

Republic of the Philippines  
Office of the President

**JHMC**

JOHN HAY MANAGEMENT CORPORATION  
a member of The **BCDA** Group

# PHILIPPINE BIDDING DOCUMENTS

## PROCUREMENT OF CONSULTING SERVICES

### WATER SURVEYS WITHIN CAMP JOHN HAY

ABC: PhP 1,680,000.00

PAP Code: CON-5

Government of the Republic of the Philippines

**Fifth Edition**  
**August 2016**

# Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and (ITB) and (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, (BDS), and (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except of Part II since these provide important guidance to Bidders.

- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.
- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

# TABLE OF CONTENTS

## PART I

|  |           |
|--|-----------|
| <b>SECTION I. REQUEST FOR EXPRESSION OF INTEREST .....</b> | <b>5</b>  |
| <b>SECTION II. ELIGIBILITY DOCUMENTS.....</b>              | <b>10</b> |
| <b>SECTION III. ELIGIBILITY DATA SHEET .....</b>           | <b>17</b> |

# *Section I. Request for Expression of Interest*

# *John Hay Management Corporation*

## **REQUEST FOR EXPRESSION OF INTEREST**

### **Procurement of CONSULTING SERVICES FOR WATER SURVEYS IN CAMP JOHN HAY**

1. JOHN HAY MANAGEMENT CORPORATION (JHMC), through the *COB 2024* intends to apply the sum of **One Million Six Hundred Eighty Thousand Pesos and 0/100 (PHP 1,680,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Consulting Services for the Water Surveys in Camp John Hay**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. **JHMC** now calls for the submission of eligibility documents for **Consulting Services for the Water Surveys in Camp John Hay**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **11 June 2024, 10:00 AM** at the **JHMC Office Building, Camp John Hay, Baguio City**. The preferred submission shall be through electronic or manual means and strictly not a combination of both.

For manual submission, prospective bidders must submit one (1) original and two (2) copies of eligibility documents at the **JHMC Office Building, Camp John Hay, Baguio City**. Lacking or additional documents not included in the sealed envelopes shall not be accepted.

Submission of eligibility documents may be done through electronic means, provided that:

- a. The file must be password protected to ensure the security, integrity, and confidentiality of the eligibility documents;
- b. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and
- c. The complete documents shall be emailed to **[bac@jhmc.com.ph](mailto:bac@jhmc.com.ph)**

For modification or withdrawal of eligibility documents, refer to Section 26 of RA 9184 and its IRR.

Late submissions shall not be accepted.

3. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion in accordance with Section II of Bidding Documents.
4. The bidding consultant must have the following minimum qualifications:

The Consultant shall designate the following key personnel:

| <b>Key Personnel and Qualifications</b>   | <b>Key Activities</b>  |
|---|--|
| <p><b>Water Resources Engineer/ Team Leader</b></p> <p>The Team Leader/ Water Resources Engineer shall have at least a Bachelor's degree (preferably Master's Degree) in Engineering or equivalent, with at least TEN (10) years of professional experience in the field of water resources planning and design of multipurpose water resource projects; as well as Team Leader of at least two (2) projects of similar nature.</p> | <p>a) Provide overall direction and technical support to all specialists making up the Consulting Team in all aspects of the consultancy project for water surveys in CJH;</p> <p>b) Manage coordination and collaboration with concerned departments/ units of JHMC and other government offices, local government units (LGUs), as well as with other stakeholders including JHSEZ locators and / or barangays;</p> <p>c) Prepare detailed, time-bound work plans for the preparation of the detailed reports and technical results assigning various team members to each key task;</p> <p>d) Organize and take the lead in the conduct of regular site visits to the locations and areas for the technical supervision in undertaking the required survey and mapping, and the carrying-out of geological and geotechnical assessments;</p> <p>e) Monitor the progress of all technical assessments and geotechnical analyses ensuring that deadlines relating to delivery schedules are met;</p> <p>f) Take the lead in undertaking assessment studies;</p> <p>g) Take the lead and assign/ delegate other tasks/ activities to the members of the Consultancy Team and support staff as may be required during the conduct of the water surveys in Camp John Hay, including, but not limited to: (1) review and evaluation of the of all pertinent technical reports, analyses and recommendations and cost optimization; and (2) review and investigation of the existing legal and institutional arrangements, among others;</p> <p>h) Ensure the timely delivery and quality control of all required outputs; in particular, the Inception Report, Status/ Interim Report, and Final Reports;</p> <p>i) Ensure that JHMC is furnished the prints and electronic copy of the abovementioned deliverables/ reports, including all necessary tables, figures, maps and drawings to facilitate and expedite complete review of the submissions.</p> |

|   |  |
|---|--|
| <p><b>Engineering Hydrologist</b></p> <p>The Engineering Hydrologist must have at least a Bachelor's degree (preferably Master's Degree) in Civil Engineering <i>or equivalent</i>, with at least seven (7) years (professional experience and at least four (4) projects in the field of water resources and water management planning feasibility studies, detailed engineering design and river basin studies.</p> | <p><b>a)</b> Undertake the review/ updating of hydrologic parameters considered in previous studies, if any;</p> <p><b>b)</b> Collect/ update and validate hydro-meteorological data within the areas of concern and within its hydrological region with the last year of available record, preferably not older than one (1) year;</p> <p><b>c)</b> Present and discuss all technical methods involved in the Water Surveys within Camp John Hay;</p> <p><b>d)</b> Include the climate change scenario for ready reference, in all its analyses and recommendations;</p> <p><b>e)</b> In the case there are several water users/ water permit grantees drawing water from the same source, perform systems/ water balance;</p> <p><b>f)</b> Perform hydrologic analysis for various schemes/ alternative sites as an input for wider range of economic evaluation, financial evaluation, etc.;</p> <p><b>g)</b> If possible and needed, gather water samples on several water samples for water quality testing and mapping of areas;</p> <p><b>h)</b> Undertake hazard and risk assessment in relation to the outputs for Water Surveys in CJH in coordination with other related disciplines; and</p> <p><b>i)</b> Undertake other tasks/ activities assigned/ delegated by the Team Leader as may be required during the conduct of detailed study, surveys, reviews and analyses.</p> |
| <p><b>Geotechnical Engineer/ Engineering Geologist</b></p> <p>The Geotechnical Engineer/ Engineering Geologist must have at least a Bachelor's degree (or Master's) in Geology or equivalent, with at least seven (7) years of professional experience in the geological investigation and geotechnical works of water and water resource planning and management projects.</p>                                       | <p><b>a)</b> Undertake the review/ updating of geologic parameters and tests to assess overburden and rock conditions;</p> <p><b>b)</b> Undertake necessary tasks towards a baseline / present environmental condition of the area to include"</p> <ol style="list-style-type: none"> <li>i. General physiography and topography</li> <li>ii. Geology and hydrogeology</li> <li>iii. Geomorphology</li> <li>iv. Catchment watersheds and land use conditions</li> <li>v. Meteorology</li> <li>vi. Hydrology and water resources</li> </ol> <p>Review and update, if necessary;</p> <p><b>a.)</b> In case confirmatory drilling is required, supervise sub - surface geological investigation, which includes:</p>  |



|   |  |
|---|--|
|   | <ul style="list-style-type: none"> <li>i. Core drilling;</li> <li>ii. Water pressure testing; and</li> <li>iii. Test pitting (soil and aggregate pits) for construction materials;</li> </ul> <p><b>b.)</b> Assess the Project’s technical risks, particularly sub-surface conditions associated with foundation and leakage;</p>  |
| <p><b>Geodetic Engineer</b></p> <p>The Geodetic Engineer must have at least a Bachelor’s degree (or Master’s degree) in Geodetic Engineering or equivalent, with at least four (4) years professional experience and at least four (4) projects in the conduct of field survey of water resource / irrigation projects.</p> | <p>Review available maps and survey data for the project area, if any;</p> <ul style="list-style-type: none"> <li><b>a.</b> Relevant maps and survey data shall include but not be limited to topographic maps, cadastral maps, and benchmarks from the National Mapping and Resource Information Authority (NAMRIA), and local government units and other agencies and institutions;</li> <li><b>b.</b> Manage the conduct of detailed field surveys in the project service area;</li> <li><b>c.</b> Supervise encoding of survey data, and subsequently analyze said data to estimate project affected areas and irrigable areas;</li> <li><b>d.</b> Prepare a Base Map showing the delineated proposed service areas and other relevant maps for the project</li> </ul> |
| <p><b>Project Economist</b></p> <p>The Project Economist shall have at least five (5) years of experience in water resources/ project economics or related fields with professional experience in costing and evaluating water investment projects.</p>   | <p>As reflected in the Terms of Reference</p>  |
| <p><b>Clerk/ Administrative Assistant / Labor services</b></p> <p>At least one year office /administrative / clerical experience</p>  | <p>As the consultant deems necessary for the completion of all tasks and scope of services for the project</p>   |



| <b>Evaluation Criteria</b>   | <b>Weight</b> |
|--|---------------|
| <input type="checkbox"/> More than 10 similar projects completed in the last 5 years = 20%<br><br><b>Similar Projects conducted for government institutions within the last five (5) years – 20%</b><br><input type="checkbox"/> Less than 5 government projects in the last 5 years = 15%<br><input type="checkbox"/> 6 or more government projects in the last 5 years = 20 %<br><br><b>Client Feedback (Based on Certification from clients for Completed Projects )</b><br><br>Computation:<br>Satisfaction Rating of their top 5 Clients via averaging = % weight<br><br>Outstanding -5<br>Very Satisfactory – 4<br>Satisfactory – 3<br>Below Average – 2 | <b>20%</b>    |
| <b>Plan of Approach or Methodology Proposal</b>  | <b>20%</b>    |
| <b>TOTAL</b>   | <b>100%</b>   |

8. The JHMC shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure. The weights to be allocated for the Technical will be 80% and Financial Proposals 20%. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
  
9. Bidding will be conducted through open competitive bidding using a non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184 bidding and 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.

Prospective Bidders who opt for video conferencing must inform the BAC Secretariat of their intent through the electronic mail address listed below. The Pre-Bid Conference is open to prospective bidders but attendance shall not be mandatory.

10. JHMC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

*DARWIN C. PEREZ*  
*Head, BAC Secretariat*  
*JHMC Office Building*  
*Camp John Hay, Baguio City*  
*Email: bac@jhmc.com.ph*

**ENGR. BOBBY V. AKIS**  
Vice-Chairperson  
JHMC Bids and Awards Committee

## ***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; 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 conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

## 2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, 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) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
  - (ii.1) the name and location of the contract;
  - (ii.2) date of award of the contract;
  - (ii.3) type and brief description of consulting services;
  - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
  - (ii.5) amount of contract;
  - (ii.6) contract duration; and
  - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) 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, including their respective curriculum vitae.

- (b) Class "B" Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of

the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

### **3. Format and Signing of Eligibility Documents**

- 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 Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

### **4. Sealing and Marking of Eligibility Documents**

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof 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 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 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

## **5. Deadline for Submission of Eligibility Documents**

Eligibility 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 0 shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder’s name, its representative and the time the eligibility documents were submitted late.

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

## **8. Opening and Preliminary Examination of Eligibility Documents**

- 8.1. The 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.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 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.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:

- (f) the name of the prospective bidder;
- (g) whether there is a modification or substitution; and
- (h) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.

- 8.4. 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 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 Notice of Eligibility and Short Listing issued by the BAC.

## **10. Protest Mechanism**

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

## ***Section III. Eligibility Data Sheet***

# Eligibility Data Sheet

| Eligibility Documents |  |
|-----------------------|--|
| 1.2                   | <i>Consulting Services for the Water Surveys in Camp John Hay</i>  |
| 1.3                   | No Further Instructions  |
| 2.1(a)(ii)            | The statement of all ongoing and completed government and private contracts shall include all such contracts within <b><i>the last five (5) years</i></b> prior to the deadline for the submission and receipt of eligibility documents. Please use Forms 1 and 2.   |
| 2.1(a)(ii.7)          | Certificate of Completion or Acceptance or Valid proof of final payment issued by the client in case of completed contracts. Notice of Award, Notice to Proceed, or signed contracts issued by the client for ongoing contracts and for contracts awarded but not yet started.   |
| 4.2                   | Each prospective bidder shall submit <b>one (1) original and two (2) other copies</b> of its eligibility documents.  |
|                       | DARWIN C. PEREZ<br>Head, BAC Secretariat<br>John Hay Management Corporation (JHMC)<br>JHMC Office Building<br>John Hay Special Economic Zone, Camp John Hay, Baguio City<br>Telephone No: (074) 422 4360<br>Email address: <a href="mailto:bac@jhmc.com.ph">bac@jhmc.com.ph</a>  |
| (f)                   | Consulting Services for the Water Surveys in Camp John Hay, Baguio City  |
| 5                     | The address for submission of eligibility documents is <b><i>JHMC Office Building, John Hay Special Economic Zone, Camp John Hay, Baguio City.</i></b><br><br>The deadline for submission of eligibility documents is <b><i>on 11 June 2024 at 10:00 AM.</i></b>   |
| 8.1                   | The place of opening of eligibility documents is at<br><br><i>Board Room, JHMC Office Building<br/>John Hay Special Economic Zone,<br/>Camp John Hay,<br/>Baguio City</i><br><br>The date and time of opening of eligibility documents is <b><i>on 11 June 2024 @ 11:00 AM at the Board Room, JHMC Office Building, Camp John Hay and through videoconferencing via google meet.</i></b> |
| 9.1                   | The consultant must be in the business of providing water surveying, water resource management, and similar water management in the last three (3) years. In the case of joint ventures, each company should have at least three (3) years of business operation.  |

9.2

Criteria for Shortlisting for the proponents are:

| Evaluation Criteria  | Weight      |
|--|-------------|
| <i>Consultant must meet a minimum technical score of 60%</i>   |             |
| <p><b>Qualification of Personnel to be assigned to the project</b></p> <p>(Based on CV submission. This is to be done rating the overall score of all personnel <b>based on the qualifications set in Item 9</b>, with 40% of its overall average set in the Team Leader and the remaining 60% for its other team members)</p> <p>No. of Years of industry experience – 20%</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Rank 1 – 20%</li> <li><input type="checkbox"/> Rank 2 – 15%</li> <li><input type="checkbox"/> Rank 3 - 12 %</li> </ul> | <b>20%</b>  |
| <p><b>Similar projects completed within the last five (5) years – 20%</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Less than 5 projects completed in the last 5 years = 10%</li> <li><input type="checkbox"/> 6 to 10 projects completed in the last 5 years = 15%</li> <li><input type="checkbox"/> More than 10 similar projects completed in the last 5 years = 20%</li> </ul>   | <b>20%</b>  |
| <p><b>Similar Projects conducted for government institutions within the last five (5) years – 20%</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Less than 5 government projects in the last 5 years = 15%</li> <li><input type="checkbox"/> 6 or more government projects in the last 5 years = 20 %</li> </ul>  | <b>20%</b>  |
| <p><b>Client Feedback (Based on Certification from clients for Completed Projects )</b></p> <p>Computation:<br/>           Satisfaction Rating of their top 5 Clients via averaging<br/>           = % weight</p> <p>Outstanding -5<br/>           Very Satisfactory – 4<br/>           Satisfactory – 3<br/>           Below Average – 2</p>  | <b>20%</b>  |
| <b>Plan of Approach or Methodology Proposal</b>  | <b>20%</b>  |
| <b>TOTAL</b>   | <b>100%</b> |

## CONSULTING SERVICES FOR WATER SURVEYS IN CAMP JOHN HAY

### STATEMENT OF ALL ON-GOING PROJECTS

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

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

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

|   | Name and Location of Project | Description of the Project | Classification (Government / Private and Lead/Support) | Name of Agency or Entity | Date of Contract | Type of Consulting Services | Amount of Contract | Contract Duration | Status |
|---|------------------------------|----------------------------|--|--------------------------|------------------|-----------------------------|--------------------|-------------------|--------|
| 1 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 2 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 3 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 4 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 5 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 6 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 7 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 8 |                              |                            |  |                          |                  |                             |                    |                   |        |

Submitted by:

Name of Representative of Bidder : \_\_\_\_\_

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

Date : \_\_\_\_\_

**CONSULTING SERVICES FOR WATER SURVEYS IN CAMP JOHN HAY**

**STATEMENT OF COMPLETED PROJECTS**

List of Completed Government and Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid within the last Five (5) years prior to deadline for the submission and receipt of Eligibility Documents.

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

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

|   | Name and Location of Project | Description of the Project | Classification (Government / Private and Lead/Support) | Name of Agency or Entity | Date of Contract | Type of Consulting Services | Amount of Contract | Contract Duration | Status |
|---|------------------------------|----------------------------|--|--------------------------|------------------|-----------------------------|--------------------|-------------------|--------|
| 1 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 2 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 3 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 4 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 5 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 6 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 7 |                              |                            |  |                          |                  |                             |                    |                   |        |
| 8 |                              |                            |  |                          |                  |                             |                    |                   |        |

Submitted by:

Name of Representative of Bidder : \_\_\_\_\_

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

Date : \_\_\_\_\_



**CONSULTING SERVICES FOR WATER SURVEYS IN CAMP JOHN HAY**

**STATEMENT OF KEY STAFF FOR CONSULTING SERVICES**

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

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

|   | <b>Position Title/ Name of Personnel</b> | <b>Complete Title of the Project</b> | <b>Position Held/ Involvement in the Project</b> | <b>Original Nominee or Replacement</b> | <b>Procuring Entity/ Contact Number</b> | <b>Year Implemented</b> |
|---|--|--------------------------------------|--|--|---|-------------------------|
| 1 |  |                                      |  |  |   |                         |
| 2 |  |                                      |  |  |   |                         |
| 3 |  |                                      |  |  |   |                         |
| 4 |  |                                      |  |  |   |                         |
| 5 |  |                                      |  |  |   |                         |
| 6 |  |                                      |  |  |   |                         |
| 7 |  |                                      |  |  |   |                         |

It is hereby confirmed that the above consultants/ staff are available in the start of the project.

Submitted by:

Name of Representative of Bidder : \_\_\_\_\_

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

Date : \_\_\_\_\_

