

# **PHILIPPINE BIDDING DOCUMENTS**

## **PROCUREMENT OF CONSULTING SERVICES FOR THE IMPLEMENTATION OF AGRI-ENTERPRISE DEVELOPMENT PROJECTS IN 11 AGRARIAN REFORM COMMUNITIES (ARC) CLUSTERS IN ARCP II-ASSISTED PROVINCES**

Reference Number: PBD-17-17

**DEPARTMENT OF AGRARIAN REFORM**  
**Government of the Republic of the**  
**Philippines**

**Fifth Edition**  
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# PART I

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## ***Section I. Request for Expression of Interest***



## **REQUEST FOR EXPRESSION OF INTEREST (RE-BID)**

### **PROCUREMENT OF CONSULTING SERVICES FOR THE IMPLEMENTATION OF AGRI-ENTERPRISE DEVELOPMENT PROJECTS IN 11 AGRARIAN REFORM COMMUNITIES (ARC) CLUSTERS IN ARCP II-ASSISTED PROVINCES**

**Reference Number: PBD-17-17**

1. The Government of the Philippines (GOP) has received a loan from the Asian Development Bank (ADB) towards the cost of the Agrarian Reform Communities Project II (ARCP II) and intends to apply part of the loan proceeds with counterpart funds from the General Appropriations Act (GAA) of 2017, amounting to Thirty-Five Million Two Hundred Forty-Four Thousand Seven Hundred Eighty-Five Pesos and Seventy-One Centavos (Php 35,244,785.71), inclusive of Value Added Tax , being the total Approved Budget for the Contract (ABC) to payments under the contract for the procurement of consulting services for the implementation of Agri-Enterprise Development Projects in 11 Agrarian Reform Communities in ARCP II-assisted provinces.
2. The Department of Agrarian Reform (DAR) now calls for the submission of eligibility documents of consulting firms for the implementation of Agri-Enterprise Development Projects in 11 ARC clusters in ARCP II-assisted provinces. Eligibility documents of interested consulting firms must be duly received by the BAC Secretariat on or before 5:00 p.m., November 3, 2017 at the Ground floor, DAR Compound, Elliptical Road, Diliman, Quezon City. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Eligible consulting firms from ADB member countries are invited to express their interest in providing the required services. Local or International consulting firms may form an association (Joint Venture) for the said provision of services. Interested firms shall fill out and submit electronically/online the “Expression of Interest” (EOI) to participate in the said procurement at the ADB’s Consultant Management System (CMS) website at <http://cms/adb.org>. In order to view the advertisement for the said procurement and submit EOI Interested firms shall: (1) register with the CMS at <http://cms/adb.org>, (2) click on “Philippines”, (3) find captioned project name and click “view”, (4) click on “submit EOI”, and (5) follow the instructions. All requested information must be filled out completely and all questions must be answered comprehensively.
4. Interested bidders may obtain further information from the DAR BAC-Secretariat and inspect Part I of the Bidding Documents (Eligibility Documents) at the address given below 8:00 a.m. to 5:00 p.m., Mondays thru Fridays.
5. The BAC, through the Consultants Selection Committee (CSC) for the Project, shall draw up the short list of consultants 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 short list shall consist of three (3) bidders obtaining the highest scores with one (1) or at most two (2) from each ADB-member country bidder. The major criteria and rating system for short listing are:

- i. Managerial competence 300 points
- ii. Technical experience 500 points
- iii. Geographical experience 200 points

6. Bidding will be conducted in accordance with relevant procedures for open competitive bidding as specified in the IRR of RA 9184 with some amendments, as stated in these bidding documents and is open to all bidders from eligible source countries as defined in the applicable guidelines of the Asian Development Bank's Guidelines on the Use of Consultants and its Consulting Services Operations Manual.
7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure and in accordance with the procedures set out in the ADB's Guidelines on the Use of Consultants and its Consulting Services Operations Manual. The rating for the technical bid shall comprise 80% of the total score while that of the financial bid shall be 20% of the total. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders. The short listed firms shall be invited to submit proposal using ADB's Simplified Technical Proposal (STP) template.
8. The contract shall be completed within six (6) months from receipt of Notice to Proceed.
9. The DAR 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.
10. For further information, please refer to:

DAR-BAC Secretariat  
Ground floor, DAR Compound  
Elliptical Road, Diliman, Quezon City  
Telephone Numbers: 453-8300; 455-5840  
Email address: [darbacsec@gmail.com](mailto:darbacsec@gmail.com)

Issued on: October 27, 2017

**(Sgd.) HERMINIA FE B. SAN JUAN**  
Assistant Secretary  
Chairperson, Bids & Awards Committee

## ***Section II. Eligibility Documents***

### **Notes on the Eligibility Documents**

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

## 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, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

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:
  - (c) contain the name of the contract to be bid in capital letters;
  - (d) bear the name and address of the prospective bidder in capital letters;
  - (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
  - (f) bear the specific identification of this Project indicated in the **EDS**; and
  - (g) 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**.

## **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:
  - (h) the name of the prospective bidder;
  - (i) whether there is a modification or substitution; and
  - (j) 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.

## ***Section III. Eligibility Data Sheet***

### **Notes on the Eligibility Data Sheet**

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

## ***Eligibility Data Sheet***

<b>Eligibility Documents</b>	
1.2	The consulting firm shall provide technical, management and advisory assistance to the Department of Agrarian Reform for the successful implementation of the Project.
1.3	<p>Foreign consultants may be eligible to participate in this Project, subject to the following conditions to be complied within ten (10) days upon receipt of the Notice of Award:</p> <p>a) must be registered with the SEC and/or any agency authorized by the laws of the Philippines;</p> <p>when the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GoP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: <i>Provided, however,</i> That the limits of such authority shall be strictly observed.</p>
2.1(a)(i)	<p>Bidders may submit their valid PhilGEPS Platinum Membership Certificate or valid Class “A” documents (refer to GPPB Circular 07-2017 dated 31 July 2017) such as:</p> <ul style="list-style-type: none"> <li>• Registration certificate from the Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives</li> <li>• 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</li> <li>• Tax Clearance per Executive Order 398, series of 2005, as finally reviewed and approved by the Bureau of Internal Revenue (BIR)</li> <li>• Audited financial statements showing among others, the prospective bidder’s total and 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 (2) years from bud submission</li> </ul> <p>If the PhilGEPS Platinum Membership Certificate is valid but the Class “A” documents that have been uploaded/reflected are for 2016, the said certificate should be accompanied by the bidder’s updated/valid Class “A”</p>

	documents (Mayor's/Business Permit, Tax Clearance, Audited Financial Statements).
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Any acceptable proof of satisfactory completion of completed contracts.
4.2	Each prospective bidder shall submit one (1) original and four (4) copies of its eligibility documents.
4.3(e)	<p>The address for submission of eligibility documents is:</p> <p style="text-align: center;">DAR-Bids and Awards Committee BAC Secretariat, Procurement Division Ground floor, DAR Compound Elliptical Road, Diliman, Quezon City</p> <p>The deadline for submission of eligibility documents is on November 3, 2017 at 5:00 p.m.</p> <p>Interested and Eligible firms should submit their EOIs electronically/online at <a href="http://cms.adb.org">http://cms.adb.org</a> on or before November 3, 2017 at 11:59 p.m. and the eligibility documents to the address above on or before November 3, 2017 at 5:00 p.m.</p>
4.3(f)	<p>ARCP II is a development program (which started in 2009 and recently extended up to December 2017) that provides a holistic support to the Comprehensive Agrarian Reform Program (CARP) by facilitating access to essential support services and markets in 152 ARCs and 11 ARC clusters spread across the six poorest regions, 19 provinces and approximately 168 LGUs, mostly located in the southern part of the country. Financed by the Asian Development Bank (ADB) and administered by the Department of Agrarian Reform (DAR), ARCP II aims to enable agrarian reform beneficiaries (ARBs) to reduce poverty and achieve sustained improvements in incomes and quality of life.</p> <p>The Project outcome is long-lasting improvements in the capabilities and well-being of poor and marginalized groups in the target communities. This outcome can be realized through an integrated and complementary package of interventions in: (i) community-driven development (CDD), (ii) agricultural and enterprise development (AED), (iii) sustainable rural infrastructure (RI) development, and (iv) project implementation and management (PIM).</p> <p>The Agriculture and Enterprise component remained focused on four sub-components namely, Agricultural Productivity Improvement, Agricultural Enterprise and Market Development, Rural Finance Services and Land Tenure Improvement. The AED component is intended to provide strategic support services to participating ARCs and ARC clusters to (i)</p>

	<p>generate sustained increases in agricultural production , productivity and household income, (ii) access rural credit, market-driven initiatives , (iii) increase economic activities and value-adding in the target areas, (iv) pilot ARC connectivity strategies, and (v) facilitate land tenure improvement.</p> <p>The Cluster approach hopes to establish competitive agribusiness enterprises that promote high value adding activities or agro-processing &amp; access to domestic and export markets. Priority will be high-value products and agro-processing with assured market. The value chain approach will be adopted which includes an assessment of the factors that affect value chain performance (i.e., access to credit, technology and markets), and the factors affecting its competitiveness (i.e., business enabling environment, end markets, inter-organizational cooperation- vertical &amp; horizontal linkages, product &amp; process upgrading).</p>						
4.3(g)	<p>The place of opening of eligibility documents is:</p> <p style="text-align: center;">FAPsO Conference Room Ground floor, FAPsO Building, DAR Compound Elliptical Road, Diliman, Quezon City</p> <p>The date and time of opening of eligibility documents is on November 6, 2017 at 1:00 p.m.</p>						
9.1	<p>For this purpose, similar contracts shall refer to contracts involving value adding enterprises, feasibility study preparation, market analysis, capacity development</p>						
9.2	<p>Shortlisting Criteria and rating system are:</p> <table style="margin-left: 40px;"> <tr> <td>i. Managerial competence</td> <td>300 pts.</td> </tr> <tr> <td>ii. Technical experience</td> <td>500 pts.</td> </tr> <tr> <td>iii. Geographical experience</td> <td>200 pts.</td> </tr> </table>	i. Managerial competence	300 pts.	ii. Technical experience	500 pts.	iii. Geographical experience	200 pts.
i. Managerial competence	300 pts.						
ii. Technical experience	500 pts.						
iii. Geographical experience	200 pts.						



## ***Section VII. Bidding Forms***

## ELIGIBILITY DOCUMENTS SUBMISSION FORM

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*[Date]*

*[Name and address of the Procuring Entity]*

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[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 therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/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.

Yours sincerely,

Signature  
Name and Title of Authorized Signatory  
Name of Consultant  
Address

**ANNEX "A"**

Standard Form Title: **Statement of Ongoing Projects**

**List of Ongoing Government and Private Contracts, including those awarded but not yet started**

Name of Consultant : \_\_\_\_\_  
 Business Address : \_\_\_\_\_

Name and Location of the Contract	Brief Description of Consulting Services	Consultant's role	Date of Award of the contract	Classification (Government / Private)	Type of Consulting Services	Amount of Contract	Contract Duration
1							
2							
3							
4							
5							
6							
7							
8							
9							

Attachments:

1. Notice of Award and / or Contract
2. Notice to Proceed issued by the Owner

Submitted by:

Name of Representative of Bidder  
Position  
 Date: \_\_\_\_\_

*One of the technical documents to be in the Eligibility Envelope of the bidder is a statement of all its on-going contracts, including those awarded but not yet started.*

**ANNEX "B"**

Standard Form Title: **Statement of Similar Completed Projects**

(For the last five years prior to the deadline of submission of eligibility documents)

**List of Completed Government and Private Contracts**

Name of Consulting Firm: \_\_\_\_\_  
Business Address : \_\_\_\_\_

Name and Location of the Contract	Brief Description of Consulting Services	Consultants role	Date of Award of the contract	Classification (Government / Private)	Type of Consulting Services	Amount of Contract	Contract Duration
1							
2							
3							
4							
5							
6							
7							
8							
9							

Attachments: Certificate/s of satisfactory completion issued by the client/s

Submitted by:

Name of Representative of Bidder

Position

Date: \_\_\_\_\_

One of the technical documents to be in the Eligibility Envelope of the bidder is a statement of all its completed contracts within the period specified in the Eligibility Data Sheet

**ANNEX "C"**

Standard Form Title: **STATEMENT ON PRINCIPALS AND KEY STAFF FOR CONSULTING SERVICES**

**Date of Issuance**

**HERMINIA FE B. SAN JUAN**

Chairperson, Bids and Awards Committee  
Department of Agrarian Reform  
Elliptical Road, Diliman, Quezon City

Dear Madam:

In compliance with the requirements of the DAR-BAC for *Invitation for Submission of Expression of Interest for the Procurement of Consulting Services for the Conduct of Agri-Enterprise Development for selected ARCS under the Agrarian Reform Communities Project II (ARCP II) (Re-Bid)*, we certify that all of the owners/principals/ partners and key staff of (Name of the Bidder) are Filipino citizens and possess the required professional licenses issued by the Professional Regulation Commission or other appropriate regulatory body.

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

Attached are their bio-data.

Very truly yours,

Name of Authorized Representative  
Position  
Name of the Bidder

