



BIDDING DOCUMENTS

**BIDS AND AWARDS COMMITTEE
UNIVERSITY OF THE PHILIPPINES MINDANAO**

**PUBLIC BIDDING NO.: 2021-020
INTEGRATED CONSULTING SERVICES FOR THE
DAVAO CITY – UNIVERSITY OF THE PHILIPPINES
SPORTS COMPLEX**

Fifth Edition

Brief Project Description

I. BACKGROUND

This procurement is guided by a Memorandum of Agreement (MOA) between the City Government of Davao and the University of the Philippines, signed in March 2019.

Situated at the western side of the campus is the site for the proposed recreational development: **Davao City - University of the Philippines Mindanao (DC-UP) Sports Complex**. The 20-hectare land is designated as Academic Zone 2 as approved by the ExeCom UP Mindanao Campus Land Use Plan of 2016.

The Sports Complex is envisioned to be a green recreational facility that shall meet the standard requirements of an educational and recreational facility as prescribed in the National Building Code of the Philippines and other generally accepted design standards for such a facility.

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CHECKLIST OF ELIBILITY REQUIREMENTS

I. Class "A" Documents –

1. Eligibility Documents Submission Form (Use Annex A) with Authority of Signatory and photocopy of Identification Card used in Notarization

Legal Documents

2. PhilGEPS Certificate of Registration and Membership (Platinum); or
- a. *Registration Certificate (SEC, DTI, CDA etc.)*
 - b. *2021 Mayor's/Business Permit for or its Equivalent Document*
 - c. *Valid and Updated Tax Clearance*
 - d. *Audited Financial Statement*

Technical Documents

3. Statement of the Consultant's Nationality (Use Annex B)
4. Curriculum Vitae for the Proposed Professional Staff (Use Annex C)
5. Statement of Completed Contracts (Use Annex D)
6. Consultant's Project References (Use Annex D.1)
7. Certificate of Good Standing and Satisfactory Completion or equivalent document
8. Statement of Ongoing and Awarded But Not Yet Started Contracts (Use Annex E)

II. Class "B" Document –

9. 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.

SECTION I. REQUEST FOR EXPRESSION OF INTEREST



UNIVERSITY OF THE PHILIPPINES MINDANAO
Bids and Awards Committee for Consulting Services

REQUEST FOR EXPRESSION OF INTEREST

Procurement for the:

INTEGRATED CONSULTING SERVICES FOR THE DAVAO CITY – UNIVERSITY OF THE PHILIPPINES SPORTS COMPLEX The *University of the Philippines Mindanao, through the Davao City-University of the Philippines Sports Complex Joint Management Committee* intends to apply the sum of **Sixteen Million Seven Hundred Eighteen Thousand Eight Hundred Ninety Three and 23/100 Pesos (Php16,718,893.23)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement for the: PHASE 1 INTEGRATED CONSULTING SERVICES FOR THE DAVAO CITY – UNIVERSITY OF THE PHILIPPINES SPORTS COMPLEX** under **PBM No. 2021-020**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

Description	TOTAL ABC (P) VAT INCLUSIVE	Bid Security in any of the following forms	Cost/Price of Bid Documents (Cash payment OR Cash Deposit) (P)
Phase 1 Integrated Consulting Services for The Davao City – University of the Philippines Sports Complex	Php16,718,893.23	<ul style="list-style-type: none"> • Bid Securing Declaration • Cash or Cashier's/ Manager's Check* equivalent to at least 2% of the ABC • Bank Guarantee/ Bank Draft or Irrevocable Letter of Credit to at least 2% of the ABC* • Surety bond callable upon demand to at least 5% of the ABC** 	Php 25,000.00
FUNDING SOURCE			

*Must be issued by a Local Universal or Local Commercial Bank.

**Must be callable upon demand issued by a Surety or Insurance Company duly certified by the Insurance Commission as authorized to issue such bond.

The *University of the Philippines Mindanao*, now calls for the submission of Expression of Interest and Eligibility Documents for the **Phase 1 Integrated Consulting Services for The Davao City – University Of The Philippines Sports Complex**.

Interested consultants must submit their eligibility documents on or before **October 13, 2021; 10:00 AM** at Administration Building, UP Mindanao. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

The BAC shall draw up the short list of consultants from those who have submitted eligibility documents/Expression of Interest and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of three (3) prospective bidders. Should less than the required number apply for eligibility and shortlisting/ pass the eligibility check, and/or pass the minimum score required, the BAC shall consider the same. The criteria and rating system for shortlisting are:

- a. Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (25%);
- b. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (60%); and
- c. Current workload relative to absorptive capacity (5%)
- d. Accessibility of Consultants to Project Site and for close coordination (10%)

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

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

Prospective bidders must have completed within the last five (5) years a contract of similar nature.

“Similar nature” shall mean an **Integrated delivery of Architectural, Landscape Architectural and Engineering Design Consulting Services specifically involving Large-Scale Site Development.**

Bidding Activities timelines are scheduled as follows:

	ACTIVITIES	DATE & TIME	VENUE
a)	1 st Day of Posting of Request for Expression of Interest	October 5, 2021	www.philgeps.gov.ph www2.upmin.edu.ph
b)	Preliminary Conference	-	
c)	Submission of Expression of Interest and Eligibility Documents *	October 13, 2021 (Wed) 10:00 AM	Gaisano Conference Room 2F Administration Building UP Mindanao, Mintal Davao City
	Opening of Expression of Interest and Eligibility Documents	Same as above	Same as above
d)	Pre-Bid Conference for Shortlisted Bidders (Open only to shortlisted bidders)	October 19, 2021 (Tue) 10:00 AM	Administration Building UP Mindanao, Mintal Davao City
e)	Submission of Technical and Financial Bid* (Open only to shortlisted bidders)	November 3, 2021 (Wed) 10:00 AM	Administration Building UP Mindanao, Mintal

	Opening of Technical Bid (Open only to shortlisted bidders)	November 3, 2021 (Wed) 10:00 AM	Davao City Administration Building UP Mindanao, Mintal Davao City
f)	Oral Presentation of Methodology and Work Plan of the Shortlisted Bidders (Open only to shortlisted bidders)	To be announced later	To be announced later
g)	Opening of Financial Bid of the Highest Rated Bidder (Open only to shortlisted bidders)	To be announced later	To be announced later

**Late bids shall not be accepted.*

*** Only two (2) pre-registered representatives/personnel/s per company shall be allowed to attend the Conference during zoom meeting.*

The Procuring Entity shall evaluate bids using the *Quality Based Evaluation (QBE)* procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

Plan of Approach and Methodology		
1	Understanding of Objectives	10
2	Quality of Methodology	25
	Survey and Site Investigation	5
	Architectural Design	10
	Landscape Architectural Design	10
3	Innovativeness	18
	Vernacular Character	3
	Climate Responsive	5
	Water and Energy efficiency	5
	Indoor Envi Quality	2
	Materials	3
4	Work Programme	22
	Activity Schedule	5
	Team Organization	5
	Staff Matrix	4
	Staffing Schedule	4
	Estimate of Staff Months	4
5	Proposal Presentation	25

Note: Proposal Presentation evaluation details may be referenced in Annex A-4 of the Terms of Reference in Section VI of this PBD.

The contract shall be completed within the period stated in the TOR and Contract.

The *University of the Philippines Mindanao* reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

*The BAC Secretariat
SPMO GF Administration Building
Mintal, Davao City
Email: bacsecretariat.upmindanao@up.edu.ph*

PROF. CLETO L. NANOLA
Chair, Bids and Awards Committee
Consulting Services

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 qualifications 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

- ⓐ 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

- ⓐ 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;

- ⓑ 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 indelible ink and shall be signed by the prospective bidder or its duly authorized representative/s.

- 4.3. All envelopes shall:
- (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity's BAC specified in the EDS;
 - (d) bear the specific identification of this Project indicated in the EDS; and
 - (e) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. 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 5 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:
 - (a) the name of the prospective bidder;
 - (b) whether there is a modification or substitution; and
 - (c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. 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	<p><i>Procurement for the: Integrated Consulting Services for the Davao City-University of the Philippines Mindanao (DC-UP) Sports Complex</i></p> <p><i>Regulatory Body: GoP Professional Regulation Commission and any other applicable institutions.</i></p>
1.3	No further instructions.
2.1(a)(i)	<p>The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex of said Certificate reflect not updated documents, the bidder shall submit, together with the Certificate true copies of the updated document/s.</p> <p>Notwithstanding the above requirement, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership):</p> <ul style="list-style-type: none"> a. Registration Certificate; b. 2021 Mayor's/Business Permit or its Equivalent Document c. Valid and Updated Tax Clearance d. Audited Financial Statement
2.1(a)(ii)	<p>The statement of all ongoing and completed government and private contracts shall include all such contracts <u>within last five (5) years</u> prior to the deadline for the submission and receipt of eligibility documents.</p> <p>Attached as Annexes "D" and "E" in Section IV. Bidding Forms are the standard forms for this requirement including the instructions and guidelines in the accomplishment of said forms.</p>
2.1(a)(ii.7)	<p>Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented <i>similar projects (clause 9.1)</i> to their client's expectation. <u>This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.</u></p> <p>The documents must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany said documents if they are in other foreign language.</p>

	A translation of the documents in English certified by the Philippine Embassy/ Consulate in the country where the document is coming from shall likewise be accepted.
4.2	Each prospective bidder shall submit one (1) original and one (1) additional copies of its eligibility documents.
4.3(c)	<i>Bids and Awards Committee for Consulting Services UP Mindanao, Administration Building, Mintal, Davao City</i>
4.3(d)	Name of the Project: <i>Integrated Consulting Services for the Davao City-University of the Philippines Mindanao (DC-UP) Sports Complex</i>
5	The address for submission of eligibility documents is: <i>SPMO GF Administration Building UP Mindanao, Mintal Davao City</i> The deadline for submission of eligibility documents is October 13, 2021 @ 10:00 A.M.
8.1	The place of opening of eligibility documents is: <i>Gaisano Conference Room 2F Administration Building, UP Mindanao, Mintal, Davao City</i> The date and time of opening of eligibility documents is October 13, 2021 @ 10:00 A.M.
9.1	Similar contracts shall refer to: Integrated delivery of Architectural, Landscape Architectural and Engineering Design Consulting Services specifically involving Large-Scale Site Development.
9.2	The criteria and rating system for short listing are: a. Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants (40%); b. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (40%); and c. Current workload relative to capacity (20%). The criteria shall consider the applicable individual experiences of the principal and key staff in case of new firms.

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ANNEX A-7 EVALUATION CRITERIA FOR CONSULTANT ELIGIBILITY AND SHORTLISTING: Architectural & Engineering

Item No.	Criteria	Score*	Percent - age *	Total	Points*	Design Consultant Bidder
A	Applicable Experience of the Consultant at least (8) years				25	
1	Firm or Individual Professional Qualification			100%		
	1.1 Must be operational / in professional practice for 8 years		24%			
	Above 8 years	100				
	8 years	70				
	1.2 Must have at least 8 years Architectural & Engineering Consulting Experience		60%			
	Above 8 years	100				
	8 years	70				
	1.3 Experience for Completed Projects		16%			
	Similar Nature, Site Development and Sports Facility	100				
	Similar Nature, Sports Facility	80				
	Similar Nature, Site Development	70				
	Non-similar Nature	30				
B	Personnel Complement			100%	60	
1	Principal Architect			20%		
	a. Education		10%			
	Licensed Architect	100				
	b. Experience in Architectural & Engineering		30%			
	Above 8 years	100				
	8 years	70				
	c. Experience in Completed projects with Site Development Component		60%			
	Sports Complex Site Development	100				
	Other Commercial Site Development above 5 hectares	70				
	Other Commercial Site Development below 5 hectares	50				
2	Principal Landscape Architect			40%		
	a. Education		10%			
	Licensed Landscape Architect	100				
	b. Experience in Landscape Architecture & Engineering		30%			

		Above 8 years	100			
		8 years	70			
	c.	Experience in Completed Large Scale Site Development		60%		
		Sports Complex Site Development	100			
		Other Commercial/Academic Site Development above 10 hectares	70			
		Other Commercial/Academic Site Development from 5 to 10 hectares	50			
		Other Commercial/Academic Site Development below 5 hectares	20			
3	Project Architect				5%	
	a.	Education		20%		
		Licensed Architect	100			
	b.	Experience in Architectural & Engineering		80%		
		Above 8 years	100			
		8 years	70			
4	Civil / Structural Engineer				5%	
	a.	Education		20%		
		Registered Civil Engineer	100			
	b.	Experience in design with expertise		80%		
		Above 8 years	100			
		8 years	70			

Item No.	Criteria		Score *	Percent - age *	Total	Points*	Design Consultant Bidder
5	Sanitary Engineer				10%		
	a.	Education		20%			
		Licensed Sanitary Engineer	100				
	b.	Experience in Sanitary works		20%			
		Above 8 years	100				
		8 years	70				
	c.	Experience in Completed projects with Site Development Component		60%			
		Sports Complex Site Development	100				
		Other Commercial Site Development above 5 hectares	70				
		Other Commercial Site Development below 5 hectares	50				
6	Professional Electrical Engineer				5%		
	a.	Education		20%			
		Professional Electrical Engineer	100				
	b.	Experience in Electrical design and Fire Detection and Sprinkler		80%			
		Above 8 years	100				
		8 years	70				
7	Professional Electronics and Communications Engineer				5%		
	a.	Education		20%			
		Registered ECE Engineer	100				
	b.	Experience in ICT design, security & FDAS		80%			
		Involvement in above 3 proj	100				
		Involvement in at least 1 proj	70				
		None	50				
8	Professional Mechanical Engineer				5%		

	a	Education		20%			
		Professional Registered PME Engineer	100				
	b	Experience in mechanical works		80%			
		Above 8 years	100				
		8 years	70				
9		Project Controller/ Cost Engineer			5%		
	a	Education		20%			
		Licensed Architect/ Engineer	100				
	b	Experience in Cost Estimating/ Planning scheduling		80%			
		Above 8 years	100				
		8 years	70				
C		Current Workload for On-Going Projects (Absorptive Capacity)			100%	5	
		Similar Nature, Site Development and Sports Facility	100				
		Similar Nature, Sports Facility	80				
		Similar Nature, Site Development	70				
		Non-similar Nature	30				
D		Must have satellite office in Davao City			100%	10	
		Existing Office and consultants are Davao-based	100	100%			
		Has counterpart consultants who are Davao-based	80	80%			
		No Davao-based Consultants commissioned	30	30%			
		TOTAL SCORE					
		PASSING SCORE					70.00

Plan of Approach and Methodology		
1	Understanding of Objectives	10
2	Quality of Methodology	25
	Survey and Site Investigation	5
	Architectural Design	10
	Landscape Architectural Design	10
3	Innovativeness	18
	Vernacular Character	3
	Climate Responsive	5
	Water and Energy efficiency	5
	Indoor Envi Quality	2
	Materials	3
4	Work Programme	22
	Activity Schedule	5
	Team Organization	5
	Staff Matrix	4
	Staffing Schedule	4
	Estimate of Staff Months	4
5	Proposal Presentation	25

Note: Proposal Presentation evaluation details may be referenced in Annex A-4 of the Terms of Reference in Section VI of this PBD.

Section IV. Terms of Reference

Note: Please see separate file for the TOR.

Section V. Bidding Forms

Section V. Bidding Forms

Eligibility Documents Submission Forms (ANNEX A)	28
Statement of the Consultant's Nationality (ANNEX B)	29
Format of Curriculum Vitae (CV) for the Proposed Professional Staff (ANNEX C)	31
Statement of Completed Contracts (ANNEX D)	34
Consultant's Project References (ANNEX D.1)	36
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 (ANNEX E)	37

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

*Bids and Awards Committee
University of the Philippines Mindanao*

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

STATEMENT OF THE CONSULTANT'S NATIONALITY

*Bids and Awards Committee
University of the Philippines Mindanao*

Ladies/Gentlemen:

In compliance with the requirements of the University of the Philippines Mindanao Bids and Awards Committee for the bidding of the *(Name of the Project/Public Bidding No.)*, I/we hereby declare the following:

[Select one and delete the rest].

[If domestic entity bidder] That (Name of the bidder) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of the bidder) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);

[If foreign entity bidder] That (Name of the bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

That the proposed partners/ key staff who shall actually perform the services possess the necessary technical and professional competence as required under ED Clause 1.2;

That the following are the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			

4. That attached herewith are the Curriculum Vitae of the abovementioned personnel (*Annex/es_____*).

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____ Contact No/s. _____

CURRICULUM VITAE FOR PROFESSIONAL STAFFPrint legibly. Tick Appropriate boxes and use separate sheet if necessary. Indicate N/A if not applicable.

I. PERSONAL INFORMATION	
1. PROPOSED POSITION	2. NAME OF FIRM
3. NAME OF STAFF	4. PROFESSION/S
SURNAME	MIDDLE NAME
FIRST NAME	NAME EXTENSION (Jr. Sr., etc)
5. DATE OF BIRTH (mm/dd/yyyy)	6. CITIZENSHIP <input type="checkbox"/> FILIPINO <input type="checkbox"/> DUAL CITIZENSHIP
7. PLACE OF BIRTH	Please indicate Country:
8. SEX/GENDER <input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other	9. CIVIL STATUS <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Other <input type="checkbox"/> Widowed <input type="checkbox"/> Separated
10. RESIDENTIAL ADDRESS House/Block/Lot No., Street Subdivision/Village Barangay City/Municipality Province ZIP Code	11. PERMANENT ADDRESS House/Block/Lot No., Street Subdivision/Village Barangay City/Municipality Province ZIP Code
12. COMPANY EMPLOYEE NO.	13. TELEPHONE NO.
14. MOBILE NO.	15. EMAIL ADDRESS

II. EDUCATIONAL BACKGROUND							
16. LEVEL	NAME OF SCHOOL (Write in Full)	BASIC EDUCATION/ DEGREE/COURSE (Write in Full)	Period of Attendance		Highest Level/Units Earned (If not Grduated)	Year Graduated	Scholarship/ Academic Honors Received
			From	To			
COLLEGE							
GRADUATE STUDIES (Masteral)							
GRADUATE STUDIES (PhD)							

III. PROFESSIONAL LICENSE				
17. PROFESSIONAL LICENSE	DATE OF EXAMINATION/ CONFERMENT	PLACE OF EXAMINATION/ CONFERMENT	LICENSE NUMBER	DATE OF VALIDITY

(Continue on separate sheet if necessary)

IV. WORK EXPERIENCE				
18. INCLUSIVE DATES (mm/dd/yyyy)		NAME OF PROJECT (Write in full/Do not abbreviate)	OFFICE/COMPANY (Write in full/Do not abbreviate)	POSITION DESCRIPTION
From	To			

(Continue on separate sheet if necessary)

V. ADDITIONAL WORK EXPERIENCE INFORMATION					
WORK EXPERIENCE QUALIFICATION (For All Personnel except where indicated)	YES	NO	ROLES AND RESPONSIBILITIES	Project Duration (Inclusive Dates)	NAME OF PROJECT/S
19. Have you designed or participated in a mixed use academic building project particularly for a college or University?					

20. Have you designed or participated in a project which has poor soil conditions, and/or near a creek? (For Structural Engineer Only)					
21. Have you designed cabling for a considerable "big data" management?					
22. Have you designed mechanically-controlled environments such as for academic buildings, laboratories and faculty spaces?					
23. Have you designed a facility that requires preservation of existing environmental features and characteristics?					

VI. LEARNING DEVELOPMENT (L&D) INTERVENTIONS/TRAINING PROGRAMS ATTENDED					
Start from the most recent L&D/Training program and include only the relevant L&D/Training taken for the last ten (10) years					
24. TITLE OF LEARNING AND DEVELOPMENT INTERVENTIONS/TRAINING PROGRAMS (Write in full)	Inclusive Dates of Attendance (mm/dd/yyyy)		Number of Hours	Type of L&D (Managerial, Supervisory, Technical, Etc)	CONDUCTED/ SPONSORED BY (Write in Full)
	From	To			

(Continue on separate sheet if necessary)

VII. LANGUAGES			
25. For each language, indicate proficiency: Excellent, Good, Fair, or Poor	SPEAKING	READING	WRITING

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

IX. COMMITMENT
I also commit to work for the project in accordance with the time schedule as indicated in the contract once the firm is awarded the project.

SIGNATURE OF STAFF	DATE
FULL NAME OF STAFF MEMBER	
SIGNATURE OF AUTHORIZED REPRESENTATIVE OF THE FIRM	DATE
FULL NAME OF AUTHORIZED REPRESENTATIVE OF THE FIRM	

SUBSCRIBED AND SWORN to before me this _____ day of (month) _____, 2021 at (place of execution) _____, Philippines. Affiant/s is/are personally known to me and was/were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant/s exhibited to me their (insert type of government identification card presented) , with their photograph and signature appearing thereon, with no. _____ valid until _____.

WITNESS MY HAND AND SEAL this _____ day of _____.

Notary Public
Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ Date of Issue _____ Place of Issue _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____

***The identification card shall be at least one of those acceptable proofs of identity as identified under the provisions of the 2004 Rules on Notarial Practice, also required to be submitted/attached is a photocopy of identification card used.**

Note:

“Sec. 12. Competent Evidence of Identity – The phrase “competent evidence of identity” refers to the identification of an individual based on:

At least one current identification document issued by an official agency bearing the photograph and signature of the individual, such as but not limited to, passport, driver's license, Professional Regulations Commission ID, National Bureau of Investigation clearance, police clearance, postal ID, voter's ID, Barangay certification, Government Service and Insurance System (GSIS) e-card, Social Security System (SSS) card, Philhealth card, senior citizen card, Overseas Workers Welfare Administration (OWWA) ID, OFW ID, seaman's book, alien certificate of registration/immigrant certificate of registration, government office ID, certification from the National Council for the Welfare of Disabled Persons (NCWDP), Department of Social Welfare and Development (DSWD) certification;

STATEMENT OF COMPLETED CONTRACTS (ANNEX D)

List of completed Government and Private Contracts, which are SIMILAR in nature and complexity to the contract to be bid within the last Five (5) Years.

Name of the Consultant _____

Date of Contract	Name of Contract	Location of the Contract	Date of Award of Contract	Type and Brief Description of Consulting Service	Consultant is: a. main consultant b. subcontractor c. partner in a JV	Amount of Contract	Contract Duration

Name and Signature of Authorized Representative

Date

Attachments:

- 1 Project References "Annex D.1" ; and**
- 2 Certificate of satisfactory completion or certificate of acceptance from the client or official receipt clearly indicating full and final payment; and/or**
- 3 Copy of the contract, or contract abstract, clearly stating the scope of the contract/project/services**

CONSULTANT'S PROJECT REFERENCES (ANNEX D.1)

**Relevant Services Carried Out in the Last Five Years
That Best Illustrate Qualifications**

Using the format below, provide information on each project for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion (Month/Year):	Date
		Approx. Value of Services:
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Size of Project in terms of Land Area:		
Description of Actual Services Provided by Your Staff:		

Consultant's Name: _____

(ANNEX E)

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

Name of the Consultant _____

No.	Name and Location of the Project	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Whether Main Consultant, Subcontractor, or Partner in a JV)	Amount of Contact	Contract Duration	Value of Outstanding Contract	Similar Project (Y/N)

NOTE: IF THE BIDDER DOES NOT HAVE ANY ON-GOING PROJECT, PLEASE STATE "NONE" IN THE FORM ABOVE AND INCLUDE THE FORM IN THE SUBMISSION OF ELIGIBILITY REQUIREMENTS

Name and Signature of Authorized Representative

Date

