



## PRIVATIZATION AND MANAGEMENT OFFICE

104 Gamboa St., Legaspi Village, Makati City

www.pmo.gov.ph

### SECTION I. REQUEST FOR QUOTATION

#### CONSULTING SERVICES FOR THE MASTER PLAN STUDY OF THE MILE LONG COMPLEX

1. The **Privatization and Management Office (PMO)**, through its Bids and Award Committee (BAC) intends to apply the sum of **One Million Pesos (Php 1,000,000.00)**, being the Approved Budget for the Contract (ABC), to payments under the procurement, through small value, of Consulting Services for the Master Plan Study of Mile Long Complex. Quotation/Financial Proposals received in excess of the ABC shall be automatically rejected.
2. The PMO now calls for the submission of eligibility requirements (Eligibility Documents, Technical Proposals, and Financial Proposals) for the procurement, through small value, of Consulting Services for the Master Plan Study of the Mile Long Complex. Eligibility requirements (Eligibility Documents, Technical Proposals, and Financial Proposals) of Interested Consultants must be duly received by the BAC Secretariat on or before 4:00 p.m. of April 3, 2018 at the 5<sup>th</sup> Floor, Privatization and Management Office, 104 Gamboa Street, Legaspi Village, Makati City. Submitted Eligibility Requirements will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Detailed Eligibility Requirements are indicated in the Eligibility Documents (Section II) and Terms of Reference (TOR) of this Request for Quotation. Eligibility requirements must be submitted on or before April 3, 2018.
4. Interested Consultants may obtain further information from the PMO and inspect the Request for Quotation at the address given below during Monday to Friday, 8:00 A.M. to 4:00 P.M.
5. A complete schedule of activities is listed below:

ACTIVITY	DATE	TIME	VENUE
1. Issuance of Request for Quotation	March 15, 2018 to April 3, 2018	8:00 AM to 4:00 PM;	PMO Office, 5 <sup>th</sup> Floor, Gamboa St., Legaspi Village, Makati City
2. Pre-bid Conference	March 22, 2018	10:00 A.M	
3. Submission and Receipt of Quotation	On or before April 3, 2018	4:00 PM	

6. The BAC shall evaluate and select a consultant from those who have submitted Eligibility requirements 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).

Scoring shall be based on Technical documents submitted. The criteria and rating system are provided in Section II, Eligibility Documents.

7. The PMO shall evaluate quotations using the Quality Based Evaluation (QBE) procedure. The PMO shall rank the consultants in descending order based on the numerical ratings of their technical proposals and identify the Highest Rated Bid with the minimum score of 70% as indicated in the Terms of Reference (TOR).
8. The contract shall be completed within sixty (60) calendar days upon receipt of the Notice to Proceed (NTP).
9. A penalty of ONE THOUSAND PESOS (P1,000.00) per calendar day shall be charged in the event of delay in the submission of the report.
10. The PMO 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.
11. Provisions of Republic Act (RA) No. 9184 and its 2016 Revised Implementing Rules and Regulations (Revised IRR) shall apply in this procurement.
12. For further information, please refer to:

**BIDS AND AWARDS COMMITTEE (BAC)**  
PRIVATIZATION AND MANAGEMENT OFFICE  
104 Gamboa Street, Legaspi Village, Makati City  
Tel. No. (02)818-8305    Telefax No. (02)810 7578

*March 15, 2018*

**MELINDA B. CORTEZ**  
Chairperson, PMO-BAC

## SECTION II. ELIGIBILITY DOCUMENTS

### 1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding, through small value, 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.
- 1.3. 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

For this purpose, Eligibility Documents, Technical Proposals, and Quotation/Financial Proposal shall be submitted on or April 3, 2018, as indicated above.

- 2.1. (a) Eligibility Documents -

Pursuant to Appendix A, Annex H of the 2016 Revised IRR of RA No. 9184, the following documents are required to be submitted, together with the Eligibility Documents Submission Form<sup>1</sup>:

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<sup>1</sup> Annex A- Eligibility Documents Submission Form.

- (i) Mayor's or Business Permit;<sup>2</sup>
  - (ii) Professional license/ curriculum vitae;<sup>3</sup>
  - (iii) PhilGEPS Registration Number, however, Pursuant to Government Procurement Policy Board (GPPB) Circular No. 03-296, bidders are required to submit their PhilGEPS Certificate of Registration under Platinum category in lieu of their Class "A" Documents uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA No. 9184;
  - (iv) Income/ Business Tax Return;
  - (v) Omnibus Sworn Statement;
  - (b) 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 Revised IRR of RA 9184.
- 2.2 (a) Technical Proposal – Technical Proposal Submission Form shall be the cover letter of the Technical Proposal, using the form prescribed.<sup>4</sup> (TPF1 of the Bidding Documents)
- (i) Proof that the consultant/ firm is reputable with at least five years in the industry or business operation. In case of Joint Ventures, each firm should have at least five (5) years in the industry or business operation.
  - (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;

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<sup>2</sup> For individuals, only the BIR Certificate of Registration shall be submitted in lieu of DTI Registration and Mayor's Permit.

<sup>3</sup> Include this in the Technical Proposal.

<sup>4</sup> **Annex B-** Technical Proposal Submission Form.

- (ii.7) certificate of satisfactory completion or equivalent document issued by the client, in the case of a completed contract;

For this purpose, see Annex C<sup>5</sup> and D<sup>6</sup>.

- (iii) Consultants References, A brief description of the organization and outline of recent experience of the Consultant and each partner and/or subconsultant on projects of a similar and related nature as required in form TPF 2.<sup>7</sup> For each project, the outline should indicate *inter alia*, the project, contract amount and the Consultant's involvement. Information should be provided only for those projects for which the Consultant was legally contracted by itself or as one of the major participating consultants within an association. Whenever applicable, the experience of individual experts from projects completed independently or when associated with consultants other than the one with whom the individual is currently associated with cannot be claimed as the experience of the current consultant or any one of its partners and/or subconsultants, but can be claimed by the individuals themselves in their CVs. Consultants should be prepared to substantiate the claimed experience if so requested by the Procuring Entity.
- (iv) Comments, if any on the TOR (TPF 3. Comments and Suggestions of Consultants on the Terms of Reference)<sup>8</sup> to improve performance in carrying out the Project. Innovativeness shall be appreciated, including workable suggestions that could improve the quality/effectiveness of the Project.
- (v) A concise, complete, and logical description of how the Consultant's team shall carry out the services to meet all requirements of the TOR using TPF 4.<sup>9</sup> Description of the Methodology and Work Plan for Performing the Project.
- (vi) An organization chart of the key and support staff indicating their tasks and relationships amongst the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and the GoP, and other parties or stakeholders, if any, involved in the project using TPF 5. Team Composition and Task.<sup>10</sup>
- (vii) The name, age, nationality, background employment record, and professional experience of each nominated expert including ongoing projects, with particular reference to the type of experience required for the tasks assigned should be presented in the CV format shown TPF 6.

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<sup>5</sup> **Annex C** - Statement of all on going contracts.

<sup>6</sup> **Annex D** - Statement of all completed projects, similar in nature and complexity to the contract to be bid within the last five years prior to the deadline for the submission and receipt of Eligibility Requirements. "Similar project" shall refer to Master Plan, Urban Plan, Regional Plan Projects.

<sup>7</sup> **Annex E**- Consultants References.

<sup>8</sup> **Annex F**- Comments and Suggestions of Consultant on the Terms of Reference.

<sup>9</sup> **Annex G** - Description of the Methodology and Work Plan for Performing the Project.

<sup>10</sup> **Annex H** - Team Composition.

Format of Curriculum Vitae (CV) for Proposed Professional Staff.<sup>11</sup> Only one duly notarized CV for each consultant involved in the Project may be submitted for each position.

(viii) The Procuring Entity requires that each expert confirm that the content of his/her CV is correct and the experts themselves should sign the certification of the CV. In addition, the expert should submit a signed written commitment stating that the expert shall work for the Project once awarded the contract. A zero rating shall be given to a nominated expert if the expert:

(viii.1) is proposed for a domestic position but is not a Filipino citizen;

(viii.2) failed to state nationality on the CV; or

(viii.3) the CV is not signed in accordance with paragraph (v) above.

(ix) A work plan showing in graphical format (bar chart) the timing of major activities, anticipated coordination meetings, and deliverables such as reports required under the TOR using TPF 8. Activity (Work) Schedule.<sup>12</sup>

### 2.3 Quotation/Financial Proposal

2.4. 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.

2.5. 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

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<sup>11</sup> **Annex I** - Format of Curriculum Vitae for Proposed Professional Staff.

<sup>12</sup> **Annex J** - Activity Work Schedule.

- 3.1. Prospective bidders shall submit their eligibility requirements through their duly authorized representative on or before April 3, 2018.
- 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. Each prospective Consultant shall submit one (1) original and two (2) copies of its eligibility requirements. 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
  - (d) bear the specific identification of this Project indicated above and
  - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents.
- 4.2. Eligibility requirements 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 requirements must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated above.

#### **6. Late Submission of Eligibility Documents**

Any eligibility documents submitted after the deadline for submission and receipt prescribed above 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. Negotiations

- 7.1 The BAC shall inform the consultant that submitted the Highest Rated Bid of the date and place of negotiations. The aim is to reach an agreement on all points.
- 7.2 Negotiations shall cover the following:
  - 7.2.1 Discussion and clarification of the TOR and Scope of Services;
  - 7.2.2 Discussion and finalization of the methodology and work program proposed by the Consultant;
  - 7.2.3 Consideration of appropriateness of qualifications and pertinent compensation, number of man-months and the personnel to be assigned to the job, taking note of over-qualified personnel to be commensurate with the compensation of personnel with the appropriate qualifications, number of man-months and schedule of activities (manning schedule);
  - 7.2.4 Discussion on the services, facilities and data, if any, to be provided by Procuring Entity concerned;
  - 7.2.5 Discussion on the Financial Proposal submitted by the Consultant; and
  - 7.2.6 Provisions of the contract.
- 7.3 Having selected the Consultant on the basis of, among other things, an evaluation of the proposed key professional staff, the Procuring Entity expects to negotiate a contract on the basis of the experts named in the bid. Before contract negotiations, the Procuring Entity shall require assurances that the experts shall be actually available. The Procuring Entity shall not consider substitutions during contract negotiations except for justifiable reason as may be determined by the Procuring Entity, such as illness, death, or resignation, unless both parties agree that undue delay in the selection process makes such substitution unavoidable or that such changes are critical to meet the objectives of the Project. If this is not the case and if it is established that key staff were offered in the bid without confirming their availability, the Consultant may be disqualified. Once the contract has been awarded, no replacement shall be allowed until after fifty percent (50%) of the personnel's man-months have been served, except for justifiable reasons as may be determined by the Procuring Entity. Violators shall be fined an amount equal to the refund of the replaced personnel's basic rate, which should be at least fifty percent (50%) of the total basic rate for the duration of the engagement.
- 7.4 Negotiations shall include a discussion of the technical proposal, the proposed methodology (work plan), staffing and any suggestions made by the Consultant to improve the TOR. The Procuring Entity and Consultant shall then work out the final TOR, staffing, and bar charts indicating activities, staff, periods in the field and in the home office, staff-months, logistics, and reporting. The agreed work plan and final TOR shall then be incorporated in



Appendix I and form part of the contract. Special attention shall be paid to getting the most the Consultant can offer within the available budget and to clearly defining the inputs required from the Procuring Entity to ensure satisfactory implementation of the Project.

- 7.5 The financial negotiations shall include a clarification of the Consultant's tax liability in the Philippines, if any, and the manner in which it shall be reflected in the contract; and shall reflect the agreed technical modifications in the cost of the services. The negotiations shall conclude with a review of the draft form of the contract. To complete negotiations, the Procuring Entity and the Consultant shall initial the agreed contract. If negotiations fail, the Procuring Entity shall invite the Consultant whose Bid received the second highest score to negotiate a contract. If negotiations still fail, the Procuring Entity shall repeat the process for the next-in-rank Consultant until the negotiation is successfully completed.

## **8. Post Qualification**

- 8.1 The BAC shall determine to its satisfaction whether the Consultant that is evaluated as having submitted the Highest Rated Bid (HRB) complies with and is responsive to all the requirements and conditions specified in the Eligibility requirements.

The provisions of the 2016 Revised IRR of RA 9184 on Post-Qualification shall apply to this procurement.

## **9. Award and signing of contract**

The BAC shall recommend to the HOPE the award of contract in favor of the consultant with the Single or Highest rated and Responsive Proposal. In case of approval, the HOPE shall immediately enter into contract with the said consultant.

## **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.

Eligibility Documents Submission Form

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[Date]

PMO - Bids and Awards Committee  
Privatization and Management Office  
104 Gamboa St., Legaspi Village  
Makati City

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *Consulting Services for the Master Plan Study of the Mile Long Complex*, *[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

*TPF 1. Technical Proposal Submission Form*

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[Date]

PMO - Bids and Awards Committee  
Privatization and Management Office  
104 Gamboa St., Legaspi Village  
Makati City

Ladies/Gentlemen:

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

In accordance with **ITB** Clause 21.1, we confirm that the information contained in the eligibility documents submitted earlier together with the Expression of Interest remain correct as of the date of bid submission.

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

In accordance with **GCC** Clause 51, we acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our Bid irrespective of whether we enter into a contract with the Procuring Entity as a result of this Bid or not.

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

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

We remain,

Yours sincerely,

Authorized Signature:  
Name and Title of Signatory:  
Name of Firm:  
Address:

**STATEMENT OF ON-GOING PROJECTS**

List of On-going Government and Private Contracts, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid within the last FIVE (5) years prior to deadline for the submission and receipt of Eligibility Documents

Name of Consultant : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name and Location of Project	Description of the Project	Classification (Government/Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Attachment:

- 1 Notice of Award and/or Contract
- 2 Notice to Proceed issued by the Client

Submitted by:

\_\_\_\_\_  
Name and Signature of Authorized Representative of Bidder

Position:

Date:

**STATEMENT OF COMPLETED PROJECTS**

List of Completed Government and Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid within the last TEN (10) years prior to deadline for the submission and receipt of Eligibility Documents

Name of Consultant : \_\_\_\_\_

Business Address : \_\_\_\_\_

Name and Location of Project	Description of the Project	Classification (Government/Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Attachment:

- 1 Certificate of satisfactorily completion of contract issued by the client

Submitted by:

\_\_\_\_\_  
Name and Signature of Authorized Representative of Bidder

Position:

Date:

## TPF 2. Consultant's References

**Relevant Services Carried Out in the Last Five Years  
That Best Illustrate Qualifications**

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

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion (Month/Year):	Date
		Approx. Value of Services
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: \_\_\_\_\_

*TPF 3. Comments and Suggestions of Consultant on the Terms of Reference and on Data, Services, and Facilities to be Provided by the Procuring Entity*

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On the Terms of Reference:

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

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

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

*TPF 4. Description of the Methodology and Work Plan for Performing the Project*

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*TPF 5. Team Composition and Task*

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<b>1. Technical/Managerial Staff</b>		
Name	Position	Task

<b>2. Support Staff</b>		
Name	Position	Task

3. Where applicable, indicate relationships among the Consultant and any partner and/or subconsultant, the Procuring Entity, the Funding Source and other parties or stakeholders.

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

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Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

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Detailed Tasks Assigned: \_\_\_\_\_

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**Key Qualifications:**

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

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**Education:**

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

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**Employment Record:**

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

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**Languages:**

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

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**Certification:**

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

**Commitment:**

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

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

Full name of staff member: \_\_\_\_\_

Full name of authorized representative: \_\_\_\_\_

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

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

**NAME OF NOTARY PUBLIC**

**Serial No. of Commission** \_\_\_\_\_

**Notary Public for** \_\_\_\_\_ **until** \_\_\_\_\_

**Roll of Attorneys No.** \_\_\_\_\_

**PTR No.** \_\_, [date issued], [place issued]

**IBP No.** \_\_, [date issued], [place issued]

**Doc. No.** \_\_\_\_

**Page No.** \_\_\_\_

**Book No.** \_\_\_\_

**Series of** \_\_\_\_.

## TPF 8. Activity (Work) Schedule

**A. Field Investigation and Study Items**

	<i>[1st, 2nd, etc. are months from the start of project.]</i>												
	1st	2nd	3rd	4th	5th	6th	7th	8th	9th	10th	11th	12th	
Activity (Work)													
_____													
_____													
_____													
_____													
_____													

**B. Completion and Submission of Reports**

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