



**PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAN
(GOVERNMENT SERVICE INSURANCE SYSTEM)**

**REQUEST FOR EXPRESSION
OF INTEREST (REI)
(REBIDDING)**

Procurement of Consultancy Services for
The Structural Investigation of Various GSIS
Branch Office Buildings

ABC: Seven Million Pesos (Php7,000,000.00)

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PASEGURAHAN NG MGA NAGLILINGKOD SA PAMAHALAAN
 (GOVERNMENT SERVICE INSURANCE SYSTEM)
 Financial Center, Pasay City, Metro Manila 1308

REQUEST FOR EXPRESSION OF INTEREST

CONSULTANCY SERVICES FOR THE STRUCTURAL INVESTIGATION OF VARIOUS GSIS BRANCH OFFICE BUILDINGS

- The Government Service Insurance System (GSIS) through the Corporate Budget for CY 2015 intends to apply the sum of **Seven Million Pesos (Php7,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **CONSULTANCY SERVICES FOR THE STRUCTURAL INVESTIGATION OF VARIOUS GSIS BRANCH OFFICE BUILDINGS.**

The CONSULTANT shall conduct structural investigation on the following GSIS buildings:

BRANCH	DATE CONSTRUCTED	STRUCTURAL RETROFITTING DATE (if any)	FLOOR AREA (m ²)	ELEVATORS (Y/N)	STOREY	WITH AS-BUILT?
Bacolod	1975	None	2,325	No	3	No
Cagayan de Oro	1965	None	2,731	Yes	5	No
Cebu	2004	None	5,050	Yes	4 (with basement & roof deck)	Yes
Dagupan	1968	None	2,002	Yes	5	No
Davao	1963	None	2,495	Yes	5	No
Laoag	1964 - 65	None	2,025	No	3	Yes
Tacloban	1992	None	4,030	No	4	Yes
Roxas	1976	None	734	No	2 (with roof deck)	No

Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

2. The *GSIS* now calls for the submission of eligibility documents for **CONSULTANCY SERVICES FOR THE STRUCTURAL INVESTIGATION OF VARIOUS GSIS BRANCH OFFICE BUILDINGS**. Interested consultants must submit their eligibility documents at the address given below on or before **26 May 2015, not later than 9:30 AM**.

Bidders must have all the qualifications and none of the disqualifications, provided under R.A. 544 (Otherwise known as the Civil Engineering Law) and its Implementing Rules and Regulations, as well as those provided under RA9184 (The Government Procurement Reform Act) and its Revised Implementing Rules and Regulations.

Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

GSIS Bids and Awards Committee Secretariat
2nd Level, Core G, GSIS Central Office, Financial Center, Pasay City

The Eligibility Documents (EDS) may be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

Submission of Eligibility Documents shall be on **26 May 2015, at 9:30 AM** at the Office of the GBAC Secretariat, Level 2 Core G, GSIS Central Office, Financial Center, Pasay City.

Opening of Eligibility Documents shall be on **26 May 2015, 10:00 AM** at the GBAC Conference Room, Level 2, Core G, GSIS Central Office, Financial Center, Pasay City.

3. The BAC shall draw up the short list of consultants from those who have submitted *eligibility documents* and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The criteria and rating system for short listing are as follows:

Criteria	Rating
Net Worth	10%
Working Capital	10%
Track Record/Experience of Firm	40%
Technical Men with Satisfactory Qualifications	40%

In order to be included in the short list, a consultant must get a **total score of at least 65%**. The short list shall consist of five (5) highest eligibility rated prospective bidders who will be entitled to submit bids.

4. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the RIRR of RA 9184.

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

5. The Procuring Entity shall evaluate bids using the *Quality-Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The GSIS shall allocate for the Technical Proposals 80% and Financial Proposals 20%. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
6. The contract should be completed within seventy-five (75) calendar days from receipt of Notice to Proceed.
7. The GSIS reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.
8. For further information, please refer to:

*The GBAC Secretariat
GSIS Bids and Awards Committee
2nd Level, Core G, GSIS Central Office
Financial Center, Pasay City
Tel. Nos. (02) 976-4945 or (02) 9764900/4793600 ext. 3208
Fax No. (02) 859-0373
GBAC_Secretariat@gsis.gov.ph
<http://www.gsis.gov.ph>*

(signed)
VP JONATHAN C. PINEDA
Chairperson
GBAC for Goods and Services and
Consultancy (Cluster 1)

Section II. Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines, and of which at least sixty percent (60%) interest belongs to citizens 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 qualifications stated in the **EDS**.
- 1.4. Government corporate entities 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 dependent agencies of the GOP or the Procuring Entity.

2. Eligibility Requirements

2.1 The following eligibility requirements 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) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
- (ii) Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
- (iii) Tax clearance per Executive Order 398, Series of 2005, as finally reviewed and approved by the BIR.

Technical Documents

- (iv) 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:
 - (iv.1) the name and location of the contract;
 - (iv.2) date of award of the contract;
 - (iv.3) type and brief description of consulting services;
 - (iv.4) consultant's role (whether main consultant, subcontractor, or partner in a JV)
 - (iv.5) amount of contract;
 - (iv.6) contract duration; and
 - (iv.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;

- (v) 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.

Financial Document

- (vi) The consultant's audited financial statements, showing, among others, the consultant's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission.

(b) Class "B" Document –

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.²

- 2.2 In the case of foreign consultants, the foregoing eligibility requirements under Class "A" Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant's country.
- 2.3 The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes "A" and "B" Documents if they are in other foreign language.
- 2.4 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, subcontractors 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.

If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-

enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

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, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 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 Unless otherwise indicated in the EDS, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy of 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 indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3 All envelopes shall:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC specified in the EDS;
 - (d) bear the specific identification of this Project indicated in the EDS; and
 - (e) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4 If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or 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.

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 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. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

8.1 The Procuring Entity's 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.

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. If the withdrawing prospective bidder's representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.

- 8.3 A prospective bidder determined as "ineligible" has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.
- 8.4 The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5 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 of the Procuring Entity 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 Letter of Invitation to Bid issued by the BAC of the Procuring Entity.
- 9.4 Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

Section III. Eligibility Data Sheet

Eligibility Documents	
1.2	CONSULTANCY SERVICES FOR THE STRUCTURAL INVESTIGATION OF VARIOUS GSIS BRANCH OFFICE BUILDINGS <i>charged from the GSIS Corporate Budget for CY 2015 ABC – Php7,000,000.00.</i>
1.3	No further instructions.
(i)	No additional Requirements.
(iv)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents. Similar projects pertain to Structural Investigation and Evaluation of at least 3-storey reinforced concrete building.
(iv.7)	<i>Certificate of Acceptance as the acceptable proof of satisfactory completion of completed contracts.</i> <i>Certificate of Good Standing, Completion, AND Acceptance from GSIS. Said Certification must be issued within the past twelve (12) months from bid submission. (This is applicable only to prospective bidders with previous contracts and completed projects with the GSIS entered into within the past 5 years from the submission and receipt of bids); OR</i> <i>Certificate of Good Standing, Completion, OR Acceptance from at least one (1) previous client as stated in the List of Ongoing and Completed Contracts. Said Certification must be issued within the past twelve (12) months from bid submission. (This is applicable only to prospective bidders without previous contracts and completed projects with the GSIS)</i>
4.2	Each prospective bidder shall submit one (1) original and three (3) copies of its eligibility documents.
4.3(c)	The Procuring Entity's address is: <i>The GBAC Secretariat GSIS Bids and Awards Committee Level 2 Core G, GSIS Building Financial Center, Pasay City Tel. Nos. (02) 976-4961 or (02) 976-4945 Fax No. (02) 859-0373 GBAC_Secretariat@gsis.gov.ph http://www.gsis.gov.ph</i>

GSIS BIDS AND AWARDS COMMITTEE
 BID DOCUMENTS for the Procurement of Consultancy Services
 for the Structural Investigation of Various GSIS Branch Office
 Buildings

4.3(d)	<i>“TO DETERMINE THE STRUCTURAL INTEGRITY OF THE GSIS BRANCH OFFICE BUILDINGS”.</i>
5	<p>The address for submission of eligibility documents is:</p> <p>GBAC Secretariat, Level 2 Core G GSIS Central Office, Financial Center, Pasay City</p> <p>The deadline for submission of eligibility documents is 26 May 2015, 9:30 AM.</p>
8.1	<p>The place of opening of eligibility documents is GBAC Conference Room Level 2 Core G GSIS Central Office, Financial Center, Pasay City</p> <p>The date and time of opening of eligibility documents is 26 May 2015, 10:00 AM.</p>
9.1	Similar contracts shall refer to the Structural Investigation of Buildings.
9.2	<p><i>Criteria and rating system to be used by the GSIS BAC for the short listing of consultants are as follows:</i> <i>Net Worth – 10%</i> <i>Working Capital – 10%</i> <i>Track Record / Experience of the Firm – 40%</i> <i>Technical Men with Satisfactory Qualifications – 40%</i></p>

Eligibility Documents Submission Form

[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, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit; 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.

Yours sincerely,
Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

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 Date (Month/Year):	Approx. Value of Services (in Current US\$):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

Form 3. Format of Curriculum Vitae (CV) for Proposed Professional Staff

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

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

Relevant Certification

Description	Date Passed	Issued by:

Experience:

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

Relevant Training

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

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.]

School	Degree/Honors Received	Dates

Employment Record:

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

Employment Record:

Dates	Position Held	Company/Organization & Location	Major Tasks

Experience as Structural Audit Principal or Project Director for at least five (5) projects:

Dates	Position Held	Name of Project	Project Owner

Experience as Senior Structural Engineer for at least five (5) projects:

Dates	Position Held	Name of Project	Project Owner

Certification:

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

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

Full name of staff member: _____

Full name of authorized representative: _____

FORM 4. SUMMARY OF PROPOSED KEY PERSONNEL

Proposed Position	Name	Educational Attainment	No. of years of experience like/ same work/position as proposed position	No. of years of experience with the same/similar work as the Project	No. of years with the Organization/Consultant
Principal or Project Director					
Senior Structural Engineer					
Junior Structural Engineer					

CHECKLIST OF REQUIREMENTS

REQUEST FOR EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE STRUCTURAL INVESTIGATION OF VARIOUS GSIS BRANCH OFFICE BUILDINGS ABC: PHP7,000,000.00

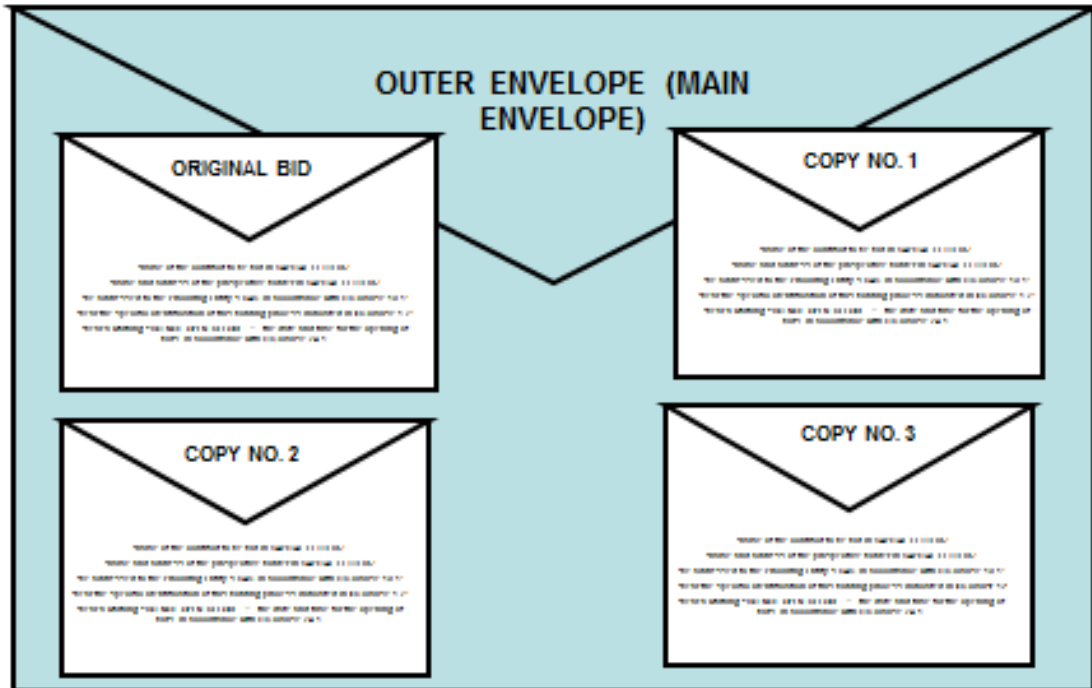
ENVELOPE #1 - ELIGIBILITY AND TECHNICAL COMPONENTS

Tick box if PRESENT	I. Eligibility Component
	Class "A"
	<p><u>Legal Documents</u></p> <p>1. Appropriate Registration Certificate:</p> <p><u>For Partnership:</u></p> <p style="padding-left: 40px;">Certificate of Registration; OR Certificate of Partnership and the Articles of Partnership; OR Certificate of Amended Articles of Partnership and the accompanying amended articles of partnership (if the company has amended its articles of partnership as approved by the SEC); OR Certificate of Good Standing from SEC (for purposes of determining status of the entity, whether it is active or its certificate of registration has been revoked).</p> <ul style="list-style-type: none"> ○ Department of Trade and Industry (DTI), for sole proprietorship ○ Cooperative Development Authority (CDA), for cooperatives <p>2. Mayor's permit issued by the city or municipality where the principal place of business of the prospective bidder is located.</p> <p>3. Tax Clearance per Executive Order 398 (s. 2005), as finally reviewed and approved by the BIR. (GPPB Resolution No. 21-2013 dated 30 July 2013)</p>
	<p><u>Technical Document</u></p> <p>4. 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.</p> <p>5. Company Profile</p> <p>6. Eligibility Documents Submission Form</p> <p>7. TPF 2 – Consultant's Reference</p> <p>8. Form 3 - Format of Curriculum Vitae (CV) for Proposed Professional Staff</p> <p>9. Form 4 - Summary of proposed key personnel</p> <p>10. The Statement of the consultant specifying its nationality and confirming that</p>

	<p>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.</p> <p>11. Certificate of Acceptance as the acceptable proof of satisfactory completion of completed contracts:</p> <p>a) If those with previous and ongoing contracts with GSIS - Certificate of Completion, Acceptance and Satisfactory Performance issued by the GSIS for contracts entered into from 2010 to present.</p> <p>b) If those without previous and ongoing contracts with GSIS – Certificate of Completion, Acceptance and Satisfactory Performance, for contracts entered into from 2010 to present, issued by one of the bidder’s clients as listed in its list of ongoing and completed government contract prescribed under Section 23.1.iii, Technical Documents, of the Revised Implementing Rules and Regulations of the RA 9184.</p>
	<p><u>Financial Document</u></p> <p>12. CY2014 Audited Financial Statements, stamped “received” by the Bureau of Internal Revenue (BIR) or its duly accredited and authorized institutions.</p>
	<p>Class “B”</p>
	<p>13. Valid joint venture agreement, if there’s any, or notarized statements from all the potential joint venture partners that they will enter into and abide by the provisions of the JVA.</p>

SEALING AND MARKING OF BIDS

(In the submission of your Eligibility Requirements strictly follow the Sealing and Marking of Eligibility Documents as stipulated in Section II, Item 4. Proper Sealing and Marking of Bids)



ALL envelopes (Outer/Main Envelope; Original- Eligibility Envelope; Copy 1 – Eligibility Envelope; Copy 2 – Eligibility Envelope; Copy 3 – Eligibility Envelope) shall be marked in accordance with Section 4.3 of the Eligibility Documents, which shall contain the following details:

- name of the contract to be bid in **CAPITAL LETTERS**;
- name and address of the prospective bidder in **CAPITAL LETTERS**;
- be addressed to the Procuring Entity’s BAC in accordance with Eligibility Document Clause 4.3 (c);
- bear the specific identification of this bidding process indicated in Eligibility Document Clause 4.3 (d);
- bear a warning “**DO NOT OPEN BEFORE...**” the date and time for the opening of bids, in accordance with Eligibility Document Clause 4.3 (e).

Terms of Reference

CONSULTING SERVICES FOR THE STRUCTURAL AUDIT OF VARIOUS GSIS BUILDINGS

1. INTRODUCTION

In recent years, strong earthquakes and super typhoons have occurred in various regions here in the Philippines as well as in different parts of the world causing losses of lives and damage to infrastructures such as buildings, roads and bridges. In retrospect, every incident of these calamities, losses of lives and damage to properties and assets could have been minimized, if only the structural soundness and adequacy of each infrastructure such as roads, bridges and buildings were verified and rectified if found to be inadequate.

With the changing climate, the weather patterns are getting quite unpredictable. Thus organizations had to increase the level of their resiliency and mitigate the impacts of climate change by making their assets less vulnerable to physical stress brought about by natural forces such as flooding or earthquakes.

To ensure the safety of GSIS personnel and the customers they are serving, GSIS has to make sure the soundness and reliability of its buildings. This would ascertain the continuation of services even in cases of strong typhoons or earthquakes.

GSIS owns 25 branch office buildings nationwide to serve its clientele all over the country which accommodates thousands of the general public transacting in all GSIS Branch Offices combine.

The Government Service Insurance System (GSIS) intends to engage the services of a consulting firm to conduct structural audit and assessment, plans and data evaluation and analysis and issue appropriate recommendations based on the testing and analysis made by the Consultant.

2. GSIS BUILDINGS

The CONSULTANT shall conduct consulting services on the structural audit of the following GSIS buildings:

- 2.1. Bacolod
- 2.2. Cagayan De Oro
- 2.3. Cebu
- 2.4. Dagupan
- 2.5. Davao
- 2.6. Laoag
- 2.7. Tacloban
- 2.8. Roxas

3. OBJECTIVES

The general objectives of the **PROJECT** are:

- 3.1. To determine the actual condition of the building and obtain necessary data thru field investigations.

- 3.2. To develop standards and procedures for structural investigation and evaluation of the project building.
- 3.3. To perform structural evaluation and determine the most suitable and economical treatment appropriate to the building by means of the preparation of Technical Study in accordance with the standards developed and set above.
- 3.4. To come up with a complete report containing data gathered, analysis report and recommendations necessary to achieve structural soundness of the audited buildings.
- 3.5. To issue a certificate of Structural Adequacy/Stability if the building is found to be structurally sound.

4. PROCUREMENT OF SERVICES

The GSIS will engage a consultant **with at least fifteen (15) years of experience** in the field of structural investigation and evaluation of buildings, **with at least five (5) similar projects**. The Consultant shall provide a core team of experienced and competent technical personnel.

5. SCOPE OF SERVICES

5.1. Structural Investigation of the Entire GSIS Building

5.1.1 The Consultant shall conduct an ocular site inspection for verification of the actual conditions of the building and project site. All available data shall be gathered including important documents, which ideally could be furnished by the owner like As-Built Structural Plan, Architectural Plans, Soil Data, Previous Structural Design Analysis.

5.1.2 The Consultant shall undertake the site inspection of the entire building and record all structural and non-structural damages inclusive of sign for column settlements, if any. All columns, beams and girders, walls and floor slabs of the entire building shall be inspected.

During and prior to the conduct of the investigation, the building administrator shall be properly coordinated to inform all concerned and offices which will be affected by the possible removal of architectural works to expose structural elements.

5.1.3 The Consultant shall note the extent of damages either temperature, minimal cracks and/or major damages that will be referred to during the stage of the development of the recommendation for structural strengthening and retrofitting works. Any observed cracks or deflections on structural and non-structural elements and structural modifications on the building will be mapped.

5.1.4 Prior to the opening of the ceiling, floor finishes and other architectural treatment of the existing building, the Consultant's Project Manager shall coordinate with the Building Administrator for the method of temporary displacing any architectural finishes for possible reinstallation. Further, the

Consultant's Project Manager will coordinate with the Building Administrator or the Client's authorized representative with regard to the scheduling of work so as to minimize, if not eliminate, any disturbance to the building occupants. As much as possible, work will be scheduled after office hours, weekends, and/or holidays.

- 5.1.5 Further coordination shall also be made after a firm recommendation on the requires repair and/or retrofitting affecting the architectural finishes such as but not limited to structural epoxy pressurized injections, column jacketing, fiber mesh wrapping and others.

Field measurements of the following shall be done for the purpose of verifying the structural as-built drawings.

5.1.5.1 Cross sectional dimension of Structural members;

5.1.5.2 Layout of existing building indicating center to center spacing of all columns and other vertical reinforced concrete elements;

5.1.5.3 Actual floor to floor heights of all levels from top of the structural slab to the level of the next structural slab immediately above;

- 5.1.6 Center to center spacing of all beams and girders of any and their relative layout with reference to the column centerlines into which they are connecting.

- 5.1.7 If the Structural As-Built Drawings are not available, a new structural as-built should be prepared. Refer to the attached Annex A for list of GSIS BOs without As-Built Drawing.

- 5.1.8 In the verification of the as-built drawings of its structural members, an exploratory investigation shall be conducted on the structural members like beams, columns, slabs, roof support, etc. which includes random testing as follows:

5.1.8.1 Concrete Compression Test

5.1.8.2 Rebound-Hammer Test

5.1.8.3 Structural Steel NDT

5.1.8.4 Concrete Carbonation

- 5.1.9 At least three (3) core samples per floor shall be extracted and subjected to compression testing. Core testing may be substituted with rebound hammer test depending on the availability of testing locations especially on areas where water is not allowed. Four-rebound hammer test shall be conducted for every core test not performed.

- 5.1.10 Chipping of concrete cover of structural elements and other non-destructive testing may be performed to verify details of reinforcing bars based from the result of scanning if scanning report is not reliable or deemed doubtful. This shall be done on strategic locations based of the prepared framing plans. The Consultant's work shall be limited to the restoration of chip-off areas. Removal and restoration of architectural obstruction and elements will be by the Client.

5.1.11 Available Architectural floor plans and structural construction plans shall be utilized in the verification of as-built structural framing where the structural frames, physical dimensions, and number of reinforcements shall be reflected. Once these are completed, the information will be utilized by the Consultant in going further with Structural Engineering Design Review based on the As-Built Structural Plans.

In parallel with the Structural Audit to verify building stability, the Investigation Team shall also conduct the survey to determine if there are ground settlement/s and movement/s by recording the different elevations of every building floor levels starting from a benchmark in the ground floor down to the basement and up to the deck floor.

5.2 Structural Engineering Design Review Based on the As-Built Structural Plans

5.2.1 The Consultant's Structural Engineering Team shall undertake the structural engineering design review of the as-built structural plans in the Phase I of the project.

5.2.2 The Consultant's Structural Engineering Design Team shall undertake the structural engineering design analysis using the latest computer software for the vertical loads and earthquake based on the latest National Structural Building Code of the Philippines (NSCP) as well as the UBC.

5.2.3 With the Structural Design Analysis, the Design Engineers shall undertake the checking of design capacities of all major structural elements such as but not limited to the column, beams and girders and shear walls.

5.2.4 The Consultant's Structural Engineers then shall make an assessment to the structural adequacy and safety to resist governing load combinations based on internationally accepted design philosophies and standards.

5.2.5 The Consultant shall prepare its report and/or recommended mitigating measures as necessary.

5.2.6 The Consultant shall prepare and submit its comprehensive Report for findings, assessments of structural safety and adequacy and recommendations.

5.2.7 The comprehensive Final Report based on the result of structural assessment for the structural performance and safety of the building during a major earthquake shall be prepared by the Consultant.

5.3 Restoration Works

All parts of the building and its surroundings with samples taken for testing shall be restored by the Consultant to its original condition using the same material and strength at his own expense. Architectural finishes and other materials that are affected/damaged during execution of the work shall be restored by the GSIS.

5.4 Material Testing

5.4.1 The cost of laboratory testing of sample of materials taken from the building and its surroundings shall be included in the bid proposal of the Consultant.

The Consultant shall be responsible in all his reports, analysis, recommendations, plans and drawings and other documents related to the scope of services and during the conduct of investigation and evaluation of the building.

6. STAFFING

- 6.1. The Consultant shall provide staff for the following key staff positions:
 - 6.1.1. Principal or Project Director - A registered Civil Engineer with fifteen (15) years of experience in the field of Structural Engineering. Should be an active Fellow member of ASEP (Association of Structural Engineers of the Philippines). With experience as Structural Investigation Project Principal for at least five (5) similar projects.
 - 6.1.2. Senior Structural Engineer – At least two (2) - A registered Civil Engineer with fifteen (15) years of experience in civil/structural design or structural investigation of structural steel and reinforced concrete structures. Should be an active Regular or Fellow member of ASEP (Association of Structural Engineers of the Philippines). With experience as Senior Structural Engineer for Structural Investigation project of at least five (5) similar projects.
 - 6.1.3. Junior Structural Engineer – At least two (2) - A registered Civil Engineer with more than five (5) years of experience in civil/structural design or structural investigation of structural steel and reinforced concrete structures. Should be an active Associate/Regular/Fellow member of ASEP (Association of Structural Engineers of the Philippines).
- 6.2. The Consultant shall have complete computer facilities and related software. In addition, the Consultant shall use suitable software on structural engineering with specific capability in seismic analysis and design of structures. As a minimum, the Consultant is expected to use the latest version of ETABS (Extended Three Dimensional Analysis of the Building System) for application in computer modeling.
- 6.3. The Consultant shall provide the staff and equipment necessary for all field surveys investigations including geotechnical investigation.
- 6.4. The Consultant shall provide administrative support staff as required including such support such as drivers and secretarial/encoder as may be required.
- 6.5. The Consultant shall provide technical support and draftsmen/CAD Operators. The deployment of these personnel shall be necessary in accordance with the project requirements and with the prior approval of GSIS.

7. SUBMITTALS

The Consultant shall submit reports for findings and evaluation on the structural assessment of structural performance and safety of the building during a major earthquake.

7.1. Bi-Monthly Progress / Accomplishment Report.

7.2. Report of structural findings and evaluation on the structural assessment of structural performance and safety of the building during a major earthquake.

7.3. After a required investigations, assessments, survey review, computation and analysis, the Consultant shall come up with the Final Report with the recommendations for necessary Structural Retrofitting, Repairs and/or Structural Strengthening of the building structure and Building Loads Adjustment if deemed necessary.

7.4. Certificate of Structural Adequacy/Stability if the building is found to be structurally sound and compliant to the latest National Structural Building Code of the Philippines (NSCP).

8. PROJECT DURATION

8.1. The project must be completed in seventy-five (75) calendar days. A detailed schedule of work and activity plan shall be prepared and submitted together with the Consultant's Proposal.

8.2. The Consultant shall commence work three (3) days after the date of receipt of Notice to Proceed or Contract/Job Order whichever comes first.

8.3. The Consultant shall conduct and submit the following documents on the following schedule:

8.3.1. On the 45th day

Progress Report and make a presentation on the visual inspection and the testing conducted.

8.3.2. On the 60th day

Comprehensive Report of structural findings and evaluation on the structural assessment of structural performance and safety of the building during a major earthquake including test results.

8.3.3. On the 75th day

8.3.3.1 A complete report of all services in the contract, giving a summary of the whole program of work carried out during the period of service.

8.3.3.2 Final Report with recommendations for necessary Structural Retrofitting, Repairs and/or Structural Strengthening of the building structure,

8.3.3.3 As-built plans and drawings for branch office buildings without owner supplied As-built drawings listed in Annex “A”.

8.3.3.4 All documents stated in Item No. 7

9. INSTITUTIONAL AGREEMENT

- 9.1. The GSIS shall provide any available building plans to be utilized as reference for the conduct of the above undertaking.
- 9.2. The GSIS through its Building and Maintenance Department shall be responsible of the following:
- 9.3. Conduct Pre-Audit meeting to discuss details in undertaking the scope of work and work-schedule and to establish coordination flow process and house rules for the branch offices.
- 9.4. Hand-over the necessary plans (i.e. As-Built) available to the Consultant prior to its conduct of structural audit.
- 9.5. Directly monitors the consultant’s progress in the conduct of structural investigation.
- 9.6. Provide access, work permits, gate pass, authorization and clearance to the building work area in coordination with Security Office.
- 9.7. All technical documents submitted by the Consultant shall be reviewed and approved by the Government Service Insurance System.