

REQUEST FOR PROPOSAL

REFERENCE NO.: MR26-01-003

We are inviting all interested consultancy firms to submit their best proposal for the **PROCUREMENT FOR THE CONSULTANCY SERVICES FOR THE UPDATE AND CONFIRMATORY STRUCTURAL INTEGRITY ASSESSMENT, PREPARATION OF STRUCTURAL RETROFITTING DESIGNS, PROJECT MANAGEMENT AND CONSTRUCTION SUPERVISION FOR THE NATIONAL DEVELOPMENT COMPANY (NDC) BUILDING AND THE INDUSTRY AND INVESTMENTS (I&I) BUILDING:**

TERMS OF REFERENCE

I. BACKGROUND:

The National Development Company (NDC) is a government-owned and controlled corporation organized and existing pursuant to Presidential Degree No. 1648, as amended, with principal office at the NDC Building, 116 Tordesillas Street, Salcedo Village, Makati City.

NDC owns a 12-storey building, the NDC Building and a 5-storey building with a basement and penthouse, the I&I Building, which are located at 116 Tordesillas, Salcedo Village, Makati City and 385 Sen. Gil Puyat Ave., Makati City, respectively, with both basement and roof deck composed of reinforced concrete columns, beams, shear walls and slabs.

NDC owns two (2) buildings, namely:

- a. A twelve-storey building with basement and penthouse/roof deck level known as the **National Development Company (NDC) Building**, located at 116 Tordesillas Street, Salcedo Village, Makati City; and
- b. A five-storey structure with basement and penthouse/roof deck level known as the **Industry and Investments (I&I) Building**, located at 385 Senator Gil Puyat Avenue, Makati City.

Both buildings are constructed using reinforced concrete structural systems composed of columns, beams, shear walls, and reinforced concrete slabs, which collectively form the primary framework responsible for resisting both gravity and lateral loads. These elements are critical to the overall stability, strength, and structural performance of the buildings.

The NDC Building and the Industry and Investments (I&I) Building are actively utilized as office spaces accommodating a mix of government agencies and private sector companies. Their continuous daily occupancy, high usage, and functional demands highlight the importance of maintaining their structural integrity. Given the age of the buildings and the evolving standards in structural design and safety, it is essential to conduct an update and confirmatory structural assessment. This will verify the current condition of the buildings, identify any potential deficiencies, and provide a basis for the preparation of structural retrofitting designs to ensure continued safety, serviceability, and compliance with applicable building codes and standards.

II. OBJECTIVE:

The objective of this consultancy is to provide comprehensive services for the NDC Building and the I&I Building by:

1. Conducting an **update and confirmatory structural assessment** to evaluate the current condition, identify structural deficiencies, and verify the integrity of all critical building components;

2. Developing and recommending **structural retrofitting designs** to address identified deficiencies and enhance the buildings' safety, resilience, and compliance with applicable codes and standards; and
3. Providing **project management and construction supervision services** to ensure the efficient planning, coordination, and proper implementation of retrofitting works in accordance with quality, safety, and regulatory requirements.

III. SCOPE OF WORK:

The Project shall be executed in two phases, covering the update and confirmatory structural assessment, preparation of structural retrofitting designs, and project management/construction supervision for the NDC Building and the I&I Building, with special emphasis on structural integrity and façade performance.

Package A. Structural Assessment and Retrofitting Design Analysis (60% of the Contract)

1. **Structural Assessment / Update and Confirmatory Assessment** – *this focuses on reviewing the 2018 study, inspecting the buildings, testing materials, and evaluating capacity.*
 - Conduct a comprehensive evaluation of the current condition of the NDC Building and the I&I Building, including **structural and façade conditions**. Provide Facade As-Built Plan or As-Found Plan for both buildings.
 - Review and validate the **2018 Structural Integrity Assessment** and any subsequent structural reports, including design parameters, assumptions, applied loadings, and findings.
 - Examine the existing structural layout, bracing system, structural members, configuration, joint connections, and **façade systems** of the buildings.
 - Assess the current load-carrying capacity of the structures, including foundations; excavation tests may be conducted if necessary.
 - Inspect and analyze material performance, including computation and assessment of cracks, deformations, and other signs of structural distress.
 - Conduct structural tests, as required, including **non-destructive testing (NDT), concrete core sampling, and reinforcement verification** to determine actual strength and behavior of structural members.
 - Prepare structural modeling and analysis based on the findings of the review and validation.
2. **Structural Retrofitting Design** – *this focuses on developing retrofitting schemes, preparing drawings, method statements, costing, and documentation for construction.*
 - Develop and present at least **three (3) alternative structural retrofitting schemes**, including recommendations for the most appropriate solution.
 - Prepare detailed structural engineering plans and drawings, method statements, cost estimates, and bill of quantities for the approved design to support construction and regulatory permit applications.
 - Include **recommendations for design, improvement, or future renovation of the building façades**, ensuring structural safety, aesthetics, durability, and compatibility with future architectural improvements.
 - Prepare a **Quality Assurance (QA) and Quality Control (QC) Plan** for the retrofitting works, including procedures, checklists, inspection requirements, and monitoring measures to ensure compliance with standards and proper execution during construction.

- All drawings shall be produced in **A1 format**, with accompanying figures or plates reduced to **A3 or A4** as appropriate and to scale.
- Review building occupancy and tenant arrangements, and prepare a **Gantt chart schedule** to determine activity sequencing and timelines.
- Provide technical assistance during the **procurement process** related to the retrofitting works.

Deliverables for Package A

- a. Structural Assessment Report, including façade evaluation and material testing results. Provide Façade As-Built Plan or As-Found Plan for both Buildings.
- b. Structural modeling and analysis outputs
- c. Proposed structural retrofitting schemes (minimum of three alternatives)
- d. Approved detailed retrofitting design with plans, method statements, cost estimates, and BOQ
- e. QA/QC Plan for construction
- f. Gantt chart schedule and technical assistance documentation

Package B. Construction Supervision (40% of the Contract)

The scope covers supervision of the approved retrofitting works, ensuring proper execution, compliance with design, quality standards, and applicable regulations.

- **Construction Supervision and Compliance**
 - Supervise the implementation of the approved structural retrofitting design, including **façade improvement or renovation works**, ensuring conformity with design specifications, construction standards, and safety requirements.
 - Conduct regular site inspections to monitor workmanship, materials, and adherence to approved plans and the QA/QC Plan from Phase 1.
 - Identify, document, and recommend corrective actions for any deviations or non-conformance observed during construction.
 - Supervise on-site structural and material tests, including concrete, reinforcement, and façade system verification.
- **Review and Certification of Contractor Deliverables**
 - Review and evaluate progress reports, shop drawings, accomplishment reports, and final completion reports submitted by the retrofitting contractor.
 - Verify and certify progress billings, final payment requests, and the contractor's Certificate of Completion.
 - Review and approve **as-built drawings**, including façade modifications, to ensure executed works reflect the approved retrofitting design.
- **Project Management and Coordination**
 - Serve as the primary liaison between NDC/I&I management and the retrofitting contractor.
 - Conduct regular coordination meetings to resolve technical issues, clarify design intent, and manage site logistics.
 - Track project schedules, monitor milestones, and update the Gantt chart prepared under Package A, ensuring timely completion of works.
- **Health, Safety, and Environmental Compliance**

- Monitor the contractor's compliance with occupational health and safety standards and environmental requirements.
- Ensure site operations minimize disruptions to building occupants and surrounding areas.
- **Reporting and Documentation**
 - Prepare regular progress reports for NDC management, including status updates, identified risks, delays, and proposed mitigation measures.
 - Compile a comprehensive **Final Supervision Report**, documenting the entire retrofitting process, as-built verification, QA/QC compliance, façade implementation, and recommendations for future maintenance and operations.
 - Assist in final inspection, issuance of Certificate of Completion, and handover of all as-built drawings and supporting documents.

Deliverables for Package B:

- a. Verified progress reports and site inspection records
- b. Reviewed shop drawings and accomplishment reports
- c. Certified progress and final payments, including Certificate of Completion
- d. As-built drawings and documentation
- e. Final Supervision Report with façade verification and QA/QC compliance

IV. TEAM COMPOSITION

The Consultant/Consultancy Firm will put together a team of specialist for the expeditious and effective execution of the services required by the Structural Retrofitting Design and Construction Supervision. The suggested key staff are as follows:

Package A. Structural Assessment and Retrofitting Design Analysis

1. Sr. Structural Engineer / Team Leader
2. Jr. Structural Engineer
3. Cost / Documents Engineer
4. CAD Operator (2)
5. Secretary / Encoder

Package B. Construction Supervision

6. Project Manager/Structural Engineer (0.25 M-M/month)
7. Project Engineer / Inspector (0.50 M-M/month)
8. Project Engineer / Inspector (0.50 M-M/month)
9. Secretary / Encoder (0.25 M-M/month)

The Consultant/Consultancy Firm may employ a single individual with multiple expertise in the conduct of the required works.

Submit to NDC the resume of the team using attached form (Annex A)

V. QUALIFICATION REQUIREMENT

The Consultant/Consultancy Firm must have completed at least Four (4) structural retrofitting design projects and one (1) construction supervision similar to the project for bidding over the last ten (10) years. (Annex B)

The key personnel who shall work for the project must meet the following minimum qualifications:

Key Staff	Minimum Qualifications
A. Retrofitting Design	
1. Sr. Structural Engineer / Team Leader	Licensed Civil Engineer with five (5) years experience in structural and retrofitting design
2. Jr. Structural Engineer	Licensed Civil Engineer with three (3) years experience in structural design
3. Cost Engineer / Documents Specialist	Licensed Civil Engineer with five (5) years experience in cost estimating and preparation of tender documents
4. CAD Operator (1)	Bachelor Science degree relevant to the job
5. CAD Operator (2)	Bachelor Science degree relevant to the job
6. Secretary / Encoder	Bachelor Science degree
B. Construction Supervision	
1. Project Manager / Structural Engineer	Licensed Civil Engineer with five (5) years experience in construction supervision; at least two (2) retrofitting projects
2. Project Engineer / Inspector (1)	Licensed Civil Engineer with three (3) years experience in construction supervision; at least one (1) retrofitting project
3. Project Engineer / Inspector (2)	Licensed Civil Engineer with three (3) years experience in construction supervision; at least one (1) retrofitting project
4. Secretary / Encoder	Bachelor Science degree

VI. ARRANGEMENTS TO BE PROVIDED BY NDC

The NDC will provide the Consultants with the following:

1. Make available to the Consultant existing reports, as-built plans of NDC Building and other data/information as maybe allowed under Philippine Laws;
2. Furnish all available data, maps and information required for the execution of the services as maybe allowed under Philippine Laws.
3. Office space within the building during the construction supervision phase.

VII. EVALUATION CRITERIA

Bids shall be evaluated using the Quality Cost Based Evaluation (QCBE) procedure. The Technical and Financial Proposal shall be given weights of 70% and 30%, respectively.

The criteria and rating system for the evaluation of the Technical and Financial Proposals are as follows:

A. Technical Proposal (70%)

1. Quality of Personnel to be assigned – 50 points
2. Experience and Capability of the Consultant/Consultancy Firm – 30 points

3. Adequacy of the proposed methodology and work plan in responding to the TOR
– 20 points

Item	Criteria	Max score	Actual
1.	Quality of Personnel to be assigned	50 points	
	a. <u>Education/Other Affiliations and Accreditations related</u>	15.0	
	Sr. Structural Engineer / Team Leader	4.0	
	--International and National Accreditation related as Structural Engineer	(4.0)	
	--Licensed Civil Engineer	(3.0)	
	Jr. Structural Engineer	1.0	
	-- Licensed Civil Engineer	(1.0)	
	Cost / Document Engineer	1.0	
	-- Licensed Civil Engineer	(1.0)	
	Cad Operator 1	1.0	
	--with BS degree relevant to the job	(1.0)	
	Cad Operator 2	1.0	
	--with BS degree relevant to the job	(1.0)	
	Secretary / Encoder	1.0	
	--with BS degree	(1.0)	
	Project Manager / Structural Engineer	4.0	
	-- Masters in Structural Engineering	(4.0)	
	-- Licensed Civil Engineer	(3.0)	
	Project Engineer / Inspector (1)	1.0	
	-- Licensed Civil Engineer	(1.0)	
	Project Engineer / Inspector (2)	1.0	
	-- Licensed Civil Engineer	(1.0)	
	b. <u>Training/seminar related to the job</u>	7 points	
	Sr. Structural Engineer / Team Leader	7.0	
	--5 or more trainings/seminar related to the job	(7.0)	
	--3-4 trainings/seminar related to the job	(6.0)	
	--1-2 trainings/seminar related to the job	(5.0)	
	c. <u>Length of service with consultancy firm</u>	15 points	
	Sr. Structural Engineer / Team Leader	4.0	
	--with 5 or more years with the firm	(4.0)	
	--with 3 years below with the firm	(3.0)	
	Jr. Structural Engineer	1.0	
	-- with 3 or more years with the firm	(1.0)	
	Cost / Document Engineer	1.0	
	-- with 3 or more years with the firm	(1.0)	
	Cad Operator 1	1.0	
	-- with at least 6 months or more years with the firm	(1.0)	
	Cad Operator 2	1.0	
	-- with at least 6 months or more years with the firm	(1.0)	
	Secretary / Encoder	1.0	
	-- with at least 6 months or more years with the firm	(1.0)	
	Project Manager / Structural Engineer	4.0	
	--with 5 or more years with the firm	(4.0)	

	--with 4 years below with the firm	(3.0)	
	Project Engineer / Inspector (1)	1.0	
	-- with 3 or more years with the firm	(1.0)	
	Project Engineer / Inspector (2)	1.0	
	-- with 3 or more years with the firm	(1.0)	
	d. <u>Experience in Structural Retrofitting Design and Construction Supervision</u>	13 points	
	Sr. Structural Engineer / Team Leader	4.0	
	--with 5 or more years in SRD	(4.0)	
	--with 2 to 4 years in SRD	(3.0)	
	Jr. Structural Engineer	1.0	
	-- with 3 or more years in SRD	(1.0)	
	Cost / Document Engineer	3.0	
	--with 5 or more years in SRD	(3.0)	
	-- with 2 to 4 years in SRD	(2.0)	
	Project Manager / Structural Engineer	3.0	
	--with 5 or more years in CS	(3.0)	
	--with 2 to 4 years in CS	(2.0)	
	Project Engineer / Inspector (1)	1.0	
	-- with 3 or more years in CS	(1.0)	
	Project Engineer / Inspector (2)	1.0	
	-- with 3 or more years in CS	(1.0)	
2.	Experience and Capability of the Consultant/Consultancy Firm	30 points	
	a. <u>Similar and related projects conducted on Structural Retrofitting Design (Projects conducted for building/s with at least four (4)-storey will be evaluated.)</u>	20.0	
	--4 or more projects	(20)	
	--3 projects	(15)	
	--2 project	(10)	
	b. Similar and related projects conducted on Construction Supervision	10.0	
	--3 or more projects	(10.0)	
	--2 projects	(8.0)	
	--1 project	(5.0)	
3.	Adequacy of the proposed methodology and work plan in responding to the TOR	20 points	
	a. Technical approach and methodology	16.0	
	--Substance of the proposal as to plan of approach and interpretation of project problems and solutions.	8.0	
	--Completeness of the proposal, compliance with mandatory requirements and no omission as to how any work shall be carried out as outlined in the Terms of Reference (5 pts.)	5.0	
	--Clarity of methods and approaches to be used, their soundness and practicality to Philippine condition (3 pts.)	3.0	
	b. Completeness and clarity of the proposal	4.0	

	--Appropriateness of schedule and duration of activities for each of the project task/requirements.	2.0	
	--Soundness and quality of work program/plan	1.0	
	--Clarity of presentation/organization of the proposal.	1.0	

A bidder must obtain a technical score of 60% in order to qualify

B. Financial Proposal (30%)

Using the formula: $S_f = 100 \times FI/F$

Where:

S_f = Financial Score of the Financial Proposal under consideration

FI = Price of the lowest financial proposal

F = Price of financial proposal under consideration

VIII. BUDGET, DELIVERABLES AND TERMS AND CONDITION OF PAYMENT:

The approved budget for the Contract (ABC) is **Six Million Pesos (P6,000,000.00)** inclusive of applicable taxes covering professional fees of Consultants as well as administrative expenses in the conduct of the Project: **Update and Confirmatory Structural Integrity Assessment, Preparation of Structural Retrofitting Designs, Project Management, and Construction Supervision for the National Development Company (NDC) Building and the Industry and Investments (I&I) Building, breakdown as follows:**

National Development Company (NDC) Building	P3,000,000.00
Industry and Investments (I&I) Building	P3,000,000.00

The submission of outputs and terms of payment to the Consultant shall be as follows:

No.	Particulars	% of Contract Price	Corresponding % of Work Accomplishment
	Package A (60%)		
	*Advance Payment 15% of the Package A	-	-
1	a. Structural Assessment Report, including façade evaluation and material testing results. Provide Façade As-Built Plan or As-Found Plan for both Buildings. b. Structural modeling and analysis outputs c. Proposed structural retrofitting schemes (minimum of three alternatives)	25%	25%

2	Submission of the following: a. Approved detailed retrofitting/engineering design with plans, method statements, cost estimates, and BOQ b. QA/QC Plan for construction c. Gantt chart schedule and technical assistance documentation	30%	55%
3	Consultancy services during procurement process	5%	60%
	Package B (40%)		
	*Advance Payment 15% of the Package B	-	-
4	Upon 50% completion of the Structural Retrofitting provide the following: a. Verified progress reports and site inspection records b. Reviewed shop drawings and accomplishment reports	20%	80%
5	Upon 100% completion of the Structural Retrofitting, provide the following: a. Verified progress reports and site inspection records b. Reviewed shop drawings and accomplishment reports c. Certified progress and final payments, including Certificate of Completion d. As-built drawings and documentation e. Final Supervision Report with façade verification and QA/QC compliance	20%	100%

**The amount of advance payment is 15% of the contract price payable upon submission of a written request and upon acceptance by NDC of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand. This will be deducted from the progress payment by an amount equal to the percentage of the total contract price for the advance payment.*

The final payment shall be made only upon completion of the works and upon issuance by NDC of a Certificate of Completion.

IX. DURATION OF WORK:

Twenty (20) months from receipt of the Notice to Proceed.

- A. Structural Retrofitting Design Analysis – Three (3) months
- B. Procurement Process – (BAC process)
- C. Construction Supervision – Twelve (12) months

Period	Task	Deliverables
Package A 1. Structural Assessment / Update and Confirmatory Assessment –	• Conduct a comprehensive evaluation of the current condition of the NDC Building and the I&I Building, including structural and façade conditions. Provide Façade As-Built Plan or As-Found Plan for both Buildings. • Review and validate the 2018 Structural Integrity Assessment and any subsequent structural reports, including design parameters, assumptions, applied loadings, and findings. • Examine the existing structural layout, bracing system, structural members, configuration, joint connections, and façade systems of the buildings. • Assess the current load-carrying capacity of the structures, including foundations; excavation tests may be conducted if necessary. • Inspect and analyze material performance, including computation and assessment of cracks, deformations, and other signs of structural distress. • Conduct structural tests, as required, including non-destructive testing (NDT), concrete core sampling, and reinforcement verification to determine actual strength and behavior of structural members. • Prepare structural modeling and analysis based on the findings of the review and validation. • Develop and present at least three (3) alternative structural	• Structural Assessment Report, including façade evaluation and material testing results • Provide Façade As-Built Plan or As-Found Plan for both Buildings. • Structural modeling and analysis outputs • Proposed structural retrofitting schemes (minimum of three alternatives) – 25%

2. Structural Retrofitting Design Three (3) months	retrofitting schemes, including recommendations for the most appropriate solution. • Provide detailed design Prepare detailed structural engineering plans and drawings, method statements, cost estimates, and bill of quantities for the approved design to support construction and regulatory permit applications. • Include recommendations for design, improvement, or future renovation of the building façades, ensuring structural safety, aesthetics, durability, and compatibility with future architectural improvements. • Prepare a Quality Assurance (QA) and Quality Control (QC) Plan for the retrofitting works, including procedures, checklists, inspection requirements, and monitoring measures to ensure compliance with standards and proper execution during construction. • All drawings shall be produced in A1 format, with accompanying figures or plates reduced to A3 or A4 as appropriate and to scale. • Review building occupancy and tenant arrangements, and prepare a Gantt chart schedule to determine activity sequencing and timelines.	• Approved detailed retrofitting design with plans, method statements, cost estimates, and BOQ • QA/QC Plan for construction • Gantt chart schedule and technical assistance documentation – 30%
Procurement Process – (BAC process)	• Provide technical assistance during the procurement process related to the retrofitting works.	Consultancy services during procurement process – 5%
Package B Construction Supervision – Twelve (12) months	• Construction Supervision and Compliance • Review and Certification of Contractor Deliverables • Project Management and Coordination • Health, Safety, and Environmental Compliance • Reporting and Documentation Please refer to the breakdown of activities at the Scope of Works.	Upon 50% completion of the Structural Retrofitting – 20% Upon 100% completion of the Structural Retrofitting – 20% Provide the following: - Verified progress reports and site inspection records; - Reviewed shop drawings and accomplishment reports;

		c. Certified progress and final payments, including Certificate of Completion; d. As-built drawings and documentation; e. Final Supervision Report with façade verification and QA/QC compliance.
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X. Performance Security

The Winning Bidder shall submit a Performance Security as required under Section 68 of the RA12009 or the New Government Procurement Act

ELIGIBILITY REQUIREMENTS SHALL INCLUDE THE FOLLOWING:

1. Valid and current Mayor's Permit (certified true copy)
2. PhilGEPS Registration Certificate (certified true copy) or PhilGEPS Registration Number
3. 2024 Income Tax Return or Latest Business Tax Return (certified true copy)
4. Omnibus Sworn Statement (Notarized and in accordance with GPPB Circular 04-2020 dated September 16, 2020)
5. Curriculum Vitae of the required Evaluation Team (Please refer to the format attached as ANNEX A.)

TECHNICAL PROPOSAL DOCUMENTS SHALL INCLUDE THE FOLLOWING:

1. Consultant's Organization and Experience (Brief Description of the background, organization, and general experience of the Consultancy Firm)
2. Summary of completed projects undertaken within the last five (5) years (Please refer to the format attached as **ANNEX B.**)
3. Certified True Copy of Certificate of Satisfactory Completion issued by the client for completed projects as follows:

Attach at least two (2) certificates of satisfactory completion for similar projects or related projects. One of which should have a contract cost equivalent to at least 50% of the ABC.

4. Technical Approach, Methodology, and Work Plan for Performing the Assignment
5. Team Composition, Task Assignments, and Summary of CV Information

6. Time Schedule for Key Personnel

7. Activity (Work) Schedule

FINANCIAL PROPOSAL DOCUMENTS SHALL INCLUDE THE FOLLOWING:

1. Financial Bid (Inclusive of Taxes)
2. Breakdown of Financial Bid (Rates of the personnel assigned as the Evaluation Team and Applicable Taxes)

SUBMISSION OF PROPOSAL AND REQUIRED DOCUMENTS: FEBRUARY 10, 2026

MODE OF PROCUREMENT: Negotiated Procurement – Emergency Cases

Please submit your **proposal with the required documents specified above** in a sealed envelope labelled original copy at the address stated below:

Name of Bidder:

BIDS AND AWARDS COMMITTEE
National Development Company
7/F NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City
Fax: 8840-4862
Attention: BAC Secretariat

Project Reference Number: MR26-01-003

All prices should be inclusive of VAT and other applicable government taxes. Further, please indicate in the proposal the following:

1. Terms of Payment – As stated in the TOR
2. Delivery Period – As stated in the TOR

(SIGNED)

AGM LEOPOLDO JOHN F. ACOT

Chairperson, Bids and Awards Committee

Note: See attached Annex A and B.

Format of Curriculum Vitae (CV) for the Proposed Professional StaffProposed Position: **e.g. Project Manager & Lead Evaluator**

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:*[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained using the matrix below]*

School	Date attended	Degree Obtained

*(Provide extra rows if needed)***Trainings/Seminar:***[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course title, dates attended using the matrix below].*

Training	Date attended

*(Provide extra rows if needed)****Similar Position Held on Completed Projects:**

Similar Position Held	Project	Date undertaken	Location	No. of Years
Total				

*(Provide extra rows if needed)****Similar Position Held on Present Projects:**

Similar Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

***Similar Position as required in Terms of Reference.**

Languages:

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

Language	Proficiency

(Provide extra rows if needed)

Professional Regulation Commission (PRC) License, as applicable:

PRC License	License Number / Validity date

(Provide extra rows if needed)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, the undersigned commits to work for the Project once the contract is awarded to the firm which I work for.

_____ Date: _____

[Signature of staff member]

Summary of Completed Projects

Using the format below, provide a summary of the information on completed projects undertaken by the firm within the last ten (10) years.

(Include at least four (4) structural retrofitting design projects and one (1) construction supervision project similar to the projects, and attach at least two (2) certificates of satisfactory completion for similar projects or related projects. One of which should have a contract cost equivalent to at least 50% of the ABC)

Project Name/Name of Contract	Name of Client	Location of the Contract / Client Location	Date of Award of the Contract	Start Date (Month/Year)	Completion Date (Month/Year)	Type and Brief Description of Actual Consulting Services	Consultant's Role (whether main consultant, subcontractor or partner in JV)	Amount of Contracts (In Php)	Contract Duration	Documents presented to validate completion or award to the proponent

Printed name and signature of authorized representative