
DATE

To all prospective bidders:

Subject: Consulting Services and Construction Supervision of the New NHMFC Head Office

The National Home Mortgage Finance Corporation (NHMFC) is inviting all interested parties to submit proposals for the consulting services and construction supervision of the new NHMFC head office with an Approved Budget for the Contract of Php 980,000.00, inclusive of all applicable taxes and fees. The details of the requirements are provided in the attached Terms of Reference (TOR).

Interested parties may submit their proposals, along with other documentary requirements indicated in the TOR, in a sealed brown envelope to the address below or through electronic submission of password-protected document/portable document format at nhmfc.bacsecretariat@gmail.com on or before **May 17, 2021 at 5:00 p.m.:**

Attention : **MS.** _____
BAC Chairperson
c/o The BAC Secretariat
National Home Mortgage Finance Corporation
4th Floor Filomena Building III, Amorsolo Street,
Legaspi Village, Makati City

For further inquiries, please email the Bids and Awards Committee (BAC) Secretariat at nhmfc.bacsecretariat@gmail.com.

Thank you.

Very truly yours,

MS. _____
Chairperson

PLEASE REFER TO TERMS OF REFERENCE

Consulting Services for the Preparation of Terms of Reference, Design Parameters including AC and Mechanical Ventilation Engineering Design, and Tender Documents and Construction Supervision for the Fit-out Construction of the New NHMFC Head Office

(Please refer to the attached Architectural Layout Plan)

TECHNICAL PROPOSAL FORM

Date

The Bids and Awards Committee,
NHMFC 104 Filomena Building,
Amorsolo Street, Legaspi Village,
Makati City

Sir/Madam:

In accordance with your request, the following is our quotation for your requirements:

Item	Description of Service Requirement	Offered Quotation Please fill-up each column with either: “comply” or “not comply”
1	Qualifications of Consulting Firm/Designer	
	a. Prospective bidder must have at least eight (8) years of similar and/or relevant experience related to this Terms of Reference, reckoned from the date of registration with the Department of Trade and Industry (DTI) for sole proprietorships; Securities and Exchange Commission (SEC) for corporations and partnerships; or Cooperative Development Authority (CDA) for cooperatives. (Please submit/include the following valid documents: Business Registration, PhilGEPS, Tax Clearance, Business/Mayor’s Permit)	
	b. Prospective bidder has a team composed of key experts and will submit the Company profile; Curriculum Vitae (CV) of Key Experts highlighting their relevant work experience, and Plan and Methodology (refer to the TOR- Item 11)	
	c. Must have completed at least two (2) similar and/or relevant projects (government and/or private) related to this Terms of Reference. Provide at least two (2) copies of Certificate of Project Completion/Acceptance or equivalent Certification from the previous related studies/projects	
2	Scope of Work/Services	
	a. To act as consultant/designer and construction supervision team for the proposed Fit-out Construction of the new NHMFC Head Office located at 4 th Floor, DHSUD Building, Kalayaan Avenue, Quezon City, in accordance with the Terms of Reference	
	b. To prepare/review and submit the final A&E design and space plan, including the Consolidated Technical Specifications and Consolidated definitive Cost Estimate for the construction fit-out of the proposed Facility, supported with the Bill of Quantities (BOQ), in accordance with the Terms of Reference	

Very truly yours,

Name of Bidder (Signature over printed name)

Date

PRICE QUOTATION FORM

Date

The Bids and Awards Committee,
NHMFC 104 Filomena Building,
Amorsolo Street, Legaspi Village,
Makati City

Sir/Madam:

After carefully having read and accepted the terms and conditions in the Request for Quotation, hereunder is our quotations for the items as follows:

Unit	Description	Bidder's Price Proposal
One (1) Lot	Consulting Services for the Preparation of Terms of Reference, Design Parameters including AC and Mechanical Ventilation Engineering Design, and Tender Documents and Construction Supervision for the Fit-out Construction of the New NHMFC Head Office	

AMOUNT IN WORDS: _____

(The above-quoted price prices are inclusive of all costs and applicable taxes.)

Very truly yours,

Name of Bidder
Signature Over Printed Name

Date

PROPOSED PLAN AND METHODOLOGY

(You may state the proposed work plan for Phase 1- Engineering Design & Phase 2 -Construction Supervision, i.e., the scope of works & expectations, roles and responsibilities, project management approach, project timeline, ground rules for the project, etc.)