



Republic of the Philippines
Department of Health

CENTRAL OFFICE BIDS AND AWARDS COMMITTEE

REQUEST TO SUBMIT TECHNICAL AND FINANCIAL PROPOSALS FOR THE NEGOTIATED PROCUREMENT THROUGH SMALL VALUE MODALITY FOR THE PROCUREMENT OF CONSULTING SERVICES FOR THE DEVELOPMENT OF THE PHILIPPINE CANCER CENTER RESEARCH AGENDA (PCCRA) FOR 2023-2028 SVP NO. 2023-016

The Department of Health (DOH) has an urgent requirement for the Procurement of Consulting Services for the Development of the Philippine Cancer Research Agenda for 2023-2028 under SVP No. 2023-016 with a total Approved Budget for the Contract (ABC) of Five Hundred Thousand Philippine Pesos (PhP500,000.00). The project is recommended to be procured through Negotiated Procurement through Small Value Modality pursuant to Republic Act (RA) 9184 and its 2016 Revised Implementing Rules and Regulations (IRR).

The Central Office Bids and Awards Committee (COBAC)-E hereby requests the prospective Consulting Firm to submit their Technical and Financial Proposals based on the *attached Terms of Reference (TOR) and prescribed forms*. The prospective Consulting Firm shall submit **three (3) sets of proposals**, one (1) marked as original and two (2) certified true copies of the original, following requirements arranged, numbered, and tabbed in a sealed envelope:

1. Technical and Financial Proposals using the attached prescribed standard forms:

a) Technical Proposal 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: Curriculum Vitae (CV)
- TPF7: Time Schedule
- TPF8: Activity (Work Schedule)

b) Financial Proposal Forms:

- FPF1: Financial Proposal Submission Form
- FPF2: Summary of Costs
- FPF3: Breakdown of Price per Activity
- FPF4: Breakdown of Remuneration per Activity
- FPF5: Reimbursable per Activity
- FPF6: Miscellaneous Expenses

2. Duly signed Terms of Reference;

3. PhilGEPS Registration Number;

4. Mayor's/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Exclusive Economic Zones or Areas (2016 Revised IRR of RA No. 9184) together with the corresponding copy of receipt of payments of the said permit;

5. Latest Annual Income Tax/Business Tax Return also refers to Value Added Tax (VAT) or Percentage Tax Return covering the previous six (6) months;
6. Omnibus Sworn Statement (Refer to the attached forms); and
7. Duly notarized authority of the signatory, whichever is applicable:
 - a. Secretary's Certificate (i.e. Corporation; Joint 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)

The Quality Based Evaluation Procedure pursuant to Section 33.2.1.1 of the 2016 Revised IRR of RA No. 9184 shall be used for this project.

The Submission of Bids is set on **29 June 2023, 9:00 A.M.** Bids received after the deadline for submission and receipt of bids shall be declared "late" and shall not be accepted.

Further, pursuant to Section 54.5 of the 2016 Revised IRR of the R.A. 9184, should this procurement project be awarded in your favor, filing of performance security is required as prescribed in Section 39 revised IRR of R.A. 9184.

The Performance Security shall be limited to the following forms with corresponding amount:

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%)

If the Performance Security is in the form of bank draft/guarantee or irrevocable letter of credit, the Performance Security shall be valid until the issuance of Certificate of Final Acceptance and Completion of the project by the FMS of the Department of Health which must form part of the terms and conditions of the Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank when opted to be used by the bidder. Otherwise, the award of contract shall be cancelled without prejudice of the institution of blacklisting proceeding or other administrative cases, civil or criminal cases with the forfeiture of the bid security.

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%

Thank you.

Very truly yours,

SGD
LILIBETH C. DAVID, MD, MPH, MPM, CESO I
 Undersecretary of Health
 COBAC-E Chairperson

TERMS OF REFERENCE

Project Title	Development of the Philippine Cancer Center Research Agenda (PCCRA) for 2023-2028
Requesting Unit	Philippine Cancer Center
ABC	PhP500,000.00
Funding Source	GAA 2023

Background

The Philippine Cancer Center (PCC) as mandated by Republic Act (RA) 11215, also known as the National Integrated Cancer Control Act (NICCA) shall serve as the center of excellence in cancer care, research and development and capacity development. Specifically, the PCC is mandated to (1) lead, promote, encourage, and engage in ethical scientific research on the prevention, diagnosis, and treatment of cancer patients, (2) stimulate and underwrite scientific research on various aspects of cancer, its abnormalities, and control, and (3) assist universities, hospitals, and research institutions in their studies of cellular anomalies. All these put the PCC in a leadership position to direct basic and clinical cancer research in the Philippines, in collaboration with the Philippine National Health Research System (PNHRS).

Relevant research agenda on health include PNHRS' National Unified Health Research Agenda 2017-2022, Department of Health (DOH)'s Research Priorities for CY 2021-2022, Medium Term Health Research Agenda 2023-2028, and Department of Science and Technology's (DOST) Harmonized National R&D Agenda 2017-2022 (HNRDA). Cancer-related research priorities identified by PNHRS and DOST were on drug discovery and development; early detection, prevention and control of non-communicable diseases; diagnostics; omic technologies, bioinformatics and biobanking; and functional foods (HNRDA, 2017)

Cancer research is important to healthcare providers and policymakers for sound decision making, both at the level of individual patient care and population preventive services. With the limited resources of the country, these must be focused on research topics that will have the most impact on the health of Filipinos (PNHRS, 2016). Since the current research agenda lacks specific cancer-related topics and themes, it is prudent that we undertake this cancer research agenda setting in line with DOH's major mandate to "provide national policy direction, and develop national plans, technical standards and guidelines on health", which covers research. Further, the creation of the PCC Cancer Research Agenda will ensure that future research topics for cancer will have the most impact on the health of the Filipinos.

General Objective

Develop the PCC Cancer Research Agenda for 2023-2028

Specific Objectives

1. Identify contextual and situational factors (global, regional, and local) to be considered in cancer research priority setting for the Philippines.
2. Rank cancer research topics according to a set criteria and method.
3. Prepare the following plans for the implementation of the PCC Cancer Research Agenda:

- a. Implementation plan
- b. Dissemination plan
- c. Monitoring and evaluation plan

Scope of Work and Expected Outputs or Deliverables

The table below illustrates the MINIMUM outputs/deliverables during the Contract Execution Stage.

Table 1. Expected Outputs and Timeline of the Project

Scope of Work	Deliverables/Outputs	Timeline
<i>Preparatory Phase</i>		
Develop a detailed plan of action on how to conduct the project	<p>Inception report containing the following data but not limited to:</p> <ul style="list-style-type: none"> a. Detailed plan of action and schedule on how to conduct the project, including significance of the project, clear objectives (general and specific) and goals (short, medium and long-term), framework, methodology and processes for data collection, analysis, validation, consultation, and presentation of findings; b. Identification of contextual and situational factors and develop and overarching framework and context map; c. Implementing framework, methodology, target participants, data collection tool/s, processes for data collection, analysis, validation, consultation and presentation of findings; and, d. Project management and control plan which outlines the roles and responsibilities of the project team, and the support needed from PCC and DOH 	Two (2) weeks after issuance of Notice to Proceed

<p>Prepare and develop a Monitoring and Evaluation (M&E) Plan</p>	<p>A M&E Plan based on the overarching framework containing the following data but not limited to:</p> <ul style="list-style-type: none"> a. List of stakeholders who will perform the activities in the plan; b. Activities that will be monitored; c. Timeline of activities that will be monitored; and, d. Methods of monitoring and evaluation. 	<p>2 weeks after submission of inception report</p>
<p>Prepare and develop an Implementation Plan</p>	<p>An implementation plan that consists how the prioritization activities will be carried out and plans to carry out the topics identified in the agenda. This plan should contain the following information but not limited:</p> <ul style="list-style-type: none"> a. Funding sources and mechanisms; b. Governance mechanisms; and, c. Existing research systems. 	<p>2 weeks after submission of M&E Plan</p>
<p>Prepare and develop a Dissemination Plan</p>	<p>A dissemination plan that identifies the target users of the agenda; describe their roles as funders, implementers, or end-users; determine the timing of dissemination and identify the most appropriate venues, media, and materials to be used.</p>	<p>2 weeks after submission of Implementation Plan</p>
<p>Collect the best available information through several methods (i.e., literature review, desk review) and process the data using the best methods available</p>	<p>Synthesis of the best available information using the best available methods (i.e., Combined Approach Matrix and Essential National Health Research Strategy)</p>	<p>Three (3) weeks after submission of M&E Plan, Implementation Plan, and Dissemination Plan</p>
<p>Determine equitable stakeholder composition</p>	<p>a. List of stakeholders and their involvement in the entire process of health research, from agenda setting to</p>	<p>3 weeks after submission of synthesis of evidence</p>

	utilization, monitoring, and evaluation; and, b.Criteria for stakeholder representation.	
<i>Implementation Phase</i>		
Generate an initial list of cancer-related research topics	Initial list of cancer-related research topics which may be generated from the information gathered during the preparatory phase and information from all stakeholders involved.	2 weeks after preparatory phase
Criteria for prioritizing cancer-related research topics	Determine the criteria needed to prioritize cancer-related research topics considering the three dimensions of criteria for prioritization (i.e., public health benefit, cost, and feasibility).	2 weeks after generating an initial list of cancer-related topics
Prioritize cancer research topics according to a set criteria and method	Print ready PCC Cancer Research Agenda, following the PNHRS's Guidelines for Health Research Prioritization (2016).	3 weeks after generating initial list of cancer-related topics and determining the criteria for prioritization
Facilitate the project implementation based on the consensus process of the agenda setting activity		Every scheduled meeting
Document the agenda setting activity	Minutes and summary tables for each agenda setting activity/meeting.	Every scheduled meeting
<i>Post-implementation Phase</i>		
Report and presentation of the prioritization process and its results	a.Research brief including recommendations to DOH and sustainability plans; b.Final report of the cancer research agenda prioritization process; and, c.PCC Cancer Research Agenda (Technical Narrative Report and Financial Plan).	3 weeks after the implementation phase
<i>Other Project-related Activities</i>		

Organize, facilitate, prepare, document, coordinate needs for the conduct of activities such as communication and follow-up with target participants, setting meetings, logistical requirements, administrative needs, photo and video documentation.

Set up a cloud folder where to store all project materials (raw data, recordings, minutes of meetings, photos, references, etc.). The cloud folder must be set-up at the start of the project and regular uploading of draft and final files must be done.

Facilitate regular project meetings (at least once a month) and submit monthly progress reports.

Project Duration

The maximum project duration is six (6) months from the issuance of Notice to Proceed.

Project Site

The Consultant shall report to the office of the Philippine Cancer Center located in the Philippine Cancer Center Building at the Lung Center of the Philippines Compound, Quezon Avenue, Quezon City, Philippines

Implementation Arrangement

A. Contact Persons

All communications must be addressed to:

ALFONSO G. NUÑEZ III, FPCS, MMHOA, MD
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
Senior Health Program Officer III
E-mail: kddunlao@doh.gov.ph

BIENVENIDO S. CABARO III
Supervising Health Program Officer IV
E-mail: bscabaro@doh.gov.ph

B. 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 Research Agenda They are required to brief the PCC-MO 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.

C. 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/ progress reports and/or needed documents to the PCC on time for acceptance.

- a. The PCC shall review the submitted technical/ progress reports and/or documents. If accepted, the reports and/or 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 reports and/or documents.
- b. The Consultant shall modify the reports and/or documents 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
 - iii. Tables and figures
 1. Must be oriented properly and footnotes be placed at the bottom of the table as needed.
 2. 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.
 - iv. Any data gathered through literature search must be cited properly. References must also be listed chronologically using the APA format.
 - v. Timelines must be also presented neatly and chronologically using charts (i.e., Gantt chart).

Table 2 below lists the specific details for each report. Note that these details may change if necessary.

Table 2. Specific Report Details and Technical Requirements

Type of Report	Specific Details
Inception Report	<p>The Inception Report must contain the following details but not limited to:</p> <ol style="list-style-type: none"> 1. Significance of the project 2. Project timeline 3. General and specific objectives 4. Short, medium, and long-term goals 5. Framework, methodology and processes for data collection, analysis, validation, consultation, and presentation of findings 6. Contextual and situational factors 7. Overarching framework and context map 8. Implementing framework 9. Target participants 10. Data collection tools 11. Project management and control plan
M&E Plan	<p>The M&E Plan must contain the following details but not limited to:</p> <ol style="list-style-type: none"> 1. Categorized list of stakeholders and their roles 2. List of activities that will be monitored 3. Timeline of activities 4. Methods of monitoring and evaluation
Implementation Plan	<p>The Implementation Plan must contain the following details but not limited to:</p> <ol style="list-style-type: none"> 1. List of possible funding sources and mechanisms 2. Governance mechanisms 3. Research systems
Dissemination Plan	<p>The Dissemination Plan must contain the following details but not limited to:</p> <ol style="list-style-type: none"> 1. List of target users of the PCC Cancer Research Agenda and their roles 2. Timing of dissemination 3. Venues, media, and materials to be used for dissemination
Evidence Synthesis	<p>The Evidence Synthesis must contain the following details but not limited to:</p> <ol style="list-style-type: none"> 1. Synthesis of the best available information using the best available methods (i.e., Combined Approach Matrix and Essential National Health Research Strategy) 2. List of references using APA format
Stakeholder Composition	<p>The Stakeholder Composition must contain the following details but not limited to:</p>

	<ol style="list-style-type: none"> 1. List of stakeholders and their involvement in the entire process of health research, from agenda setting to utilization, monitoring, and evaluation 2. Criteria for stakeholder representation
Implementation Phase Reports	<p>The Implementation Phase Reports must include the following but not limited to:</p> <ol style="list-style-type: none"> 1. Initial list of cancer research topics 2. Criteria for prioritizing cancer-related research topics 3. Print ready PCC Cancer Research Agenda, following the PNHRs's Guidelines for Health Research Prioritization
Technical Narrative and Financial Report	<p>The Technical Narrative and Financial Report must include the following but not limited to:</p> <ol style="list-style-type: none"> 1. Documentation of the whole research agenda setting process 2. Financial report for the implementation of the research agenda
Minutes of the Meeting	<p>The Minutes of the Meeting must contain the following details but not limited to:</p> <ol style="list-style-type: none"> 1. Meeting title 2. Date and time of the meeting 3. Agenda 4. List of participants, their designation and affiliation 5. Summary table of agreements 6. Full summary of the meeting and agreements made for each agenda 7. Schedule of the next meeting 8. Ways forward

Roles and Responsibilities

Philippine Cancer Center

1. Provide financial compensation to the consultant in accordance with the required 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. Create a Technical Working Group (TWG) who will guide the development of this project. The TWG will be composed of representatives from (1) Health Policy Development and Planning Bureau; (2) Disease Prevention and Control Bureau (i.e., Specialty Care Division and Evidence Generation Management Division); (3) Designated Specialty Centers for Cancer Care; (4) academe; (5) research institution; and, (6) National Integrated Cancer Control Council

7. Provide logistic and technical support as needed to facilitate consultative meetings for the project.
8. Assume primary responsibility for the acceptance of the project deliverables and coordination with DOH offices.

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. 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 the conduct of health- and/or education-related capacity building, research, policy development, research agenda development or other project implementation;
2. Has undertaken projects within the last two (2) 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).

Required Qualifications of Key Personnel

Minimum Team Composition	Post-graduate education/ Training	Expertise/ Skills/ Competencies	Minimum Number of Years of Work Experience
<i>Project Lead</i> At least three (3) years working experience in public health or health policy, social sciences, education, development	University degree in public health, health policy, social sciences, education, development studies, or related fields. Postgraduate degree in the abovementioned field	Former training in health-related research, health research prioritization, and cancer-related research. Excellent coordination, facilitation, good organizational, project	At least three (3) years of experience in health-related research. At least three (3) years of

<p>studies, or related fields.</p> <p><i>Other Essential Staff:</i> <i>Assistant Project Lead</i> <i>Facilitator</i> <i>Technical Writer</i></p> <p>At least three (3) years working experience in the health sector demonstrated related experience in the abovementioned field of expertise - public health, health policy, medicine and allied health sciences, social sciences, development studies.</p>	<p>of study is an advantage.</p> <p>Training related to research agenda setting, policy development, and research capacity building is an advantage.</p>	<p>planning and management skills.</p> <p>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.</p> <p>Excellent technical writing skills and able to adapt to project demands and submit deliverables within timelines.</p> <p>With excellent verbal and written communication skills in English and Filipino.</p> <p>Previous experience in working with the Department of Health or other government agencies is an advantage.</p>	<p>experience in facilitating health research-related discussion.</p>
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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.

Experience and Credibility of Consulting Firm

Criteria	Weight
<p>Years of relevant work experience</p> <ul style="list-style-type: none"> • ≥5 years (10%) • 4 years (8%) • ≤3 years (5%) 	10
<p>Has undertaken projects within the last two (2) years related to the scope of work or audiences</p> <ul style="list-style-type: none"> • ≥5 projects (10%) • 3-4 projects (8%) • ≤2 projects (5%) 	10
<p>Has undertaken project/s within the last three (3) years with national government agencies (NGAs)</p>	5

<ul style="list-style-type: none"> • ≥ 5 projects (5%) • 3-4 projects (4%) • ≤ 2 projects (3%) 	
Total Grade	25

Qualification of Key Personnel Assigned to the Job - 25%

Criteria	Weight
Post-graduate education <ul style="list-style-type: none"> • Graduate degree (10%) • Bachelor's degree (8%) 	10
Experience <ul style="list-style-type: none"> • ≥ 5 years (15%) • 4 years (13%) • ≤ 3 years (10%) 	10
Training <ul style="list-style-type: none"> • ≥ 16 hours of required training (5%) • 8-15 hours of required training (3%) • < 8 hours of required training (2%) 	5
Total Grade	25

Plan of Approach and Methodology

Criteria	Weight
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 Grade	50

Approved Budget

The financial proposal shall not exceed the Approved Budget for the Contract (ABC) of Five Hundred Thousand Pesos (Php500,000.00) inclusive of taxes and duties. Those exceeding the ABC shall be automatically rejected.

Proposed Terms of Payment

<u>PAYMENT NO.</u>	<u>DELIVERABLES</u>	<u>PERCENTAGE</u>
1	<ul style="list-style-type: none">• Report on the contextual and situational factors• Overarching Framework and Context Map• M&E Plan• Implementation Plan• Dissemination Plan• Report on the collected and synthesized information needed for the prioritization activity• Criteria for stakeholder representation and final list of stakeholders	15%
2	<ul style="list-style-type: none">• Initial list of research topics• Criteria for prioritization of research topics• Final list of research topics	35%
3	<ul style="list-style-type: none">• Final report of the cancer research agenda prioritization process• PCC Cancer Research Agenda	50%

Evaluation Procedure

Quality Based Evaluation, Minimum passing score is 75 points.

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.”

Signature over Printed Name

[date of signing]

In the capacity of:

Duly authorized to sign bid for and on behalf of:

[Title or other appropriate designation]

[Name of Company]

[Complete office address]

[Telephone No./Facsimile No.]

[Official Email Address]

TPF 1. Technical Proposal Submission Form

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

I, the undersigned, offer to provide the consulting services for [Title of Project/Ref. Code]. I am hereby submitting my Bid, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope.

My Bid is binding upon us and subject to the modifications resulting from contract negotiations.

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

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

I remain,

Yours sincerely,
Authorized Signature:
Name and Title of Signatory:
Address:
Email Address:
Tel. No./Fax No.:

TPF 2. Consultant's References

Relevant Services Carried Out in the Last Three (3) 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:		
Name of Client:		
Address:		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:		

Consultant's Name: _____

Instructions on how to fill up the Consultant's References

Project Name	Complete name or title of the project. Example: System Development of Drug Test Operation and Management Information System
Country	Name of country where the project was developed. Example: Philippines
Location within Country	Complete name of municipality/city/district/province where the project was developed in that country. Example: Manila
Professional Staff Provided by Your Firm/Entity (profiles)	Write the number and positions of all staff provided by the firm/entity to the project. Example: 1 Project Manager, 2 Systems Analysts, 4 Programmers
Name of Client	Write the name, company name, firm or institution name of the client. Example: Department of Health
No. of Staff	Write the total number of staff assigned to the project. Example: 15 Staff
Address	Write the complete address of the client. Include Name of Contact Person and telephone number. Example: Department of Health, San Lazaro Compound, Sta. Cruz, Manila 1006. Contact Person=Coney Liberan Tel # 7438301 loc 1932
No. of Staff-Months; Duration of Project	Write the total staff-months and duration of the project. Example: 60 man-months; 3 months
Start Date (Month/Year)	Write the start date in month and year. Do not use number to represent the month. Example: January, 2005
Completion Date (Month/Year)	Write the end date in month and year. Do not use number to represent the month. Example: December, 2005
Approx. Value of Services (in Current US\$):	Write the amount of the contracted project in dollar and peso equivalent (i.e. \$1 = ₱ 55.00). Example: \$ 1,000.00 (₱ 55,000.00)
Name of Associated Consultants, if any:	Write the name of other consultants associated to the project, if applicable. Example: ABC Consultants Philippines.
No. of Months of Professional Staff Provided by Associated Consultants:	Write the number of months of professional staff provided by the associated consultants to the project. Example: three (3) months
Name of Senior and Junior Technical Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:	Write the names, positions and functions performed by the senior and junior technical staff assigned to the project. Example: Juan Dela Cruz, Systems Analyst: Conduct user requirements analysis, Develop functional and technical design, others ...
Narrative Description of Project:	Provide a concise description on the following: 1. What the project is 2. Objectives of the project 3. Limitations of the project 4. Systems or Functions involved in the development of the project 5. Short description of each system or function 6. Technology solutions adapted (Programming Language, database management system, network environment, others) and innovations incorporated.

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.

Name and Title of Signatory:
Address:
Email Address:
Tel. No./Fax No.:

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 subconsultant, **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)

Proposed Position: _____

Name of Consultant: _____

Profession: _____

Date of Birth: _____

Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of your experience and training most pertinent to tasks on project. Describe degree of responsibility you've held on relevant previous projects and give dates and locations. Use about half a page.]

Education:

[Summarize college/university and other specialized education of, 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 you've held since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Languages:

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

Certification:

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

[Signature of Consultant] Date: _____
Day/Month/Year

Instructions for filling up the Curriculum Vitae (CV)

Proposed Position	Complete position title to be assigned for this NHDD project. Example: Quality Assurance Manager
Name of Firm	Complete name of the firm/company/institution. Example: ABC Incorporated
Name of Staff	Complete name of the staff/personnel to be assigned to the project, i.e. Last name, First name Middle name. Example: Capistrano, Gloria Cruz
Profession	Current job and/or line of work. Example: Civil Engineer
Date of Birth	Date of birth using the format <month><day>, <year>. Example: May 6, 1965
Years with Firm/Entity	Compute the number of years and/or months of employment with the firm. Example: 1) February 1, 2005 to present (ABC Incorporated) = 5 months 2) February 1, 2005 to present (ABC Incorporated) = 1 year 5 months January 1, 2004 to December 31, 2004 (XYZ Corporation) January 1, 2003 to December 31, 2003 (ABC Incorporated)
Nationality	Nationality of the personnel. Example: Filipino
Membership in Professional Societies:	Name of Organization/Professional Societies.
Detailed Tasks Assigned:	Activities/Tasks to be assigned to the personnel for this project. Use the following for activities/tasks: Systems/Process Reengineering = review of current processes, procedures, activities; identification of gaps, improvements and implementing changes. User Requirements = gathering of requirements from end-users. Systems Analysis = study, review, analysis and recommendations to improve existing systems Systems Design = formulation/development of functional and technical design of the system including database, network and others. Systems Development = coding/writing and testing of programs to turn the user requirements into a workable or running software. Systems Implementation = includes training, data conversion activities, migration, deployment and other activities required to put the system into operation.
Key Qualifications	
Experience: Position Head Company/Organization Location Major Tasks Dates (month and year)	Complete position title. Example: Systems Analyst Complete Name of Company Example: ABC Incorporate Location of Assignment/Project Example: Surigao Del Norte <Use activities in Detailed Tasks Assigned> Example: User Requirements Dates From to To Example: Jan 1, 2004 to Dec 31, 2004 OR Jan 2004 to Dec 2004

Relevant Training:	<Include only training equal to or greater than 40 hours>
Course Description Training Institution Venue Dates of Training No. of Training Days	Complete title of the course or training. Example: Java Programming Name of School or Training Institution/Company/Organization Example: FGH Computer Training Institute Place of Training. Example: Makati City Training Date <u>From</u> to <u>To</u> Compute/Add total number of days
Education	
School Degree/Honors Received Dates	Name of School. Example: University of Santo Tomas Degree/Honors. Example: BS Computer Science Month/Year <u>From</u> to <u>To</u> Example: June 1977 to March 1982
Employment Record	
Dates Position Held Company/Organization Location Major Tasks	Exact Date <u>From</u> to <u>To</u> Example: January 1, 2004 to December 31, 2004 Complete position title. Example: Quality Assurance Manager Complete name of company/organization. Example: ABC Incorporated Location or area of assignment. Example: Norala District, South Cotabato <Use activities in Detailed Tasks Assigned> Example: User Requirements
Languages	Name of Language, proficiency level in speaking, reading and writing. Example: English, S=Excellent, R=Excellent,
Certification	Personnel and authorized representative of the firm must sign the curriculum vitae. Write the date in day/month/year format. Write the complete name of the personnel/staff. Write the complete name of the authorized representative.

TPF 7. Time Schedule

	Months (in the Form of a Bar Chart)												
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)										h	h	h

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	

Name and Title of Signatory:

Address:

Email Address:

Tel. No./Fax No.:

FPF 1. Financial Proposal Submission Form

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

I, the undersigned, offer to provide the consulting services for [Title of Project/Re. Code]. My attached Financial Proposal is for the sum of [amount in words and figures]. This amount is exclusive of the local taxes, which I have estimated at [amount(s) in words and figures].

My 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].

I acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to my Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid.

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

I remain,

Yours sincerely,
Name and Title of Signatory:
Address:
Email Address:
Tel. No./Fax No.:

FPF 2. Summary of Costs

Costs	Currency(ies) ¹	Amount in Philippine Pesos
Subtotal		
Local Taxes		
Total Amount of Financial Proposal		_____

Name and Title of Signatory:

Address:

Email Address:

Tel. No./Fax No.:

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		
Reimbursable		
Miscellaneous Expenses		
Subtotal		_____

Name and Title of Signatory:

Address:

Email Address:

Tel. No./Fax No.:

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
Local staff				
Consultants				
Grand Total				_____

Name and Title of Signatory:

Address:

Email Address:

Tel. No./Fax No.:

³ Staff months, days, or hours as appropriate.

FPF 5. Reimbursable per Activity

Activity No: _____

Name: _____

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

Name and Title of Signatory:

Address:

Email Address:

Tel. No./Fax No.:

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. Miscellaneous 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. Software				
4.	Grand Total				_____

Name and Title of Signatory:

Address:

Email Address:

Tel. No./Fax No.

Omnibus Sworn Statement

[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.

X-----X

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)

**PROCUREMENT OF CONSULTING SERVICES FOR THE DEVELOPMENT OF THE
PHILIPPINE CANCER CENTER RESEARCH AGENDA (PCCRA) FOR 2023-2028
SVP NO. 2023-016**

NO.	
1. REQUIREMENT	
A. TECHNICAL PROPOSAL	
TPF 1	Technical Proposal Submission Form
TPF 2	Consultant’s References
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 4	Description of the Methodology and Work Plan for Performing the Project
TPF 5	Team Composition and Task
TPF 6	Curriculum Vitae (CV)
TPF 7	Time Schedule
TPF 8	Activity (Work Schedule)
B. FINANCIAL PROPOSAL	
FPF 1	Financial Proposal Submission Form
FPF 2	Summary of Costs
FPF 3	Breakdown of Price per Activity
FPF 4	Breakdown of Remuneration per Activity
FPF 5	Reimbursable per Activity
FPF 6	Miscellaneous Expenses
LEGAL DOCUMENTS	
2. Duly signed Terms of Reference;	
3. PhilGEPS Registration Number;	
4. Mayor’s/Business permit issued by the city or municipality where the principal place of business of the prospective bidder is located or the equivalent document for Exclusive Economic Zones or Areas (2016 Revised IRR of RA No. 9184) together with the corresponding copy of receipt of payments of the said permit.	
5. Latest Annual Income Tax/Business Tax Return also refers to Value Added Tax (VAT) or Percentage Tax Return covering the previous six (6) months;	
6. Omnibus Sworn Statement (Refer to the attached forms); and	
7. Duly notarized authority of the signatory, whichever is applicable: b) Secretary’s Certificate (i.e. Corporation; Joint Venture Agreement); or c) Special Power of Attorney (i.e Sole Proprietorship; Partnership); or d) In case the signatory is the sole proprietor, copy of the DTI Certificate of Registration or PhilGEPS Registration (Platinum Membership)	