
Bases Conversion and Development Authority
BCDA Corporate Center, 9/F One West Aeropark Building,
Industrial Estate 5, Clark Global City, Clark Freeport Zone, Pampanga

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[Insert date]* for Consulting Services for the Construction Management and Supervision (CMS) of the Design and Build of the National Academy of Sports (NAS) – Phase 2 at New Clark City, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct. We acknowledge that any mis-representation or submission of fake or tampered documents by the *[Name of Consultant]*, its partner/s (in case of Joint Venture or partnership) or sub-contractor, or any of the key personnel nominated by the Consultant shall automatically result in disqualification of the Consultant from the project and shall be grounds for blacklisting pursuant to Section 4.1 of Appendix 17 of the Revised IRR of RA 9184.

We acknowledge and accept BCDA'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 Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

[Signature over printed name of Authorized Signatory of the Firm/JV/Consortium]

[Title]

Date:

**EF 2. STATEMENT OF ALL ON-GOING AND COMPLETED GOVERNMENT AND PRIVATE
CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED AS WELL AS
CONTRACTS WHERE WORKS HAVE BEEN COMPLETED BUT NOT YET ACCEPTED
FOR THE PAST 5 YEARS**

**CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR
THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK
CITY**

[Letterhead]

[Date]

The Special Bids and Awards Committee
Bases Conversion and Development Authority
BCDA Corporate Center, 9/F One West Aeropark Building,
Industrial Estate 5, Clark Global City, Clark Freeport Zone, Pampanga

Ladies/Gentlemen:

In compliance with the eligibility requirements of the Special Bids and Awards Committee of the Bases Conversion and Development Authority for the bidding of the Consulting Services for the Construction Management and Supervision (CMS) of the Design and Build of the National Academy of Sports (NAS) – Phase 2 at New Clark City, we certify that *[name of bidder]* has *[state applicable statement: on-going and completed government and private contracts, including awarded but not yet started]*, as enumerated in EF 3. Summary of Projects.

Sincerely,

[Signature over printed name of Authorized Signatory of the Firm/JV/Consortium]

[Title]

Date:

EF 3. Summary of Projects for the Past 5 Years

(All on-going and completed government and private contracts, including contracts awarded but not yet started as well as, contracts where works have been completed but not yet accepted)

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

No. ¹	Project Name & Location	Project Description	Client	Type of Consulting Service	Contract Amount ²	If JV Partner, Contract Amount for Consultant's Involvement (if applicable)	Part of Contract Amount for Consultant's involvement in Construction Management and Supervision (CMS ³) (if applicable)	Date of Contract Award	Contract Period ⁴	Proof of Undertaking ⁵
A. Completed										
B. On-going										

Certified by:

[Signature over printed name of Authorized Representative of the Firm/JV/Consortium]

[Title]

[Date]

¹ Indicate Project No. as shown in EF 4. Consultant's References. The project with at least Php7,254,240.00 Million Contract amount should be declared in Project Number 1

² In Philippine Peso.

³ If Consulting services for CMS is just part of the required services of the contract, state how much or value of consulting services portion
For JVs, state how much is the subcontracted amount allocated for consulting services to this contract, in Philippine Peso.

⁴ State the start and completion dates of the contract.

⁵ Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts. Notice of Award, Notice to Proceed or signed contracts for on-going contracts and for contracts awarded but not yet started.

EF 4. CONSULTANT'S REFERENCES

Relevant Services Carried Out for the Past 5 Years That Best Illustrate Qualifications

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

[Using the format below, provide information on each contract, whether similar or not similar in nature and complexity to the contract to be bid, for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, partnership, Joint Venture or similar arrangement, was legally contracted].

Project No. *[State numerical order starting with number 1]*

Name of Contract:		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 (Day/Month/Year):	Completion Date (Day/Month/Year):	Approx. Value of Services (in PhP):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services and Nature of Services/Engagement <i>(whether principal consultant, associate consultant, support consultant, percentage of interest in the partnership or Joint Venture [in the case of Joint Venture Arrangement], sub-contractor, etc.)</i> provided by Your Firm and Your Staff <i>(whether full-time, part-time, principal/key team member, consultant, sub-contractor, support staff, etc.)</i> . Please list down all your staff members involved in each project for which bidder was contracted.		
Attach the Applicable Supporting Documents		

Consultant's Name [Firm/Entity/JV/Consortium]: _____.

[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium (in case of JV/Consortium)]

[Title]

Date: _____

EF 5. Summary of CVs

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

No.	Name of Staff	Nominated Position	Registered Profession ¹	License/ Registration Number (where applicable)	Highest Educational Attainment ²	No. of Trainings Relevant to Profession ³		Overall Work Experience ⁴	Number of Projects Undertaking related to CMS
						Local	Foreign		
Key Staff									
1		Project Manager							
2		Sr. Structural Engineer							
3		Sr. Geodetic Engineer							
4		Sr. Mechanical Engineer							
5		Sr. Electrical Engineer							
6		Sr. Quantity Surveyor							
7		Sr. Materials Engineer							
8		Building Information Modeling (BIM) Specialist							

Certified by:

[Signature over printed name of Authorized Signatory of the Firm/JV/Consortium]

[Title]

Date:

¹ Provide proof of professional registration during the submission of Eligibility Documents.

² Provide proof of highest educational attainment during the submission of Eligibility Documents.

³ Provide proof of trainings undertaken during the submission of Eligibility Documents.

⁴ State number of years.

EF 6. FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

**CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR
THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2
AT NEW CLARK CITY**

Proposed Position: _____

Name of Firm/Entity/JV/Consortium: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____ Nationality: _____

Years with Firm/Entity: _____ years, from [mm/dd/yy] to [mm/dd/yy]

Current Position in the Firm: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

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.]

College/University	Degree/Title Obtained	Inclusive Dates	
		From (MM/DD/YY)	To (MM/DD/YY)

Attach the Applicable Supporting Documents:

* Complete the details of the inclusive dates (month, day, and year)

Memberships in Professional Regulatory Body

[Give an outline of all memberships in PRC using the matrix below]

Name of Profession	Name of Professional Regulatory Body <i>(please do not abbreviate)</i>	Date of Registration (MM/DD/YYYY)	License/Registration Number	Validity Date (MM/DD/YYYY)

* Complete the details of the inclusive dates (month, day and year)

Memberships in Professional Societies

[Give an outline of memberships in professional societies using the matrix below]

Name of Society/Commission	Date of Conferment/ Registration (MM/DD/YYYY)	License/Professional Number	Validity Date (MM/DD/YYYY)

* Complete the details of the inclusive dates (month, day, and year)

Trainings/Seminars

[Summarize the relevant trainings, seminars and workshops undertaken, including those conducted by the nominated key staff, using the matrix below]

Title/Description	Conducted by	Inclusive Dates*		No. of Hour/s	Venue	Involvement <i>(Such as participant, speaker or trainer)</i>
		From (MM/DD/YYYY)	To (MM/DD/YYYY)			
Trainings relevant to the nominated position						
(latest/most recent)						
(previous)						

* Complete the details of the inclusive dates (month, day, and year)

Projects Undertaken/Completed

[Provide outline of projects undertaken using the matrix below]

Title/Description	Type of Project/Contract <i>(Detailed Architectural and Engg Design, CMS, Construction, etc.)</i>	Client	Position and Description of the Nature of Work/ Engagement in the project <i>(whether full-time, part-time, principal/key team member, consultant, subcontractor, support staff, etc.)</i>	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
Detailed Architectural and Engineering Design (DAED)					
(latest/most recent)					
(previous)					
Construction Management and Supervision (CMS)					
(latest/most recent)					
(previous)					
Construction / Civil Works					

(latest/most recent)					
(previous)					
Other types of project/contract (please specify)					
(latest/most recent)					
(previous)					

*Rank from previous to latest/most recent project

* Complete the details of the inclusive dates (month, day, and year)

On-Going Projects

[Provide outline of on-going projects using the matrix below]

Title/Description	Client	Project Contract Amount	Position	Start Date (MM/DD/YYYY)	End Date (MM/DD/YYYY)
(latest/most recent)					
(previous)					
Attach supporting documents such as NOA, NTP, signed contract, bidding documents or etc.					

*Rank from previous to latest/most recent on-going project

* Complete the details of the inclusive dates (month, day, and year)

Languages

[Using the format below, indicate proficiency of languages familiar with proficiency whether excellent, good, fair, or poor in speaking, reading, and writing]

Language	Proficiency		
	Speaking	Reading	Writing

Employment Record:

[Starting with the present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Inclusive Dates of Employment		Office Address of the	Position Held		Relevant Work Experience/
-------------------------------	--	-----------------------	---------------	--	---------------------------

From (mm/dd/yy)	To (mm/dd/yy)	Name of Employing Organization	Employer/ Employing Organization	(whether full- time, part-time, principal/key team member, consultant, sub- contractor, sub- support staff, etc.)	Location of Projects	Types of Activities Performed
(latest/most recent)						
(previous)						

*Rank from previous to latest/most recent employment

* Complete the details of the inclusive dates (month, day, and year)

Certification:

I, *[full name of proposed professional staff]*, 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 over printed name of nominated key staff]

_____ Date: _____
[Signature over printed name of authorized representative of the firm/entity/Joint Venture/Consortium in case of JV/Consortium]

**EF 7. STATEMENT OF CONSULTANT SPECIFYING ITS NATIONALITY AND
CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE
REGISTERED PROFESSIONALS**

**CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR
THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2
AT NEW CLARK CITY**

[Letterhead]

[Date]

The Special Bids and Awards Committee
Bases Conversion and Development Authority
BCDA Corporate Center, 9/F One West Aeropark Building,
Industrial Estate 5, Clark Global City, Clark Freeport Zone, Pampanga

Ladies/Gentlemen:

[name of bidder] is issuing this statement in compliance with the requirements of the Bases Conversion and Development Authority (BCDA) Special Bids and Awards Committee, that the members of the Project Team below are **all Filipino** in nationality and that they can actually perform the service in accordance with the eligibility requirements.

Proposed Project Team for the project:

Name	Assignment
Key Personnel	
	Project Manager
	Sr. Structural Engineer
	Sr. Geodetic Engineer
	Sr. Mechanical Engineer
	Sr, Electrical Engineer
	Sr. Quantity Surveyor
	Sr. Materials Engineer
	Building Information Modeling (BIM) Specialist

[name of bidder] issues this statement in accordance with Clause 2.1.a.iii of the eligibility requirements for the project.

Sincerely,

*[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture/Consortium
(in case of JV/Consortium)]*

[Title]

Date: _____

EF 8. FORMAT OF CURRICULUM VITAE (CV) OF THE FIRM/ENTITY

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

Name of Firm/Entity: _____

Address: _____

No. of Years of Operation: _____ years, from [mm/dd/yy] to [mm/dd/yy]

Years of Professional Experience: _____ years, from [mm/dd/yy] to [mm/dd/yy]

Membership in Professional Organizations:

Year	Professional Society

Certification

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe the firm/entity, its qualification and experiences.

Signature over Printed Name of Authorized Signatory of the Firm/Entity/Joint Venture or Consortium (in case of JV/ Consortium)

Date: _____

EF 9. Statement of Project with at least Php 7,254,240.00 contract amount for the last 5 Years

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

Project Name & Location	Project Description	Client	Type of Consulting Service	Contract Amount ² <i>(in Philippine Peso)</i>	If JV Partner, Contract Amount for Consultant's Involvement (if applicable)	Consultants involvement/ Role and Specific Services (DAED/CMS/ Feasibility Study ect)	Part of Contract Amount for Consultant's involvement in Construction Management and Supervision (CMS ³) (if applicable)	Date of Contract Award	Contract Period ⁴		Proof of Undertaking ⁵
									Start of Contract [mm/dd/yy]	Contract Completion [mm/dd/yy]	

Certified
by:

[Signature over printed name of Authorized Representative of the Firm/JV/Consortium]
[Title]

[Name of Bidder]
Date: _____

¹ Indicate Project No. as shown in EF 4. Consultant's References.

² In Philippine Peso

³ If Consulting services for CMS is just part of the required services of the contract, state how much For JVAs, state how much is the subcontracted amount allocated for consulting services to this contract, in Philippine Peso.

⁴ State the start and completion dates of the contract.

⁵ Certificate of Completion or Acceptance or valid proof of final payment issued by the client in case of completed contracts..

EF 10 CERTIFICATE OF AVAILABILITY OF KEY PERSONNEL

CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2 AT NEW CLARK CITY

Date

To: Chairperson
Special Bids and Awards Committee
Bases Conversion and Development Authority

Dear Sir:

In compliance with the requirements of BCDA Special Bids and Awards Committee for the Bidding of Consulting Services for the Construction Management and Supervision (CMS) for the Design and Build of the National Academy of Sports (NAS) – Phase 2 at New Clark City; (“the Project”), we certify that we understand and agree with all the manning requirements set upon by the Section 9 of the Terms of Reference for this project.

We further certify that the following nominated Key Personnel will not be engaged in other projects for the duration of their engagement with this project that is being bid out:

1. Project Manager
2. Sr. Structural Engineer
3. Sr. Geodetic Engineer
4. Sr. Mechanical Engineer
5. Sr. Electrical Engineer
6. Sr. Quantity Surveyor
7. Sr. Materials Engineer
8. Building Information Modeling (BIM) Specialist

Very truly yours

*[Signature over printed name of Authorized Signatory of the Firm/Entity/Joint Venture or Consortium
(in case of Joint Venture/Consortium)]*

[Title]

[Name of Bidder]

Date: _____

SECRETARY’S CERTIFICATE FORMAT (where applicable)

Republic of the Philippines)
Taguig City) SS.

I, _____, of legal age, being the Corporate Secretary of the _____, with office address at the _____, do hereby certify that on the occasion of the Board Meeting held on _____, with a quorum being present, the Board of Directors, upon motion duly seconded, unanimously approved the following resolution:

A. Resolution No. _____

Resolved, as it is hereby resolved, that the corporation shall enter into a Joint Venture with _____, the purpose of which is to participate in the bidding of the project “Consulting Services of the Construction Management and Supervision for the Design and Build of the National Academy of Sports (NAS) – Phase 2 at New Clark City” being conducted by Bases Conversion and Development Authority.

Resolved, further, that for this purpose, _____ hereby authorizes _____, _____ to represent the corporation on the said Joint Venture and to sign on all agreements in relation thereto, cause the submission of documents in support thereof, and to sign for and in behalf of the Corporation, such as authority/authorities/Power of Attorney in favor of whoever may be designated by the joint venture as the latter’s official representative/Attorney-in-fact for purposes of the said bidding.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____

Corporate Secretary

SUBSCRIBED AND SWORN to before me this _____ at _____, Philippines, by _____ who exhibited to me her _____, issued at the _____ on _____ and valid until _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2022.

SPECIAL POWER OF ATTORNEY FORMAT (where applicable)

I, _____, of legal age, (civil status), (citizenship), and residing _____ after having duly sworn in accordance with law, do hereby depose and state that:

1. I am the sole proprietor/owner/authorized representative of firm/entity/partnership of _____, with office address at _____, having full power and authority to appoint a representative who will sign the joint venture agreement with _____, the purpose of which is to participate in the bidding of the project “ Consulting Services of the Construction Management and Supervision for the Design and Build of the National Academy of Sports (NAS) – Phase 2 at New Clark City” being conducted by Bases Conversion and Development Authority.

2. I hereby make, constitute and appoint _____, as the true and lawful attorney, for it and its name, place and stead, to represent _____ on the said Joint Venture and to sign on all agreements in relation thereto, cause the submission of documents in support thereof, and to sign for and in behalf of _____, such as authority/authorities/Power of Attorney in favor of whoever may be designated by the joint venture as the latter’s official representative/Attorney-in-fact for purposes of the said bidding.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____

Name and signature of Owner/Authorized Representative
of Owner/Firm/Entity/Partnership

Name and signature of
Authorized Representative

SUBSCRIBED AND SWORN to before me this _____ at _____, Philippines, by _____ who exhibited to me her _____, issued at the _____ on _____ and valid until _____.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2022

BASES CONVERSION AND DEVELOPMENT AUTHORITY

**CONSULTING SERVICES FOR THE CONSTRUCTION MANAGEMENT AND SUPERVISION (CMS) FOR
THE DESIGN AND BUILD OF THE NATIONAL ACADEMY OF SPORTS (NAS) – PHASE 2
AT NEW CLARK CITY**

CHECKLIST AND TABBING OF ELIGIBILITY REQUIREMENTS

Tab #	Description	Description
1	EF 1	Eligibility Submission Form
2		PhilGEPS Certificate of Registration under Platinum Membership (all pages) pursuant to Section 8.5.2 of the 2016 revised IRR. In case of a recently expired Mayor’s permit, the official receipt for renewal within the period prescribed by the concerned local government unit and the recently expired Mayor’s permit shall be submitted.
3	EF 2	Statement of all on-going and completed government and private contracts, including contracts awarded but not yet started as well as, contracts where works have been completed but not yet accepted for the past 5 years.
4	EF 3	Summary of all on-going and completed government and private contracts, including contracts awarded but not yet started as well as, contracts where works have been completed but not yet accepted for the past 5 years.
5	EF 4	Consultant's References
6	EF 5	Summary of CVs
7	EF 6	Curriculum Vitae for each of the following nominated key staff:
7.a		Project Manager
7.b		Sr. Structural Engineer
7.c		Sr. Geodetic Engineer
7.d		Sr. Mechanical Engineer
7.e		Sr. Electrical Engineer
7.f		Sr. Quantity Surveyor
7.g		Sr. Materials Engineer
7.h		Building Information Modeling (BIM) Specialist
8	EF7	Statement of the Consultant specifying its nationality and confirming that those who will actually perform the services are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions
9	EF 8	Format of CV of the firm/entity
10	EF 9	Statement of Project with at least Php 7,254,240.00 contract amount

11	EF 10	Certificate of Availability of Key Personnel
12		<p data-bbox="513 233 1403 266">Class "B" Document (if the bid is a joint venture)</p> <p data-bbox="513 302 1357 464">An executed Joint Venture Agreement (JVA) between parties, for joint venture. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid.</p> <p data-bbox="513 499 1386 697">Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the PhilGEPS Certificate of Registration in accordance with Section 8.5.2 of this IRR. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.</p>

Note: BCDA shall not assume any responsibility regarding erroneous interpretations or conclusions by the Bidder out of the data furnished by BCDA in relation to this bidding. The Bidder shall take the responsibility to ensure the completeness of its submission after taking the steps to carefully examine all the Bidding Documents and its amendments.