



REQUEST FOR EXPRESSION OF INTEREST

No. 2023-018

PROCUREMENT OF A CONSULTING FIRM FOR THE DEVELOPMENT OF THE ABS PROJECT'S KNOWLEDGE ATTITUDES AND PRACTICES (KAP) ASSESSMENT

1. The Government of the Philippines (GoP) has received a *Grant* from the *United Nations Development Program (UNDP)* through the *ABS Project* toward the cost of *One Million Four Hundred Thousand Pesos (P1,400,000.00)*, and it intends to apply part of the proceeds of this *Grant* to payments under the contract for the *Procurement of a Consulting Firm for the Development of the ABS Project's Knowledge Attitudes and Practices (KAP) Assessment*.
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 1, 2023 not later than 1:00pm at the *BAC Secretariat at the 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 BMB-BAC Secretariat and inspect the Bidding Documents at the address given below from Monday to Friday, 8:00 a.m. to 5:00p.m.
4. A complete set of Bidding Documents may be acquired by interested Bidders on *May 18, 2023* from the address below.

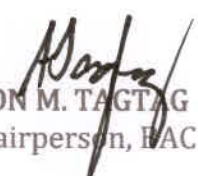
It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPs) and the website of the Procuring Entity, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

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 top five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting are:

CRITERIA	WEIGHT
1. <i>Track Record of Consulting Firm</i>	70
2. <i>Qualification of Team Composition</i>	30
<i>TOTAL</i>	100
<i>PASSING RATE</i>	70

6. Bidding will be conducted in accordance with relevant procedures for open competitive bidding as specified in the IRR of RA 9184 with some amendments, as stated in these bidding documents and is open to all bidders from eligible source countries as defined in the applicable guidelines of the United Nations Development Programme (UNDP).
7. The Procuring Entity shall evaluate bids using the *Quality Based Evaluation* 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 six (6) months.
9. The *Biodiversity Management Bureau* 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 Head, BAC Secretariat
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City
Telephone No. (02) 8924-6031 to 35 local 221
E-mail: bacsec@bmb.gov.ph*


ANSON M. TAGTAG
Chairperson, BAC



**DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES
BIODIVERSITY MANAGEMENT BUREAU**

QUEZON AVE., DILIMAN, QUEZON CITY

Tel. No. (632) 8 924 6031-25 | Fax (632) 8 924 0109, (632) 8 920 4417

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BIDDING DOCUMENTS

**“PROCUREMENT OF A CONSULTING
FIRM FOR THE DEVELOPMENT OF THE
ABS PROJECT’S KNOWLEDGE ATTITUDES
AND PRACTICES (KAP) ASSESSMENT
ABC: P1,400,000.00**

PART I

**BIDS AND AWARDS
COMMITTEE**

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

REQUEST FOR EXPRESSION OF INTEREST

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9. The *Biodiversity Management Bureau* 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.
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ANSON M. TAGTAG
Chairperson, BAC

TERMS OF REFERENCE

Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines

PROCUREMENT OF A CONSULTING FIRM FOR THE DEVELOPMENT OF THE ABS PROJECT'S KNOWLEDGE ATTITUDES AND PRACTICES (KAP) ASSESSMENT

Background and Rationale

The GEF-UNDP-DENR Project on Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines or the Access and Benefit Sharing Project (ABS Project) is a 6-year Global Environment Facility (GEF) funded project implemented by the DENR-BMB with support from the United Nations Development Programme (UNDP).

The Project aims to strengthen the implementation of the Nagoya Protocol (NP) in the Philippines by strengthening the national Access and Benefit Sharing (ABS) framework, building national and local capacities through capacity building and awareness raising activities and developing critical experience in ABS agreements. The project seeks to increase economic opportunity and biodiversity conservation for local communities and indigenous peoples in the Philippines stemming from the fair and equitable sharing of biodiversity benefits through three main components.

The Project will develop a gender-responsive and culture-sensitive Communication, Education, and Public Awareness (CEPA) campaign on the Nagoya Protocol and its related policies and procedures, including improving the capacity of relevant agencies and stakeholders for ABS implementation. Prior to the implementation of the CEPA and Capacity Building Plans, there is a need to conduct a Knowledge, Attitudes and Practices (KAP) assessment on the Nagoya Protocol and ABS to establish a baseline on the extent of awareness, knowledge and compliance of ABS actors with the country's commitment to the Nagoya protocol and national ABS related policies and regulations.

The KAP assessment will serve as a baseline study that intends to feed into the situational analysis of the ABS landscape in the country. Results of this assessment will help identify the following:

- Most effective communication strategies, approaches and channels that will increase awareness and knowledge of ABS actors on the country's commitment to Nagoya Protocol and related policies, procedures and tools;
- Necessary capacity-building programs that will address gaps that prohibit the ABS stakeholders on performing their roles and responsibilities, refrain from partnership building and gain from potential benefit sharing mechanisms;
- Appropriate interventions that will enable the ABS actors to improve their participation in the whole ABS landscape.

Respondents of this study include national and local government agencies, private sectors, academe/research consortiums, indigenous peoples and local communities (IP/LCs).

Results from this engagement will directly support the Project in achieving Project Results Indicators 1 (Direct project beneficiaries by gender); 3 (Gender-responsive and culture-sensitive bioprospecting rules and regulations); 4 (ABS Agreements); 5 (Mechanism for national implementation of ABS); 7 (Improved capacity of relevant agencies and stakeholders for ABS implementation); 8 (Gender-responsive and culture-sensitive CEPA plan; and 10 (Biodiversity management plan for in-situ conservation and management).

Moreover, this engagement will directly contribute to realizing Project Outputs 1.3 (functional mechanism that will facilitate implementation and compliance of the national ABS framework); 1.4 (ABS National Roadmap); 2.1 (Awareness campaign targeted to different ABS stakeholders); Output 2.2 (Integrated training program and other capacity building measures for staff relevant to ABS agencies and stakeholders); 3.1 (R&D for identified species); 3.2 (Strategic roadmap for the identification and creation of benefits based on GR development); 3.3 (Negotiate and implement ABS agreement modeling FPIC and PIC processes); and 3.4 (In-situ conservation measures to ensure the security of the concerned GR are integrated into the negotiated MAT).

A. Objective and Scope of Work

The Project intends to engage the services of a firm that will: (i) develop the KAP assessment instrument; (ii) design the KAP assessment methodology; (iii) develop the sampling design; (iv) conduct the actual KAP assessment; and (v) analyze the KAP assessment results and provide recommendations.

The scope of work of this Terms of Reference is beyond the optimum in-house capability of the procuring entity and is consistent with the Government's policy not to compete with the private sector as integrated in Item 2 of Annex "B" of the 2016 Implementing Rules and Regulation of RA 9184.

The KAP assessment firm will involve qualitative and quantitative assessment of stakeholders' knowledge, attitude, and practices pertaining to Nagoya Protocol and ABS. This will be conducted at the national level and in six (6) provinces in Regions III and V within 6 months.

At the end of the assignment, the KAP assessment firm shall provide a comprehensive final report on the results and recommendations including annexes of the following:

- Knowledge, attitudes and practices on Art. 15 of the Convention on Biological Diversity and the Nagoya Protocol, as well as access and benefit-sharing concepts and principles including but not limited to prior informed consent (PIC) and mutually agreed terms (MAT) and their relevance to the respondent's current work. All analysis and conclusions should be disaggregated by socio-economic status, IP groups, locality, sex, gender, and age group;
- Gender roles, access and control to productive resources and decision making, and culture sensitivity at the community level;
- Capacity building needs, challenges, negative social and gender norms and expectations as well as opportunities;
- Recommendations to address and mitigate identified challenges and negative social and gender norms including those coming from the stakeholders themselves.

B. Detailed Tasks

The KAP assessment firm will work closely with the ABS Project Management Unit, particularly in close collaboration with the Communications Officer and Stakeholders Engagement and Gender Specialist to deliver the following:

- Develop the KAP assessment instruments that will be used for the quantitative and qualitative assessment methodologies. The quantitative assessment instruments will be translated into a tablet-based questionnaire for specific target respondent groups. Additionally, the assessment firm will develop the Key Informant Interview (KII) questionnaires and Focus Group Discussion (FGD) Guides for the appropriate respondents;
- Conduct pre-test and finalize the KAP assessment instruments;
- Develop the sampling design that will identify the target respondents of the assessment, determine the number of samples for the quantitative and qualitative assessments, and define the sampling criteria and selection process that will be used;
- Conduct the actual KAP assessment, analyze the KAP assessment results and provide recommendations.

Below are ABS key stakeholders that are targeted to be part of the assessment. An approximate number of 350 -790 respondents representative of decision makers, policy makers, key-opinion leaders are targeted. This should be representative of the population size and distribution by sex, gender, and age (18 – 60+ years).

Agency	Respondents	Indicative Number of Respondents
National Competent Authorities (NCAs)	DENR-BMB (20) DENR-FMB (4) DENR-ERDB (4) DENR- PPS (4) DA-PRS (4) DA-BAR (4) DA-BFAR (4) NCIP (4) PCSD (4)	Representative: 1 head of office 1 section chief 2 technical staff Total = 88
Other National Government Agencies (NGAs)	DOST-PCAARRD (4) DOST-PCHRD (4) DOST-FPRDI (4) DOH-PITAHC (4) DOH-FDA (4) National Museum (4) IPOPIL (4) DTI (4) NEDA (4)	
	Region	Region 5

Regional Competent Authorities	DENR R3 (4) DA RFO3 (4) DA-BFAR R3 (4) NCIP Region 3 (4) DOST R3 (4) DOH R3 (4) NEDA R3 (4) DTI R3 (4) DILG R3 (4)	DENR R5 (4) DA RFO5 (4) DA-BFAR R5 (4) DOST R5 (4) DOH R5 (4) NEDA R5 (4) DTI R5 (4) DILG R5 (4)	Representative: 1 head of office 1 section chief 2 technical staff R3 = 36 R5 = 32 Total = 68
Provincial and municipal LGUs ¹	Bataan <ul style="list-style-type: none"> • PLGU (4) • Morong MLGU (4) Pampanga <ul style="list-style-type: none"> • PLGU (4) • Porac MLGU (4) Zambales <ul style="list-style-type: none"> • PLGU (4) • Botolan (4) • Cabangan (4) 	Albay <ul style="list-style-type: none"> • PLGU (4) • 5 MLGUs (20) Camarines Sur <ul style="list-style-type: none"> • PLGU (4) • 5 MLGUs (20) Sorsogon <ul style="list-style-type: none"> • PLGU (4) • 5 MLGUs (20) Note: 4 representatives per municipality	Representative: 1 decision maker 1 legislator 1 dep't head 1 technical officer R3 = 28 R5 = 72 Total = 100
Academic and research institutions	CLSU (4) CLHRDC (2)	SSU (4) BCAARRD (2) BCIERRD (2) BCHRD (2)	Representative: 1 president 1 research unit 1 department 1 CEPA unit R3 = 6 R5 = 10 Total = 16

¹ For IPLCs, CADT areas overlapping municipalities and specific municipalities will be identified during the site selection.

Indigenous Peoples and Local Communities (IPLCs)	IPs with CADT areas outside PA: <ul style="list-style-type: none"> • Ayta Abellen in Maporac, New San Juan, Cabangan, Zambales (8) • Bucao Tribal Council, Sitio Porac, Botolan, Zambales (8) • Porac Ayta Ancestral Domain, Inc. in Camias, Porac, Pampanga (8) • Ayta Magbokun in Barangay Biniritan, Morong, Bataan (8) 	Local Communities - farmers association representatives who are recipient of the High Value Crops Development Program ² <ul style="list-style-type: none"> • Albay (667) = 67 • Camarines Sur (253) = 25 • Sorsogon (3901) = 390 	IP Representative per community: <ul style="list-style-type: none"> • 2 leaders (male) • 2 leaders (female) • 2 youth leaders (1 male, 1 female) • 2 barangay officials (captain and 1 councilor) Total = 32 LC Representative: Total = 482
Private sector/industry players –	Herbanext (4) Pharmalytics (4)	PhilPili (4)	Representative: 1 CEO/ president 1 public relations 2 technical officers Total = 12

National Competent Authorities (NCAs) - The DENR, DA, NCIP, and PCSD will be significantly involved in setting-up the national coordinating mechanisms and corresponding guidelines, procedures and tools. Being the catalytic agents of ensuring the country's compliance with the Nagoya Protocol, the NCAs will be the decision-makers on appropriate policy support, institutional arrangements, and procedures.

Other National Government Agencies (NGAs) - The DOST (PCAARRD, PCHRD and FPRDI), DOH-PITAH, DOH-FDA, National Museum, IPOPHIL, DTI, and NEDA are key collaborators. These agencies will be involved in scientific and technological efforts, health researches, biodiversity and genetic researches, researches on traditional and alternative health care, development and implementation of health standards, administration of policies related to intellectual property rights and market and product development, among others.

Regional Competent Authorities - Regional offices of NCAs and NGAs in identified project sites in Bataan, Zambales, Pampanga in Region 3 and Albay, Camarines Sur, and Sorsogon in Region 5 are also included.

² This is just an indicative number which is representative of the 10% population of the total recipient of the HVCDP per province. There is a need to identify the list of current farmers association from the recipient of the HVCDP during the site selection to narrow down number of respondents.

Provincial and municipal LGUs – Provincial and municipal/city LGUs will be involved in policy making and enhancing governance mechanisms to mainstream ABS framework in local development and conservation planning processes.

Academic and research institutions - These institutions will provide support to the Project on research, communication, education and public awareness and capacity-building.

Indigenous Peoples and Local Communities (IPLCs) - As primary target beneficiaries of this Project, they will be consulted on project planning and implementation activities.

Private Sector/industry players – Herbanext, Pharmalytics, and PhilPili as users and developers of genetic resources and associated traditional knowledge are targeted.

C. Deliverables/ Expected Outputs

1. Inception Report that will provide details on the KAP assessment methodology and work plan
2. Development of final paper and tablet-based assessment instruments, including raw data of assessment questionnaire, KII and FGD guides in English, Filipino, and local languages
3. Assessment Plan
4. Enumerators Training Manual
5. Assessment Process/Documentation Report
6. Draft and Final KAP Assessment Reports (and recommendations)
7. Presentation of materials

D. Minimum Qualification Requirements

1. The **firm** should have the following qualifications:
 - At least 2 years of experience in conducting qualitative and quantitative KAP assessment (survey, KII, FGD) with analysis related to biodiversity/natural resources/economic/social and development sectors for at least 500 respondents.
 - At least 2 years of experience in developing/designing paper and/or tablet-based KAP assessment instruments for at least 500 respondents.
 - At least 3 years of experience in applying the tools and methodologies of Econometrics/Statistics to the analysis of results from data-gathering exercises that combine issues relating to natural resources and social concerns either in the Philippines or other country contexts;
 - Completed at least 2 related or similar projects, partnerships and/or engagements with government agencies, non-government and academic institutions involved in the biodiversity/natural resources/economic/social and development sectors.
2. The firm should have the following **team members**:

Team Members	Minimum Qualification Requirements
Team Leader	<ul style="list-style-type: none"> • A bachelor's degree in development studies, social science, human rights, gender and women's studies, or

	<p>any related field. A master's degree in development studies, social science, human rights, gender and women's studies or any related field is an advantage;</p> <ul style="list-style-type: none"> • At least 10 years of professional technical experience in developing and conducting public researches and social assessments, particularly KAP assessment; • Knowledge of gender, women, and indigenous people's empowerment is an asset.
Lead Enumerator/Surveyor	<ul style="list-style-type: none"> • A bachelor's degree in developmental studies, social sciences, or any related field; • At least 5 years professional experience as an enumerator and or surveyor conducting public research and social assessments; • Proven experience in conducting tablet-based assessments through data collection software or apps (e.g. KoboToolbox, Kaizala); • Knowledge of gender, women, and indigenous people's empowerment is an asset.
Statistician	<ul style="list-style-type: none"> • A bachelor's degree in statistics or any related field; • At least 5 years professional experience as a statistician analyzing data from public research and social assessments.

E. 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. The top three consulting firms will be short-listed.

F. Budget, Reporting and Payment Schedule

A payment of Php 1,400,000 is allocated for the procurement to cover preparation work, equipment, supplies, and materials, travel costs, meetings, professional fees of the team, conduct of all activities, and packaging of the final KAP assessment report, among others.

The payment to the KAP consulting firm is made in tranches after the submission and acceptance of the expected outputs. Processing of payment will be done through DENR-BMB, and direct payment will be made by UNDP Philippines.

Contract Price and Schedule of Payment

Outputs/ Deliverables	% of Total Contract Cost	Budget Breakdown (Php)	Payment Target Date
1 st Tranche Inception Report	10%	140,000	Upon submission and approval of inception report with KAP assessment methodology
2 nd Tranche Conduct of KAP assessment pre-test and finalization in the National Level and in Regions III and V	20%	280,000	Upon submission and approval of: 1. Final paper and tablet-based assessment instruments, including raw data of assessment questionnaire, 2. KII and FGD guides in English, Filipino, and local languages and 3. Assessment Plan
3 rd Tranche Conduct of KAP assessment in the National Level and Regions III and V	30%	420,000	Upon submission and approval of: 1. Enumerators Training Manual and 2. Assessment process/Documentation Report
4 th Tranche Presentation of KAP assessment results to stakeholders, and	40%	560,000	Upon submission and approval of: 1. Draft and Final KAP Assessment

finalization of the report			Reports with recommendations and 2. Presentation of materials (e.g. PPT complete with infographics)
Total	100%	1,400,000 Php	

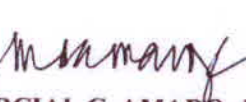
G. Documentary Requirements

Interested applicants should submit the following to the BAC Chairperson on or before _____.

1. Letter of intent;
2. Company/firm profile detailing experience and previous completed projects similar to the scope of work, detailed task, and deliverables of this project;
3. Curriculum vitae of each member of the proposed project team, which includes the following:
 - a. Educational background
 - b. Work experience
 - c. Sample of completed works in electronic copy.

THE CHAIRPERSON
 Bids and Awards Committee
 Office of the Director
 Biodiversity Management Bureau, DENR
 Ninoy Aquino Parks and Wildlife,
 North Ave. Diliman, Quezon City
 (02) 8-925-8948, (02) 8-924-6031 loc. 207
 Email: bacsec@bmb.gov.ph
 cc: phl.abs.project@gmail.com

Approved by:


MARCIAL C. AMARO, JR.
 Director

In concurrent capacity as Assistant Secretary for Policy,
 Planning and Foreign-Assisted Special Projects

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.

Eligibility Data Sheet

Eligibility Documents	
1.2	<i>The KAP Assessment firm will involve qualitative and quantitative assessment of stakeholders' knowledge, attitude and practices pertaining to Nagoya Protocol and ABS. This will be conducted at the national level and in six (6) provinces in Region III and V within 6 months.</i>
1.3	Foreign consultants may be eligible to participate in this Project, subject to the following conditions to be complied within ten (10) days upon receipt of the Notice of Award: a) must be registered with the SEC and/or any agency authorized by the laws of the Philippines; b) when the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GoP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: <i>Provided, however</i> , That the limits of such authority shall be strictly observed.
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>
4.1	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
(e)	<i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i> <i>Anson M. Tagtag - Chairperson</i> <i>Meriden E. Maranan - Vice-Chairperson</i> <i>Nancy R. Corpuz - Member</i> <i>Atty. Theresa M. Tenazas - Member</i> <i>Nermalie M. Lita - End-user</i>
4.1(f)	<i>State specific details concerning the identification of the Project</i> <i>REI No. 2023-018</i>

	2. Qualification of Team Composition	30	
	TOTAL	100	
	PASSING RATE	70	

**PROCUREMENT OF CONSULTING FIRM FOR THE DEVELOPMENT OF THE ABS PROJECTS
KNOWLEDGE ATTITUDES AND PRACTICES (KAP) ASSESSMENT**

CHECKLIST OF REQUIRED DOCUMENTS

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

**PROCUREMENT OF CONSULTING FIRM FOR THE DEVELOPMENT OF THE ABS PROJECTS
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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

**PROCUREMENT OF CONSULTING FIRM FOR THE DEVELOPMENT OF THE ABS PROJECTS
KNOWLEDGE ATTITUDES AND PRACTICES (KAP) ASSESSMENT**

**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.

_____ Date : _____
(Signature of staff member and authorized representative of the firm) *Date/Month/Year*

Full name of staff member:

Full name of authorized representative:

**PROCUREMENT OF CONSULTING FIRM FOR THE DEVELOPMENT OF THE ABS PROJECTS
KNOWLEDGE ATTITUDES AND PRACTICES (KAP) ASSESSMENT**

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
1. Team Leader					
1					
to					
n					
2. Lead Enumerator/Surveyor					
1					
to					
n					
3. Statistician					
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: _____