



**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

Website: [www.bmb.gov.ph](http://www.bmb.gov.ph) | Email: [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph)

# **BIDDING DOCUMENTS**

**“PROCUREMENT OF IT CONSULTING  
FIRM FOR THE DESIGN AND  
DEVELOPMENT OF THE NATIONAL  
ACCESS AND BENEFIT-SHARING (ABS)  
CLEARING HOUSE  
ABC: P2,000,000.00**

**BIDS AND AWARDS  
COMMITTEE**

# TABLE OF CONTENTS

## PART I

SECTION 1. REQUEST FOR EXPRESSION OF INTEREST .....	2
SECTION II. ELIGIBILITY DOCUMENTS .....	14
SECTION III. ELIGIBILITY DATA SHEET .....	20

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



**REQUEST FOR EXPRESSION OF INTEREST**  
**No. 2023-028**

**PROCUREMENT OF IT CONSULTING FIRM FOR THE DESIGN AND DEVELOPMENT OF THE NATIONAL ACCESS AND BENEFIT-SHARING (ABS) CLEARING HOUSE**

1. The Global Environment Facility (GEF) through the *United Nations Development Program (UNDP)* through the *ABS Project* toward the cost of *Two Million Pesos (P2, 000,000.00)*, and it intends to apply part of the proceeds of this *Grant* to payments under the contract for the *Procurement of IT Consulting Firm for the Design and Development of the National Access and Benefit-Sharing (ABS) Clearinghouse*
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 *August 30, 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 *August 14 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:

<i>CRITERIA</i>	<i>WEIGHT</i>
<i>1. Qualification of the Firm</i>	<i>55</i>
<i>2. Individual Qualifications of Team Members</i>	<i>45</i>
<i>TOTAL</i>	<i>100</i>
<i>PASSING RATE</i>	<i>70</i>



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 Programmed (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](mailto:bacsec@bmb.gov.ph)*

  
ANSON M. TANTIAG  
Chairperson, BAC

# **TERMS OF REFERENCE**



## **TERMS OF REFERENCE**

---

### **PROCUREMENT OF IT CONSULTING FIRM FOR THE DESIGN AND DEVELOPMENT OF THE NATIONAL ACCESS AND BENEFIT-SHARING (ABS) CLEARINGHOUSE**

---

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 the permitting, monitoring, reporting, and databasing of ABS applications and resources.

<b>Description</b>	:	IT Consultancy Firm for the development of the permitting, monitoring, reporting, and databasing of ABS applications and resources.
<b>Project Duration</b>	:	Six (6) months
<b>Approved Budget Cost</b>	:	PhP 2,000,000 inclusive of tax

#### **I. BACKGROUND/RATIONALE**

The project "Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines" was approved by GEF last July 12, 2021. Its Project Document was signed last November 5, 2021.

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, 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 fair and equitable sharing of biodiversity benefits through three main components:

The Component 1 of the project aims to: (1) update the current national ABS framework in accordance with the Nagoya Protocol; and (2) harmonize current policies on bioprospecting and scientific research and development on and commercialization of genetic resources and their associated traditional/indigenous knowledge.

The project seeks to increase economic opportunity and biodiversity conservation for local communities and indigenous peoples in the Philippines stemming from fair and equitable sharing of biodiversity benefits thereby contributing to the following impacts:

Increased wealth creation through safeguarding Philippines' biological resources and its genetic diversity from unfair exploitation; ensure recognition, respect, protection and promotion of customary law and IKSPs of indigenous peoples and local communities on access to genetic resources and their associated traditional

knowledge; and Improved management and sustainable use of genetic resources and biodiversity.

The project will enhance multi-sectoral and inter-agency collaboration with regard to on-going research up until its potential for commercialization to promote ABS agreements. Institutional mechanisms will be established that inform and cross-check with other agencies any research undertaking and link these with the private sector for possible uptake. Additionally, the development of support information systems such as a database of research on genetic resources and associated traditional knowledge/ indigenous knowledge will be undertaken under this component.

Such database will be an integral element of what the Project will develop as the National ABS Clearinghouse (output 1.3.3) with the following components :

- (a) streamlined access procedures of 4 competent national authorities (DENR, DA-BFAR, NCIP and Palawan Council on Sustainable Development) and the checkpoints within a digital platform (output 1.3.1) and
- (b) an inter-operable database on genetic resources and associated traditional knowledge with elements coming from the intellectual property database of the Intellectual Property Office and the IKSP registry(output 1.3.2)

Long-term, considering that the streamlined ABS regulations will also implement the mandate of Republic Act 11032 or the *Ease of Doing Business and Efficient Government Service Delivery Act of 2018*, this ABS Clearinghouse will also eventually form part of the Central Business Portal or such similar technology that will be operated and maintained by the Department of Information and Communications Technology as per sec. 13 of the Act.

## **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 ABS Clearinghouse. The ABS Clearinghouse is an online permitting system integrating existing processes for GP applications in the four (4) Competent National Authorities (CNAs). Aside from the integrating the permitting systems, the National ABS Clearinghouse will be designed to monitor and track the change of use of the resources under permits issued through the clearinghouse. With its feature to present customized visualization and generating printable information, the ABS Clearinghouse will be the single window to the streamlined procedure for accessing Philippine biological resources and their associated traditional knowledge.

Once fully implemented, the ABS Clearinghouse will be integrated into the BIOFIN-initiative and UNDP-funded PBSAP M&E platform which is an information system that monitors the implementation of the Philippine Biodiversity Strategy and Action Plan where access and benefit-sharing is one of the major targets being monitored.

The proposed system to be developed shall aside from the database have a Mobile Application, as appropriate, to allow mobile users access to the system using smartphones, tablets and other gadgets. Furthermore, the system is intended to assist



the four CNA's BMB in managing the clearing house providing statistical summaries and spatial visualization.

### **III. SCOPE OF WORK**

The IT Consulting Firm to be commissioned for the development of the ABS Clearinghouse including the other subsystem shall work closely with the ABS Project and 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 scope of work of this Terms of Reference is beyond the optimum in-house capability and current workload of the procuring entity and is consistent with the Government's policy not to compete with the private sector as integrated into Item 2 of Annex "B" of the 2016 Implementing Rules and Regulation of RA 9184.

The Consulting Firm shall perform the following duties and responsibilities:

1. Conduct consultation and preliminary analysis of the current system and capacity of the four CNAs (as-is), gather requirements for the development of a web-based National ABS Clearinghouse, featuring a single-window application for access to biological resources and associated traditional knowledge taking into account the FSTS of DENR, inventory of existing ICT systems for processing applications for permits and similar existing ICT systems on ABS of other countries with comparable systems. The requirements will include the use case diagram, user stories, functional and non-functional requirements. These will be placed in the requirements document;
2. Conduct system use case analysis and design consultation with the ABS Project and the 4 CNAs and prepare and submit a work plan with details and timeframe of the development, modifications and proposed solutions (to-be) and agree with ABS Project and DENR-BMB on the timeline of deliverables; and consult the DICT, particularly in their development of the National Government Portal (NGP);
3. Conduct consultation with 4 CNAs that will use the National ABS Clearinghouse on the integration/interoperability of the clearing house with their existing information systems and whenever feasible, under the guidance of DENR-BMB, agree on the integration of the systems such that all data on biological resources and associated traditional knowledge is kept consistent and up to date across all organizations. Modifications of the information systems of the agencies will potentially be necessary;
4. Consult government agencies or review existing ICT systems on ABS being implemented by other countries (e.g. Brazil, Costa Rica, India);

5. 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. Reports that can be generated
  - h. System Dashboard (s) (National, Regional, PENRO, CENRO)
  
6. Develop an integrated online information and monitoring system (Portal) with Dashboard generating reports and with online payment facility, taking into account the relevant existing Information systems of the CNAs, that will provide decision makers, prospective funders and the general public accurate and real-time information about the following:
  - a) procedures and requirements in securing a permit granting access to biological resources and associated traditional knowledge by the four competent national authorities, including the required free and prior informed consent of indigenous peoples or prior informed consent in case of non-indigenous peoples;
  - b) status and progress of every application until the permit is granted;
  - c) status of Intellectual Property Rights applications over the resource subject of the application, as appropriate;
  - d) status of permits issued, showing their date of issuance and location, including details of issuing competent national authorities; with interface vis-a-vis the ABS Clearinghouse of the Convention on Biological Diversity, for the generation of the internationally-recognized certificate of compliance, where relevant; and
  - e) tracking of the change of use or subsequent transfers of the resources in (d) above to other users in the Philippines or abroad, where possible.
  - f) geospatial information through an interactive map;
  - g) key indicators and data validation mechanisms which may be identified during the scoping activity;
  
2. Present the alpha and beta versions of the system described in No. 7 to relevant stakeholders, and make appropriate revisions for the initial pilot testing of the system;
  
3. Design the system with security and encryption compliant to the standards set



by Department of Information and Communication Technology (DICT);

4. Export existing data to the databases and/or populate the database with available data prior to the final turn-over of the system;
5. Ensures that the system is secured and capable to run/work during offline mode;
6. Submit the final version of the system, source code, and the technical and users' manuals that includes hardware and hosting requirements for review and approval of ABS Project and DENR-BMB;
7. Attend relevant project meetings and workshops/exercises;
8. Submit report/s as may be required by UNDP and BMB.
9. Develop the system based on the approved design and encouraged to use an open-source set of tools and frameworks or development stacks
10. Develop API's for interoperability with the PBSAP M&E platform and other information systems to be identified and developed;
11. Serve as resource persons during the 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;
12. 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 ABS Project or DENR-BMB.

#### **IV. DURATION**

The services of the Consulting Firm shall be engaged continuously for a period of six (6) months effective upon signing of the contract and Notice to Proceed.

#### **V. DELIVERABLES AND REPORTING ARRANGEMENTS**

All outputs shall be approved and accepted by the Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR). The Consulting Firm shall work closely with ABS project and DENR-BMB particularly the Wildlife Resources Division (WRD) 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. Inception Report with Detailed Work Plan;
3. Presentation of the deployed development stack as an initial output before proceeding to the Alpha version;
4. Presentation of the Alpha Version and Beta Version of the ABS Clearing House;
5. Go-Live Version; and,

6. Documentation of the approved and final system design and architecture as specified in Scope of Work;
7. Compiled source code of the system;
8. Presentation of the Application Programming Interface (API's)
9. Trainings of administrators and users;
10. User and Administrator Technical manuals (with VAPT report);
11. Warranty Certificate (including details of manpower to be assigned for technical support)

## **VI. QUALIFICATIONS AND PROFESSIONAL REQUIREMENTS**

### Consulting Firm:

The Consulting Firm must have demonstrable capability and track record to undertake a combination of methodologies and tools for this project and should meet the following minimum qualifications and requirements below:

1. Should have demonstrated proficiency in designing and developing web-based information systems using open-source set of tools, frameworks or development stacks;
2. Should have a minimum of seven (5) years proven proficiency in the design, development and implementation of similar online information systems/database;
3. Should have developed at least 2 similar online information systems with any government agency or private organization. Similar completed projects implementing or using the DICT-template for web application will be an advantage;
4. Should have substantial manpower and may propose to include additional personnel as it sees fit to the required team composed of at least 4 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 Developer/ Senior Systems Analyst – at least a MS/MA Degree in Information Technology/Software Engineering/Computer Science or other related fields
2. Systems Analyst/Senior Programmer(s) – at least a Bachelor's Degree in Information Technology/Software Engineering/Computer Science or other related fields
3. Computer Programmer/Junior 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 Developer /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 experience in the design and development of web and mobile applications;
5. Good understanding of Web Services protocols such as REST, SOAP and API design for extensibility and portability
6. Should have knowledge of Vulnerability Assessment and Penetration Testing (VAPT)

#### Full-Stack Developer/ Systems Analyst/Senior Programmer

1. With at least 5-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 web and mobile applications;
4. Good understanding of Web Services protocols such as REST, SOAP and API design for extensibility and portability;
7. Should have experience in MVC Framework, server-side and client-side programming; and,
8. Should have experience and knowledge in web mapping.

#### Computer Programmer/Junior Systems Analyst/Mobile Developer

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 web/mobile applications;
4. Should have experience in MVC Framework, server-side and client-side programming; and,
5. Should have experience and knowledge in web mapping.

#### Data Encoder

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

In the event that any one of the proposed personnel becomes unavailable during the duration of the project, it shall be the responsibility of the firm to assign a substitute personnel of same qualifications.

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

The approved budget cost for undertaking the development of the ABS Clearinghouse is **two (2) Million Pesos (Php 2, 000,000.00)**, 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.

Tranche/Expected Output(s)	Percent of the ABC	Amount (Php)	Target Date of Payment
1 <sup>st</sup> Tranche	15%	Php 300,000.00	Upon signing of the contract and submission of Inception Report with detailed Work Plan and proposed design as specified in the Scope of Work
2 <sup>nd</sup> Tranche	30%	Php 600,000.00	1. Upon submission and acceptance of the report resulting from a) consultation and preliminary analysis of the current system and capacity of the four CNAs (as-is) b) user requirements and, c) review of similar systems from other countries  2. Upon presentation of the deployed development stack as an initial output before proceeding to the Alpha version;  2. Upon submission and acceptance of the Alpha Version and Beta Version of the ABS Clearing House
3 <sup>rd</sup> Tranche	35%	Php 700,000.00	Upon submission and acceptance of the following: 1. Report of the conduct of user and administrator training(s) 2. Go Live version 3. Application Programming Interface (API's)
4 <sup>th</sup> Tranche	20%	Php 400,000.00	Upon submission and acceptance of the following:



			1. Documentation of the approved and final system design and architecture of the system; 2. Compiled source code of the system; 3. User and Administrator Technical manuals (with VAPT report); 4. Warranty Certificate (including details of manpower to be assigned for technical support)
<b>Total</b>	<b>100%</b>	<b>Php 2,000,000.00</b>	

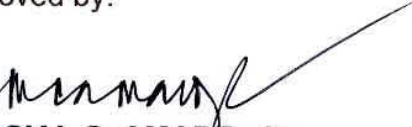
### VIII. REPORTING

The consulting firm will be directly reporting and is expected to submit the above deliverables to the ABS Project and the DENR-BMB through the Wildlife Resources. Four copies of each report will be submitted in print and electronic version to BMB.

Please send application not later than \_\_\_\_\_ to:

THE CHAIRPERSON  
 Bids and Awards Committee  
 OIC, 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](mailto:bacsec@bmb.gov.ph)  
 cc: [phl.abs.project@gmail.com](mailto:phl.abs.project@gmail.com)

Approved by:

  
**MARCIAL C. AMARO, Jr.**  
 Director, BMB  
 In Concurrent Capacity as Assistant  
 Secretary for Policy, Planning and  
 Foreign-Assisted and 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 **in hard copy** through their duly authorized representative on or before the deadline specified in Clause 5. **Electronic submission** of eligibility documents will not be accepted.
- 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

<b>Eligibility Documents</b>	
1.2	<b><i>PROCUREMENT OF IT CONSULTING FIRM FOR THE DESIGN AND DEVELOPMENT OF THE NATIONAL ACCESS AND BENEFIT-SHARING (ABS) CLEARING HOUSE</i></b>
1.3	<p>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:</p> <p>a) must be registered with the SEC and/or any agency authorized by the laws of the Philippines;</p> <p><b>b)</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.</p>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <b><i>Five (5) Months</i></b> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<b><i>Performance Evaluation and Rating from clients Certificate of Acceptance</i></b>
4.1	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
(e)	<p><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p><b><i>Anson M. Tagtag - Chairperson</i></b>  <b><i>Meriden E. Maranan - Vice-Chairperson</i></b>  <b><i>Nancy R. Corpuz - Member</i></b>  <b><i>Atty. Theresa M. Tenazas - Member</i></b>  <b><i>Nermalie M. Lita - End-user</i></b></p>
4.1(f)	<p><i>State specific details concerning the identification of the Project</i></p> <p><b><i>REI No. 2023-028</i></b></p>
4.3(c)	The address for submission of eligibility documents is:

	<p style="text-align: center;"><b><i>The Chairperson Bids and Awards Committee Biodiversity Management Bureau Ninoy Aquino Parks and Wildlife Center Quezon Avenue, Diliman, Quezon City Telephone NO. 8924 6031 to 35 local 221</i></b></p> <p>The deadline for submission of eligibility documents is</p> <p style="text-align: center;"><b><i>August 30, 2023, 1:00 P.M.</i></b></p>										
9.1	<p>Similar contracts shall refer to :</p> <p style="text-align: center;"><b><i>Development of an information system with online processing, issuance and tracking of Permits including Payment</i></b></p>										
9.3	<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 border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><b><i>CRITERIA</i></b></th> <th style="text-align: center;"><b><i>WEIGHT</i></b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b><i>1. Track Record of Consulting Firm</i></b></td> <td style="text-align: center;"><b><i>55</i></b></td> </tr> <tr> <td style="text-align: center;"><b><i>2. Qualification of Team Composition</i></b></td> <td style="text-align: center;"><b><i>45</i></b></td> </tr> <tr> <td style="text-align: center;"><b><i>TOTAL</i></b></td> <td style="text-align: center;"><b><i>100</i></b></td> </tr> <tr> <td style="text-align: center;"><b><i>PASSING RATE</i></b></td> <td style="text-align: center;"><b><i>70</i></b></td> </tr> </tbody> </table>	<b><i>CRITERIA</i></b>	<b><i>WEIGHT</i></b>	<b><i>1. Track Record of Consulting Firm</i></b>	<b><i>55</i></b>	<b><i>2. Qualification of Team Composition</i></b>	<b><i>45</i></b>	<b><i>TOTAL</i></b>	<b><i>100</i></b>	<b><i>PASSING RATE</i></b>	<b><i>70</i></b>
<b><i>CRITERIA</i></b>	<b><i>WEIGHT</i></b>										
<b><i>1. Track Record of Consulting Firm</i></b>	<b><i>55</i></b>										
<b><i>2. Qualification of Team Composition</i></b>	<b><i>45</i></b>										
<b><i>TOTAL</i></b>	<b><i>100</i></b>										
<b><i>PASSING RATE</i></b>	<b><i>70</i></b>										



***PROCUREMENT OF IT CONSULTING FIRM FOR THE DESIGN AND DEVELOPMENT OF THE  
NATIONAL ACCESS AND BENEFIT-SHARING (ABS) CLEARING HOUSE***

**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 IT CONSULTING FIRM FOR THE DESIGN AND DEVELOPMENT OF THE NATIONAL ACCESS AND BENEFIT-SHARING (ABS) CLEARING HOUSE**

**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 IT CONSULTING FIRM FOR THE DESIGN AND DEVELOPMENT OF THE NATIONAL ACCESS AND BENEFIT-SHARING (ABS) CLEARING HOUSE**

**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 IT CONSULTING FIRM FOR THE DESIGN AND DEVELOPMENT OF THE NATIONAL ACCESS AND BENEFIT-SHARING (ABS) CLEARING HOUSE**

**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: \_\_\_\_\_