



Republic of the Philippines
Department of Health
CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

REQUEST FOR PROPOSAL

03 January 2024

This is to invite your company to submit your best and final offer to the Department of Health (DOH) for the **Procurement of Consulting Services for the Scoping Review and Crafting of Development Plan of the Philippine Cancer Center Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank** under NP No. **2023-042-A** which is being undertaken by the Central Office Bids and Awards Committee (COBAC)-A using Negotiated Procurement through Two-Failed-Biddings Modality pursuant to Annex "H" (V)(D)(1) and Section 53.1 of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act No. 9184. The project has a total Approved Budget for the Contract (ABC) of **Three Million Five Hundred Thousand Philippine Pesos (PhP3,500,000.00)** inclusive of taxes.

The COBAC-A hereby requests you to submit **three (3) sets** of your Technical and Financial Proposals based on the *attached Terms of Reference (TOR) and prescribed forms*. The following are documentary requirements to be submitted:

1. **Technical** Proposals using the attached prescribed standard forms:

TPF1: Technical Proposal Submission Form

TPF2: Consultant's References

TPF3: Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by The Procuring Entity

TPF4: Description of the Methodology and Work Plan for Performing the Project

TPF5: Team Composition and Task

TPF6: Format of Curriculum Vitae (CV) for Proposed Professional Staff

TPF7: Time Schedule for Professional Personnel

TPF8: Activity (Work) Schedule

2. **Financial** Proposals using the attached prescribed standard forms:

FPP1: Financial Proposal Submission Form

FPP2: Summary of Costs

FPP3: Breakdown of Price Per Activity

FPP4: Breakdown of Remuneration Per Activity

FPP5: Reimbursable per Activity

FPP6: Miscellaneous Expenses

3. Valid PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR

4. Original duly signed Omnibus Sworn Statement (OSS);

5. Sworn Statement using the prescribed form; and,

6. Duly notarized authority of the signatory using applicable COBAC Standard Form provided:

a) Secretary's Certificate (i.e. Corporation; Join Venture Agreement); or

- b) Special Power of Attorney (i.e. Sole Proprietorship; Partnership); or
- c) In case the signatory is the sole proprietor, copy of the DTI Certificate of Registration or PhilGEPS Registration (Platinum Membership).

Your financial proposal should not exceed the stated ABC. The ABC shall be the upper limit for the acceptable bid price. If a bid price, as evaluated and calculated in accordance with this IRR, is higher than the ABC, the bidder submitting the same shall be automatically disqualified.

The Submission of Proposal is set on **11 January 2024, at 9:00 A.M.** at the said Conference Room. Bids received after the deadline for submission and receipt of bids shall be declared “late” and shall not be accepted by the Procuring Entity.

NOTE: Your firm may submit its bid proposal to the COBAC-A Secretariat through any of the following options:

- a. ***In printed copy to be submitted at the Ground Floor, Bldg. No. 6, Department of Health, San Lazaro Compound Sta. Cruz, Manila; or***
- b. ***In soft copy via e-mail to cobacesecretariat@doh.gov.ph provided that it complies with the following conditions:***
 - i. ***It should be in a clear .PDF/.IMG/.JPG/.TIFF/.GIF/.PNG format, and shall be in password protected proposal in compressed archive folders pursuant to GPPB Resolution No. 09-2020 and Section 25.1 of the 2016 Revised IRR of RA No. 9184;***
 - ii. ***A generated bid receipt page or e-mail acknowledgement indicating the time of submission must be secured and printed as a reference;***

Further, pursuant to Section 54.5 of the 2016 Revised IRR of the RA No. 9184, should this procurement project be awarded in your favor, filing of performance security is required as prescribed in Section 39 of the 2016 Revised IRR of RA No. 9184 within the maximum period of **ten (10) calendar days** from the receipt of the Notice of Award. Otherwise, the award of the contract shall be cancelled and existing laws shall be imposed.

The Performance Security shall be denominated in Philippine Pesos and posted in favor of the Procuring Entity in an amount not less than the percentage of the total contract price in accordance with the following schedule:

Form of Performance Security	Amount of Performance Security (Not less than the required Percentage of the Total Contract Price)
1. Cash or cashier’s/manager’s check issued by a Universal or Commercial Bank.	Five percent (5%)
2. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
3. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty percent (30%)

The Performance Security shall remain **valid** until the issuance of the Certificate of Final Acceptance and Completion of the project by the Department of Health which must form part of the terms and conditions of the *Bank Draft/Guarantee, Irrevocable Letter of Credit or Surety bond*.

Moreover, please be informed of the taxes to be withheld for this procurement project:

Particular	EVAT		NON-VAT	
	TAX Base	Withholding Tax	TAX Base	Withholding Tax
If the current year's gross income does not exceed PhP720,000.00	Gross Amount / 1.12	EWT – 10% EVAT – 5%	Gross Amount	EWT – 10% NON-VAT – 3%
If the current year's gross income exceeds PhP720,000.00	Gross Amount / 1.12	EWT – 15% EVAT – 5%	Gross Amount	EWT – 15% NON VAT – 3%
Consultancy (Partnership)	Gross Amount	EVAT – 5%	Gross Amount	NON VAT – 3%

Please refer to the attached Terms of Reference, and use the Technical and Financial Proposal Forms and Authority of the Signatory Forms.

Very truly yours,

Sgd.

LILIBETH C. DAVID, MD, MPH, MPM, CESO I

Undersecretary of Health

COBAC-A Chairperson

Terms of Reference

Project Title	Scoping Review and Crafting of Development Plan of the Philippine Cancer Center Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank
<p>Background</p> <p>Genomics is imperative in cancer research. Study of cancer genomics revealed abnormalities in genes that drive the development and growth of many types of cancer. The discovery of cancer-causing genetic and epigenetic changes in tumors has enabled the development of therapies that target these changes as well as diagnostic tests that identify patients who may benefit from these therapies. Results of large-scale efforts have revealed unexpected genetic similarities across different types of tumors (NIH-NCI,2018). Increased levels of precision are being achieved in the clinical care received by patients with cancer by including cancer genomics in diagnostic medicine.</p> <p>As genomic research expands globally, <i>biobanks</i>, tumor banks, and other biorepositories, defined as infrastructure for professionally curated collections of biospecimens and their associated data are becoming critical research resources (IARC, 2017; Henderson, 2013). These facilities serve as a hub for researchers as it provides high-quality biospecimens to genomic research, biomarker discovery, personalized medicine, and other research (Wagner, et. al 2021). With its compound importance in personalized medicine, biobanking has been identified as a key area for development in order to accelerate new drug discoveries and development in oncology (Kinkorova, 2016).</p> <p>At present, there are 296 molecular laboratories that are licensed and operational in the country. However, none of these focus solely on cancer genomics and most of these are not capable of sustaining the cost for maintenance and upkeep of specimen and tissue banks. Additionally, local biobanks and tumor banks in the Philippines are typically owned by private hospitals which limit the access of biospecimen collection to upper and middle class populations (Sajo, et. al 2019). During the initial consultative meeting with relevant local stakeholders conducted by the PCC, it was stressed that genomic research can help the establishment of personalized medicine by providing information on diagnostic and therapeutic aspects. In addition, it is vital to have local data and specimens that can be used for cancer research especially in the field of genomics and precision medicine.</p> <p>By virtue of Republic Act (RA) 11215, also known as the National Integrated Cancer Control Act (NICCA), the Philippine Cancer Center (PCC) shall serve as the center of excellence in cancer care, research and development, and capacity development. In accordance with its mandates, the PCC shall (1) lead, promote, encourage, and engage in ethical scientific research on the prevention and diagnosis of cancer and the care and treatment of cancer patients and related activities, (2) stimulate and underwrite scientific research on the biological, demographic, social, economic, physiological aspects of cancer, its abnormalities, and control, and (3) assist universities, hospitals, and research institutions in their studies of cellular anomalies. As the National Specialty Center for Cancer Control, the PCC aims to expand the domains for cancer research in order to fulfill its mandates stated in RA 11215 and Department Order 2021-0001. This initiative also aims to establish a research laboratory and cancer biobank and tumor bank which can be used to develop safe, innovative, cost-effective, efficient, and equitable health technologies for Filipino cancer patients.</p> <p>With this, the PCC aims to develop a Development Plan for its Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank which shall serve as a guide in the effective planning and operationalization of the PCC Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank.</p>	

General Objective

Craft the Development Plan for the Philippine Cancer Center Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank

Specific Objectives

- Identify the equipment (classified under basic, intermediate, and advanced), its specifications needed, and layout placement to establish a Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank.
- Identify infrastructure requirements to establish a Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank given the equipment and services to be identified in the facility.
- Identify the human resource complement and their specific expertise and skills needed to operate and maintain the facilities and its equipment.
- Provide a detailed financial plan (i.e., costing of the identified key equipment, specialized training, supplies for said equipment, preventive maintenance, corrective maintenance, etc.) and other costs related to the establishment and operationalization of the Molecular Genomics Laboratory, Biobank, and Tumor Bank.
- Identify the necessary workflow, standard operating procedures (SOP), quality assurance, risk management, health and safety program, and other necessary arrangements within the Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank.
- Provide a feasibility study of the Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank for possible Public-Private Partnership (PPP) scheme

Project Description

The Development Plan for the Philippine Cancer Center Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank shall be implemented once existing facilities are renovated and ready to be equipped. The allocated area for the Molecular and Genomic Research Laboratory inclusive of support facilities is 136 sqm. while 66 sqm. is allocated for the Biobank and Tumor Bank spaces. The proposed schematic plans of the facility can be seen in Figures 1-3 below.

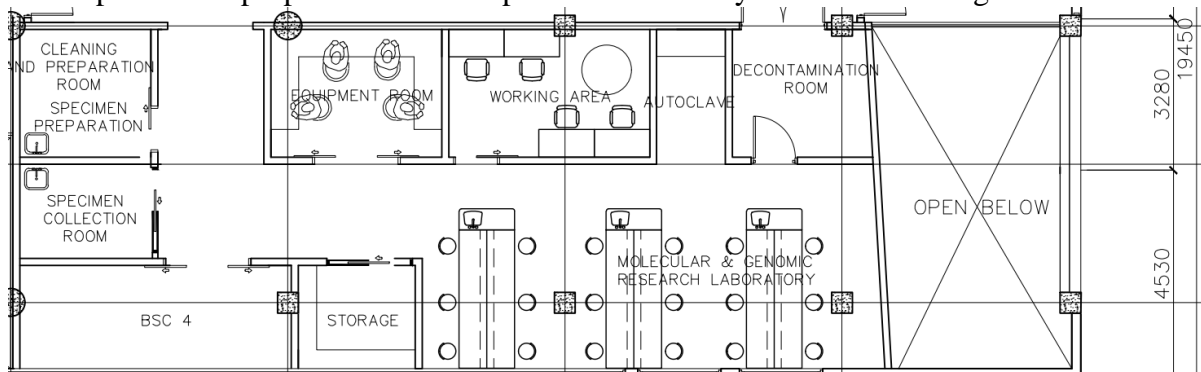


Figure 1. Schematic Diagram for PCC Molecular and Genomic Research Laboratory*

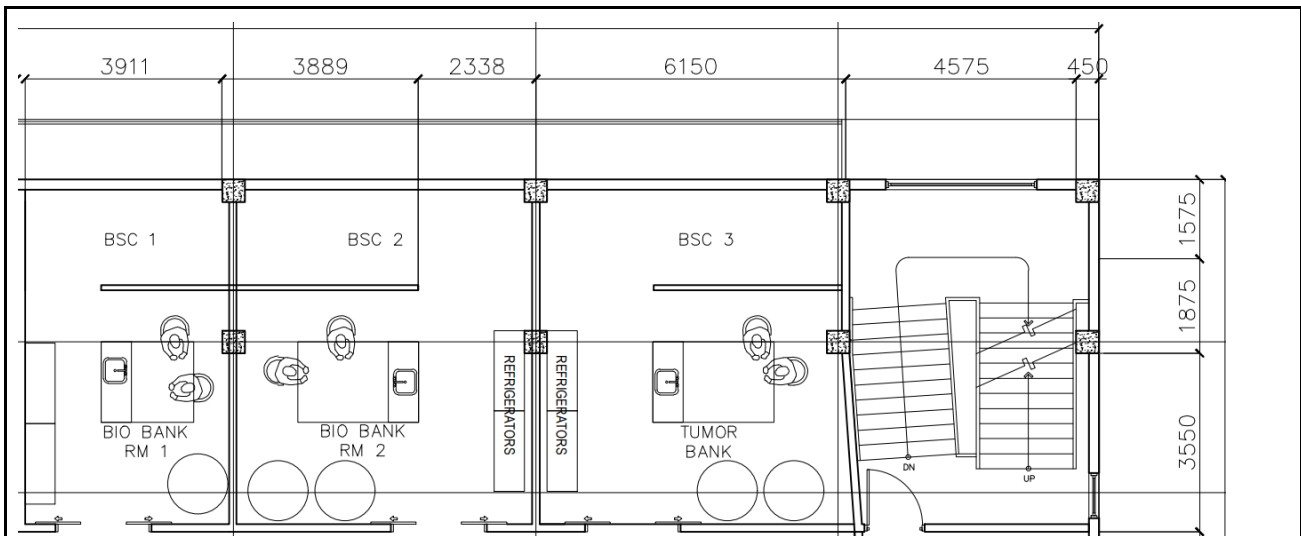


Figure 2. Schematic Diagram for PCC Biobank and Tumor Bank Facilities

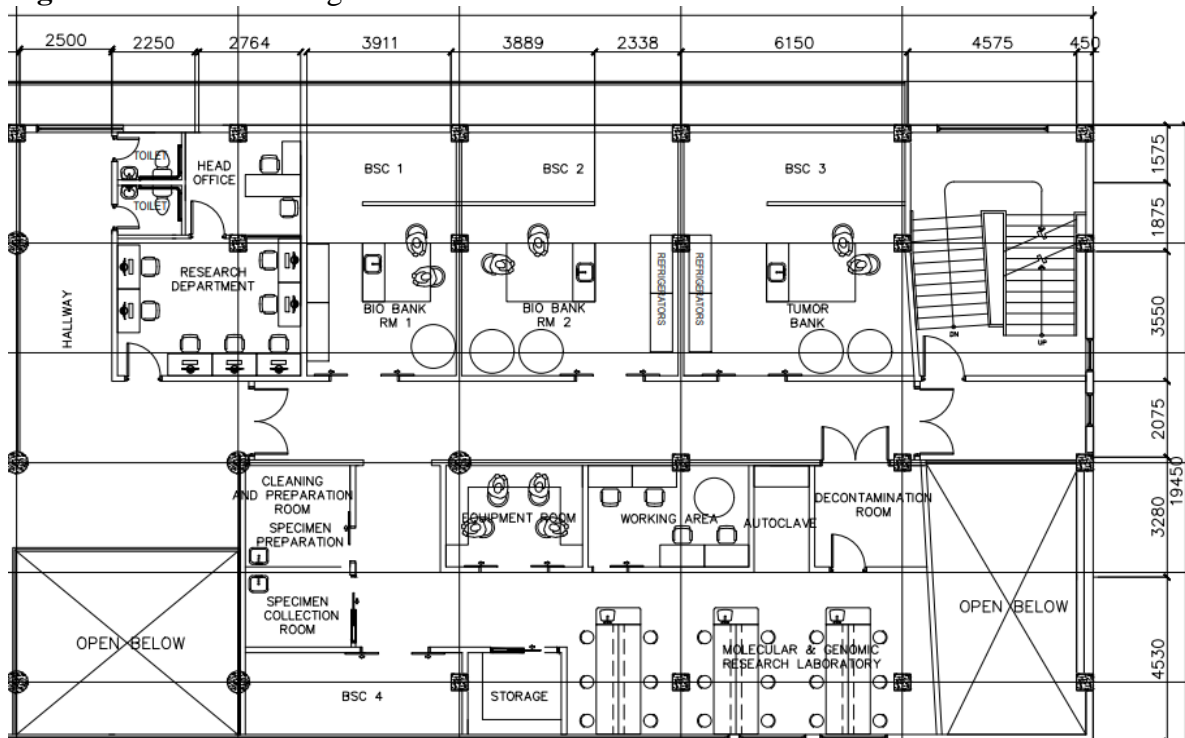


Figure 3. PCC 2nd Floor, Right Wing Layout*

**PCC Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank facilities' floor plan are subject to changes upon completion of the renovation works of the PCC 3-storey building and crafting of the Development Plan.*

Scope of Work

The Project Consultant is expected to provide the following services:

1. Conduct literature review, desk review, and consultative meetings with relevant stakeholders and expert groups to the following, but not limited to:
 - a. Identify priority equipment, its specifications and interoperability with other identified equipment;
 - b. Identify the technical requirements for the priority equipment;
 - c. Identify infrastructure requirements to establish a Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank given the equipment and services to be identified in the facility;
 - d. Identify the laboratory work space/ area requirements for the Molecular Genomics Laboratory, Biobank, and Tumor Bank;

- e. Identify other necessary support facilities, systems, health and safety protocols (including biosafety and biosecurity), workflow, and regulatory requirements within the Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank in order to ensure an efficient and safe laboratory;
 - f. Identify existing resources with other institutions;
 - g. Identify minimum licensing requirements as special laboratory;
 - h. Provide an interoperability plan for the biobank and tumor bank registry; and
 - i. Provide an initial costing of the identified key equipment and other costs related to the establishment and maintenance of the Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank.
2. Conduct a feasibility study of the Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank for possible Public-Private Partnership (PPP) scheme which includes the following components but not limited to:
 - a. Proof of concept - background and context of the project, objectives and goals of the project, description of the PPP scheme, and the roles of each party involved.
 - b. Infrastructure functionality and performance - proposed equipment and design plans and specifications (e.g. fire safety, fume hoods) and socio-economic impact assessment (e.g. job creation, research advancements, healthcare improvements)
 - c. Legal and regulatory considerations - identification of laws, regulations, and permits needed and assessment of intellectual property rights, data protection, privacy, and ethical considerations.
 - d. Facilities that support project needs - provide facilities and equipment options and indicate possible stakeholders and partners
 - e. Data that supports the implementation of the technology - benchmark and provide literature on the proposed set-up and operations of the facility
 - f. Operational risk assessments - identification, analysis, and proposed mitigation of potential risks and challenges associated with the project, such as financial, operational, regulatory, or reputational risks.
 - g. Integration of systems and applications - Detailed timeline and milestones for the establishment and operational phases, transfer of knowledge, standard operating procedures.
 - h. Financial analysis - estimated building and equipment investments needed, operations costs (i.e personnel, supplies), potential revenue streams, and calculation of financial viability.
 - i. Market survey and analysis - analysis of the projected demand for and competitive landscape of the facilities.
 - j. Human resource complement - identification of required expertise needed for the operations of the Molecular Genomics Laboratory, Biobank, and Tumor bank.
 3. Synthesize results of literature and desk review and integrate it with the inputs gathered during consultative meetings; and make further recommendations based on findings.
 4. Document the proceedings of the consultative meetings.
 5. Construct an overall framework for the Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank which includes the planning and maintenance of these facilities.
 6. Develop a sustainable implementation plan.
 7. Develop an initial risk management, and health and safety program.
 8. Give suggestions on the roles and responsibilities of PCC and other stakeholders in the field of molecular genomic research and specimen and tissue banking for cancer.
 9. Develop a financial plan for the development and maintenance of the Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank.
 10. Provide systematic advice and support to the PCC in areas related to the development and management of the Molecular and Genomic Research Laboratory, Biobank, and Tumor

Bank.

11. Draft, develop, and submit the Development Plan of the PCC Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank.
12. Perform all project-related activities, but not limited to:
 - Organize, facilitate, prepare, document, coordinate needs for the conduct of activities such as communication and follow-up with relevant stakeholders, setting meetings, logistical requirements, administrative needs, photo and video documentation;
 - Presentation of the initial findings of literature review/ scoping review, initial draft and final technical report of the PCC Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank Development Plan;
 - Set up an organized cloud folder to store all project materials (raw data, recordings, minutes of meetings, photos, references, etc.);
 - Outline the roles and responsibilities of the project team, and the support needed from PCC and DOH;
 - Facilitate regular project meetings and submit monthly progress reports.

Expected Outputs/ Deliverables

The MINIMUM outputs/deliverables shall include the following during the Contract Execution Stage:

Scope of Work	Deliverables/Outputs	Timeline
Phase 1		
Develop a detailed plan of action on how to conduct the project	Inception Report Work Plan Schedule of Activities	1.5 months after Notice to Proceed
Phase 2		
Organize, facilitate and conduct a scoping review on the existing molecular and genomic research laboratory, biobank, and tumor bank in the Philippines	Scoping review of existing local molecular and genomic research laboratory, biobank, and tumor bank	2 months after Phase 1
Organize, facilitate, conduct a literature review, initial interviews with relevant stakeholders and expert groups on the establishment of a molecular and genomic research laboratory, biobank, and tumor bank	Technical Report of the results of literature review and initial interviews with relevant stakeholders. Feasibility study	
Craft a feasibility study for possible PPP scheme		
Phase 3		
Organize, facilitate technical report validation via consultative meetings with relevant stakeholders and other expert groups	Final Technical Report	2.5 months after Phase 2

Synthesize the discussions and recommendations during the consultative meetings and integrate the results of the reviews conducted during Phase II

Develop the SOPs of both Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank of the PCC

Draft the Development Plan for the Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank of the PCC

Project Duration

The maximum project duration is **six months** from the issuance of Notice to Proceed.

Project Site

The Consultant shall report to the Philippine Cancer Center Management Office (PCC-MO) located in the Philippine Cancer Center Building at the Lung Center of the Philippines Compound, Quezon Avenue, Quezon City, Philippines

Implementation Arrangement

CONTACT PERSONS

All communications must be addressed to:

ALFONSO G. NUÑEZ III, MD, FPCS, MMHOA

Interim Executive Director
Philippine Cancer Center

Within the project duration the PCC shall provide a technical working committee to supervise, monitor and provide day-to-day contact to be headed by:

KATE D. DUNLAO-CORTEZ

Senior Health Program Officer III
E-mail: kddunlao@doh.gov.ph

BIENVENIDO S. CABARO III

Supervising Health Program Officer
E-mail: bscabaro@doh.gov.ph

CONTRACT ADMINISTRATION AGREEMENT

The Consultant is required to be present during the meetings initiated by the PCC and/or consultative meetings with other relevant stakeholders that are related to the development of the PCC Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank. They are required to brief the PCC at least twice a month on the progress of their work.

The PCC shall create a Project Management Team (PMT) which shall be headed by a Project Manager (PM). The PM person shall provide leadership in setting directions on how to attain the objectives of the project, setting standards in accomplishing the activities or tasks, performing quality assurance reviews, and ensuring that quality outputs or deliverables are regularly achieved.

REPORTING, OBLIGATIONS, NOTICES, AND APPROVAL PROCESS

The Consultant is required to report the progress of the project directly to PCC through regular team meetings and online messaging platforms (i.e., Viber). Likewise, the PCC shall also inform the Consultant of any changes or revisions needed for the project. The Consultant must accomplish each deliverable according to the timeline stipulated in this TOR. The PCC, prior to the approval of the final outputs, must review each deliverable and give any necessary feedback that may improve the project. After the project duration, the Consultant must turn over all project-related files (reports, recording, draft files, final files, etc.) to PCC wherein the PCC shall check for its accuracy and completeness.

REVIEW AND APPROVAL OF OUTPUTS

The consultant shall prepare and submit technical and progress reports to the PCC on time for acceptance.

- a. The PCC shall review the submitted materials or documents. If accepted, the documents shall be used to support requests for payment; if not accepted the Consultant will be notified of the reasons for disapproval and the required modifications to be made on the document and/or material.
- b. The Consultant shall modify the document/output if needed and resubmit to PCC for acceptance.
- c. The reports to be submitted must be clear, concise, and must meet the objectives of this project.
- d. Each report must meet the following formatting requirements:
 - i. Font type - Arial
 - ii. Font size
 1. Header - 16 pt
 2. Sub-header - 14
 3. Main text - 12
 4. Footnote - 10
- e. Tables and figures
 - i. Must be oriented properly and footnotes be placed at the bottom of the table as needed.
 - ii. Tables and figures must be labeled properly, in bold font and sentence case, and must have a statement explaining the details in the said figure/table.
- f. Any data gathered through literature search must be cited properly. References must also be listed chronologically using the APA format.
- g. Timelines must be also presented neatly and chronologically using charts (i.e., Gantt chart).

Roles and Responsibilities

PHILIPPINE CANCER CENTER

1. Provide financial compensation to the consultant in accordance with the compiled deliverables.
2. Coordinate, convene, and organize the DOH Central Office Bureaus and Regional Offices as needed.
3. Acts as the main liaison between and among relevant government agencies as needed.
4. Be responsible for the timely provision of all resources, access, information, decision-making under its control necessary for the Project as identified. Delay by the PCC may result in an approximate extension of the time for operational. Acceptance or accomplishment or conclusion of the project as agreed by both parties.
5. Designate/assign/appropriate staff for the coordination among stakeholders.
6. Provide logistic and technical support as needed to facilitate consultative meetings for the project.

7. Assume primary responsibility for the acceptance of the project deliverables and coordination with DOH offices.
8. As end-user, provide client satisfaction rating to or feedback on the output/s of the consultant.

CONSULTANT

1. Perform the services and carry out obligations with all assiduousness, efficiency, and economy, in accordance with generally accepted professional techniques and practices and shall observe sound management practices.
2. Conduct all activities with due care and diligence, in accordance with the Contract and with the skill and care expected of a competent provider of the services required.
3. Acknowledge that any failure to acquaint itself with all such data and information shall not relieve its responsibility for properly estimating the difficulty or cost of successfully performing the Contract.
4. Be responsible for timely provision of all resources, information, and decision-making under its control. Failure to provide such resources, information, and decision-making may constitute grounds for termination.
5. Abide by all terms and conditions stipulated in the project contract.
6. Submit to the PCC the final materials, work plans, technical reports, documentations, materials specified in the TOR or agreed upon during negotiation.
7. Work in close coordination with the following offices:
 - a. Office for Health Laboratories
 - b. Health Facilities and Services Regulatory Bureau
 - c. Research Institute for Tropical Medicine
 - d. Department of Public Works and Highways
 - e. Department of Trade and Industry – Board of Investment
 - f. Food and Drug Administration
 - g. Public Private Partnership (PPP) Center
 - h. Local scientists or institutions with advance expertise and is recognized as a local leader for cancer cells biobanking, characterization and genomics
8. Do progress reporting as agreed by both parties.

Required Qualifications of the Firm

The Firm/Organization shall have the following qualifications:

1. At least three (3) years of relevant work experience in planning and developing diagnostic laboratory design and operations;
2. Has undertaken projects within the last ten (10) years related to the scope of work or audiences as outlined in this document;
3. Has undertaken project/s within the last three (3) years with national government agencies (NGAs).

Qualifications of the Key Personnel

Project Lead

Education and Training:

- University degree in public health, health policy and/or administration, social sciences, education, development studies, or related field.
- Postgraduate degree in the abovementioned field of study is an advantage.
- Training related to genomic laboratory and tissue banking operations is an advantage.

Experience:

- At least three (3) years of experience in planning and developing diagnostic laboratory design and operations.
- At least three (3) years of experience working with a multidisciplinary team (i.e. with technical, scientific and medical staff) in the establishment of diagnostic laboratories and/or facilitating health research-related discussion.
- Previous experience in working with the Department of Health or other government agencies, specifically involved in planning establishment and operations of Molecular Genomics Laboratory, Biobank, and Tumor Bank is an advantage.

Technical Skills and Knowledge:

- Excellent coordination, facilitation, good organizational, project planning and management skills.
- Consensus building capacity and ability to work harmoniously as a member of a team and must be able to engage the stakeholders in the activity; adapt to diverse educational and cultural backgrounds and maintain a high standard of personal conduct.
- Excellent technical writing skills and able to adapt to project demands and submit deliverables within timelines.
- With excellent verbal and written communication skills in English and Filipino.
- Extensive knowledge in cancer genomics laboratory and biobanking operations, planning and design is an advantage.

Other Essential Staff

Other essential staff (assistant project lead, facilitator/s, or technical writer/s) may be added by the hired firm provided he/she/they has/have at least two (2) years working experience in the health sector and demonstrated related experience/expertise in the abovementioned field of expertise.

Technical Evaluation Criteria

Technical proposals shall be scored based on the criteria stipulated in the table below. Proponents must get at least 70% of the technical evaluation component.

Criteria	Weight
<i>Qualification of Key Personnel (Project Lead) Assigned to the Job - 25%</i>	
Education <ul style="list-style-type: none"> ● Graduate degree (related to health, research, infrastructure development, and/or other degrees related to the scope of the project) (10%) ● Bachelor's degree (related to health, research, infrastructure development and planning, and/or other degrees related to the scope of the project) (8%) 	10
Relevant work experience in the conduct of health- and health education-related research, health infrastructure development, and/or project implementation <ul style="list-style-type: none"> ● ≥5 years (10%) ● 4 years (8%) ● ≤ 3 years (5%) 	10
Trainings taken that are relevant to the scope of work (i.e.,	5

health/research infrastructure planning and development, health research, etc)		
<ul style="list-style-type: none"> • ≥8 hours of required training (5%) • 4-7 hours of required experience (3%) • 1-4 hours of required experience (1%) 		
Experience and Credibility of Consulting Firm - 25%		
Years of relevant work experience (i.e., health related research, health/research infrastructure development and planning)	10	
<ul style="list-style-type: none"> • ≥5 years (10%) • 4 ≤ 5 years (8%) • 3 ≤ 4 projects (5%) 		
Has undertaken projects within the last 10 years related to the scope of work or audiences (i.e., has crafted a development plan, tools and/or research outputs that were listed in the scope of work)	10	
<ul style="list-style-type: none"> • ≥5 projects (10%) • 3-4 projects (8%) • ≤ 2 projects (5%) 		
Has undertaken project/s with NGAs	5	
<ul style="list-style-type: none"> • Similar projects with any NGAs implemented within the last 3 years (5%) • Other projects with any NGAs implemented within the last 3 years (3%) 		
Plan of Approach and Methodology - 50%		
Clarity and Simplicity	5	
Feasibility	5	
Innovativeness	5	
Comprehensiveness and completeness	10	
Quality and interpretation of project requirements	10	
Sustainability	5	
Work plan adequacy, completeness, viability, workability	10	
TOTAL	100	
Approved Budget		
The financial proposal shall not exceed the Approved Budget for the Contract (ABC) of Three Million Five Hundred Thousand Pesos (Php 3,500,000.00) inclusive of taxes and duties. Those exceeding the ABC shall be automatically rejected.		
Evaluation Procedure		
Quality Based Evaluation		
Proposed Terms of Payment		
<u>PAYMENT NO.</u>	<u>DELIVERABLES</u>	<u>PERCENTAGE</u>

1	<ul style="list-style-type: none"> ● Inception Report ● Work Plan ● Schedule of Activities 	15%
2	<ul style="list-style-type: none"> ● Scoping review of existing local molecular and genomic research laboratory, biobank, and tumor bank ● Technical Report of the results of literature review and initial interviews with relevant stakeholders. ● Feasibility study 	35%
3	<ul style="list-style-type: none"> ● Final Technical Report ● Development Plan of the Molecular and Genomic Research Laboratory, Biobank, and Tumor Bank of the Philippine Cancer Center 	50%

Proprietary Rights/Ownership and Data Privacy

The DOH shall have the sole proprietary and intellectual property rights of all the outputs to be supplied by the TA provider, as stated herein. In cases where authority is provided to the Grantee to publish/present/make known to others the results/outputs of the project undertaken, the Grantee should not divulge any information which may infringe on intellectual property rights, data privacy, and other applicable laws and guidelines. All data and information created, collected, processed, and disseminated during the conduct of the project shall be used only in accordance with existing laws, policies, procedures, rules, and regulations. DOH shall afford full protection to a person's right to privacy in compliance with the Data Privacy Act of 2012 and other existing laws and/or policies. All identifiers, personal and sensitive personal information will be removed in all documents and datasets to protect the privacy and confidentiality of the participants.

Disclaimers shall also be included in published articles or reports to read as follows:

1. For a report accepted by the DOH:

“This article/report reflects the points of view and thoughts of the authors’, and the information, conclusions, and recommendations presented are not to be misconstrued as those of the Department of Health. The material presented here however is done in the spirit of promoting open access and meaningful dialogue for policy/plan/program improvement, and the responsibility for its interpretation and use lies with the reader.”

2. For a report that has not yet been accepted by the DOH at the time of the article/report submission:

“This article/report reflects the points of view and thoughts of the authors’, and the information, conclusions, and recommendations presented are not to be misconstrued as those of the Department of Health. Furthermore, this article/report has not yet been accepted by the DOH at the time of writing. The material presented here however is done in the spirit of promoting open access and meaningful dialogue for policy/plan/program improvement, and the responsibility for its interpretation and use lies with the reader.”

TECHNICAL PROPOSAL FORMS

Notes for Consultants

The following summarizes the content and maximum number of pages permitted for the Technical Proposal. A page is considered to be one printed side of A4 or letter sized paper.

Cover Letter

Use TPF 1. Technical Proposal Submission Form.

Experience of the Firm

Maximum of *[insert acceptable number of pages]* introducing the background and general experience of the Consultant, including its partner(s) and subconsultants, if any.

Maximum of *[insert acceptable number of pages]* completed projects in the format of TPF 2. Consultant's References illustrating the relevant experience of the Consultant, including its partner and subconsultants, if any. No promotional material should be included.

General approach and methodology, work and staffing schedule

Use TPF 4. Description of the Methodology and Work Plan for Performing the Project, TPF 5. Team Composition and Task, TPF 7. Time Schedule for Professional Personnel, and TPF 8. Activity (Work) Schedule.

If subcontracting is allowed, add the following: If the Consultant will engage a subconsultant for the portions of the Consulting Services allowed to be subcontracted, the Consultant shall indicate which portions of the Consulting Services will be subcontracted, identify the corresponding subconsultant, and include the legal eligibility documents of such subconsultant.

Curriculum Vitae (CV)

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

Comments on the terms of reference and data and facilities to be provided by the Procuring Entity

Not more than *[insert acceptable number of pages]* using TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity

TPF 1. TECHNICAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for [Title of Project] in accordance with your Bidding Documents dated [insert date] and our Bid. We are hereby submitting our Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

If negotiations are held during the period of bid validity, *i.e.*, before [insert date], we undertake to negotiate on the basis of the proposed staff. Our Bid is binding upon us and subject to the modifications resulting from contract negotiations.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

We understand you are not bound to accept any Bid received for the selection of a consultant for the Project.

We acknowledge that failure to sign this Technical Proposal Submission Form and the abovementioned Financial Proposal Submission Form shall be a ground for the rejection of our Bid.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

TPF 2. CONSULTANT'S REFERENCES

**Relevant Services Carried Out in the Last Ten (10) Years
That Best Illustrate Qualifications**

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		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: _____

TPF 3. COMMENTS AND SUGGESTIONS OF CONSULTANT ON THE TERMS OF REFERENCE AND ON DATA, SERVICES, AND FACILITIES TO BE PROVIDED BY THE PROCURING ENTITY

On the Terms of Reference:

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

On the data, services, and facilities to be provided by the Procuring Entity:

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

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

TPF 5. TEAM COMPOSITION AND TASK

1. Technical/Managerial Staff		
Name	Position	Task

2. Support Staff		
Name	Position	Task

3. Where applicable, indicate relationships among the Consultant and any partner and/or sub-consultant, **and relationship to** the Procuring Entity, the Funding Source and other parties or stakeholders, **if any, involved in the project.**

--

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 training most pertinent to tasks on project. Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained. Use about one quarter of a page.]

Employment Record:

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

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

Date: _____
[Signature of staff member and authorized representative of the firm] Day/Month/Year

Full name of staff member:
Full name of authorized representative:

SWORN to before me this ___ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____.

Witness my hand and seal this ___ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*
Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

TPF 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: _____
 Reports Due: _____
 Activities Duration: _____
 Location _____

Part-time: _____

 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

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

FINANCIAL PROPOSAL FORMS

Notes for Consultants

The following summarizes the content of the Financial Proposal.

Cover Letter

Use FPF 1. Financial Proposal Submission Form, which is an acknowledgement that, in preparation and submission of the Technical and Financial Proposals, Consultants have:

- (a) followed the applicable rules and guidelines indicated in this ITB;
- (b) not taken any action which is or constitutes a corrupt, fraudulent, or coercive practice as defined in the applicable rules and guidelines; and
- (c) agrees to allow the Procuring Entity and the Funding Source, at their option, to inspect and audit all accounts, documents, and records relating to the its Bid and to the performance of the ensuing contract.

Costs of Consulting Services

Use FPF 2. Summary of Costs; FPF 3. Breakdown of Price per Activity; FPF 4. Breakdown of Remuneration per Activity; FPF 5. Reimbursables per Activity; and FPF 6. Miscellaneous Expenses.

FPF 1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

We, the undersigned, offer to provide the consulting services for *[Title of Project]* in accordance with your Bidding Documents dated *[insert date]* and our Bid (Technical and Financial Proposals). Our attached Financial Proposal is for the sum of *[amount in words and figures]*. This amount is exclusive of the local taxes, which we have estimated at *[amount(s) in words and figures]*.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the bid validity period, *i.e.*, *[Date]*.

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 understand you are not bound to accept any Bid you receive.

We remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Name of Firm:
Address:

FPF 2. SUMMARY OF COSTS

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

¹ In cases of contracts involving foreign consultants, indicate the exchange rate used.

FPF 3. BREAKDOWN OF PRICE PER ACTIVITY

Activity No.: _____	Activity No.: _____	Description: _____
Price Component	Currency(ies) ²	Amount in Philippine Peso
Remuneration		
Reimbursables		
Miscellaneous Expenses		
Subtotal		_____

² In cases of contracts involving foreign consultants, indicate the exchange rate used.

FPF 4. BREAKDOWN OF REMUNERATION PER ACTIVITY

Activity No. _____		Name: _____		
Names	Position	Input ³	Remuneration Currency(ies) Rate	Amount
Regular staff				
Local staff				
Consultants				
Grand Total				_____

³ Staff months, days, or hours as appropriate.

FPF 5. REIMBURSABLES PER ACTIVITY

Activity No: _____

Name: _____

No.	Description	Unit	Quantity	Unit Price In	Total Amount In
1.	International flights _____	Trip			
2.	Miscellaneous travel expenses	Trip			
3.	Subsistence allowance	Day			
4.	Local transportation costs ⁴				
5.	Office rent/accommodation/ clerical assistance				
	Grand Total				_____

⁴ Local transportation costs are not included if local transportation is being made available by the Entity. Similarly, in the project site, office rent/accommodations/clerical assistance costs are not to be included if being made available by the Entity.

FPF 6. MISCELLANOUS EXPENSES

Activity No. _____ Activity Name: _____

No.	Description	Unit	Quantity	Unit Price	Total Amount
1.	Communication costs between _____ and _____ (telephone, telegram, telex)				
2.	Drafting, reproduction of reports				
3.	Equipment: vehicles, computers, etc.				
4.	Software				
	Grand Total				_____

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

SWORN STATEMENT

(on Observance & Respect to the DOH Code of Conduct and Confirmation on No Engagement with Tobacco Industry)

I, [Name of Affiant], the Authorized Representative, of [Name of Company], with an office address at [Address of the Company], after having been duly sworn in accordance with law, do hereby depose and state that:

I, on behalf of our company, is participating in the Public Bidding of the Department of Health (DOH) for the procurement of under IB No. _____;

I, hereby pledge to observe and respect the Code of Conduct of the DOH such as but not limited to the rule of "Conflict of Interest" and "No Gift-Giving Policy";

I, confirm that our company does not have any current engagement and/or partnership, joint sponsorship or any other activity with the tobacco industry;

In the event that our company violated the afore-mentioned rules or found to have a misrepresentation against this pledge, it shall be a ground for an automatic disqualification of our bid without prejudice to the institution of an administrative, civil or criminal action;

That I am executing this affidavit to attest to the truthfulness of the foregoing and to comply with the post-qualification requirement for the procurement of _____ under IB No. _____.

In witness whereof, I have hereunto affixed my signature this _____ day of 20____ at the _____.

Affiant

SWORN to before me this ___ day of [month] [year] at [place of execution], Philippines, affiant was 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 identification card used], with his/her photograph and signature appearing thereon, issued on ___ at _____.

Witness my hand and seal this ___ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

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

Note: Please use the template provided to minimize errors or omissions in the form submitted

Omnibus Sworn Statement (Revised)

[shall be submitted with the Bid]

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

AFFIDAVIT

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

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a 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];

2. [Select one, delete the other:]

[If a 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 [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

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 as defined and provided for in the Uniform Guidelines on Blacklisting;**

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 rest:]

[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes: a. Carefully examining all of the Bidding Documents; b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract; c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. **In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.**

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

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant

[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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

SECRETARY'S CERTIFICATE

I, _____, a duly elected and qualified Corporate Secretary of _____, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office and place of business at [complete office address], **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Regular/Special meeting of the Board of Directors of the said Corporation duly convened and held on [dd mm yy] at which meeting a quorum was present and acted throughout, the following resolution was unanimously approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

(Resolution No. _____)

RESOLVED, that _____ be, as it hereby is, authorized to participate in the bidding of the [Name of the Project and reference number] by the **DEPARTMENT OF HEALTH (DOH)**; and that if awarded the project shall enter into a contract with the **DOH**; and in connection therewith hereby appoint _____, acting as duly authorized and designated representatives of _____, are granted full power and authority to do, execute and perform any and all acts necessary and/or to represent _____ in the bidding as fully and effectively as the _____ might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ____ day of [month] [year] at [place of execution].

[Corporate Secretary]

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. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this ____ day of [month] [year].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____

Notary Public for _____ until _____

Roll of Attorneys No. _____

PTR No. __, [date issued], [place issued]

IBP No. __, [date issued], [place issued]

Doc. No. ____

Page No. ____

Book No. ____

Series of ____

REPUBLIC OF THE PHILIPPINES)
CITY OF _____) S.S.
X-----X

SPECIAL POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS that the undersigned [*name*], [*title*] of [*name of Company*], is lawfully authorized to represent and act on behalf of the [*name of company*], a company registered under the laws of the Republic of the Philippines with its registered office at [*complete office address*], do hereby APPOINT, NAME and CONSTITUTE, [*name*], [*title*] of [*name of company*] as my true and lawful attorney-in-fact to act for and in my name and stead, to do, execute and perform any and all acts necessary and/or represent in the bidding and perform the following acts:

1. To participate and submit a bid to the **DEPARTMENT OF HEALTH** for the Procurement of [*Name of Project and reference number*].
2. To make, sign, execute, deliver and receive contracts, agreements and any and all documents pertinent thereto, as may be necessary to carry into effect the foregoing authority and to bind myself with the DOH.

HEREBY GIVING AND GRANTING unto my said attorney-in-fact full power and authority to do and perform any and every act and thing whatsoever requisite or necessary or proper to be done in and about the premises as fully to all intents and purposes as I might or could lawfully do if personally present, with power of substitution and revocation, and hereby ratifying and confirming all that my said attorney-in-fact shall lawfully do or cause to done under and by virtue of these presents.

IN WITNESS WHEREOF, I/We have hereunto set my/our hands this ____ day of [*month*] [*year*] at [*place of execution*].

[Principal]

[Legal Representative/s]

Attorney-in-Fact SIGNED IN THE PRESENCE OF

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. _____ and his/her Community Tax Certificate No. _____ issued on _____ at _____.

Witness my hand and seal this __ day of [*month*] [*year*].

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. __, [*date issued*], [*place issued*]
IBP No. __, [*date issued*], [*place issued*]

Doc. No. ____
Page No. ____
Book No. ____
Series of ____

CHECKLIST FOR CONSULTING SERVICES

(To be submitted by the bidder in the following orders & tabbed by numbers)

NO.	REQUIREMENT
TECHNICAL DOCUMENTS	
1.	TPF1: Technical Proposal Submission Form
2.	TPF2: Consultant's References
3.	TPF3: Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by The Procuring Entity
4.	TPF4: Description of the Methodology and Work Plan for Performing the Project
5.	TPF5: Team Composition and Task
6.	TPF6: Format of Curriculum Vitae (CV) for Proposed Professional Staff
7.	TPF7: Time Schedule for Professional Personnel
8.	TPF8: Activity (Work) Schedule
FINANCIAL DOCUMENTS	
9.	FPF1: Financial Proposal Submission Form
10.	FPF2 Summary of Costs
11.	FPF3 Breakdown of Price Per Activity
12.	FPF4 Breakdown of Remuneration Per Activity
13.	FPF5: Reimbursable per Activity
14.	FPF6: Miscellaneous Expenses
LEGAL DOCUMENTS	
15.	Valid PhilGEPS Platinum Certificate of Registration and Membership (all pages) in accordance with Section 8.5.2 of the IRR
16.	Original duly signed Omnibus Sworn Statement (OSS)
17.	Sworn Statement using the prescribed form
18.	Duly notarized authority of the signatory using applicable COBAC Standard Form provided: <ol style="list-style-type: none"> 1. Secretary's Certificate (i.e. Corporation; Join Venture Agreement); or 2. Special Power of Attorney (i.e. Sole Proprietorship; Partnership); or 3. In case the signatory is the sole proprietor, copy of the DTI Registration Certificate or PhilGEPS Registration (Platinum Membership)