

PHILIPPINE BIDDING DOCUMENTS

**Design, Development, Installation,
Configuration, Testing and Commissioning of
LRTA-Integrated Performance Management
System (LRTA-IPMS)**

for the

Light Rail Transit Authority (LRTA)

Public Bidding No. 19-121-2

**Fifth Edition
October 2016**

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CHECKLIST OF ELIBILITY REQUIREMENTS

I. Class “A” Documents –

- Eligibility Documents Submission Form (Use Annex A)
 - Secretary’s Certificate or Special Power of Attorney

Legal Eligibility Documents

- 1. PhilGEPS Certificate of Registration (Platinum Membership) or in lieu thereof:
 - Business Registration
 - 2019 Mayor’s Permit
 - 2017 Audited Financial Statement
 - Valid and Current Tax Clearance

Technical Eligibility Documents

- 2. Eligibility Documents Submission Form (Use Annex A)
- 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)

Financial Eligibility Document

- 9. Audited Financial Statements (AFS) for year 2017.

II. Class “B” Document –

Legal Eligibility Documents

- 10. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

BRIEF PROJECT DESCRIPTION

Specifically, the Consulting Services aims for the consultant to be able to:

1. Design, develop, install, configure and implement the following:
 - (a) Concession Monitoring System that will ensure that the Concessionaire is achieving the required service delivery based contractually-defined performance standards;
 - (b) Corporate Performance Monitoring System that automates standard functions and processes, and provides seamless integration among them to facilitate the attainment of its strategic objectives; and
 - (c) A Business Analytics and Intelligence Module that will provide results-based reporting and forecasting, and will ensure accurate and real-time data analysis, timely alerts on critical issues, definition of the root cause, and sharing of data with other users, for immediate resolution of issues, keeping the Authority on track towards the achievement of its objectives.
2. Define and document the appropriate systems policies and procedures pertaining to the above systems.

***Section I. Request for Expression of
Interest***

Request for Expression of Interest

for

Design, Development, Installation, Configuration, Testing and Commissioning of LRTA-Integrated Performance Management System (LRTA-IPMS)

1. The ***Department of Budget and Management – Procurement Service (DBM-PS)***, through the ***GAA 2015*** intends to apply the sum of ***P29,500,000.00*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Design, Development, Installation, Configuration, Testing and Commissioning of LRTA-Integrated Performance Management System (LRTA-IPMS)***. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The ***DBM-PS*** now calls for the submission of eligibility documents for ***Design, Development, Installation, Configuration, Testing and Commissioning of LRTA-Integrated Performance Management System (LRTA-IPMS)***. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before ***April 22, 2019 at 1:30PM*** at ***PS Conference Room, DBM Compound, RR Road, Cristobal Street, Paco, Manila***. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. Interested bidders may obtain further information from ***DBM-PS*** and inspect the Bidding Documents at the address given below during *office hours*.
4. A complete set of Bidding Documents may be acquired by interested Bidders on ***April 8, 2019*** from the address below.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of ***five (5)***¹ prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

¹ ***Sec 24.5.2 The BAC shall draw up the short list of consultants from those who have been determined as eligible in accordance with the provisions of this IRR. The number of short listed consultants, which shall be determined in the pre-procurement conference, shall consist of three (3) to seven (7) consultants, with five (5) as the preferable number. Should only one (1) or less than the required number apply for eligibility and short***

- a. Applicable Experience of the Firm; (45%)
 - b. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (45%); and
 - c. Current workload relative to capacity (10%).
6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.
- (i) Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. The Procuring Entity shall evaluate bids using the ***Quality-Cost Based Evaluation/Selection (QCBE/QCBS)*** procedure. The Procuring Entity shall indicate the weights to be allocated for the Technical and Financial Proposals. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within ***10 months after receipt of the Notice to Proceed (NTP)***.
9. The ***DBM-PS*** 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 in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

*The Procurement Division II Office
DBM Compound, RR Road,
Cristobal St., Paco Manila
pd2@ps-philgeps.gov.ph
563-94-04 / 689-7750 loc. 4031*

April 8, 2019

ENGR. MANUEL S. AVILA
Chairperson, BAC II

listing, pass the eligibility check, and/or pass the minimum score required in the short listing, the BAC shall consider the same. The shortlisted bidders shall then be required to pay the fee for the Bidding Documents, if applicable, subject to the provisions of Section 17.4 of this IRR.

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. For procurement to be performed overseas, it shall be subject to the Guidelines to be issued by the GPPB.

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**. In case the deadline for submission of bids fall on a non-working day duly declared by the president, governor or mayor or other government official authorized to make such declaration, the deadline shall be the next working day.

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:

- (c) the name of the prospective bidder;
- (d) whether there is a modification or substitution; and
- (e) 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

EDS Clause	
1.2	<i>The services under this project do not involve practice of profession regulated by law.</i>
1.3	Direct participation of foreign entities is not allowed.
2.1(a)(i)	<p>The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said certificate do not reflect the updated documents, the bidder shall submit together with the Certificate, certified true copies of the updated documents.</p> <p>Notwithstanding the above requirements, 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) Business Registration; b) 2019 Mayor’s Permit c) 2017 Audited Financial Statement; d) Valid current Tax Clearance; <p>In the latter case, the bidder shall submit a valid PhilGEPS Registration Certificate as part of Post-qualification documents.</p>
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> <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.</p>
4.2	Each prospective bidder shall submit one (1) original and one (1) additional copy of its eligibility documents.

4.3 (c)	Department of Budget and Management – Procurement Service Bids and Awards Committee (DBM-PS BAC) Bidding Room A, 2 nd Floor PS Bldg., Cristobal Street, Paco, Manila
4.3(d)	<p>Name of the Project: <i>Design, Development, Installation, Configuration, Testing and Commissioning of LRTA-Integrated Performance Management System (LRTA-IPMS) for the Light Rail Transit Authority</i></p> <p>Brief Description of the Project:</p> <p>Specifically, the Consulting Services aims for the consultant to be able to:</p> <ol style="list-style-type: none"> 1. Design, develop, install, configure and implement the following: <ol style="list-style-type: none"> (a) Concession Monitoring System that will ensure that the Concessionaire is achieving the required service delivery based contractually-defined performance standards; (b) Corporate Performance Monitoring System that automates standard functions and processes, and provides seamless integration among them to facilitate the attainment of its strategic objectives; and (c) A Business Analytics and Intelligence Module that will provide results-based reporting and forecasting, and will ensure accurate and real-time data analysis, timely alerts on critical issues, definition of the root cause, and sharing of data with other users, for immediate resolution of issues, keeping the Authority on track towards the achievement of its objectives. 2. Define and document the appropriate systems policies and procedures pertaining to the above systems.
5	Department of Budget and Management – Procurement Service Bids and Awards Committee (DBM-PS BAC) Bidding Room A, 2 nd Floor PS Bldg., Cristobal Street, Paco, Manila
8.1	<p>The place of opening of eligibility documents is: Department of Budget and Management – Procurement Service Bids and Awards Committee (DBM-PS BAC) Bidding Room A, 2nd Floor PS Bldg., Cristobal Street, Paco, Manila</p> <p>The date and time of opening of eligibility documents is <u>April 22, 2019 at 1:30 P.M.</u></p> <p>Preliminary Conference: <u>April 15, 2019; 10:00 AM</u></p>

9.1	Similar contracts shall refer to contracts on <u><i>Enterprise Solutions Projects (i.e. Business Process Management)</i></u> .																																																						
9.2	<p data-bbox="430 325 1347 462"><i>Evaluation Criteria for Short listing of bidders for Design, Development, Installation, Configuration, Testing and Commissioning of LRTA-Integrated Performance Management System (LRTA-IPMS) for the Light Rail Transit Authority</i></p> <p data-bbox="649 493 1128 535" style="text-align: center;">Shortlisting Evaluation Criteria</p> <table border="1" data-bbox="418 535 1356 1900"> <thead> <tr> <th data-bbox="418 535 1071 609">Criteria</th> <th data-bbox="1071 535 1169 609">Score</th> <th data-bbox="1169 535 1226 609">%</th> <th data-bbox="1226 535 1282 609">%</th> <th data-bbox="1282 535 1356 609">Pts.</th> </tr> </thead> <tbody> <tr> <td data-bbox="418 609 1071 745">Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company or the individual experiences of the principal and key staff</td> <td data-bbox="1071 609 1169 745"></td> <td data-bbox="1169 609 1226 745"></td> <td data-bbox="1226 609 1282 745"></td> <td data-bbox="1282 609 1356 745" style="text-align: center;">45</td> </tr> <tr> <td data-bbox="418 745 1071 787">A. 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B. Work Experience			30																																																				
1. Single largest similar project from 2014 to 2018 and January 2019 up to the deadline for the submission and receipt of eligibility documents (completed).		60																																																					
<ul style="list-style-type: none"> - More than the ABC - 75% - 100% of the ABC - 50% but less than 75% of the ABC - Below 50% of the ABC 	<ul style="list-style-type: none"> 100 85 70 0 																																																						

2.	Total Aggregate similar contract from 2014 to 2018 and January 2019 up to the deadline for the submission and receipt of eligibility documents (completed).		40		
	- More than the ABC	100			
	- 75% - 100% of the ABC	85			
	- 50% but less than 75% of the ABC	70			
	- Below 50% of the ABC	0			
Qualification of Key Personnel					45
A. Over-all Project Manager/Solutions Architect				40	
1.	Education		20		
	- Bachelor's Degree (IT Related), Masters Degree (IT Related)	100			
	- Bachelor's Degree, Masters Degree (IT Related)	90			
	- Bachelor's Degree (IT-Related), Masters Degree	80			
	- Bachelors Degree (IT-Related)	70			
	- Bachelor's Degree	0			
2.	With at least completed two (2) enterprise solution projects in the last two (2) years		30		
	- 6 projects and above	100			
	- 3 to 5 projects	85			
	- 2 projects	70			
	- 1 project	0			
3.	With at least two (2) years experience as Project Manager similar to the project to be bid (<i>design and implementation of enterprise solutions</i>)		40		
	- 6 years and above	100			
	- 3 to 5 years	85			
	- 2 years	70			
	- Below 2 years	0			
4.	Relevant Trainings and Seminars (IT-related)		10		
	- With relevant trainings and seminars (IT-Related)	100			
	- Without relevant trainings and seminars (IT-Related)	0			
B. Project Module Manager				30	
1.	Education		20		
	- Bachelor's Degree (IT Related), Masters Degree (IT Related)	100			
	- Bachelor's Degree, Masters Degree (IT Related)	90			
	- Bachelor's Degree (IT-Related), Masters Degree	80			
	- Bachelors Degree (IT-Related)	70			
	- Bachelor's Degree, Masters Degree	0			
2.	With at least completed two (2) enterprise solution projects in the last two (2) years		30		

	- 6 projects and above	100			
	- 3 to 5 projects	85			
	- 2 projects	70			
	- 1 project	0			
	3. With at least two (2) years experience as Project Module Manager similar to the project to be bid (design and implementation of enterprise solutions)		40		
	- 6 years and above	100			
	- 3 to 5 years	85			
	- 2 years	70			
	- Below 2 years	0			
	4. Relevant Trainings and Seminars (IT-related)		10		
	- With relevant trainings and seminars (IT-Related)	100			
	- Without relevant trainings and seminars (IT-Related)	0			
C.	Business Process Consultant		30		
1.	Education		20		
	- Bachelor's Degree (IT Related), Masters Degree (IT Related)	100			
	- Bachelor's Degree, Masters Degree (IT Related)	90			
	- Bachelor's Degree (IT-Related), Masters Degree	80			
	- Bachelors Degree (IT-Related)	70			
	- Bachelor's Degree, Masters Degree	0			
	2. With at least completed two (2) enterprise solution projects in the last two (2) years		30		
	- 6 projects and above	100			
	- 3 to 5 projects	85			
	- 2 projects	70			
	- 1 project	0			
	3. With at least two (2) years experience as Business Process Consultant similar to the project to be bid (design and implementation of enterprise solutions)		40		
	- 6 years and above	100			
	- 3 to 5 years	85			
	- 2 years	70			
	- Below 2 years	0			
	4. Relevant Trainings and Seminars (IT-related)		10		
	- With relevant trainings and seminars (IT-Related)	100			
	- Without relevant trainings and seminars (IT-Related)	0			
	Current Workload				10
A.	Current project workload (On-going projects)		50		
	- 0 to 1	100			
	- 2 to 3	80			

	- 4 to 5	70			
	- 6 to 7	50			
	- More than 7	0			
B.	Financial Capacity			50	
	- More than the ABC	100			
	- 75%-100% of the ABC	70			
	- 50% but less than 75% of the ABC	50			
	- Below 50% of the ABC	0			
	Total				100
<p>NOTE:</p> <p>1. Based on the above criteria, the bidders shall be ranked according to their total equivalent points.</p> <p>2. Only the top five (5) bidders meeting the cut-off score of seventy (70) points shall be included in the shortlist.</p> <p>3. For the Education criteria of key personnel, “With Master’s Degree units” shall mean that all academic subjects are completed, short of comprehensive examination/thesis. Please provide all necessary information in the attached Curriculum Vitae (Annex C).</p>					

Section IV. Bidding Forms

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ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

PROCUREMENT SERVICE

RR Road, Cristobal Street,
Paco, Manila

Ladies/Gentlemen:

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

In line with this submission, we certify that:

- (a) [Name of Consultant] is not blacklisted or barred from bidding by the GOP or any of its agencies, offices, corporations, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit;
- (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; and
- (c) The undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority (e.g., *duly notarized Secretary’s Certificate issued by the corporation or the members of the joint venture*).

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

Yours sincerely,
Signature

Name and Title of Authorized Signatory
Name of Consultant
Address

STATEMENT OF THE CONSULTANT’S NATIONALITY

PROCUREMENT SERVICE

RR Road, Cristobal Street,
Paco, Manila

Ladies/Gentlemen:

In compliance with the requirements of the Department of Budget and Management – Bids and Awards Committee (DBM-PS BAC) for the bidding of the *(Name of the Project/Public Bidding No. __)*, I/we hereby declare the following:

1. [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;

2. 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;
3. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

4. That attached herewith are the Curriculum Vitae of the abovementioned personnel *(Annex/es ____)*; and
5. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith **attached notarized authority.**

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____ Contact No/s. _____

(ANNEX “C”)

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

For scoring purposes, please provide all the necessary details as required per section 2 of Evaluation Criteria in the EDS, clause 9.2.

Note: All fields are mandatory. Indicate “N/A” if not applicable.

Name of Firm						
Proposed Position:						
Detailed Task Assigned:						
Personal Information						
Name:						
Profession:			Contact No.		Email Address	
Date of Birth				Citizenship		Civil Status
Work Experience (start from the current employment)						
Company Name	Inclusive Dates		Total (Year & Months)	Position Title	Actual Duties and Responsibilities (State the Name and Descriptions of the Projects handled)	
	From	To			Similar Relevant Experience	Similar Overall Experience
Current Workload (include workload or projects from other companies, if any)						
Company Name	Inclusive Dates		Total (Year & Month)	Position Title	Actual Duties and Responsibilities (State the Name and Descriptions of the Projects handled)	
	From	To			Similar Relevant Experience	Similar Overall Experience
Relevant Training (for the last ten (10) years either as a participant or resource speaker)						
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by	
	From	To				

Education (start from the most recent)					
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received	
	From	To			
For Post-Graduate Education:					
School	Inclusive Dates		Degree Course	Please indicate if: (a) With academic subject/s for completion; (b) Completed academic subject/s short of comprehensive exam/thesis; (c) Graduated	
	From	To			
Professional Licenses, Membership in Professional Organization, Certifications and Other Credentials					
Title			Date Received/Validity		
Language Proficiency (Reading, Writing, Speaking)					
English			Filipino		
Reading	Writing	Speaking	Reading	Writing	Speaking
<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent
<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair
<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor

Notes:

- Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:
 1. Diploma
 2. Certificates of Employments and/ or Contract of Employment
 3. Valid Professional Certifications and/or Licenses

- Failure to indicate the Number of Hours for each **relevant trainings** will be given a corresponding score of zero **“0”**.

Certification:

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

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.

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

Full name of staff member: _____
Full name of authorized representative: _____

SUBSCRIBED AND SWORN to before me this __ day of *[month]* *[year]* at *[place of execution]*, Philippines. Affiant/s exhibited to me his/her *[insert type of government identification card used]*, with his/her photograph and signature appearing thereon, with no. _____ issued on _____ at _____.

Witness my hand and seal this __ day of *[month]* *[year]*.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ **until** _____
Roll of Attorneys No. _____
PTR No. __, *[date issued]*, *[place issued]*
IBP No. __, *[date issued]*, *[place issued]*
Doc. No. ____
Page No. ____
Book No. ____
Series of ____.

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 Years.

Name of the Consultant _____

Date of Contract	Name of Contract	Location the of 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 in the “Annex D”
- 2 Certificate of satisfactory completion or certificate of acceptance from the client or official receipt clearly indicating full and final payment
- 3 Copy of the contract, or contract abstract, clearly stating the scope of the contract/project/services

CONSULTANT'S PROJECT REFERENCES (ANNEX D.1)

Using the format below, provide information on each similar project and other ICT projects involving similar services 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:	
Total Project Cost :			
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):	
Name of Client:		N ^o of Staff:	
Address:		N ^o of Staff-Months; Duration of Project:	
Start Date (Month/Year):	Completion (Month/Year):	Date	Approx. Value of Services:
Name of Associated Consultants, if any:		N ^o of Months of Professional Staff Provided by Associated Consultants:	
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:			
Narrative Description of Project:			
Description of Actual Services Provided by Your Staff:			

Consultant's Name

Name and Signature of Authorized Representative

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)

Name of the Consultant _____

S. 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 Contract	Contract Duration	Value of Outstanding Contract	Similar Project (Y/N)
	Government							
	Private							

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

Republic of the Philippines

