



## **BIDDING DOCUMENTS**

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

**PUBLIC BIDDING NO.: 2021-023  
PROJECT MANAGEMENT SERVICES FOR  
TECHNICAL AND SUPPORT STAFF AUGMENTATION**

**Fifth Edition**

# Brief Project Description

## I. BACKGROUND

The procurement is to put in place a Project Management Team (PMT) for the day-to-day CPDO functions including participation in the pre-DAEDS preparation, DAEDS Review, Project Supervision of construction, attend/conduct meetings with Contractors/Consultants, to facilitate the completion and timely delivery of existing projects as enumerated in the contract and such other projects that may be started during the period of the contract.

# TABLE OF CONTENTS

## PART I

BRIEF PROJECT DESCRIPTION.....	2
CHECLIST OF ELIGIBILITY REQUIREMENTS .....	4
SECTION I. REQUEST FOR EXPRESSION OF INTEREST .....	5
SECTION II. ELIGIBILITY DOCUMENTS.....	8
SECTION III. ELIGIBILITY DATA SHEETS.....	15
SECTION IV. TERMS OF REFERENCE .....	25
SECTION V. BIDDING FORMS.....	26

## CHECKLIST OF ELIBILITY REQUIREMENTS

### 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)

### 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:**

***Project Management Services for Technical and Support Staff***

***Augmentation.*** The University of the Philippines Mindanao intends to apply the sum of **Five Million Two Hundred Twenty-Six Thousand and Nine Hundred Sixty Pesos (Php 5,226,960.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the ***Procurement of Project Management Services for Technical and Support Staff Augmentation.*** under **PBM No. 2021-023**. 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)
<b>Procurement of Project Management Services for Technical and Support Staff Augmentation</b>	<b>Php 5,226,960.00</b>	<ul style="list-style-type: none"> <li>• Bid Securing Declaration</li> <li>• Cash or Cashier's/ Manager's Check* equivalent to at least 2% of the ABC</li> <li>• Bank Guarantee/ Bank Draft or Irrevocable Letter of Credit to at least 2% of the ABC*</li> <li>• Surety bond callable upon demand to at least 5% of the ABC**</li> </ul>	<div style="border: 1px dashed black; padding: 5px; display: inline-block;"> <b>Php 10,000.00</b> </div>
<b>FUNDING SOURCE</b>	<b>GAA 2021</b>		

*\*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 **Procurement of Project Management Services for Technical and Support Staff Augmentation**.

Interested consultants must submit their eligibility documents on or before **October 29, 2021; 10:00 AM** at G/F Administration Building, UP Mindanao or online through [bac.upmindanao@up.edu.ph](mailto:bac.upmindanao@up.edu.ph) (Please see attached Supplemental Guidelines). 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 a **Project Management Consultancy**.

Bidding Activities timelines are scheduled as follows:

	<b>ACTIVITIES</b>	<b>DATE &amp; TIME</b>	<b>VENUE</b>
a)	1 <sup>st</sup> Day of Posting of Request for Expression of Interest	October 21, 2021	www.philgeps.gov.ph www2.upmin.edu.ph
b)	Preliminary Conference	-	
c)	<b>Submission</b> of Expression of Interest and Eligibility Documents *	October 29, 2021 (Fri) 10:00 AM	SPMO, G/F, Administration Building UP Mindanao, Mintal Davao City  Or through <a href="mailto:bac.upmindanao@up.edu.ph">bac.upmindanao@up.edu.ph</a> (Please see attached Supplemental Guidelines)
	<b>Opening</b> of Expression of Interest and Eligibility Documents	Same as above	Same as above
d)	Pre-Bid Conference for Shortlisted Bidders <b>(Open only to shortlisted bidders)</b>	November 8, 2021 (Mon) 10:00 AM	Online through Zoom

e)	<b>Submission of Technical and Financial Bid* (Open only to shortlisted bidders)</b>	November 22, 2021 (Mon) 10:00 AM	SPMO, G/F, Administration Building UP Mindanao, Mintal Davao City  Or through <a href="mailto:bac.upmindanao@up.edu.ph">bac.upmindanao@up.edu.ph</a>
	<b>Opening of Technical Bid (Open only to shortlisted bidders)</b>	November 22, 2021 (Mon) 10:00 AM	Administration Building UP Mindanao, Mintal Davao City and through Zoom
g)	Opening of Financial Bid of the Highest Rated Bidder <b>(Open only to shortlisted bidders)</b>	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.

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: [bac.upmindanao@up.edu.ph](mailto:bac.upmindanao@up.edu.ph)*

  
**PROF. CLETO L. NAÑOLA**

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

- (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 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 of Project Management Services for Technical and Support Staff Augmentation</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"> <li>a. Registration Certificate;</li> <li>b. 2021 Mayor's/Business Permit or its Equivalent Document</li> <li>c. Valid and Updated Tax Clearance</li> <li>d. Audited Financial Statement</li> </ul>
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>Procurement of Project Management Services for Technical and Support Staff Augmentation</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 29, 2021 at 10:00 AM.
8.1	The place of opening of eligibility documents is:  <i>Gaisano Conference Room 2F Administration Building, UP Mindanao, Mintal, Davao City</i>  <i>And through Zoom.</i>  The date and time of opening of eligibility documents is October 29, 2021 at 10:00 AM..
9.1	Similar contracts shall refer to: <b>Project Management Consultancy</b>
9.2	The criteria and rating system for short listing listed below: (Reference: Terms of Reference Annex C)

**ELIGIBILITY AND SHORTLISTING EVALUATION REPORT**

ANNEX C

**PROCUREMENT OF PROJECT MANAGEMENT SERVICES FOR TECHNICAL AND SUPPORT STAFF AUGMENTATION  
of the CAMPUS PLANNING and DEVELOPMENT OFFICE**

Bid Reference No.:

Bidding Activity: Submission of Expression of Interest and Eligibility Documents and Opening of Eligibility Documents

Bid Opening Date:

Name of Bidder:

Item No.	Criteria	Score	Percentage	Total	Points	Design Consultant Bidder
<b>A.</b>	<b>Applicable Experience of the Consultant at least (6) years</b>		100%	100%	10%	
1	<b>Firm or Individual Professional Qualification</b>					
1.1	Must be operational / In professional practice for 5 years		20%			
	Above 8 years	100	100			
	5 years	70				
1.2	Must have at least 3 years Architectural & Engineering consulting experience		40%			
	Above 3 years	100				
	3 years	70				
1.3	<b>Project Management Techniques and Controlling</b>		40%			
	Familiar with document Register monitoring	20				
	Forecasting technique that uses historical data, estimating that are predictive in determining the direction of future trends	30				
	Trend Reporting for Change Orders Register	30				
	Value of work done (VOWD) Flash Reporting for all work done	20				
<b>B.</b>	<b>Personnel Complement</b>			100%	80%	
1	<b>Architect/ Sr. Technical Advisor/Junior Managing Architect</b>		100%	8%		
a.	Education		20%			
	Licensed and Registered Architect	100				
b.	Experience in Architectural & Engineering multidisciplinary interface design review		60%			
	8 years and Above	100				
	5 years	70				
c.	Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
2	<b>Architect/ Sr. Technical Advisor/Supervising Architectural Associate</b>		100%	8%		
a.	Education		20%			
	Licensed and Registered Architect	100				
b.	Experience in Architectural & Engineering multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
c.	Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
3	<b>Project Architect(PA)/ Jr. Technical Advisor/Senior Architectural Associate</b>		100%	8%		
a.	Education		20%			
	Licensed and Registered Architect/Landscape Architect	100				
b.	Experience in Pre-design/ Planning scheduling, multidisciplinary interface design review		60%			
	Above 3 years	100				
	3 years	70				
c.	Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
4	<b>Site Superintendent/Construction Specialist/Jr. Managing Engineer</b>		100%	8%		
a.	Education		20%			
	Licensed and Registered Civil Engineer	100				
b.	Experience in Architectural & Engineering multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
c.	Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
5	<b>Cost Engineer/Sr. Technical Advisor/Supervising Engineering Associate</b>		100%	8%		
a.	Education		20%			

Item No.	Criteria	Score	Percentage	Total	Points	Design Consultant Bidder
	Licensed and Registered Civil Engineer	100				
b.	Experience in Cost Engineering, Cost controlling, Forecasting and multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
c.	Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
6	Contracts Administrator/Sr. Technical Advisor/ Sr. Engineering Associate		100%	8%		
a.	Education		20%			
	Licensed and Registered Architect, Civil Engineer, Electrical Engineer, or Mechanical Engineer	100				
b.	Experience as Contract Specialist, proactive in Change Orders, Terms or Reference preparation and multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
c.	Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
7	Structural Engineer/ Sr Technical Advisor/ Sr. Engineering Associate		100%	8%		
a.	Education		20%			
	Licensed and Registered Civil Engineer, practicing Structural Engr. Licensed and Registered Civil Engineer	100				
	Licensed and Registered Civil Engineer	50				
b.	Experience in Structural Engineering design services, Value Engineering, Cost Engineering, Cost controlling, Scheduling, and multidisciplinary interface design review		60%			
	Above 10 years	100				
	10 years	70				
c.	Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
8	Mechanical Engineer/ Design Engineer/ Sr. Engineering Associate		100%	8%		
a.	Education		20%			
	Licensed & Registered Mechanical Engineer with Master's Degree Licensed and Registered Mechanical Engineer	100				
	Licensed and Registered Mechanical Engineer	70				
b.	Experience in mechanical engineering design and implementation, cost control, preparation of Terms or Reference preparation and multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
c.	Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
9	Electrical Engineer/ Design Engineer/ Sr. Engineering Associate		100%	8%		
a.	Education		20%			
	Licensed & Registered Electrical Engineer with Master's Degree Licensed and Registered Electrical Engineer	100				
	Licensed and Registered Electrical Engineer	70				
b.	Experience in electrical engineering design and implementation, cost control, installation and testing and review of large-scale electrical systems, and multidisciplinary interface design review		60%			
	Above 5 years	100				
	5 years	70				
c.	Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
10	Electronics and Communications Engineer/ Design Engineer/ Sr. Engineering Associate		100%	8%		
a.	Education		20%			
	Licensed & Registered EC Engineer with Master's Degree Registered ECE Engineer	100				
	Registered ECE Engineer	70				
b.	Experience in ICT design, security & FDAB and multidisciplinary interface design review and construction management		60%			
	Above 5 years	100				
	5 years	70				
c.	Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
11	Health and Safety Coordinator/Technical Advisor/Sr. Engineering Associate		100%	8%		
a.	Education		20%			

Item No.	Criteria	Score	Percentage	Total	Points	Design Consultant Bidder
	Licensed and Registered Architect/Engineer and Certified Health and Safety Coordinator	100				
	b. Experience in Architectural and Engineering design services delivery and review, construction management and implementation of health and safety protocols		60%			
	Above 5 years	100				
	3 to 5 years	70				
	c. Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
12	Sanitary Engineer/Plumbing Engineer/Technical Advisor/Sr. Eng'g Associate		100%	8%		
	a. Education		20%			
	Licensed and Registered Sanitary Engineer	100				
	b. Experience in Sanitary works		60%			
	Above 3 years	100				
	3 years	70				
	c. Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100				
	Non Davao Region consultant	10				
13	Quantity Surveyor/Specifications Writer/Technical Advisor/Eng'g or Arch'l Assoc		100%	8%		
	a. Education		20%			
	Licensed and Registered Architect/Engineer	100			100	
	b. Experience in Specifications writing, scheduling, quantity surveying		60%			
	Above 3 years	100			100	
	3 years	70				
	c. Locally Hired Consultant		20%			
	Locally hired Davao Region based consultant	100			100	
	Non Davao Region consultant	10				
C	Must have satellite office in Davao City		100%	100%	10%	
	Existing Office within 4-km Radius of UP Mindanao	100		100	10	
	Willing to establish an office as part of the Sworn Statement	70				
	No Office in Davao	10				
	<b>TOTAL SCORE</b>					
	<b>PASSING SCORE</b>					<b>70.00</b>

Evaluation was based on the documents submitted during the Submission of Expression of Interest and Eligibility Documents and Opening of Eligibility Documents last \_\_\_\_\_. Based on the foregoing, the TWG hereby respectfully recommend to the Bids and Awards Committee that \_\_\_\_\_ is shortlisted for the submission of Technical and Financial Bids.

Prepared by: UP MINDANAO CAMPUS PLANNING AND DEVELOPMENT OFFICE  
Prepared and Evaluated by: UP MINDANAO BAC TECHNICAL WORKING GROUP

## **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

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[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 STAFF**Print 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 Graduated)	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 Contract	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

