



DEPARTMENT OF

# HEALTH

GOVERNMENT OF PUERTO RICO

ADMINISTRATION OFFICE  
Purchasing and Auction Division  
Auction Administrative Support Section

## REQUEST FOR PROPOSALS

### RFP-PS-2025-2026-16-CTS RIO GRANDE

A/E DESIGN SERVICES FOR THE REHABILITATION AND INTERIOR  
REDISTRIBUTION OF THE NEW TRANSITIONAL SERVICES CENTER  
RÍO GRANDE, PUERTO RICO

#### PUBLICATION DATE

Monday, November 03, 2025

#### COMPULSORY SITE VISIT

Thursday, November 13, 2025, at 10:30 am.

#### DEADLINE FOR SUBMITTING QUESTIONS

On or before Tuesday, November 18, 2025, at 2:00 p.m.  
[subastas@salud.pr.gov](mailto:subastas@salud.pr.gov)

#### DEADLINE FOR ANSWERING QUESTIONS

On or before Friday, November 21, 2025, at 5:00 p.m.

#### DEADLINE FOR SUBMISSION OF THE PROPOSAL

On or before Thursday, December 4, 2025, at 2:00 p.m.

In San Juan, Puerto Rico on Monday, November 03, 2025,

Carlos A. Padilla Cruz

Interim Manager

Auction Support Section

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## PROFESSIONAL SERVICES / REQUEST FOR PROPOSAL CHECK LIST

**Instructions:** Please complete this checklist to ensure submission of all required documents. The proponent must initial on the left side of each item confirming its inclusion in the proposal package. **All documents must be submitted, complete, and properly signed where required. Failure to include any mandatory document may result in disqualification.**

| Proponent's Initials | Item No. | Attachment No. | Document Description                                                                                                                                                                                                                                                                    |
|----------------------|----------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | 1        | —              | Proponent Cover Letter                                                                                                                                                                                                                                                                  |
|                      | 2        | —              | Request for Proposal Check List (this form)                                                                                                                                                                                                                                             |
|                      | 3        | —              | A Corporate Resolution or Authorization Letter, demonstrating that the documents have been signed by an authorized representative of the Proponent.                                                                                                                                     |
|                      | 4        | A              | <b>Statement of Proponent's Qualifications</b> , including: <ul style="list-style-type: none"> <li>• Experience – detailed description of similar projects, including current and recent work.</li> <li>• Key Personnel – experience, project roles, and organization chart.</li> </ul> |
|                      | 5        | —              | CVs / Résumés of Key Personnel, including copies of professional licenses for architects and engineers                                                                                                                                                                                  |
|                      | 6        | —              | Understanding of the Project and Requested Services                                                                                                                                                                                                                                     |
|                      | 7        | B              | Cost Schedule Form                                                                                                                                                                                                                                                                      |
|                      | 8        | C              | Evidence of RUL Eligibility to Date (Mandatory)                                                                                                                                                                                                                                         |
|                      | 9        | —              | Good Standing Certificate from the Puerto Rico Department of State                                                                                                                                                                                                                      |
|                      | 10       | —              | Certificate of Incorporation, Partnership, or Joint Venture Agreement (as applicable)                                                                                                                                                                                                   |
|                      | 11       | —              | DUNS Number or Unique Entity Identifier (UEI)                                                                                                                                                                                                                                           |
|                      | 12       | D              | Acknowledgment of Receipt of Addenda                                                                                                                                                                                                                                                    |
|                      | 13       | —              | Certificate of Non-Criminal Record                                                                                                                                                                                                                                                      |
|                      | 14       | E              | Sworn Statement – Law No. 2 of January 8, 2018 (Professional Services Compliance)                                                                                                                                                                                                       |
|                      | 15       | F              | Limited Denial of Participation (LDP) / Suspension or Debarment Status Affidavit                                                                                                                                                                                                        |
|                      | 16       | G              | Non-Collusive Affidavit                                                                                                                                                                                                                                                                 |
|                      | 17       | H              | Pending Litigation and Non-Bankruptcy Sworn Statement                                                                                                                                                                                                                                   |

Signed: \_\_\_\_\_  
Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Proponent Name

## INSTRUCTIONS TO BIDDERS

### ARTICLE 1 – LEGAL BASIS AND DEFINITIONS

An open, competitive, and public process will be executed as part of this **Request for Proposals (RFP)** issued for **Professional Services**.

- In accordance with Law No. 81 of March 14, 1912, as amended; Act No. 237 of 31 August 2004, as amended; Administrative Bulletin No. OE-2021-029 of April 27, 2024; Administrative Order 2023-581 of December 21, 2023, as amended and those applicable and current laws, orders, memoranda, and/or administrative bulletins, as of the date of publication, establish the requirements for the Request for Proposals (RFP).
- **Act No. 218 of December 21, 2010**, known as the “*Law of Uniform Documents for the Contracting of Programming, Management, Design, Inspection, and Construction of Public Works in Puerto Rico*” (“*Ley de Contratación Uniforme*” [*Ley 218-2010*]”), which establishes the use of standardized documents and uniform procedures for the contracting of public works, including architectural and engineering design services, by government entities in Puerto Rico.

### DEFINITIONS

1. **Addenda**- Written or graphic instruments issued prior to the execution of the Contract that modify or interpret the bidding documents, including drawings and specifications, by additions, deletions, clarifications, or corrections. Addenda shall become part of the Contract Documents upon execution of the Contract.
2. **A/E Firm**- A qualified and duly authorized architectural and/or engineering firm licensed to perform professional design services in Puerto Rico.
3. **Bidder / Proposer / Proponent / Respondent**- A natural or legal person registered at the “**Registro Único de Licitadores (RUL)**” of the Puerto Rico General Services Administration (ASG), who submits a quotation, offer, or proposal in response to a public notice or invitation to bid.
4. **Best Value**- The offer or proposal that represents the greatest benefit for the Puerto Rico Department of Health. It is the proposal that best meets the requirements established in the RFP and demonstrates the ability to efficiently carry out the work, taking into consideration objective evaluation criteria such as:
  - Quality, compliance with specifications, and delivery schedule
  - Suitability for the intended purpose
  - Guarantees and their conditions (scope, place, and term)
  - Life cycle cost, discounts, transportation, disposal, and economic impact
  - Contribution to job creation and fiscal impact

*The **Best Value** is not necessarily the lowest price. The Department of Health reserves the right to consider the overall benefit to the agency and the public interest.*

5. **Days-** Means **calendar days**, including Saturdays, Sundays, and holidays. If the due date for an action falls on a Saturday, Sunday, or holiday, the term shall be extended until the next working day.
6. **Design-Build Project-** Projects in which the Proponent undertakes both the **design** and **construction** of the Scope of Work.
7. **Email-** Electronic mail communication.
8. **Execution Time-** The total time required to complete the services described in this Request for Proposals.
9. **Key Personnel-** Individuals assigned to play a leading role in the execution of the services under this RFP. For A/E design services, Key Personnel shall include the Project Manager, lead architects and engineers (civil, mechanical, electrical, and structural disciplines), and technical support staff. For Design-Build projects, Key Personnel shall include both design and construction leads as applicable.
10. **Medical and/or Hospital Facilities-** Facilities that provide healthcare services—such as hospitals, clinics, outpatient care centers, and specialized care centers—under the jurisdiction of the Puerto Rico Department of Health’s exempt entities, as defined by Regulation 9318.
11. **PRDOH-** Puerto Rico Department of Health.
12. **Professional Services-** Services offered by a natural or juridical person possessing specialized knowledge or technical skills that require a university degree or professional license. These services are primarily intellectual or creative in nature and are performed under the independent judgment of the professional.
13. **Proposal-** The written response submitted by a Proponent in reply to this Request for Proposals (RFP).
14. **Responsive Proponent (“Proponente Responsivo”)-** A Proponent who submits a proposal in full compliance with all the terms, conditions, specifications, and requirements included in the invitation and associated documents.
15. **RFP-** Request for Proposals.
16. **SOW-** Scope of Work — the detailed description of services and deliverables included as part of this Request for Proposals.

#### **Interpretation Clause:**

The interpretation of all terms and definitions included in this RFP shall be consistent with their commonly accepted meanings in the professional and regulatory context, and shall include both singular and plural forms, as well as masculine, feminine, and neutral genders, unless a specific interpretation would be inconsistent with the context or intent of this document.

#### **ARTICLE 2 – PROJECT FUNDING**

The funds available for this project consist of **state appropriations (CAPEX funds)** granted by the Government of Puerto Rico to the **Puerto Rico Department of Health (PRDOH)** for capital improvement initiatives.

These funds are designated for the **rehabilitation and interior redistribution of the new Transitional Services Center (CTS by its acronym in Spanish) located in Río Grande, Puerto Rico**, and will be administered in accordance with applicable fiscal controls and procurement regulations established by the PRDOH and the Government of Puerto Rico.

*The use of these funds is subject to the availability of appropriations, the completion of the procurement process, and compliance with all applicable laws, regulations, and administrative procedures.*

### ARTICLE 3 – EXAMINATION OF BIDDING DOCUMENTS AND SITE

1. The **Puerto Rico Department of Health (PRDOH)** will publish an official notice of this Request for Proposals (RFP) on its main website, <https://www.salud.gov.pr>, under the section “*Solicitudes de Propuestas*”, and at <https://subastas.pr.gov>. All bidding documents will be available for electronic download at [Avisos de Subastas y Solicitudes de Propuestas](#).
2. Each Proponent shall carefully examine all bidding documents and, no later than the date indicated in the public notice or advertisement, submit in writing any request for clarification, interpretation, or correction of any ambiguity, inconsistency, or error discovered therein. Any such clarification or correction will be issued in the form of an **Addendum** by the PRDOH. Only written interpretations or corrections issued by Addendum shall be binding. No Proponent may rely upon verbal statements, explanations, or interpretations made by any person other than those formally issued in writing by the PRDOH.
3. In the event of **unit price contracts**, the quantities appearing in the Bid Schedule are approximate and provided solely for the purpose of bid comparison. Payment to the Contractor will be made only for the actual quantities of work performed, inspected, and accepted, in accordance with the terms of the Contract. The PRDOH reserves the right to increase, decrease, or omit portions of the work or materials as necessary, without invalidating the Contract.
4. Each Proponent is responsible for visiting the project site and becoming fully informed of the existing conditions and constraints under which the work will be performed. The Proponent shall acquaint itself with all physical conditions, site characteristics, and any other factors that may affect the execution of the work, to ensure full understanding of the requirements and limitations prior to submitting a proposal.
5. A **Pre-Proposal Meeting and Mandatory Site Visit** will be held as part of this RFP process. **Attendance is required for eligibility.** The meeting date and time be on Thursday, November 13, 2025, at 10:30 am, in CTS Río Grande, Las Flores Industrial Park, Highway #3, PR-187R, Río Grande, Puerto Rico. Compliance with all bidding deadlines is mandatory; no exceptions will be granted.
6. The **Puerto Rico Department of Health Board of Awards** reserves the right to issue any Addenda via email or an electronic platform (such as a designated SharePoint site). All

Addenda shall become part of the Contract Documents, and all Proponents are bound by the terms and conditions contained therein.

#### ARTICLE 4 – BIDDER’S REPRESENTATION

1. Each **Proponent**, by submitting a proposal, acknowledges that they have carefully read, understood, and accepted all the bidding documents included as part of this **Request for Proposals (RFP)**, and that their submission complies with all stated requirements, terms, and conditions.
2. Each Proponent, by submitting a proposal, further acknowledges that they have visited the project site and are fully familiar with the local conditions under which the work is to be performed.
3. The failure or omission of any Proponent to obtain, receive, or examine any form, instrument, or document; to visit the project site; or to become acquainted with existing conditions, shall in no way relieve said Proponent from any obligation or responsibility under their proposal. Failure to attend the **mandatory Pre-Proposal Meeting and Site Visit** shall constitute grounds for **immediate disqualification** from the RFP process.
4. Each Proponent represents that their proposal is based on the **materials, equipment, and work** necessary to execute the **Scope of Work (SOW)** described in the bidding documents included as part of this RFP. The Proponent understands that all work performed must comply with the requirements and technical standards identified in the documentation included herein, as well as with any additional instructions or addenda issued during the RFP process.

#### ARTICLE 5 – REQUEST FOR PROPOSAL SCHEDULE AND COMMUNICATIONS

The **Puerto Rico Department of Health (PRDOH)** is soliciting proposals from qualified and duly licensed firms (**Proponents**) to provide **Architectural and Engineering (A/E) design services** for the rehabilitation and interior redistribution works described in the **Scope of Work (SOW)**, included as part of this Request for Proposals (RFP).

This project aims to provide safe, efficient, and modernized facilities that promote optimum healthcare and habilitative environments.

All questions, clarifications, or requests for additional information related to this RFP must be submitted in writing to the contact person indicated below:

Carlos A. Padilla Cruz, BSA/BSM, MBA  
Interim Manager, Bid Support Section – Office of Administration  
**Email:** [subastas@salud.pr.gov](mailto:subastas@salud.pr.gov), **Contact Number:** 787-765-2929, ext. 3450

All communications shall be made exclusively through the email address above within the period specified in the RFP Calendar.

**Responses to all inquiries will be issued through formal Addenda and published at <https://www.salud.gov.pr> and <https://subastas.pr.gov>.**

### Bid Schedule

| Description                                          | Date                                                  | Time             | Location / Details                                                                                                                                                                                                                           |
|------------------------------------------------------|-------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Request for RFP Documents</b>                     | Beginning<br><b>Monday,<br/>November 03,<br/>2025</b> | –                | To be downloaded electronically at <a href="#">Avisos de Subastas y Solicitudes de Propuestas</a>                                                                                                                                            |
| <b>Pre-Proposal Meeting / Site Visit (Mandatory)</b> | <b>Thursday,<br/>November 13,<br/>2025</b>            | <b>10:30 am.</b> | <b>CTS Río Grande – Las Flores Industrial Park<br/>Carr. #3, PR-187R, Río Grande, Puerto Rico</b><br>Coordinates: 18.375261, -65.837157<br><a href="https://maps.app.goo.gl/JXVC7MKkJQQHkQt26">https://maps.app.goo.gl/JXVC7MKkJQQHkQt26</a> |
| <b>Deadline for Submitting Questions</b>             | <b>Tuesday,<br/>November 18,<br/>2025</b>             | <b>2:00 pm.</b>  | Submit electronically to <a href="mailto:subastas@salud.pr.gov">subastas@salud.pr.gov</a>                                                                                                                                                    |
| <b>Deadline for Answering questions by Addenda</b>   | <b>Friday,<br/>November 21,<br/>2025</b>              | <b>5:00 pm.</b>  | Addenda will be published at <a href="https://www.salud.gov.pr">https://www.salud.gov.pr</a> and <a href="https://subastas.pr.gov">https://subastas.pr.gov</a>                                                                               |
| <b>Proposal Submission Deadline</b>                  | <b>Thursday,<br/>December 04,<br/>2025</b>            | <b>1:00 pm.</b>  | <b>Puerto Rico Department of Health – Auction Office</b><br>1594 Indo St., San Juan, P.R. 00926 Basement Level                                                                                                                               |

*Proponents must comply with the bid schedule presented herein. No extensions or exceptions will be granted under any circumstance.*

### ARTICLE 6 – BIDDING PROCEDURES

- Proponent's Questions-** All questions or requests for clarification must be submitted in writing to the email address identified in this RFP. The subject line of the email shall reference the complete RFP number as indicated in the bidding documents. Failure to include the RFP number may result in a delayed response or omission.
- Preparation of Proposals-** All proposals shall be prepared using the official forms provided by the **Puerto Rico Department of Health (PRDOH)** and in full accordance with these **Instructions to Bidders**. Failure to comply with this requirement may result in immediate disqualification. The Request for Proposal procedures shall follow **Administrative Order Number 581**.
- Submission Requirements-** Proposals shall be **sealed and submitted in writing**. The sealed envelope must clearly include:

- RFP number

2. Project name
3. Project location
4. Proponent's details (legal name, contact number, and email address).

All handwritten information must be completed in **blue ink**. Each submission must include **one (1) original, one (1) hard copies, and one (1) USB flash drive** containing a full digital version of the proposal in **PDF format**. Proposals must also include the **Proposal Checklist** and all supporting documentation requested herein.

**Formatting Requirements:**

- Font: Arial, 12-point, 1.5 line spacing
  - Margins: 1 inch
  - Paper size: 8.5" x 11", portrait orientation
  - No minimum or maximum page limit
4. **Required Forms and Completeness-** Each proposal must include, without alteration, the following completed and signed forms:
- Proposal Form
  - Statement of Bidder's Qualifications
  - Non-Collusion Affidavit
  - Any additional forms or documents required by the PRDOH.

Proposals received after the submission deadline will be **returned unopened**.

5. **Pricing Requirements-** The Proponent shall specify a **lump sum price**—in both words and figures—for the complete scope of professional services described in this RFP. The total proposal amount shall be computed by summing all applicable items, if any. All entries must be written in blue ink or typed. In the event of a discrepancy between the written words and figures, **the written words shall govern**. Any erasures or corrections should be **initiated by the Proponent**. When a choice is required for a specific item, only one option shall be selected—no later changes will be permitted.
6. **Execution of Proposals-** All proposals must be properly executed in strict accordance with the following requirements:
- **Individual:** Must include the full name and mailing address of the individual and be signed with the notation "Individually" below the signature.
  - **Corporation:** Must be executed in the name of the corporation by the President or Vice-President and attested by the Secretary or Assistant Secretary, with the corporate seal affixed. If signed by another officer, a certified copy of the Board resolution authorizing the execution must be attached.
  - **Partnership:** Must be executed in the name of the partnership and signed by one of the partners, with the partnership's address shown.

- **Joint Venture:** Must be signed by all joint venturers, each following the form of execution applicable to their business type and must show the mailing address of the joint venture.
7. **Proposal Commitment-** The Proponent shall submit a letter of commitment stating that its proposal will remain valid for a period of **sixty (60) calendar days** following the submission deadline. The letter shall be signed by an authorized representative of the firm and included as part of the proposal submittal package.
  8. **Withdrawal or Modification of Proposals-** Unless otherwise provided in the General Conditions, no Proponent may withdraw, modify, or cancel their proposal for sixty (60) calendar days after the submission deadline. Proposals must remain valid during this period. All proposals will remain under the custody of the PRDOH Financial Division. **Each Proponent shall include a letter certifying the validity period of its proposal.**
  9. **Qualification Statement-** Each proposal must include a **Statement of the Proponent's Financial Capacity, Experience, and Organizational Resources**, on the official form provided. PRDOH reserves the right to verify the information submitted and to investigate the Proponent's ability to perform the work. The PRDOH may reject any proposal if, in its judgment, the evidence fails to demonstrate the Proponent's capacity to meet contract requirements.
  10. **Non-Collusion Affidavit-** Each Proponent shall execute and submit the **Non-Collusion Affidavit** provided with the proposal forms, certifying that no collusion has occurred with any person, firm, or entity regarding this RFP.
  11. **Receipt of Proposals-** The PRDOH will receive proposals up to the official **date and time** established in the public notice. The **PRDOH Board of Awards** will determine the official closing time. Proposals received after that time will not be considered. No liability shall attach to PRDOH for prematurely opened proposals that were not properly labeled or addressed.
  12. **Public Opening of Proposals-** All proposals received on time will be **publicly opened** by the Board of Awards. The following will be announced:
    - Names of Proponents,
    - Confirmation of preliminary compliance with submission requirements, and
    - The total amount listed on the **Cost Schedule Form**.
  14. **Late Submissions-** Proposals received after the specified deadline will not be opened or considered and will be **returned unopened** to the sender.
  15. **Incomplete Submissions-** Proposals lacking required documentation or forms will be deemed **non-responsive** and **automatically disqualified** from further evaluation.

## ARTICLE 7 – PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated in accordance with the requirements established in **Administrative Order Number 581** and based on the evaluation criteria described below. Each proposal shall be organized and clearly identified according to the section order indicated herein. The relative weight assigned to each evaluation criterion is shown in parentheses.

### 1. Proponent's Experience (20%)

The Proponent shall demonstrate proven experience in projects of similar nature, size, and complexity, with satisfactory performance and client references. Submissions shall include:

- A minimum of **five (5)** comparable recent projects (preferably completed within the last five years).
- Project name, location, owner's name, and contact information.

The Proponent must provide evidence of compliance with all laws that allow it to operate and contract with the Government of Puerto Rico. The PRDOH reserves the right to request clarification or additional documentation to verify experience and legal standing.

### 2. Proponent Qualifications (20%)

The Proponent shall demonstrate the organizational, professional, and technical capacity to perform the requested services. Submissions shall include:

- **Key Personnel qualifications and experience** (resumes / CVs, copies of professional licenses, designated role, years of experience, and comparable project list).
- Highlighted experience in **healthcare, medical, habilitative, or institutional facilities**.
- Description of the firm's structure, internal coordination procedures, and available resources.

### 3. Understanding of the Project and Requested Services (20%)

A concise narrative (approximately one page) describing the Proponent's understanding of the project objectives, scope, challenges, and milestones. Include:

- Approach and methodology to achieve project goals.
- Compliance with applicable codes, accessibility standards, and healthcare design guidelines.
- Proposed **Quality Control (QC)** and **Quality Assurance (QA)** processes.
- Coordination strategy among disciplines and with PRDOH representatives.

**4. Delivery Time (10%)**

The Proponent shall demonstrate its capacity to execute all services within the period established in the **Scope of Work (SOW)**. Include a **preliminary schedule** detailing key design phases (schematic design, design development, construction documents, and permitting). Emphasis will be placed on realistic sequencing and resource allocation to ensure timely delivery.

**5. Proposal Cost (25%)**

The Proponent shall submit a **detailed and justified cost proposal** using the **Cost Schedule Form (Attachment B)** provided in this RFP. The cost must be presented in words and figures and include sufficient breakdown to identify:

- Phase-by-phase labor distribution.
- Subconsultant participation (if any).
- Reimbursable expenses (if applicable).

The PRDOH reserves the right to evaluate cost reasonableness and verify internal consistency with the technical proposal.

**6. Required Documentation (5%)**

All mandatory documentation must be submitted in full. Failure to include any required form or certification will constitute grounds for **disqualification**. No additional opportunity will be provided to supplement incomplete proposals after submission.

**7. Compliance with Act No. 164 (December 16, 2009) and Act No. 173 (August 12, 1988) (Pass/Fail)**

Proponents must comply with the applicable professional licensing and registration laws governing architects and engineers in Puerto Rico. Failure to meet this requirement will result in **disqualification**.

**8. Suspension and Debarment Verification (2 CFR §180.995) (Pass/Fail)**

Proponents must certify that they are **not suspended, debarred, or otherwise excluded** from participating in governmental contracts under federal or state regulations. Failure to comply will result in **disqualification**.

**Additional Considerations**

The **Puerto Rico Department of Health (PRDOH)** reserves the right to request clarifications, hold interviews, or coordinate presentations with the most qualified and responsive Proponents whose proposals achieve the highest combined scores and demonstrate the **best value** for the Department.

## ARTICLE 8 – REJECTION OF BIDS

1. The Proponent acknowledges the right of the **Puerto Rico Department of Health (PRDOH)**, pursuant to **Administrative Order 581**, to reject any or all proposals, to waive informalities, or to accept minor deviations in any proposal received, provided that such deviations do not substantially affect the quality, capacity, or essential characteristics of the requested services or materials. Proposals may be accepted if, in the judgment of the PRDOH, they comply with the intended purpose and are determined to be in the best interest of the PRDOH and the Government of Puerto Rico.
2. The Proponent further recognizes the right of the PRDOH to reject a proposal if the Proponent fails to provide any required bid security, omits necessary information or documentation, or submits a proposal that is incomplete, irregular, or otherwise non-compliant with the requirements established in this RFP.
3. Any of the following circumstances shall constitute sufficient cause for **disqualification** of a Proponent and **rejection** of its proposal:
  - a. Failure to attend the mandatory Pre-Proposal Meeting and/or Site Visit, or non-compliance with the established Bid Schedule.
  - b. Evidence of collusion among Proponents. Participants in such collusion shall be disqualified from future PRDOH solicitations until reinstated as qualified bidders.
  - c. Demonstrated lack of competence, equipment, or adequate technical resources, as evidenced by the Statement of Qualifications or other required documentation.
  - d. Unsatisfactory performance history with the PRDOH or other governmental entities, as demonstrated by poor workmanship, deficient quality, or delays in past projects.
  - e. Ongoing or uncompleted work which, in the judgment of the PRDOH, may interfere with the timely completion of the new assignment if awarded. Each Proponent shall include a **list of ongoing design or consulting projects**, identifying for each the **client's name, project title, start date, and estimated completion date**, to demonstrate current workload and availability.
  - f. Failure to pay or satisfactorily settle all outstanding obligations for labor or materials on prior contracts at the time of submission.
  - g. Failure to meet qualification requirements established by the PRDOH, including failure to submit audited financial statements as required.
  - h. Default under previous contracts with the PRDOH or other governmental entities.
  - i. Inclusion of unauthorized additions, conditional or alternate proposals, or other irregularities rendering the proposal incomplete, ambiguous, or indefinite in meaning.

- j. Inclusion of clauses or conditions reserving the Proponent's right to accept or reject an award, or to enter into a contract after an award is made.
  - k. In unit price contracts, omission of required unit prices for any listed item (except where alternate items are specifically authorized).
  - l. Submission of statements or forms not properly completed or prefilled, contrary to the requirements established in Article 6, Item 9.
4. In the event, that more than one (1) proposal is submitted for the same work by the same individual, firm, or corporation—under the same or different names—all such proposals shall be **rejected**, and the Proponent shall be **disqualified** from further consideration.

## ARTICLE 9 – AWARD AND EXECUTION OF CONTRACT

1. The **Puerto Rico Department of Health (PRDOH) Board of Awards** will evaluate all proposals received in accordance with the evaluation criteria established in this RFP and the provisions of **Administrative Order Number 581**.

The Contract shall be awarded, if awarded, to the qualified and responsive Proponent offering the **best value** to the PRDOH, whose proposal fully complies with all requirements and specifications contained in the bidding documents. All Proponents, including the successful one, will be notified of the award decision by certified mail or electronic communication to the address provided in their proposal.

2. The selected Proponent shall furnish all required **insurance certificates** prior to the execution of the Contract, in accordance with the requirements of this RFP and applicable Puerto Rico law.
3. Both the **award** of the Contract and any **appeal** process shall be governed by **Administrative Order 581 and Administrative Order Number 2025-603** Any appeal filed by a Proponent must comply with the provisions of **Paragraph Sixth, Section 6 as amended by Administrative Order Number 2025-603**.
4. A Proponent wishing to file an appeal must do so in writing, within the time frame and according to the procedures established under Administrative Order Number 581 and Administrative Order Number 2025-603, **Article Sixth, Paragraph 6 as amended by Administrative Order Number 2025-603**.
5. The PRDOH reserves the right to **cancel the award** of any Contract at any time prior to its execution, without incurring any obligation or liability of any kind to the Proponents.
6. The Proponent to whom the Contract is awarded shall execute the Contract within a reasonable period following the date of the Notice of Award, upon completion of all required post-award clearances and approvals, including processing through the **Puerto Rico Office of Management and Budget (OGP) Contract Processing Platform (PCo)**. The PRDOH will notify the selected Proponent once the contract has been cleared for

execution. Any delay caused by required administrative or interagency approvals shall not be attributable to the Proponent.

7. Should the awarded Proponent fail to execute the Contract requirements within the ten (10) calendar days following the **Notice of Award**, the PRDOH may annul the award and either:
  - Award the Contract to the next qualified and responsible Proponent based on the evaluation results, or
  - Readvertise or otherwise proceed with the work, as determined by the PRDOH.
8. The Contract Documents shall include all forms, attachments, and requirements incorporated into this Request for Proposals, the awarded Proponent's submission, and any subsequent amendments or clarifications issued by the Puerto Rico Department of Health (PRDOH). These documents shall collectively govern the contractual relationship between the PRDOH and the awarded Proponent.

## **List of Required Submissions and Post-Award Deliverables**

### **A. Documents to be Submitted with the Proposal**

Each Proponent shall include the following documents and forms as part of the sealed proposal package. Failure to submit any of the required documents in complete and legible form shall be cause for disqualification.

1. **Proposal Form** — Fully completed and signed by an authorized representative of the Proponent.
2. **Statement of Bidder's Qualifications** — Demonstrating financial capacity, technical experience, and organizational resources to perform the services.
3. **Non-Collusive Affidavit** — Certifying that the proposal was prepared independently and without collusion.
4. **Cost Schedule Form** — Detailing the breakdown of professional fees and costs per service phase or item.
5. **Curriculum Vitae and Professional Licenses of Key Personnel** — Including copies of current architectural and engineering licenses valid in Puerto Rico.
6. **Corporate Documentation** — Copy of Certificate of Incorporation, Certificate of Good Standing, or equivalent proof of legal existence.
7. **Single Supplier Registry Certificate (RUP)** — Issued by the Puerto Rico General Services Administration (ASG), valid and up to date, including all tax and compliance certifications required under Law No. 73-2019.
8. **Certification of Legal Entities** — As required by Circular Letters CC-013-2021 and OE-2021-029.
9. **Certifications of Compliance** — As required under applicable federal and local laws:
  - Act No. 164 (December 16, 2009)
  - Act No. 173 (August 12, 1988)
  - Suspension and Debarment certification (2 CFR 180.995)
10. **Insurance Capability Statement** — Evidence of the Proponent's ability to secure professional liability insurance (Errors & Omissions) required for A/E services.

11. **Professional Services RFP Checklist** — Completed, signed, and included as part of the proposal package.
12. **USB Drive (Digital Copy)** — Containing a complete digital version (PDF) of all proposal documents.

#### **B. Documents to be Submitted After Award (Post-Award Deliverables)**

The selected Proponent shall provide the following documentation prior to contract execution. Failure to submit any of the required post-award documents may result in cancellation of the award.

1. **Professional Liability Insurance Certificates** — Including Errors & Omissions coverage, and any additional policies required by the PRDOH for professional services, such as Commercial General Liability, Automobile Liability (endorsed in favor of the PRDOH), and Workers' Compensation (CFSE) certificates, as applicable.
2. **Updated Compliance Certificates and RUP** — If any of the certificates submitted with the proposal have expired during the evaluation or award period.
3. **Performance Guarantee (if applicable)** — If required by PRDOH, in the form and amount determined for professional service contracts.
4. **Signed Contract Agreement** — Within the period established by PRDOH, upon completion of all required internal and inter-agency approvals through the **Puerto Rico Office of Management and Budget (OGP) Contract Processing Platform (PCo)**.
5. **Notice of Award Acknowledgment Letter** — Signed acceptance by the Proponent confirming award and commitment to execute the contract.
6. **Any Additional Documentation** — As may be required by the PRDOH or the Office of Management and Budget (OGP) during contract processing through the PCo platform.

#### **ARTICLE 10 – SCOPE OF WORK**

The professional services to be performed under this Request for Proposals (RFP) correspond to the **Architecture and Engineering (A/E) Design Services for the Rehabilitation and Interior Redistribution of the new Transitional Services Center (CTS)** located in **Río Grande, Puerto Rico**.

The A/E firm shall provide all professional services necessary to complete the project in accordance with the applicable design standards, regulations, and codes, **including but not limited to the “Reglamento Conjunto”, the Puerto Rico Building Code**, the International Building Code (IBC), the Guidelines for Design and Construction of Residential Health, Care, and Support Facilities (FGI, 2018), Centers for Medicare & Medicaid Services (CMS) Standards, ADA Accessibility Guidelines (ADAAG), and other applicable local and federal requirements.

**The scope of services includes the following:**

1. **As-Built Documentation:** Perform a complete architectural and engineering “As-Built” of the existing facilities. *Reference drawings will be provided by PRDOH during the pre-bid site visit.*
2. **Programming and Space Planning:** Evaluate spatial requirements based on the conceptual layout included as part of this RFP. The program will consist of administrative, clinical, habilitative, and support areas.
3. **Design Services:** Develop schematic design, design development, and construction documents in compliance with local and federal regulations applicable to healthcare facilities. Applicable references include IBC, FGI (2018), CMS Standards, and ADAAG.
4. **Compliance and Rehabilitation Considerations:** Identify and rehabilitate all interior and exterior areas to ensure full compliance with ADA standards and life-safety codes. Evaluate existing building systems and propose solutions for mechanical, electrical, and plumbing components, including the assessment and installation of new HVAC equipment or integration with any existing systems, as applicable. The scope shall include provisions for a new emergency generator and water cisterns, as required. All design recommendations must comply with NFPA, ASHRAE, and applicable PRDOH healthcare standards.
5. **Site and Exterior Design Scope:** Include the design and rehabilitation of exterior site elements within the project boundaries, including:
  - a. Vehicular circulation and parking areas (layout, grading, drainage, pavement, and accessibility routes).
  - b. Pedestrian access, ramps, and sidewalks in compliance with ADA standards.
  - c. Green and recreational areas adjacent to the facility, including basic landscaping, exterior lighting, and stormwater management.
  - d. Coordination with utility connections and site boundary conditions.
6. **Phases of Work (Estimated Durations):**
  - Schematic Design Phase – **4 weeks**
  - Design Development Phase – **8 weeks**
  - Construction Documents, Specifications & Permitting – **6 weeks**
7. **Permitting and Agency Coordination:** Identify, prepare, and obtain all required permits and agency approvals necessary for implementation of the works.
8. **Procurement Support:** Assist PRDOH during the bidding process by supporting bid document preparation, participating in pre-bid site visits, responding to bidder questions via addenda, and providing technical support during bid evaluation.

- 9. Construction-Phase Services (Limited):** Provide **construction observation** services during construction, including submittal review, weekly on-site progress meetings, review of RFIs, and coordination with contractors. The A/E firm will estimate the construction duration and define the scope of supervision services accordingly. **A/E firm must clearly identify in the proposal the monthly rate for these services.**

## ARTICLE 11 – EXECUTION TIME

The total duration for the execution of the professional services under this contract shall not exceed **eighteen (18) weeks**, counted from the issuance of the **Notice to Proceed (NTP)** by the Puerto Rico Department of Health (PRDOH).

The estimated durations per phase are as follows:

| Phase of Work | Description                                         | Estimated Duration |
|---------------|-----------------------------------------------------|--------------------|
| 1             | Schematic Design Phase                              | 4 weeks            |
| 2             | Design Development Phase                            | 8 weeks            |
| 3             | Construction Documents, Specifications & Permitting | 6 weeks            |

The A/E firm shall submit a detailed **Work Schedule (Project Timeline)** within ten (10) calendar days of receiving the Notice to Proceed (NTP), reflecting all phases, milestones, deliverables, and submission dates for PRDOH review and approval.

Delays attributable to regulatory reviews or agency permitting shall not be considered non-compliance by the A/E firm, provided that the firm submits all required documents within the agreed timeframe and maintains coordination with the PRDOH.

## ARTICLE 12 – DELAYS IN DELIVERY OF SERVICES (A/E SERVICES)

The duration of the services may be extended by written amendment signed by both parties.

Failure by the A/E Firm to comply with the approved project schedule, without written justification acceptable to the Puerto Rico Department of Health (PRDOH) and duly approved by it, may result in administrative remedies, including payment retention or adjustment, as determined by the PRDOH.

The PRDOH reserves the right to **withhold up to ten percent (10%) of the total contract amount** in cases of unjustified delay in deliverables or milestones defined in the approved schedule. The withheld amount may be released upon satisfactory completion of the affected deliverables.

Such measures are intended to compensate the PRDOH for administrative costs, delays in project milestones, and other impacts resulting from noncompliance with the established schedule.

This provision shall not preclude the PRDOH from seeking additional remedies or specific performance as provided by applicable law.

## **ARTICLE 13 – A/E DESIGN WORK BY PHASES:**

The A/E Firm shall perform the professional design services in accordance with the requirements established herein, consistent with the Scope of Work for the **Rehabilitation and Interior Redistribution of the new Transitional Services Center (CTS)** located in **Río Grande, Puerto Rico**.

All design phases shall comply with applicable local and federal regulations for healthcare, habilitative, and accessibility facilities, including but not limited to the “**Reglamento Conjunto**”, the **Puerto Rico Building Code**, the **International Building Code (IBC)**, **FGI Guidelines for Design and Construction of Residential Health, Care, and Support Facilities (2018)**, **ADAAG**, **NFPA**, and **PRDOH design standards**.

### **A. Schematic Design Phase (30%)**

**Estimated Duration:** 4 weeks

During this phase, the A/E Firm shall validate and refine the conceptual space program provided by the PRDOH for the new Transitional Services Center (CTS). The work shall include:

- Verifying and updating the preliminary functional program, including administrative, clinical, habilitative, and support areas.
- Defining area relationships, square footage per functional space, circulation ratios, and net-to-gross efficiency.
- Developing schematic floor plans, site layout plans, and building elevations to illustrate proposed rehabilitation and redistribution of spaces within the existing structures.
- Preparing conceptual documentation describing building systems (architectural, structural, mechanical, electrical, plumbing, HVAC) and finishes.
- Coordinating and incorporating findings of technical studies, including but not limited to: topographic survey, asbestos-containing materials (ACM), and lead-based paint (LBP) assessments.
- Prepare **mood board** identifying design intent for finishes, colors and way finding.
- Preparing an **initial cost estimate** based on schematic design.

### **Deliverables:**

One (1) full-size hard copy (24" x 36") and one (1) digital copy (PDF) including schematic drawings, technical narrative, preliminary specifications, cost estimate, and supporting studies

### **B. Design Development and Construction Documents Phase**

**Estimated Duration:** 8 weeks for Design Development and 6 weeks for Construction Documents

This phase shall include the full development of schematic design into detailed design and construction documents.

#### **The A/E Firm shall:**

- Develop complete design drawings and technical specifications 100% completion (60% at Design Development and 90%, 100% at Construction Documents), including architectural, structural, electrical, mechanical, and plumbing systems.
- Integrate code compliance requirements and all PRDOH review comments from prior submissions.
- Prepare and submit design documents for **60%, 90%, and 100% completion** milestones.
- Provide written responses to PRDOH comments identifying how each has been addressed.
- Prepare updated cost estimates and a preliminary construction schedule at each stage.
- Provide all documentation required for building, environmental, and construction permits.

### **Deliverables:**

- **60% and 90% submissions:** One (1) full-size hard copy and one (1) digital copy (PDF).
- **100% submission (Final Construction Documents):** Three (3) full-size hard copies and one (1) digital copy including specifications, calculations, cost estimate, proposed bid form, and evidence of construction permit submission.

### **C. Procurement (Bidding) Support Phase**

**Estimated Duration:** 2 weeks

During this phase, the A/E Firm shall assist PRDOH in the procurement process by:

- Participating in pre-bid meetings and site visits.
- Preparing and issuing addenda in response to bidder questions.
- Clarifying technical aspects of the documents as required.
- Reviewing and providing recommendations on contractor bids for compliance and technical completeness.

## **D. Construction Coordination (Limited Services)**

**Estimated Duration:** Based on construction period

Upon initiation of the construction phase, the A/E Firm shall provide limited construction coordination support to PRDOH, including:

- Reviewing and approving contractor submittals (shop drawings, data sheets, material samples).
- Responding to Requests for Information (RFIs) within reasonable timeframes.
- Performing **periodic site visits** to verify progress and compliance with the approved design documents.
- Recommending approval or rejection of proposed Change Orders.
- Assisting PRDOH in the preparation of **As-Built documentation** and **permit closeout**.

### **Final Deliverables:**

- Certificate of Substantial Completion (as applicable to design intent).
- Electronic copies of final design files and As-Built updates.

**ARTICLE 14 – SPECIAL CLAUSES APPLICABLE TO PROFESSIONAL SERVICES CONTRACTS (A/E DESIGN)-** This Article is applicable when construction activities are part of **Article 10 – Scope of Work**.

Although this Request for Proposals (RFP) is limited to **architectural and engineering (A/E) design services**, the A/E Firm shall ensure that all documents prepared under this contract comply with the legal, fiscal, and ethical provisions applicable to public construction projects financed with state funds.

Accordingly, the following clauses shall apply, as reference and compliance framework, for the design phase of the project entitled **“Rehabilitation and Interior Redistribution of the new Transitional Services Center (CTS) – Río Grande, Puerto Rico.”**

1. **Use of Local Resources** The A/E Firm shall give preference, to the extent possible, to the use of professional and technical personnel, materials, and services located within Puerto Rico. If local resources are unavailable, the Firm shall demonstrate reasonable efforts to obtain them locally before contracting outside the jurisdiction.
2. **Compliance with Laws and Regulations**  
The A/E Firm shall comply with all applicable laws of the Commonwealth of Puerto Rico, including but not limited to:
  - Law No. 109 of July 12, 1985 (Buy Puerto Rico Act) – The A/E design shall facilitate compliance with this law for the future construction phase.
  - Law No. 117 of July 4, 2006 (Sales and Use Tax Act) and Law No. 72 of May 29, 2015, concerning state and municipal tax obligations (*IVU*).

- Law No. 2 of January 4, 2018, Title III (Anti-Corruption Code for the New Puerto Rico).
  - Law No. 73 of July 23, 2019, requiring registration in the Single Registry of Bidders or Providers (RUL/RUP) under the Puerto Rico General Services Administration (ASG).
  - Law No. 14 of January 8, 2004 (Puerto Rican Industry Investment Act), promoting the acquisition of local products and services.
  - Administrative Bulletins and Circular Letters of the Office of Management and Budget (OGP), including Circular Letters 93-11, 141-17 and 144-17.
3. **Tax and Treasury Compliance**  
The A/E Firm shall comply with the requirements of the Puerto Rico Treasury and the Municipal Revenue Collection Center (CRIM) regarding income, sales, and property tax obligations, pursuant to Circular Letter No. 1300-16-16
4. **Labor and Immigration Compliance**  
The A/E Firm shall comply with all applicable Puerto Rico and Federal Department of Labor requirements, including:
- Fair labor practices
  - Equal Employment Opportunity
  - Unemployment and disability insurance contributions
  - Social Security payments
  - U.S. Department of Homeland Security Form I-9 verification for employees assigned to the project.
5. **Legal and Ethical Restrictions**  
The A/E Firm and its key personnel shall not have been convicted or sanctioned for fraud, corruption, or misappropriation of public funds.
- The A/E Firm shall adhere to the ethical standards established by Law No. 84 of June 18, 2002 (Code of Ethics for Government Contractors).
6. **Administrative Orders of the Puerto Rico Department of Health (PRDOH)**  
All requirements of the PRDOH's administrative orders currently in force, including Administrative Order No. 581 (2023), Administrative Order Number 2025-603, and Administrative Order No. 619 (2024), shall apply to this RFP.

These orders govern the selection, evaluation, and contracting of professional services, and the use of the Contract Processing Platform (PCo) of the Office of Management and Budget (OGP).

## ATTACHMENTS



## Attachment A

### STATEMENT OF PROPONENT'S QUALIFICATIONS

The Undersigned hereby certifies, under oath, the truth and correctness of all statements and of all answers to questions made hereinafter.

Submitted to: \_\_\_\_\_  
(Name of Owner)

Submitted by: \_\_\_\_\_  
(Name of Authorized Person)

☐ Corporation    ☐ Partnership    ☐ Individual    ☐ Joint Venture    ☐ Other

*(Attach separate sheets as required)*

#### 1. Organization Information

a. How many years has your organization been in the industry as an A/E firm under its present business name?

\_\_\_\_\_

b. How many years has your organization been in the industry as an A/E firm under other business names?

\_\_\_\_\_

#### 2. Corporate Information (If a Corporation)

a. Date of Incorporation: \_\_\_\_\_

b. State or Country of Incorporation: \_\_\_\_\_

c. President: \_\_\_\_\_

d. Vice President: \_\_\_\_\_

e. Secretary or Clerk: \_\_\_\_\_

f. Treasurer: \_\_\_\_\_

g. Postal Mailing Address: \_\_\_\_\_

h. Telephone Number: \_\_\_\_\_

i. Email Address: \_\_\_\_\_

The PRDOH requires submission of a valid **Certificate of Incorporation or Partnership or Joint Venture**. Attach copies of all corporate documents.

#### 3. Partnership or Individual (If applicable)

a. Date of Organization: \_\_\_\_\_

b. Name and address of all partners (state whether general or limited):

\_\_\_\_\_

c. Mailing Address: \_\_\_\_\_

d. Telephone Number: \_\_\_\_\_

e. Email Address: \_\_\_\_\_

#### 4. General Information

a. General character of work performed by your company:

\_\_\_\_\_

b. Percentage of project design work normally performed with your own forces: \_\_\_\_\_ %

List design disciplines performed in-house:

\_\_\_\_\_

#### 5. Contract Performance

a. Have you ever failed to comply with the stipulations of any contract awarded to you?

☐ Yes ☐ No

If yes, describe when, where, and why:

\_\_\_\_\_

b. Have you ever defaulted on a contract with:

- The PRDOH? \_\_\_\_\_
- Any other local or federal government agency? \_\_\_\_\_
- A private owner? \_\_\_\_\_

If yes, describe the facts, project name, scope, and owner/agency involved.

\_\_\_\_\_

**6. Related Organizational History-** Has any officer or partner of your organization ever been an officer or partner of another organization that failed to comply with the terms of a construction or design contract?

☐ Yes ☐ No

If yes, describe the circumstances:

\_\_\_\_\_

**7. Current and Recent Projects.** List the name of all major **design projects** your organization currently has in progress or that are expected to start within the next six (6) months. Include for each:

- Owner or client name
- Contact person, telephone, and email
- Contract amount
- Percent completed
- Project start date and expected completion date

*(Attach additional sheets as needed)*

**8. Proponent's Experience.** Provide a detailed description of **five (5) similar recent projects** with satisfactory performance, including the project's owner name and contact information.  
(Attach project sheets as required)

**9. Proponent's Qualifications.** Include detailed information regarding your firm's experience and capacity to perform the requested services.

Attach the following:

- Curriculum Vitae or résumé of Key Personnel
- Copies of current professional licenses (Architecture and Engineering) valid in Puerto Rico
- Description of proposed team structure and roles

**10. Understanding of the Project and Requested Services.** Provide a **narrative summary** of the Proponent's understanding of the project's scope, goals, challenges, areas of improvement, and proposed approach to meet the objectives of the CTS Río Grande design assignment.

**11. Authorization.** The Undersigned hereby authorizes and requests any person, firm, or corporation to disclose or furnish any information requested by the **Puerto Rico Department of Health (PRDOH)** in verification of the information contained in this Statement of Qualifications.

Executed in \_\_\_\_\_, Puerto Rico, this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
(Name of Proponent)

\_\_\_\_\_  
(Proponent's Address)

\_\_\_\_\_  
(Signature of Authorized Representative)

\_\_\_\_\_  
(Title)

**Affidavit No.** \_\_\_\_\_

Sworn and subscribed before me on the place and date above stated by \_\_\_\_\_,  
who is personally known to me.

\_\_\_\_\_  
(Notary Public)

## Attachment B COST SCHEDULE FORM

The Proponent includes design, all labor, equipment, materials, tools, transportation, supplies, overhead, travel expenses (if applicable), permits, taxes, fees, and profit to complete the work in accordance with the included Scope of Work and bidding documents.

Request for Proposal Number: \_\_\_\_\_

Project Name: \_\_\_\_\_

Total Estimated Cost Amount (Written Value): \$ \_\_\_\_\_

(Number Value): \$ \_\_\_\_\_

Estimated Construction Time Duration: \_\_\_\_\_ months \_\_\_\_\_ weeks

| ITEM         | DESCRIPTION (Note 1)                                           | AMOUNT | UNIT | TOTAL COST |
|--------------|----------------------------------------------------------------|--------|------|------------|
| 1            | Insurance                                                      | 1      | LS   |            |
| 2            | As-Built Documentation                                         | 1      | LS   |            |
| 3            | Programming and Space Planning                                 | 1      | LS   |            |
| 4            | Schematic Design Phase                                         | 1      | LS   |            |
| 5            | Design Development Phase                                       | 1      | LS   |            |
| 6            | Construction Documents, Specifications & Permitting            | 1      | LS   |            |
| 7            | Procurement (Bid) Process Assistance                           | 1      | LS   |            |
| 8            | Construction Supervision (based on estimated project duration) | 1      | LS   |            |
| 9            | Permitting and Agency Coordination (if not covered in Item 6)  | 1      | LS   |            |
| <b>Total</b> |                                                                |        |      |            |

- LS = Lump Sum
- Note 1: Overhead and Profit shall be included as part of each item listed above.
- Note 2: Service estimate must consider the total construction duration for planning supervision services.

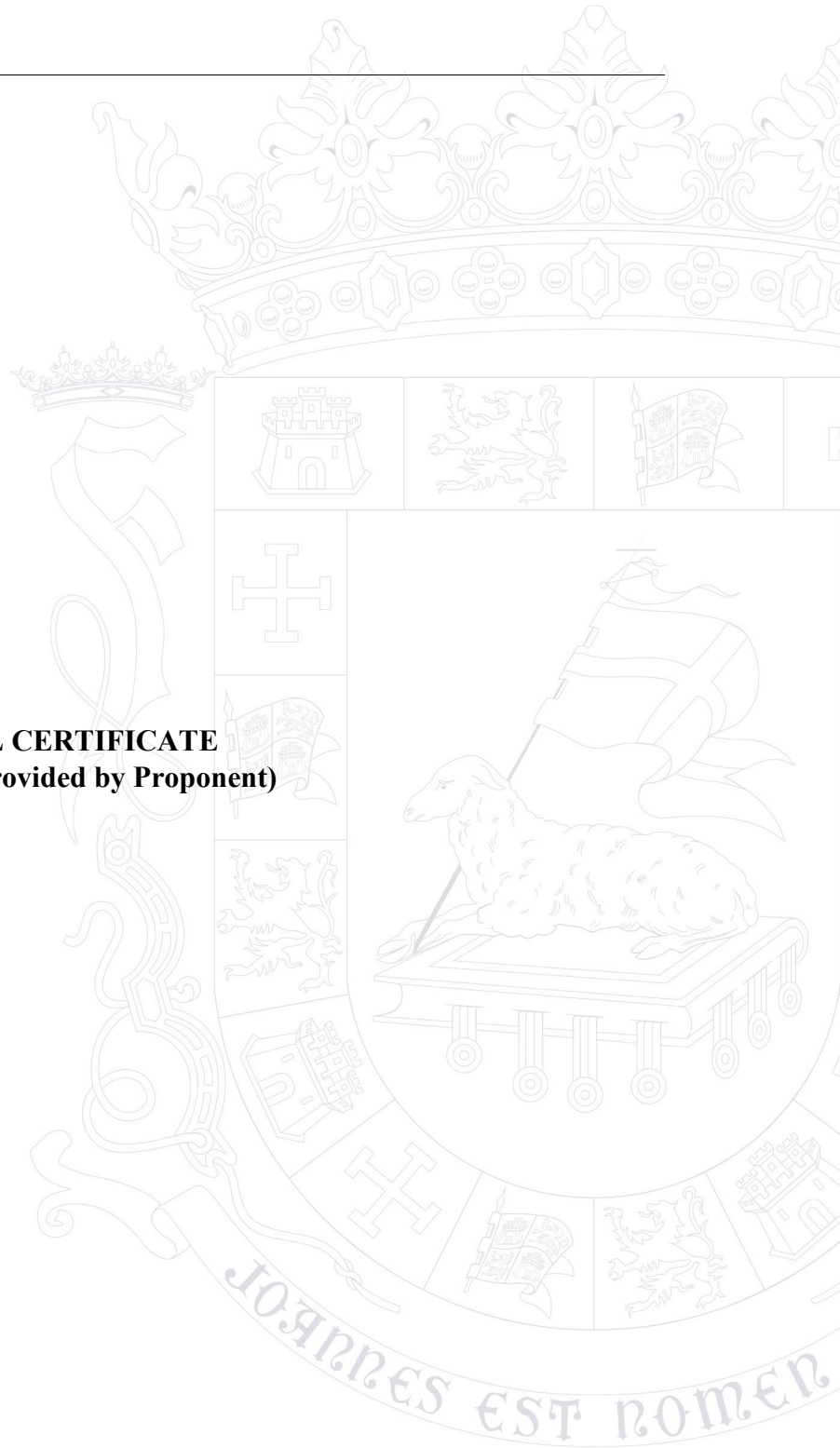
Proponent Name (For Corporations, signed and sealed)

Proponent Authorized Signature / Date

## Attachment C

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**RUL CERTIFICATE**  
**(To be provided by Proponent)**



**Attachment D**

**ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM**

The Proponent hereby acknowledges that he/she has received and that he/she has considered in the preparation of his/her Request for Proposals, all requirements in the following Addenda to this Request for Proposal/Proposal/Contract:

| ADDENDUM<br>NUMBER | DATE OF<br>ADDENDUM | ACKNOWLEDGEMENT |
|--------------------|---------------------|-----------------|
|                    |                     |                 |
|                    |                     |                 |
|                    |                     |                 |
|                    |                     |                 |
|                    |                     |                 |
|                    |                     |                 |

☐ **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS REQUEST FOR PROPOSAL. ACKNOWLEDGEMENT:**

\_\_\_\_\_  
**Proponent's Authorized Officer Signature**

**IMPORTANT NOTICE:**

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY ALL PROPONENTS.**  
**IF NO ADDENDA ARE RECEIVED, CHECK THE "NO ADDENDUM" BOX ABOVE**  
**AND SIGN THE ACKNOWLEDGEMENT**

## Attachment E

### DECLARACIÓN JURADA Ley 2-2018, Código Anti-Corrupción para el Nuevo Puerto Rico<sup>1</sup>

#### [SWORN STATEMENT] [Act 2-2018, Anti-Corruption Code for a New Puerto Rico]<sup>2</sup>

Yo, \_\_\_\_\_, en mi carácter personal y en representación de \_\_\_\_\_  
("Proponente" o "Licitador"), con número de seguro social patronal \_\_\_\_\_,  
mayor de edad, de profesión: \_\_\_\_\_, con estado civil: \_\_\_\_\_ y  
vecino de \_\_\_\_\_ el más solemne juramento declaro como sigue:

[I, \_\_\_\_\_, in my personal capacity and in  
representation of \_\_\_\_\_ ("Proponent" or "Bidder"),  
Tax I.D. Number \_\_\_\_\_, of legal age, with profession:  
\_\_\_\_\_, marital  
status: \_\_\_\_\_ and resident of  
\_\_\_\_\_, do hereby solemnly swear as follows:]

1. Mi nombre y demás circunstancias personales son las anteriormente expresadas.
1. [My name and personal circumstances are as stated above.]
2. A la fecha en que suscribo esta declaración jurada, el suscribiente, el Proponente o Licitador, su presidente, vicepresidente, director, director ejecutivo, miembro junta de oficiales o directores y personas que desempeñen funciones equivalentes para el Proponente o Licitador **no ha sido convicto ni se ha declarado culpable en el foro estatal o federal**, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) apropiación ilegal agravada; (b) extorsión; (c) sabotaje de servicios públicos esenciales; (d) falsificación de documentos; (e) fraude; (f) fraude por medio informático; (g) fraude en las construcciones; (h) uso, posesión o traspaso fraudulento de tarjetas con bandas electrónicas; (i) enriquecimiento ilícito; (j) enriquecimiento ilícito de funcionario público; (k) enriquecimiento injustificado; (l) aprovechamiento ilícito de trabajos o servicios públicos; (m) intervención indebida en las operaciones gubernamentales; (n) negociación incompatible con el ejercicio del cargo público;  
  
(o) alteración o mutilación de propiedad; (p) certificaciones falsas; (q) soborno, en todas sus modalidades; (r) influencia indebida; (s) malversación de fondos públicos; o (t) lavado de dinero.

<sup>1</sup> Como requisito para la participación en esta Solicitud de Propuestas, el Proponente deberá suscribir esta declaración tal como está redactada, sin alteración, reserva o modificación de índole alguna. Si el suscribiente, Licitador o Proponente no puede suscribir esta declaración según redactada, deberá someter una certificación bajo juramento aclarando todas las excepciones y/o aclaraciones aplicables. Someter información falsa, incompleta o incorrecta podría conllevar la imposición de sanciones civiles y criminales en contra del suscribiente, el Proponente.

<sup>2</sup> [As a requirement to participate in this RFP, the Proposer must file this sworn statement in the exact form and content as set forth herein, without alteration, exception, or modification of any kind. If the Proposer is unable to execute this statement in the exact form provided herein, the Bidder or Respondent shall submit a separate sworn certification stating all exceptions, clarifications, or modifications to this form of sworn statement. The submission of false, incomplete, or incorrect information could lead to the imposition of civil and/or criminal penalties against the Proposer.]

2. *[As of the date of execution of this sworn statement, neither the undersigned nor the Proponent or Bidder, or its president, vice president, director, executive director, member of Board of officers or directors, or any persons performing equivalent functions on Proponent's or Bidder's behalf, has been convicted or has pleaded guilty in state or federal court, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated misappropriation; (b) extortion; (c) sabotage of essential public services; (d) forgery of documents; (e) fraud; (f) electronic fraud; (g) construction fraud; (h) fraudulent use, possession or transfer of cards with electronic bands; (I) illicit enrichment; (j) illicit enrichment by public official; (k) unjustified enrichment; (l) illicit enrichment of public work or services; (m) improper intervention in government operations; (n) negotiation incompatible with the exercise of public office; (p) false certifications; (q) bribery, in all its modalities; (r) undue influence; (s) embezzlement of public funds; or (t) money laundering.]*
3. A la fecha en que suscribo esta declaración jurada y **por los pasados veinte (20) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) daño agravado; (b) retención de propiedad; (c) alteración o mutilación de propiedad; (d) archivo de documentos o datos falsos; (e) posesión y uso ilegal de información, recibos y comprobantes de pago de contribuciones; (f) compra y venta ilegal de bienes en pago de contribuciones; (g) presentación de escritos falsos; (h) posesión ilegal de recibos de contribuciones; (i) falsificación de asientos en registros; (j) falsificación de sellos; (k) falsedad ideológica; (l) falsificación de licencia, certificado y otra documentación; (m) falsificación en el ejercicio de profesiones u ocupaciones; (n) posesión y traspaso de documentos falsificados; (o) posesión de instrumentos para falsificación; (p) preparación de escritos falsos.
3. *[As of the date of execution of this sworn statement and **for the twenty (20) years** prior, neither the undersigned nor the Proponent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board of officers or directors, or any person performing equivalent functions on Proponent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) aggravated damage; (b) property retention; (c) alteration or mutilation of property; (d) filing of false documents or data; (e) illegal possession and use of tax information, receipts and payment vouchers; (f) illegal purchase and sale of goods for the payment of taxes; (g) filing false writings; (h) illegal possession of tax receipts; (a) falsification of entries in registers; (j) forgery of stamps; (k) ideological falsehood; (l) forgery of license, certificates and other documents; (m) forgery in the exercise of professions or occupations; (n) possession and transfer of forged documents; (o) possession of counterfeit instruments; (p) preparation of false writings.]*
4. A la fecha en que suscribo esta declaración jurada y **por los pasados ocho (8) años**, ni el suscribiente, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o

- Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por cualquiera de los siguientes delitos: (a) omisión en el cumplimiento del deber; (b) venta ilegal de bienes; (c) incumplimiento del deber; (d) negligencia en el cumplimiento del deber; (e) usurpación de cargo público; o (f) impedir la inspección de libros y documentos.
4. *[As of the date of execution of this sworn statement and **for the eight (8) years** prior, neither the undersigned nor the Proponent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Proponent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for any of the following crimes: (a) omission in the fulfillment of duty; (b) illegal sale of goods; (c) breach of duty; (d) negligence in the fulfillment of duty; (e) usurpation of public office; or (f) preventing the inspection of records and documents.*
5. A la fecha en que suscribo esta declaración jurada y **por los pasados diez (10) años**, ni el suscriptor, ni el Proponente o Licitador, ni cualquiera de sus siguientes oficiales: presidente, vicepresidente, director, director ejecutivo o miembro junta de oficiales o directores o personas que desempeñen funciones equivalentes para el Proponente o Licitador, ha sido convicto o se ha declarado culpable en el foro estatal o federal, o en cualquier otra jurisdicción de los Estados Unidos, por delitos graves contra el ejercicio del cargo público o contra fondos públicos codificados en el Código Penal de Puerto Rico; la Ley Núm. 1-2012, según enmendada, la “Ley Orgánica de la Oficina de Ética Gubernamental”; o cualquier otro según dispuesto en la Ley 22018.
5. *[As of the date of execution of this sworn statement and **for the ten (10) years** prior, neither the undersigned nor the Proponent or Bidder, or any of its officers, including its president, vice president, director, executive director, member of board officers or directors, or any person performing equivalent functions on Proponent's or Bidder's behalf, has been convicted or has pleaded guilty in the state or federal forum, or in any other jurisdiction of the United States, for crimes against the exercise of public office or public funds as defined in the Puerto Rico Penal Code, ; Law No. 1-2012, as amended, the Government Ethics Office Enabling Act; or any other crime defined in Law 2-2018.]*
6. Entiendo y acepto el deber de informar cualquier cambio al contenido de esta declaración durante el proceso de contratación o la vigencia del contrato, ya sea por alegación de culpabilidad o convicción por cualquiera de los delitos antes mencionados, o cualquier otra conducta proscrita en el “Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico”, Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.
- [I accept and acknowledge my obligation to inform of any change or modification to this statement during the contracting process or the term of the contract, as the result of a guilty plea or conviction for any of the above-mentioned crimes or any other conduct prohibited by the “Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico”, Title III, Law 2-2018.]*
6. Entiendo y acepto que la convicción posterior a esta declaración por cualquiera de los delitos enumerados en cualquiera de los incisos anteriores conllevará, además de cualquiera otra penalidad, la rescisión automática de cualquier contrato entre el

- suscribiente, el Proponente o el Licitador, y cualquier entidad gubernamental, corporación pública o municipio.
7. *[I accept and acknowledge that a conviction for any of the crimes specified in the above paragraphs will result, in addition to any other penalties, in the immediate termination of any contract in force at the time of conviction, between the undersigned, the Bidder or Proponent, and any government entity, public corporation or municipality at the date of conviction or guilty plea.]*
  8. El suscribiente, el Proponente o el Licitador, según sea el caso, se compromete a cumplir con lo dispuesto en el Código de Ética para Contratistas, Suplidores y Solicitantes de Incentivos Económicos de las Agencias Ejecutivas del Gobierno de Puerto Rico”, Código Anticorrupción para el Nuevo Puerto Rico, Título III, Ley 2-2018.
  8. *[The undersigned and/or the Bidder or Proponent, as the case may be, commits to complying with the “Code of Ethics for Contractors, Suppliers of Goods and Services and Applicants for Economics Incentives of the Executive Agencies of the Government of Puerto Rico”, Title III, Law 2-2018.]*
  9. Suscribo esta declaración jurada de conformidad con las disposiciones de la Ley 2-2018, y los requisitos de esta [Subasta, Solicitud de Cualificaciones o Solicitud de Propuestas.].
  9. *[I execute this sworn statement pursuant to Law 2-2018, and the terms and provisions of this IFB, RFQ or RFP.]*
  10. Hago la presente declaración jurada para que cualquier entidad gubernamental, corporación pública o municipio, tenga conocimiento de lo aquí declarado para cualquier propósito administrativo y/o legal.
  10. *[I execute this sworn statement so that any government entity, public corporation or municipality has knowledge of what is herewith declared and for any administrative and/or legal purpose in relation thereto.]*

**Y PARA QUE ASÍ CONSTE**, juro y suscribo esta declaración en \_\_\_\_\_,  
\_\_\_\_\_, hoy \_\_\_\_\_ de \_\_\_\_\_ de 20 \_\_\_\_\_.

**[NOW THEREFORE, I hereby swear and sign this statement in \_\_\_\_\_,**  
\_\_\_\_\_, on this \_\_\_\_\_ of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
**DECLARANTE**  
**[DEPONENT]**

**JURAMENTO [OATH]**

AFFIDAVIT

NÚM.: \_\_\_\_\_

[AFFIDAVIT  
NUMBER:] \_\_\_\_\_

**JURADO Y SUSCRITO** ante mí por \_\_\_\_\_,  
de las circunstancias personales anteriormente mencionadas y a quién identifico mediante  
\_\_\_\_\_, en \_\_\_\_\_,  
hoy de \_\_\_\_\_ de 20 \_\_\_\_\_.

**[SWORN AND SUBSCRIBED** before me  
by \_\_\_\_\_,  
with the aforesaid personal circumstances and whom I have identified by means of  
\_\_\_\_\_, in \_\_\_\_\_, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.]

**NOTARIO PÚBLICO  
[PUBLIC NOTARY]**

## Attachment F

### LIMITED DENIAL OF PARTICIPATION (LDP)/SUSPENSION OR DEBARMENT STATUS AFFIDAVIT

By signing this Certification, the Proponent certifies that the firm, business, or person submitting the proposal has not been LDP, suspended, debarred, or otherwise lawfully precluded from participating in any public procurement activity with any Federal, State or local government. Signing this Certification without disclosing all pertinent information about a debarment or suspension shall result in rejection of the proposal or cancellation of a contract. The PRDOH also may exercise any other remedy available by law.

In \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ of \_\_\_\_\_.

By:

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Signature of Proponent)

\_\_\_\_\_  
(Printed Name of Proponent)

\_\_\_\_\_  
(Position)

Affidavit No. \_\_\_\_\_

Subscribed and sworn to before me in the city of \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ of legal age,  
\_\_\_\_\_ (civil status), \_\_\_\_\_ (occupation) and resident of  
\_\_\_\_\_, \_\_\_\_\_, in RFP his/her capacity as  
\_\_\_\_\_ of Proponent, who I personally known or have  
identified by his/her \_\_\_\_\_.

Public Notary \_\_\_\_\_

## Attachment G

### NON-COLLUSIVE AFFIDAVIT

\_\_\_\_\_, being first duly sworn, deposes and says:

That he is \_\_\_\_\_ (a partner or officer of the firm of, \_\_\_\_\_ etc.) the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham; that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding and has not in any matter directly or indirectly sought by agreement or collusion or communication or conference, with any person, to fix the bid price of the affiant or of any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Municipality of \_\_\_\_\_ or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

By:

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Signature of Proponent)

\_\_\_\_\_  
(Printed Name of Proponent)

\_\_\_\_\_  
(Position)

Affidavit No: \_\_\_\_\_

Subscribed and sworn to before me in the city of \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ of legal age, \_\_\_\_\_ (civil status), \_\_\_\_\_ (occupation) and resident of \_\_\_\_\_, \_\_\_\_\_, in his/her capacity as \_\_\_\_\_ of Proponent. Who I personally known or have identified by his/her \_\_\_\_\_?

\_\_\_\_\_  
Public Notary

## Attachment H

### PENDING LITIGATION AND NO BANKRUPTCY SWORN STATEMENT

I, \_\_\_\_\_, of legal age, of marital status (married/single), and a resident of \_\_\_\_\_, have been designated as the authorized representative of \_\_\_\_\_. In such regard, I hereby certify that:

- 1) The company \_\_\_\_\_, or any representative are not bankrupt, nor has suspended  
(add Proponent name)  
business activities due to any analogous situation arising from a similar procedure under national laws and regulations.
- 2) The company is not under any bankruptcy litigation.

In \_\_\_\_\_, Puerto Rico this \_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_.  
(add municipality)

By:

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Signature of Proponent)

\_\_\_\_\_  
(Printed Name of Proponent)

\_\_\_\_\_  
(Title)

Affidavit No. \_\_\_\_\_

Subscribed and sworn to before me in the city of \_\_\_\_\_, \_\_\_\_\_, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ of legal age, \_\_\_\_\_ (civil status), \_\_\_\_\_ (occupation) and resident of \_\_\_\_\_, \_\_\_\_\_, in his/her capacity as \_\_\_\_\_ of Proposer, who I personally known or have identified by his/her \_\_\_\_\_.

\_\_\_\_\_  
Public Notary

## DECLARACIÓN JURADA

Yo, \_\_\_\_\_, mayor de edad, ☐ soltero(a)  
☐ casado(a) y residente en \_\_\_\_\_, en representación de la  
compañía \_\_\_\_\_,  
organizada como ☐ corporación, ☐ sociedad, ☐ negocio individual u ☐ otro  
(especifique) \_\_\_\_\_, ocupando el cargo de \_\_\_\_\_ en  
la compañía antes indicada, bajo juramento, declaro lo siguiente:

1. Que mi nombre y demás circunstancias personales son las anteriormente expresadas.
2. Que entiendo y acepto que toda persona natural o jurídica que desee participar de la adjudicación de una subasta o en el otorgamiento de algún contrato con cualquier agencia o instrumentalidad gubernamental, corporación pública, municipio, o con la Rama Legislativa o Rama Judicial, para la realización de servicios o la venta o entrega de bienes, someterá una declaración jurada ante notario(a) público(a), según establecido en el Artículo 3.3 de la Ley Núm. 2-2018 conocida como "Código Anticorrupción para el Nuevo Puerto Rico".
3. Que el (la) suscribiente, la compañía \_\_\_\_\_, o su presidente(a), vice-presidente(a), director(a), director(a) ejecutivo(a) o miembro(s) de una Junta de Oficiales o Junta de Directores(as), o persona(s) que desempeñe(n) funciones equivalentes para la persona jurídica:

☐ no ha sido convicto(a), ni se ha declarado culpable de cualquiera de los delitos enumerados en la Sección 6.8 de la Ley Núm. 8-2017, según enmendada, conocida como "Ley para la Administración y Transformación de los Recursos Humanos en el Gobierno de Puerto Rico", o por cualquiera de los delitos contenidos en la Ley Núm. 2-2018, conocida como "Código Anticorrupción para el Nuevo Puerto Rico".

☐ ha sido convicto(a) o se ha declarado culpable de cualquiera de los delitos, según enumerados en la Sección 6.8 de la Ley Núm. 8-2017, según enmendada, o por cualquiera de los delitos contenidos en la Ley Núm. 2-2018, antes mencionada. En tal caso, se indica lo siguiente:

Nombre de la compañía: \_\_\_\_\_

Nombre de su subsidiaria: \_\_\_\_\_

Nombre y apellido de la persona aplicable, según establecido en la Ley Núm. 2-2018: \_\_\_\_\_

Cargo en la Compañía: \_\_\_\_\_

Delito: \_\_\_\_\_

Fecha (D/M/A): \_\_\_\_\_

País: \_\_\_\_\_

Organismo o Tribunal: \_\_\_\_\_

4. Que entiendo y acepto que la convicción o culpabilidad por cualesquiera de los delitos enumerados en las citadas leyes inhabilitará de contratar o licitar a la persona natural o jurídica con cualquier entidad gubernamental, corporación pública, municipio, la Rama Legislativa y la Rama Judicial, por los términos aplicables bajo el artículo 6.8 de la Ley Núm. 8-2017, o diez (10) años contados a partir de la fecha en que termine de cumplir la sentencia cuando no se disponga un término en la citada Ley. Esta prohibición aplicará a cualquier delito, según establecido anteriormente, o su equivalente tanto en Puerto Rico, como en la jurisdicción federal, los estados, territorios de los Estados Unidos de Norteamérica o cualquier otro país.
5. Que la compañía \_\_\_\_\_, representada por el (la) suscribiente, tiene el deber y se compromete a informar continuamente, de forma inmediata, si el (la) suscribiente, o su presidente(a), vice-presidente(a), director(a), director(a) ejecutivo(a) o miembro(s) de una Junta de Oficiales o Junta de Directores(as), o persona(s) que desempeñe(n) funciones equivalentes para la persona jurídica, alguna vez resultara convicto(a) o se haya declarado(a) culpable o se encuentre(n) bajo investigación por los delitos contenidos en la Sección 6.8 de la Ley Núm. 8-2017, según enmendada, o por cualquiera de los delitos contenidos en la Ley Núm. 2-2018, antes mencionada.
6. Que suscribo esta declaración jurada de conformidad con lo establecido en la Ley Núm. 2-2018 y que hago la presente declaración jurada para que cualquier entidad gubernamental, corporación pública, municipio, la Rama Legislativa o la Rama Judicial tenga conocimiento de lo aquí declarado y para cualquier otro propósito administrativo o legal.

Y para que así conste, juro y firmo esta declaración en \_\_\_\_\_, Puerto Rico, el \_\_\_\_ de \_\_\_\_\_ de \_\_\_\_.

\_\_\_\_\_  
Firma del (de la) Declarante

#### AFIDÁVIT

Afidávit número: \_\_\_\_\_

Jurado y suscrito ante mí por \_\_\_\_\_, de las circunstancias antes mencionadas y a quien identifico mediante \_\_\_\_\_.

En \_\_\_\_\_, Puerto Rico, el \_\_\_\_ de \_\_\_\_\_ de \_\_\_\_.

\_\_\_\_\_  
Nombre del (de la) Notario(a)

\_\_\_\_\_  
Firma del (de la) Notario(a)

Sello Notarial