



Republic of the Philippines
PHILIPPINE CHILDREN'S MEDICAL CENTER
Bids and Awards Committee

Quezon Avenue, Quezon City 1100

924-6601 to 25 Website: www.pcmc.gov.ph email: hiss@pcmc.gov.ph

SECTION I

Request for Expression of Interest

Project Management Services for Construction of the Philippine Children's Medical Center's New Hospital Building – Phase II

REI-2019-104



Republic of the Philippines
DEPARTMENT OF HEALTH
PHILIPPINE CHILDREN'S MEDICAL CENTER

Quezon Avenue, Quezon City 1100

website: www.pcmc.gov.ph email: officeofthedirector@pcmc.gov.ph

Trunkline: 588-9900 DirectLine: 924-0836 Fax No: 924-0840

**REQUEST FOR EXPRESSION OF INTEREST
REI-2019 -104**

The PHILIPPINE CHILDREN'S MEDICAL CENTER (PCMC), through PCMC Corporate Operating Budget (COB) for CY 2019 intends to apply the sum of *Nine Million Pesos (Php 9,000,000.00)* being the Approved Budget for the Contract (ABC) to payment under the contract. Bids received in excess of the ABC shall be automatically rejected at the opening of financial proposal

Name of Project	Approved Budget for the Contract	Cost of Bidding Documents
Procurement of Consulting Services for the Project Management Services for Construction of PCMC's New Hospital Building – Phase II	Php 9,000,000.00	Php 10,000.00

SCHEDULE OF ACTIVITIES

1. Issuance of Eligibility Requirements (start) : June 6 , 2019
8:00 AM – 5:00 PM
BAC Office
2. Submission of Eligibility Documents : On or before June 14, 2019
9:30 A.M.
Guard-On –Duty, Executive Offices
3. Opening of Eligibility Documents : June 14, 2019, 10:00 A.M.
Audio Visual Room

Interested bidders may obtain further information from PCMC-BAC Secretariat Office , 2nd floor, PCMC Quezon Ave. cor. Agham Road, Quezon City and inspect the bidding documents at the address given above during 8:00 AM to 5:00 PM Monday to Friday.

The PCMC shall draw up the short list of consulting firms from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The criteria and rating system for short listing are:

- | | | |
|---|---|-------------------|
| a) Applicable Work Experience of the Consultant | - | 50 points |
| b) Qualification of the Consultant | - | 30 points |
| c) Current Workload Relative to the Capacity | - | <u>20 points</u> |
| TOTAL | | 100 points |

**REQUEST FOR EXPRESSION OF INTEREST
REI-2019-104**

In order to be shortlisted, consultant must obtain a minimum total score of 70 points.


Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of R.A. 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

The evaluation procedure to be adopted shall be *Quality Cost Based Evaluation/Selection(QCBE/QCBS)* procedure. The Technical and Financial Proposals shall have weights of **80%** and **20%** respectively. Only Bids whose technical evaluation score of **seventy percent (70%)** shall have their financial proposal opened and evaluated. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

The contract shall be completed within **eight hundred forty (840) calendar days**.

The PCMC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.


SHEILA ANN D. MASANGKAY, MD
Chairperson, BAC



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SECTION II

Eligibility Documents

Consultancy Services for the One (1) Lot Project Management Services for the Construction of PCMC New Building – Phase II

REI-2019-104

Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the EDS.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the EDS.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

- (a) Class “A” Documents –

Legal Documents

- i. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, For procurement to be performed overseas, it shall be subject to the Guidelines to be issued by the GPPB.

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the EDS. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy thereof shall be similarly sealed duly marking the envelopes as “COPY NO. ___ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the [EDS](#) shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC specified in the [EDS](#);
 - (d) bear the specific identification of this Project indicated in the [EDS](#); and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the [EDS](#). In case the deadline for submission of bids fall on a non-working day duly declared by the president, governor or mayor or other government official authorized to make such declaration, the deadline shall be the next working day.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 5 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the EDS. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the EDS shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the EDS.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.



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SECTION III

Eligibility Data Sheet

Consultancy Services for the One (1) Lot Project Management Services for the Construction of PCMC New Building – Phase II

REI-2019-104

Section III. Eligibility Data Sheet

Eligibility Documents	
1.2	Consultancy Services for the One (1) Lot Project Management Services for the Construction of PCMC New Building Phase II
1.3	No further instructions.
2.1	<p>The Consultant shall submit the following <u>Eligibility Documents arranged, numbered and tabbed</u> as enumerated below:</p> <p>A. Class “A” Documents:</p> <ol style="list-style-type: none"> 1. Registration Certificate from SEC, Department of Trade and Industry (DTI) for sole proprietorship, or CDA for cooperatives. 2. 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. <p style="text-align: center; color: red;"><i>In cases of recently expired Mayor’s/Business permits, it shall be accepted together with the official receipt as proof that the bidder has applied for renewal within the period prescribed by the concerned local government unit, provided that the renewed permit shall be submitted as a post-qualification requirement in accordance with Section 34.2 of this IRR</i></p> <ol style="list-style-type: none"> 3. Valid Tax Clearance Certificate per Executive Order 398, series of 2005, as finally reviewed and approved by the BIR. <p>NOTE:</p> <ol style="list-style-type: none"> 1. Bidders may still submit the Class “A” Eligibility Documents required to be uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR; or 2. If already registered in the PhilGEPS under Platinum category, the Certificate of Registration and Membership and its Annex A in lieu of the uploaded file of Class “A’ Eligibility Documents; or 3. A combination thereof in case any of the earlier uploaded Class “A” eligibility documents has been expired <p style="color: red;"><i>In the event the bidder opted to submit only the Class “A” Eligibility Documents, the Certificate of PhilGEPS Registration (Platinum Membership) shall remain a post-qualification requirement to be submitted in accordance with Section 34.2 of the 2016 Revised IRR of RA 9184 (Pursuant to GPPB Circular 07-2017 dated 31 July 2017)</i></p>

4. Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid **within the last ten (10) years** (*Use of Form Nos. DOBA-PCMC-SCF3a and DOBA-PCMC-SCF3b are required*)

Assignments completed by individual experts working privately or through other consulting firm cannot be claimed as the experience of the prospective bidder or that of its associate but can be claimed by the individuals in their curriculum vitae (CV).

To summarize these projects. The statement shall include, for each contract, the following:

- 4.1. the name and location of the contract;
- 4.2. date of award of the contract;
- 4.3. type and brief description of consulting services;
- 4.4. consultant's role (whether main consultant, subcontractor, or partner in a JV)
- 4.5. amount of contract (Project Cost);
- 4.6. contract duration; and
- 4.7. Project Owner's certificate of Final Acceptance or any other similar documents/instruments that would show final satisfactory acceptance/completion of the project within the last ten (10) years.

5. Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae. (*Use of Form 1, Form 2 and Form 3 are required*)

6. The consultants audited Financial Statements, showing, among others, the consultant's Total Current Assets and Liabilities, stamped "received" by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions for the preceding calendar year which should not be earlier *than two years from the date of bid submission*.

B. Class "B" Documents

7. If the prospective bidder is part of a Joint Venture, a Valid Joint Venture Agreement (*use of Form No. DOBA-PCMC-JVF6 is required*) should be submitted, in case the joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful shall be included in the bid. (*Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security*).

Each partner of the joint venture shall submit the **legal** eligibility requirements.

(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within the last ten (10) years prior to the deadline for the submission and receipt of eligibility documents.		
(ii7)	The acceptable proof of satisfactory completion of completed contract is Project Owner’s certificate of Final Acceptance or any other similar documents/instruments that would show final satisfactory acceptance/completion of the project.		
4.2	<p>Use of indelible ink color blue shall be used by the authorized signatory in signing the required forms.</p> <p>Manner of Submission: Each prospective bidder shall submit: Required: 4 SETS (each set filed in a folder , stamped “certified true copy”, properly arranged and labeled) Content of a Set: Legal Documents, Technical Documents, Financial Documents Manner of Submission: The 4 folders shall be enclosed in the expanded envelope labeled as Eligibility Documents.</p> <p>All copies should be certified as true copy</p> <table border="1" data-bbox="451 996 1360 1059"> <tr> <td data-bbox="451 996 1040 1059">COLOR CODING OF FOLDERS/ENVELOPES</td> <td data-bbox="1040 996 1360 1059">BROWN</td> </tr> </table> <p>LABEL ON THE ENVELOPE/S: Name of PROCURING ENTITY Name of CONTRACT TO BE BID REI Number DATE of Bid Opening Name of the Bidder Company Address of the Bidder Company</p> <p>IDENTIFY THE ENVELOPES: as: >Eligibility Requirements (original and copy 1,copy 2 and copy 3)</p>	COLOR CODING OF FOLDERS/ENVELOPES	BROWN
COLOR CODING OF FOLDERS/ENVELOPES	BROWN		
4.3(e)	<p>SHEILA ANN D. MASANGKAY, MD Chairperson, PCMC Bids and Awards Committee Quezon Ave, cor. Agham Road Quezon City</p>		
4.3(f)	<p>Name of Project: Consultancy Services for the One (1) lot Project Management Services for the Construction of PCMC New Building – Phase II</p>		
5	<p>The address for submission of eligibility documents is:</p> <p>Guard On-Duty Executive Offices 2nd Floor, Philippine Children’s Medical Center Quezon Avenue corner Agham Road, Quezon City</p> <p>The deadline for submission of eligibility documents is: <u>on or before June 14, 9:30 A.M.</u></p>		

8.1	<p>The place of opening of eligibility documents is :</p> <p><u>Audio Visual Room</u> <u>2nd floor,PCMC Quezon Ave. cor. Agham Road, Quezon City</u></p> <p>The date and time of opening of eligibility documents is: <u>June 14, 10:00 A.M.</u></p>										
9.1	<p>Similar contracts shall refer to: <u>Project Management Services for Health Facility with at least 200 bed capacity.</u></p> <p>Must be supported with Project Owner’s certificate of Final Acceptance or any other similar documents/instruments that would show final satisfactory acceptance/completion of the project.</p>										
9.2	<p>Criteria and Rating system for the Short listing of consultants</p> <table border="1" data-bbox="440 986 1388 1577"> <thead> <tr> <th data-bbox="440 986 1192 1016">CRITERIA</th> <th data-bbox="1192 986 1388 1016">WEIGHT</th> </tr> </thead> <tbody> <tr> <td data-bbox="440 1016 1192 1161"> A. Experience of the Firm 1. Similar Experience (35 pts) (Refer to Clause 9.1) 2. Related Experience (15pts) </td> <td data-bbox="1192 1016 1388 1161" style="text-align: center;">50pts</td> </tr> <tr> <td data-bbox="440 1161 1192 1335"> B. Qualifications of personnel to be assigned to the project 1. Education Training and Publication (10pts) 2. Technical Adequacy for Assignment 2.1 Similar Experience (15pts) 2.2 Related Experience (5pts) </td> <td data-bbox="1192 1161 1388 1335" style="text-align: center;">30pts</td> </tr> <tr> <td data-bbox="440 1335 1192 1540"> A. Current Workload relative to capacity 1. Firm’s Present/on-going Projects 1 – 2 Projects (20 pts) 3 - 4 Projects (10 pts) More than 5 projects (5 pts) </td> <td data-bbox="1192 1335 1388 1540" style="text-align: center;">20pts</td> </tr> <tr> <td data-bbox="440 1540 1192 1577" style="text-align: center;">TOTAL</td> <td data-bbox="1192 1540 1388 1577" style="text-align: center;">100pts</td> </tr> </tbody> </table> <p>To be eligible for inclusion in the short list, a consultant must obtain a Minimum or Passing Total Rating of 70 points.</p>	CRITERIA	WEIGHT	A. Experience of the Firm 1. Similar Experience (35 pts) (Refer to Clause 9.1) 2. Related Experience (15pts)	50pts	B. Qualifications of personnel to be assigned to the project 1. Education Training and Publication (10pts) 2. Technical Adequacy for Assignment 2.1 Similar Experience (15pts) 2.2 Related Experience (5pts)	30pts	A. Current Workload relative to capacity 1. Firm’s Present/on-going Projects 1 – 2 Projects (20 pts) 3 - 4 Projects (10 pts) More than 5 projects (5 pts)	20pts	TOTAL	100pts
CRITERIA	WEIGHT										
A. Experience of the Firm 1. Similar Experience (35 pts) (Refer to Clause 9.1) 2. Related Experience (15pts)	50pts										
B. Qualifications of personnel to be assigned to the project 1. Education Training and Publication (10pts) 2. Technical Adequacy for Assignment 2.1 Similar Experience (15pts) 2.2 Related Experience (5pts)	30pts										
A. Current Workload relative to capacity 1. Firm’s Present/on-going Projects 1 – 2 Projects (20 pts) 3 - 4 Projects (10 pts) More than 5 projects (5 pts)	20pts										
TOTAL	100pts										

CONFORME:

 Authorized Signatory
 Signature over printed name

 Name of Company/Firm



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SECTION IV

Bidding Forms

Consultancy Services for the One (1) Lot Project Management Services for the Construction of PCMC New Building – Phase II

REI-2019-104

TABLE OF CONTENTS

ELIGIBILITY DOCUMENTS

Statement of Completed Government and Private Contracts	DOBA-PCMC-SCF3a
Statement of On-going Government and Private Contracts including	
Contracts Awarded but not yet started.....	DOBA-PCMC-SCF3b
Joint Venture Agreement (JVA).....	DOBA-PCMC-JVF6
Eligibility Documents Submission Form	
Form 1. Statement on Nationality and Professional Registration	
Form 2. Format of Curriculum Vitae (CV) for Proposed Key Personnel Staff	
Form 3 Statement on Principals and Key Staff Involving Regulated Profession	

INSTRUCTIONS:

1. Use the Forms provided.
2. Completely fill-up the Forms by providing the required information. Write “Not Applicable” when necessary.
3. Attach supporting documents, as required in the Form/s.

**PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City**

**STATEMENT OF COMPLETED GOVERNMENT AND PRIVATE CONTRACTS
(Adapted from GPPB Sample Forms)**

Name of Bidder: _____

Name of Contract/Project	a. Client Name	a. Nature of Work/ Kind of Contract/ Kind of Goods Sold	Bidder's Role	Date Awarded	Period Covered/ Duration of Contract	Contract Amount
	b. Address	b. Indicate if " Similar " or " Not Similar ")				
	c. Contact Nos.					
	a.	a.				
	b.					
	c.	b.				
	a.	a.				
	b.					
	c.	b.				
	a.	a.				
	b.					
	c.	b.				
	a.	a.				
	b.					
	c.	b.				
	a.	a.				
	b.					
	c.	b.				

- Instructions:**
1. Completely fill-up the form.
 2. Attach clients' acceptance as supporting documents for each project listed.
 3. Photocopy this form if additional sheet is necessary.

Submitted by:

Signature over Printed Name of Authorized Representative

Date _____

**DOBA-PCMC-SCF3a
150813 Rev 0**

PHILIPPINE CHILDREN'S MEDICAL CENTER
Quezon Avenue, Quezon City

STATEMENT OF ON-GOING GOVERNMENT AND PRIVATE CONTRACTS including **CONTRACTS AWARDED BUT NOT YET STARTED**
(Adapted from GPPB Sample Forms)

Name of Bidder: _____

Name of Contract/Project	a. Client Name	a. Nature of Work/ Kind of Contract/ Kind of Goods Sold	Bidder's Role	Date Awarded	Period Covered/ Duration of Contract	Contract Amount	Value of Outstanding Contract <i>(refers to unfinished portion of contract)</i>	
	b. Address							b. Indicate if "Similar" or "Not Similar"
	c. Contact Nos.							
	a.	a.						
	b.	b.						
	c.							
	a.	a.						
	b.	b.						
	c.							
	a.	a.						
	b.	b.						
	c.							
	a.	a.						
	b.	b.						
	c.							
	a.	a.						
	b.	b.						
	c.							

Instructions: 1. Completely fill-up the form.

Submitted by:

 Signature over Printed Name of Authorized Representative

Date _____

DOBA-PCMC-SCF3b

150813 Rev 0

JOINT VENTURE AGREEMENT

KNOW ALL MEN BY THESE PRESENTS:

That this JOINT VENTURE AGREEMENT is entered into By and Between

_____, of legal age, _____, owner/
[Civil Status]
proprietor of _____ and a resident of

- and -

_____, of legal age, _____, owner/
[Civil Status]
proprietor of _____ and a resident of

THAT both parties agree to join together their manpower, equipment and what is needed to facilitate the Joint Venture to participate in the Eligibility, Bidding and Undertaking of the here-under stated project to be conducted by the **PHILIPPINE CHILDREN'S MEDICAL CENTER**

NAME OF PROJECT

CONTRACT AMOUNT

That both parties agree to be jointly and severally liable for the entire assignment.

That both parties agree that _____ and/or _____ shall be the Official representative of the Joint Venture, and is granted full power and authority to do, execute and perform any and all acts necessary and/or to represent the Joint Venture in the bidding as fully and effectively and the Joint Venture may do and if personally present with full power of substitution and revocation.

That this Joint Venture Agreement shall remain in effect only for the above-stated Projects until terminated by both parties.

**DOBA-PCMC-JVF6
150813 Rev 0**

JOINT VENTURE AGREEMENT

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

SUBSCRIBED AND SWORN TO before me this _____, day of _____, 20 ____
affiant exhibited to me any of his/her identification documents (I.D.'s)

Company ID _____
Driver's License _____
Senior Citizen ID _____
Passport No. _____
Any other valid ID _____

Notary Public _____
Until _____
PTR No. _____
Date _____
Place _____
TIN _____

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

**DOBA-PCMC-JVF6
150813 Rev 0**

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

Philippine Children’s Medical Center
Quezon Avenue, Quezon City 1100

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated _____ for
[insert date]

[Title of Project],

[Name of Consultant]

hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) _____
[Name of Consultant]
is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity’s right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Very truly yours,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

**FORM 1. STATEMENT ON NATIONALITY AND PROFESSIONAL
REGISTRATION**

(Date of Issuance)

JULIUS A LECCIONES, MD, PhD, DPA, CESO III
Executive Director
Quezon Avenue, Quezon City

Attention : **The Chairperson**
PCMC - Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the *Philippine Children's Medical Center Bids and Awards Committee* for the bidding of *One Lot Project Management for the Construction of PCMC New Building – Phase II*, I hereby certify that:

- I/We am/are a (*Nationality*) citizen wishing to participate in the bidding.
- I/We have technical and financial capabilities to satisfactorily render the required services.
- I/We possess the required professional license issued by the Professional Regulation Commission or other appropriate regulatory body (*Name of other regulatory body*) if applicable.

Very truly yours,

Name of Authorized Representative
Position
Name of Bidder

**FORM 2: FORMAT OF CURRICULUM VITAE (CV) FOR
PROPOSED KEY 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 assignment. Describe degree of responsibility held by staff member on relevant previous assignments and give dates and locations. Use about half a page.]

Experience:

Position Head	Company/Organization and Location	Major Tasks	Dates (month and year)

Relevant Training:

Course Description	Training Institution	Venue	Dates of Training	No. Training Days

Education:

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

School	Degree/Honors Received	Dates

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 assignments. For experience in last ten years, also give types of activities performed and client references, where appropriate. Use about two pages.]

Dates	Positions Held	Company/Organization & Location	Major Tasks

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. I understand that any willful misstatement described herein may lead to an administrative penalty of suspension and/or forfeiture of performance security of the firm that I am part of in this undertaking as stated in Section 69, Rule XXIII of RA 9184.

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

Full name of staff member: _____

Full name of authorized representative: _____

SUBSCRIBED AND SWORN TO before me this _____, day of _____, 20 ____ affiant exhibited to me any of his/her identification documents (I.D.'s

Company ID _____
Driver's License _____
Senior Citizen ID _____
Passport No. _____
Any other valid ID _____

Notary Public _____
Until _____
PTR No. _____
Date _____
Place _____
TIN _____

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

**FORM 3 STATEMENT ON PRINCIPAL AND KEY STAFF FOR CONSULTING
SERVICES INVOLVING REGULATED PROFESSION**

(Date of Issuance)

JULIUS A LECCIONES, MD, PhD, DPA, CESO III
Executive Director
Quezon Avenue, Quezon City

Attention : **The Chairperson**
PCMC - Bids and Awards Committee

Dear Sir / Madame:

In compliance with the requirements of the *Philippine Children's Medical Center Bids and Awards Committee* for the bidding of *Consultancy Services for the One Lot Project Management for the Construction of PCMC New Building – Phase II* , We certify that all of the owner/principals/partners and key staff of :

(Name of the Bidder)

Possess the required professional licenses issued by the Professional Regulation Commission or other regulatory body.

Name and Title	Degree	Years with Firm	Age	Nationality
1.				
2.				
3.				
4.				
5.				

Very truly yours,

Name of Authorized Representative

Position

Name of Bidder

- 2.1. For 1st to 24th month
 - a. Monthly Progress Report
 - b. Assessment Report
 - c. Delivery and Inspection Report
- 2.2. For 25 months
 - a. Final Progress Report
 - b. Punch listing Report
 - c. Final Inspection Report
- 3. Upon completion and approval by PCMC of Post-Construction Phase scope of works: 20%
 - 3.1. Report in five (5) sets of Post-Construction Phase
 - 3.2. Certificates of Completion
 - 3.3. As-built plans and CAD files
- 4. After the completion and approval of Final Acceptance 5%
 - 4.1. Submission of the Final Acceptance Report in five (5) sets
 - 4.2. Certificate of Acceptance

X.OTHER CONDITIONS

- A. Work at any part thereof that is suspended or abandoned

If the work of the Consultant is to be suspended in whole or in part due to force majeure, or for reasons beyond the Consultant's control or upon the order of PCMC, the Consultant is to be paid a fee based on the phase of work accomplished.

- B. Cost Estimates

Any statement of project construction cost or any cost estimate submitted by the Consultant shall be within the acceptable range of accuracy.

CONFORME:

 Authorized Signatory
 Signature over printed name

 Designation

 Name of Company/Firm

1. Type: Project Construction Management Firm
2. Experience: At least eight (8) years experience in any phase of project management (Planning Management Phase, Pre-construction Management Phase and Construction Management Phase) of at least two (2) notable/large scale health care facility projects with vast knowledge on motion management and proximity analysis to ensure maximum productivity in hospital operation; with at least 50% cost of the total Project Cost either on aggregate phase cost or entire project phase

Qualifications of the Key Personnel

1. Project Manager – licensed engineer with at least ten (10) years experience focused on hospital or health facility related project; with vast knowledge on motion management and proximity analysis to ensure maximum productivity in hospital operation.
2. Site Civil Engineer – licensed civil engineer with at least five (5) years experienced in the construction management of at least one (1) medium rise building.
3. Site Architect – licensed architect with at least five (5) years experience in the construction management of at least one (1) medium rise building.
4. Site Electrical Engineer – licensed Electrical Engineer with at least five (5) years experience in the electrical works construction management of at least one (1) medium rise building
5. Site Mechanical Engineer – licensed Mechanical Engineer with at least five (5) years experience in the mechanical works and fire safety system construction management of at least one (1) medium rise building
6. Site Sanitary Engineer – Licensed SE with at least five (5) years experience in the sanitary works construction management of at least one (1) medium rise building
7. Site Materials Engineer – Licensed CE with at least five (5) years experience as Materials Engineer 2 Certified by DPWH.
8. Site Safety Officer with at least five (5) years experience as safety officer of at least one (1) medium rise building with certification/accreditation from the DOLE-Occupational Health and Safety Office.
9. Certified ICT Specialist – Certified Network Specialist with at least five (5) years experience in network design, trouble shooting, firewall configuration, IPS devices and design of latest networking technologies.
10. Site Auxiliary Engineer – licensed Electrical/Electronics Engineer with at least five (5) years experience in the auxiliary works construction management of at least one (1) medium rise building.

IX. CONSULTANT’S FEE AND MANNER OF PAYMENT

A. For the above services, the approved budget shall not exceed **PhP 9 Million**

B. Payment Schedule

1. Upon completion of Pre-Construction Phase and acceptance of the following:
 - a. Inception Report not limited to methodology, organizational chart, timeline and deliverables. 10%
 - b. Signed contract of the Project.
2. Construction Phase shall be paid 25-month period Upon submission and acceptance of the following and: 65%

- Conduct final Inspection with PCMC upon completion of the items in the punch list.

GOVERNMENT IDENTIFICATION REQUIREMENT (Local and National) ECC, LLDA Permit (assistance)

3. POST – CONSTRUCTION

3.1. Project Close-out / Final Report

- Review and record all approved deviations of the as-built plans prepared by the CONTRACTOR prior to finalization for submission to PCMC. Review of electronic files shall also be included.
- Assist PCMC in the issuance of the Certificate of completion to the Contractors
- Prepare the final project management plan and other project documents which will be submitted to the PCMC, with observations and recommendations on the contractual, technical and contract time performance of the contractor. The Final Project Report should include, among others, logbooks, test results, equipment operating and maintenance manuals and the history of the project.
- Evaluate and process Contract’s applications for final payment.
- Debrief with the PCMC at completion to ensure that all outstanding problems are solved and a smooth operations start-up is achieved.

4. FINAL ACCEPTANCE

- Conduct Final Acceptance Report.
- Assist PCMC in the issuance of the Certificate of Acceptance to the Contractors.
- Evaluate and process the request of the contractor for the release of the Performance Security and retention money.
- Assist in the settlement of claims of the project to contractor, in consultation with the PCMC.

Any other related activities pertaining to the project but not mentioned in the Terms of Reference/Scope of services but are necessary to complete the project/assignment shall be performed by the Consultant as part of its services.

VII. TIME FRAME

For Project Management Services, the following time frame shall be followed:

- A. The Consultant’s services shall commence three (3) days after the date of its receipt of a written notice to proceed (NTP).
- B. The required Professional Services’ scope of work for the construction of architectural and engineering fit-out of the New Building shall be submitted to PCMC within the following time per phase three (3) days after contractor receipt of NTP:

<u>Pre – Construction Phase:</u>	shall not exceed 60 Calendar days
<u>Construction Phase:</u>	shall not exceed 750 Calendar Days
<u>Post – Construction Phase:</u>	shall not exceed 30 Calendar Days

The time of review and approval by PCMC of different works shall not be included in the period of work of the Consultant.

VIII. MINIMUM QUALIFICATION REQUIREMENTS

The minimum requirements of the Consultant on the desired expertise and qualifications of the firm and the individual personnel necessary for undertaking the project are specified as follows:

PROJECT MANAGEMENT SERVICES

Qualifications of the Firm

- Assess regularly the sufficiency of the contractor's on-site resources to support the project schedule.
- Review requests for time extension by the contractors and submit recommendation to PCMC.

2.3. Cost Monitoring

- Prepare Project Cash Flow (PCF)
- Perform value engineering and submit recommendations to PCMC
- Monitor and manage all construction activities to ensure that the PROJECT requirements are met and are according to budget.
- Monitor actual disbursements and compare these to the PCF and budget set by PCMC
- Review all Contractor's invoices with recommendation for approval and payment.
- Evaluate and resolve any Change Order applications for the approval of the PCMC.
- Review documents and monitors all changes orders for legitimacy and fairness.

2.4. Project Administration and Coordination

- Conduct management and site coordination meetings and appropriate logistics for the purpose.
- Evaluate all issues and concerns that may arise during construction and recommend solutions to the PCMC for approval prior to implementation.
- Prepare and conduct the initial, emergency and regular coordination meetings among the contractor, PCMC, END-USER, and other stakeholders directly or indirectly involved in the project, and record the minutes thereof for dissemination and documentation.
- Issue non-compliance notices to contractors and suppliers if they fail to comply with their contractual obligations.
- Monitor, oversee and supervise the execution of the project at all times for compliance with plans, specifications and other contract document.
- Coordinate with PCMC and contractor on issuances, clarifications and interpretation of plans and specifications.
- Coordinate with PCMC in the delivery of hospital equipment for installation
- Submit monthly progress reports to PCMC
- Maintain Project Records:
 - a. Jobsite Logbook of Contractor
 - b. Jobsite Logbook of PM Team
 - c. Change Order Documents
 - d. Billings of Contractors/Suppliers (Accomplishment report, Bar Chart and S-Curves)
 - e. Shop Drawings
 - f. Issued Plans Specifications
 - g. Contract Documents
 - h. Minutes of Meetings
 - i. Test Results
 - j. As-Built Document
 - k. Correspondences
 - l. Approved Samples of Materials
 - m. Building Permit and Licenses
- All works that will affect the existing structural integrity of the new building must be cleared by the project management consultant of PCMC.

2.5. Safety, Sanitation and Security Monitoring

- Review, establish and monitor safety sanitation and security requirements (safety programs) developed by the contractor, especially those safety provisions for the overall works as provided by the General Conditions of the contract, which also include on-site security, first aid, fire protection and other safety programs as approved by the PCMC, including protection of END-USER-furnished materials and equipment. The contractor shall be made aware that safety provisions do not relieve them of the responsibilities and liabilities for safety and/or property damages.

2.6. Final Inspection

- Conduct site inspection with PCMC upon the advice of the Contractor.
- Prepare a final Punch List Showing the Items which need corrections.

VI. DETAILED SCOPE OF WORK OF THE PROJECT

The Project Management Consulting Firm shall be required to carry out the following tasks:

1. PRE-CONSTRUCTION

1.1. Bidding Phase Support

- Review, analyze and recommend changes (if necessary) in the bidding documents needed for the bidding process for construction/architectural works includes but not limited to the following provision of RA 9184 and its IRR:
 - a) Construction Materials Investigation
 - b) Design Plans
 - c) Technical Specifications
 - d) Quantity and Cost Estimates
 - e) Program of Work
 - f) Proposed Construction Schedule (and estimated Cash Flow for projects with Schedule over Six (6) Months)
 - g) Site or Right-of-Way Plans including Schedule of Acquisition
 - h) Utility Relocation Plan
 - i) Design Report
 - j) Environmental Impact Statement for critical project as defined by the Department of Environment and Natural Resources (DENR)
 - k) Minimum requirements for a Construction Safety and Health Program for the project being considered
 - l) Value Engineering Studies
 - m) Bid/Tender Document
- Serve as Technical Working Group for evaluation of prospective bidder.
- Clarify all issues, questions, etc. raised by the bidders during the pre-bid conference
- Assist in the bid evaluation and post qualification and in making recommendation on the award of the construction contracts including site visits.
- Assist in the review of the draft contract and other documents between PCMC and the contractor.

2. CONSTRUCTION

2.1. Attention to Quality

- Implement a standardized Project Management Methodology and Quality Assurance Plan in order that the budget, schedule and scope are maintained within the approved project baselines.
- Review of Construction Drawings and Specifications
 - a) Review all contract documents (drawings, specifications, design reports, etc.) that are submitted for construction, including those released by the PCMC, for the proper and timely implementation of the project.
 - b) Review the program submitted by the contractor, and if found acceptable, recommend for approval to PCMC.
- Monitor and manage all construction activities to ensure that the PROJECT requirements are met and are according to standards.
- Assist the Contractors in setting-up their Contractor's Quality Control (CQC) group
- Assist the CQC group Inspecting works in progress to make sure that the plans and specifications are followed
- Witness test of materials and equipment to ensure that the plans and specifications are followed.

2.2. Attention to Timeliness

- Monitor, manage and document all construction activities to ensure that the PROJECT requirements are met and are according to schedule.
- Review schedules submitted by the contractors and recommended adjustments to PCMC, if necessary
- Anticipate potential problems and recommend preventive measures to PCMC and contractors
- Identify problems encountered and discuss with the contractors measures to solve and prevent them from recurring.

TERMS OF REFERENCE

I. PROJECT TITLE

Project Management Services for Construction of the Philippine Children's Medical Center's New Hospital Building – Phase 2

II. TYPE OF SERVICE

Project Management

III. PROJECT LOCATION

Quezon Avenue, cor. Agham Road Quezon City

IV. PROJECT BACKGROUND AND RATIONALE

The Philippine Children's Medical Center (PCMC), formerly known as *Lungsod ng Kabataan* is a 200-bed level 3 hospital with eight (8) Service Centers of Excellence as follows: 1.) Child Neuroscience Center 2.) Perinatology-Neonatology-Pediatric Gynecology Center 3.) Pediatric Lung, Heart, Kidney and Liver Center 4.) Cancer and Hematology Center 5.) Adolescent Center 6.) Pediatric Critical Care Center 7.) Clinical Center for General Pediatrics and 8.) Center for Pediatric Surgery Pediatric Anesthesia and Allied Medical Services

PCMC is committed to be the leader in training in Pediatric health and takes pride in building foundations of research and ethical medical practice among its trainees. It has been operating since 1980 in its present site and has undergone major retrofitting to ensure structural integrity for the next thirty (30) years. It caters to 60% Service patients and 40% pay patients.

Proposed Project Component Description:

The PCMC Hospital Building Phase-2 comprises of architectural and engineering fit-out of the New 8-storey building at par with larger private sector hospitals in Metro Manila and address the health care needs of a growing patients' population.

To address the challenge, a call for the best and most competent consultancy services for the Project Management of the construction activities be necessary to work hand in hand with the construction firm.

Indicative Floor Requirements of the New Building please see Annex 1

Building Project Location

The New Building of PCMC is presently located at the east side of the old hospital indicated in the attached location map (Annex 2).

Building Cost Estimate

The estimated total project construction cost of Phase 2 is **PhP 496 Million**.

V. OBJECTIVE OF THE PROJECT

1. Manage the implementation of the Architectural and Engineering (A&E) fit out with application of OSHA and ISO Standards for safe building and structures. PCMC's non-negotiable criteria is to be a JCI standard compliant hospital. This is aimed to transform PCMC into a modern hospital with complete facilities coupled with environmental sustainability as mandated, thus creating an environment that supports patients recovery, comfort and education.