



DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
BIODIVERSITY MANAGEMENT BUREAU

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BIDDING DOCUMENTS

**“PROCUREMENT OF IT CONSULTING FIRM
FOR THE DEVELOPMENT OF CAVES AND
WETLANDS INFORMATION SYSTEM (CWIS)
PART I
ABC: P4,400,000.00**

**BIDS AND AWARDS
COMMITTEE**

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Section I. Request for Expression of Interest



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417
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Request for Expression of Interest

No. 2021-007

PROCUREMENT OF IT CONSULTING FIRM FOR THE DEVELOPMENT OF CAVES AND WETLANDS INFORMATION SYSTEM (CWIS)

1. The Biodiversity Management Bureau, through the Government of the Philippines (GOP) Fund intends to apply the sum of **Four Million Four Hundred Thousand Pesos (P4,400,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for the **Procurement of IT Consulting Firm for the Development of Caves and Wetlands Information System (CWIS)**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The Biodiversity Management Bureau now calls for the submission of eligibility documents for the subject services. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **June 21, 2021** not later than **1:00pm** at the BAC Secretariat, Biodiversity Management Bureau, Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon City. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion.
3. Interested bidders may obtain further information from the BMB-BAC Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00a.m. to 5:00p.m.
4. A complete set of Bidding Documents may be acquired by interested bidders starting **June 9, 2021** up to the scheduled submission & opening of eligibility documents from the address below.

Bidding documents may also be downloaded free of charge from the website of either the Philippine Government Electronic Procurement System (PhilGEPS) or the BMB Website, 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 2016 Revised Implementing Rules and Regulations (RIRR). The short list shall consist of top five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting are:

CRITERIA	WEIGHT
1. Qualification of the Firm	20
2. Education of Team Members	32
3. Work Experience of Team Members	32
4. Link, System Manual, Screenshot of Similar Online Completed Information System /Database (government or private)	16
TOTAL	100
PASSING RATE	70

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the 2016 Revised IRR of RA 9184.

Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, & 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 Based Evaluation/Selection (QBE/QBS) procedure. 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 twelve (12) months to take effect upon receipt of the copy of Notice to Proceed.
9. The BMB 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 the 2016 Revised IRR of RA 9184, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

Rachelle Jenine D. Abuel
Head, BAC Secretariat
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City
Tel. No. 8924-6031 local 221

Approved for posting:


ARMIDA P. ANDRES
Vice-Chairperson, BAC

TERMS OF REFERENCE

PROCUREMENT OF IT CONSULTING FIRM FOR THE DEVELOPMENT OF CAVES AND WETLANDS INFORMATION SYSTEM (CWIS)

The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources intends to engage the services of IT consulting firm for the development of Caves and Wetlands Information System (CWIS).

Description	: IT Consultancy Firm for the development of the Caves and Wetlands Information System (CWIS)
Project Duration	: Twelve (12) months
Approved Budget Cost	: PhP 4,400,000.00 inclusive of tax

I. BACKGROUND/RATIONALE

The Philippines is an archipelago characterized by mountainous terrains and volcanic landforms with extensive valleys and plateaus. Interspersed in the country's varied landscapes are inland waterbodies that support a wide variety of species and serve various other important roles to the human population.

Caves as defined in the National Caves and Caves Resources Management and Protection Act (RA 9072) as "any naturally occurring void, cavity, recess or system of interconnected passages beneath the surface of the earth or within the cliff or ledge and which is large enough to permit an individual to enter."

The cave biodiversity is extremely unique and caves are known for its archaeological, historic, cultural, recreational, aesthetic, educational, research and economic values, which when not sustainably managed can compromise their ecological integrity.

Wetlands include a variety of water bodies and its shores, whether coastal, inland and human-made. Inland wetlands include marshes, swamps, peatlands, lakes, floodplains, rivers including riparian areas, while coastal wetlands include saltmarshes, coastal lagoons, mangroves, intertidal flats, seagrass beds, coral reefs and other marine areas that are no deeper than 6 meters at low tide. Then, there are human-made wetlands such as dams, reservoir, rice paddies, fishponds, saltpans and wastewater treatment ponds.

Wetlands provide a wide range of ecosystem services essential to human survival such as food, freshwater and livelihood, wetlands support rich biodiversity, provide protection from floods, droughts and other disasters and, store vast amounts of carbon more efficiently than any other natural ecosystem. Particularly important are the peatlands, which store twice as much carbon as all the world's forests.

In 2016, the Biodiversity Management Bureau was able to publish the first edition of Atlas of Philippine Inland Wetlands and Classified Caves. The nationwide publication accounts for a total of 314 wetlands (both inland and human-made), 2,487 rivers and river systems and 416 classified caves all over the country. Through this initiative, the baseline and the mapping system of inland wetlands and caves of the Bureau had improved. This output also provided various thematic and composite GIS base maps that were useful tools for informed management decisions or interventions. For more than 4 years since it was published, a number of inland wetlands and caves had been added to the national listing of the BMB.

Recognizing the large number, diversity, and importance of caves and wetlands in the Philippines, the Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) – identified the need of database system for its efficient management at the national level and to support the DENR field offices on the integration, analysis and management of increasing data related to caves and wetlands.

The complexity and scope of the development of the Caves and Wetlands Information System requires a level of expertise beyond the optimum in-house capability of the present IT staff of BMB, thus, the need to engage the services of a consulting firm for the development of the system.

II. PURPOSE OF CONSULTANCY

The Department of Environment and Natural Resources (DENR) – Biodiversity Management Bureau (BMB) intends to engage the services of a firm that will design, develop, test and implement the Caves and Wetlands Information System (CWIS). The CWIS is a web-based (online) mapping and database management system which will be the central repository and official reporting facility of all caves and wetlands data. The database would allow identifying specific features, querying underlying data such as physical and biological status, generating printable information and other means of using or visualizing caves and wetlands information. The information system to be developed shall also include a database of wildlife species using the Darwin Core standards and other ecosystems database that will link to it. The proposed system to be developed shall also support interoperability with other existing BMB databases. Aside from the online database, a Mobile Application will also be developed to allow mobile users access to the system using smartphones, tablets and other gadgets. Furthermore, the system is intended to assist the DENR-BMB in managing the caves and wetlands resources by providing statistical summaries, data and spatial visualization.

III. SCOPE OF WORK

The IT Consulting Firm to be commissioned for the development of Caves and Wetlands Information System (CWIS) including the other subsystem shall work closely with the DENR-BMB to pursue the above objectives.

The Consulting Firm shall present the Alpha and Beta versions of the system on a staging server, perform further modifications as necessary and facilitate its operationalization and implementation.

The Consulting Firm shall perform the following duties and responsibilities:

1. Conduct preliminary analysis of the current system (as-is), gather the bureau's requirements and propose the improvements or alternative solutions (to-be);
2. Conduct a system use case analysis and design consultation with the DENR-BMB;
3. Submit the documentation and the proposed system design which includes but not limited to the following:
 - a. Process flowchart
 - b. Data flow diagram
 - c. Detailed system architecture diagram
 - d. Database relationship diagram
 - e. User-interface and system mockups

- f. Platforms/Frameworks/Development Stacks to be used in the design and development of the system
 - g. Hardware Requirements
 - h. Sustainability requirements (Hosting, Domain Registration, etc)
 - i. Reports that can be generated
 - j. System Dashboard (s) (National, Regional, PENRO, CENRO)
4. Ensures user-friendliness, responsiveness and interoperability with other BMB Databases;
5. Design the system with security and encryption compliant to the standards set by Department of Information and Communication Technology (DICT);
6. Prepare and submit a work plan with details and timeframe of the development and modifications and agree with BMB on the timeline of deliverables;
7. Develop a Caves and Wetlands Information System (CWIS) including the Species database and other subsystems plus the spatial datasets identified during the preliminary analysis and requirements data gathering phase of the development. These subsystems may cover these functions but not limited to the following:
 - a. Management of reporting system
 - b. Assessment and monitoring System
 - c. Decision Support System
 - d. Web Mapping System
 - e. Species management system
 - f. Other subsystems that may emanate during the preliminary analysis
8. Export existing data to the databases and/or populate the database with available data prior to the final turn-over of the system to DENR-BMB;
9. Ensures that the system has a capability to run/work during offline mode.
10. Develop the system based on the approved design and encouraged to use an open-source set of tools and frameworks or development stacks in:
 - a. Backend: PHP 7.*, Laravel 7.* or latest version of the framework, MySQL/PostgreSQL, PostGIS (Spatial and Geographic Objects).
 - b. Frontend: Vuejs - Javascript framework for reactive data handling, blade routing, components management.
Jquery – for DOM manipulation
Bootstrap – for layout and theme implementation
11. Develop API's for interoperability with existing information systems such as the PA Information System (PA Database) and other information systems to be identified and developed;
12. Present the Alpha, Beta version and its iteration through a test or staging server and shall conduct modifications based on the result of the system testing and series of consultation meetings;
13. Purchase and configure 2 servers that will be used as the test or staging server during the development of the system, plus 3 laptops and 5 smartphones which will be used during system testing. All above ICT items to be procured shall be turned-over to DENR-BMB for the sustainability of the System;

14. Serve as resource persons during the regional pilot and user acceptance testings and system roll-outs that will be organized by the DENR-BMB and provide technical assistance and support during the system deployment and implementation phase;
15. Conduct system administration training for BMB and DENR staff concerned for the maintenance and sustainability of the system;
16. Develop a User and Administrator's Manual in consultation with DENR-BMB.
17. Provide one (1) year warranty of the information system against system bugs, defect, flaw or glitch commencing from the final turn-over without any additional cost to DENR-BMB.

IV. DURATION

The services of the Consulting Firm shall be engaged continuously for a period of twelve (12) months effective upon signing of the contract and Notice to Proceed.

V. DELIVERABLES AND REPORTING ARRANGEMENTS

The Consulting Firm shall work closely with DENR-BMB for progress and updates on the consultancy assignment and expected to submit the following deliverables:

1. Documentation of the proposed system design as specified in Scope of Work;
2. Detailed Work Plan;
3. Financial Proposal with cost breakdown;
4. Presentation of the deployed development stack as an initial output before proceeding to the Alpha version;
5. Presentation of the Alpha Version of the Online Database and Mobile Application;
6. Presentation of the Beta Version of the Online Database and Mobile Application;
7. Reports of the Alpha and Beta Testing conducted;
8. Go-Live Version;
9. Documentation of the approved and final system design and architecture as specified in Scope of Work;
10. Compiled source code of the system;
11. Presentation of the Application Programming Interface (API's)
12. Administrators and Users Training with reports;
13. User and Administrator Technical Manuals;
14. Two (2) Servers for the staging/test server and Go Live which specifications are approved by the DENR-BMB;
15. Three (3) laptops and five (5) smartphones used in the testing of the systems; and,
16. Warranty Certificate (including details of manpower to be assigned for technical support)

VI. QUALIFICATIONS AND PROFESSIONAL REQUIREMENTS

Consulting Firm:

The Consulting Firm should meet the following minimum qualifications and requirements below:

1. Should have a minimum of seven (7) years experience in designing and developing web-based information systems using open-source set of tools and frameworks or development stacks listed in the Scope of Work of this TOR;

2. Should have a minimum of seven (7) years experience in the design, development and implementation of similar online information systems/database;
3. Should have at least three (3) years of experience working with any government agency in the development of similar information system;
4. Duly registered business entity with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry;
5. Updated registration with the Philippine Government Electronic Procurement System (PHILGEPS);
6. Updated registration with the Bureau of Internal Revenue (BIR);
7. Updated Business Permit/License;
8. Should have substantial manpower to be able to provide a team composed of at least 6 systems developers/programmers including data encoder to be headed by a Senior Systems Developer designated as the Lead Consultant who are expected to work full-time on the project with the following qualifications:

Educational Background:

1. Lead Consultant/Senior Systems Analyst – at least a MS/MA Degree in Information Technology/Software Engineering/Computer Science or other related fields
2. Senior Programmer/Systems Analyst(s) – at least a Bachelor's Degree in Information Technology/Software Engineering/Computer Science or other related fields
3. Junior Programmer/Systems Analyst(s) - at least a Bachelor's Degree in Information Technology/Computer Science or other related fields
4. Data Encoder – at least graduate of 2-years vocational/Diploma course in Information or Computer Technology

Work Experience:

Lead Consultant/Senior Systems Analyst

1. With at least 5-years experience in providing leadership in the design and development of online database management information systems;
2. Should have in-depth knowledge on the concepts of systems development, database construction and management, data analysis, system versioning and report compilation;
3. With a good working knowledge of object-oriented design and development skills; and,
4. Should have at least 3 years experience in the design and development of mobile applications;

Senior Programmer/Systems Analyst(s)

1. With at least 3-years experience in designing and developing online database management information systems;
2. Should have in-depth knowledge on the concepts of systems development, database construction and management, data analysis, system versioning and report compilation;
3. Should have previous experience in the design and development of mobile applications;
4. Good understanding of Web Services protocols such as REST, SOAP and API design for extensibility and portability;
5. Should have at least 2 years experience in MVC Framework, server-side and client-side programming; and,
6. Should have at least 2 years experience and knowledge in web mapping.

Junior Programmer/Systems Analyst(s)

1. With at least 3-years experience in designing and developing online database management information systems;

2. Should have in-depth knowledge on the concepts of systems development, database construction and management, data analysis, system versioning and report compilation;
3. Should have previous experience in the development of mobile applications;
4. Should have at least 2 years experience in MVC Framework, server-side and client-side programming; and,
5. Should have at least 2 years experience and knowledge in web mapping.

Data Encoder

1. With at least 2 years experiences in consolidating, data cleansing or encoding; and,
2. Must be familiar in using various Microsoft Office productivity software (Word, Excel, Powerpoint)

Method of Evaluation

The proposals will be evaluated using Quality-Based Evaluation (QBE) based on RA 9184 and its IRR which will only consider the Technical Proposals in the ranking of consulting firms.

VII. APPROVED BUDGET FOR CONTRACT (ABC) AND PAYMENT SCHEDULE

The approved budget cost for undertaking the development of the Caves and Wetlands Information System (CWIS) is **Four Million Four Hundred Thousand Pesos (Php 4,400,000.00)**, Philippine Currency. This amount covers the remunerations for the development of the system, cost for the conduct of series of learning events for administrators and users of the system, and procurement of servers, laptops and smartphones for the test and quality control phase of the system development (test/staging server) and the GoLive Server which shall be both turned over to DENR-BMB at the final acceptance of the system

Schedule of payment

Deliverables	Percent	Amount in Php
1. Upon Signing of the Contract and submission of the inception report	15%	660,000.00
2. Upon submission and approval of the following: <ul style="list-style-type: none"> ● Documentation of the proposed system design as specified in Scope of Work ● Work Plan 	15%	660,000.00
3. Upon completion and acceptance of the following: <ul style="list-style-type: none"> ● Deployed development stack as an initial output before proceeding to the Alpha version with report submitted ● Approved Alpha Version, conduct of the User testing with report submitted 	25%	1,100,000.00
4. Upon completion and acceptance of the following: <ul style="list-style-type: none"> ● Approved Beta Version, conduct of the User testing with the report submitted ● Go-Live Version (Final and approved version of the system plus the Mobile App) with report submitted. 	25%	1,100,000.00

5 a. Upon completion and acceptance of the following: <ul style="list-style-type: none"> ● documentation of the approved and final system design and architecture as specified in the Scope of Work ● compiled source code of the system and; ● users and administrator manual; 	20%	880,000.00
b. Upon completion of the conduct of the Administrator and Users Training (DENR-Field Offices); and,		
c. Upon turn-over of the two (2) servers, 3 laptops and 5 smartphones		
Total	100%	P 4,400,000.00

Approved:


EDILBERTO D. LEONARDO
 Undersecretary for Special Concerns
 OIC-Director, BMB


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Section II. Eligibility Documents

1. Eligibility Criteria

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
 - (a) Duly licensed Filipino citizens/sole proprietorships;
 - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
 - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
 - (d) Cooperatives duly organized under the laws of the Philippines; or
 - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
 - (ii.1) the name and location of the contract;
 - (ii.2) date of award of the contract;
 - (ii.3) type and brief description of consulting services;
 - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
 - (ii.5) amount of contract;
 - (ii.6) contract duration; and
 - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

- (b) Class "B" Document –

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

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

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

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

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked "ORIGINAL – ELIGIBILITY DOCUMENTS". Each copy thereof shall be similarly sealed duly marking the envelopes as "COPY NO. ____ - ELIGIBILITY DOCUMENTS". These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;

- (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
- (f) bear the specific identification of this Project indicated in the **EDS**; and
- (g) bear a warning "DO NOT OPEN BEFORE..." the date and time for the opening of eligibility documents, in accordance with Clause 5.

4.4 Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity's BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared "Late" and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder's name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as "ELIGIBILITY MODIFICATION" and stamped "received" by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped

by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders' representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders' representatives who are present shall sign a register evidencing their attendance.

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

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (h) the name of the prospective bidder;
 - (i) whether there is a modification or substitution; and
 - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

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

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<i>Information Systems Development</i>
1.3	<i>No further Instructions.</i>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<i>Performance Evaluation and Rating from clients Certificate of Acceptance</i>
3.2	Each prospective bidder shall submit one (1) original and <i>two (2) copies</i> of its eligibility documents.
4.3 (c)	<i>The Chairperson Bids and Awards Committee Biodiversity Management Bureau Ninoy Aquino Parks and Wildlife Center Quezon Avenue, Diliman, Quezon City</i>
4.3 (d)	<i>Procurement of IT Consulting Firm for the Development of Caves and Wetlands Information System</i>
5	<p>The address for submission of eligibility documents is :</p> <p><i>Bids and Awards Committee</i></p> <p><i>Biodiversity Management Bureau</i></p> <p><i>Ninoy Aquino Parks and Wildlife Center</i></p> <p><i>Quezon Avenue, Diliman, Quezon City</i></p> <p>The deadline for submission of eligibility documents is on <i>June 21, 2021 at 1:00pm.</i></p>

8.1	<p>The place of opening of eligibility documents is at</p> <p style="text-align: center;"><i>BMB Training Center Ninoy Aquino Parks and Wildlife Center Quezon Avenue, Diliman, Quezon City</i></p> <p>The date and time of opening of eligibility documents is on <i>June 21, 2021 at 2:30p.m.</i></p>														
9.1	Similar contracts shall refer to <i>Information Systems Development</i>														
9.2	<p><i>Insert here the detailed set of criteria and rating system to be used by the Procuring Entity for the short listing of consultants. The criteria shall consider the applicable individual experiences of the principal and key staff in case of new firms.</i></p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><i>CRITERIA</i></th><th style="text-align: right;"><i>WEIGHT</i></th></tr> </thead> <tbody> <tr> <td><i>1. Qualification of the Firm.....</i></td><td style="text-align: right;"><i>20</i></td></tr> <tr> <td><i>2. Education of Team Members.....</i></td><td style="text-align: right;"><i>32</i></td></tr> <tr> <td><i>3. Work Experience of Team Members.....</i></td><td style="text-align: right;"><i>32</i></td></tr> <tr> <td><i>4. Link, System Manual, Screenshot of Similar Online Completed Information System/Database (government or private).....</i></td><td style="text-align: right;"><i><u>16</u></i></td></tr> <tr> <td style="text-align: right;"><i>TOTAL</i></td><td style="text-align: right;"><i>100</i></td></tr> <tr> <td style="text-align: right;"><i>PASSING RATE.....</i></td><td style="text-align: right;"><i>70</i></td></tr> </tbody> </table>	<i>CRITERIA</i>	<i>WEIGHT</i>	<i>1. Qualification of the Firm.....</i>	<i>20</i>	<i>2. Education of Team Members.....</i>	<i>32</i>	<i>3. Work Experience of Team Members.....</i>	<i>32</i>	<i>4. Link, System Manual, Screenshot of Similar Online Completed Information System/Database (government or private).....</i>	<i><u>16</u></i>	<i>TOTAL</i>	<i>100</i>	<i>PASSING RATE.....</i>	<i>70</i>
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CHECKLIST OF REQUIRED DOCUMENTS
PROCUREMENT OF IT CONSULTING FIRM FOR THE DEVELOPMENT OF
CAVES AND WETLANDS INFORMATION SYSTEM (CWIS)
ABC: P4,400,000.00

LEGAL DOCUMENTS

Class “A” Documents

1. PHILGEPS Certificate of Registration (Platinum)

TECHNICAL DOCUMENTS

2. Statement of 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:
 - 2.1 the name and location of the contract;
 - 2.2 date of award of the contract;
 - 2.3 type and description of consulting services;
 - 2.4 consultant’s role (whether main consultant, sub consultant, or partner in a JV)
 - 2.5 amount of contract
 - 2.6 contract duration; and
 - 2.7 certificate of satisfactory completion or equivalent document specified in the EDS issued by the client, in the case of a completed contracts
3. 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.

Class “B” Document

If applicable

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

Statement of Completed Contracts

This is to certify that _____ has the following completed contracts for the period CY _____

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-Contractor Partner in a JV, etc.	Amount of Contract	Contract Duration	Proof/ Certificate of Satisfactory Completion or Equivalent Document Issued by at Least One (1) Client (Separate Sheet)
			Note: Include description of the activities conducted/ undertaken by the consultant		Note: Include month/s and years/s for studies and day/s and hour/s for trainings /workshops/ seminars	

Name and Signature of Authorized Representative

Date

Instructions:

- a) Cut-off date : The day before the deadline of submission of eligibility documents.
- b) State completed contracts for the last five (5) years contracts that are similar to the project being procured/bid in terms of nature and amount shall be prioritized in inclusion in the list

STATEMENT OF ONGOING AND AWARDED BUT NOT YET STARTED CONTRACTS

This is to certify that _____ has the following ongoing and awarded but not yet started contracts:

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-Contractor Partner in a JV, etc.	Amount of Contract	Contract Duration	Remarks
			Note: Include description of the activities to be conducted/undertaken by the consultant		Note: Include month/s and years/s for studies and day/s and hour/s for trainings / workshops/ seminars	

Name and Signature of Authorized Representative

Date

Instructions:

- a) State all ongoing contracts including those awarded but not yet started (government and private contracts which may be similar or not similar to the project called for procurement/bidding) as of the day before the deadline of submission of eligibility documents.
- b) If there is no ongoing contract including awarded but not yet started as of the aforementioned period, state none or equivalent term.

FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project (in months and years with detailed description/discussion on the nature and scope of work). Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations.]

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained.]

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last 20 years 9in-man-months for evaluation studies and man-hours/man-days for trainings/seminars/workshops conducted/provided), also indicate role played and types of activities performed and client references, where appropriate. Failure to indicate details of role and duration shall merit zero points.]

Trainings Attended:

[Summarize trainings/seminars attended as participant indicating topic and specific duration 9in hours/days). Attach certificates, if any. Failure to indicate details shall merit zero points.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

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

(Signature of staff member and authorized representative of the firm)

Date : _____
Date/Month/Year

Full name of staff member:

Full name of authorized representative:

PROCUREMENT OF IT CONSULTING FIRM FOR THE DEVELOPMENT OF CAVES AND WETLANDS INFORMATION SYSTEM (CWIS)

STATEMENT OF KEY STAFF FOR CONSULTING SERVICES

Name of Consultant: _____

Business Address : _____

Field of Expertise/Name of Personnel	Name of Related Study Involved	Position/Involvement in the Related Study	Nationality	Years with the Firm	Number of Study Currently Involved
A. Lead Consultant/Senior Systems Analyst					
1					
to					
n					
B. Senior Programmer/Systems Analyst					
1					
to					
n					
C. Junior Programmer/System(s) Analyst					
1					
to					
n					
D. Data Encoder					
1					
to					
n					

It is hereby confirmed that the above consultants are registered professionals authorized by the appropriate regulatory body to practice their profession.

Note:

- Should the personnel mentioned above are “on-call” or not a permanent employee of the consulting firm, please provide evidence and said personnel agreed to be nominated and once the firm is shortlisted, the personnel will submit letter of commitment.

Submitted by: _____

Name of Representative of Bidders: _____

Position: _____

Date: _____