



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

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# **BIDDING**

**“PROCUREMENT OF A CONSULTING FIRM  
FOR THE DEVELOPMENT OF A  
HARMONIZED AND INTEGRATED  
INFORMATION MANAGEMENT SYSTEM  
(IMS) WITH WEB AND MOBILE  
APPLICATIONS FOR THE BIODIVERSITY  
CORRIDOR PROJECT”  
ABC: 5,000,000.00**

**PART I  
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. 2023-036

### PROCUREMENT OF A CONSULTING FIRM FOR THE DEVELOPMENT OF A HARMONIZED AND INTEGRATED INFORMATION MANAGEMENT SYSTEM (IMS) WITH WEB AND MOBILE APPLICATIONS FOR THE BIODIVERSITY CORRIDOR PROJECT

1. The Government of the Philippines (GoP) has received a *Grant* from the *United Nations Development Programme (UNDP)* through the *Biodiversity Corridor Project* toward the cost of *Five Million Pesos (P5,000,000.00)*, 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 a Harmonized and Integrated Information Management System (IMS) with Web and Mobile Applications for the Biodiversity Corridor Project*.
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 *September 12, 2023* not later than *1:00pm* at the *BAC Secretariat at the Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, Quezon City*. Electronic submission of eligibility documents will not be accepted. 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 Mondays to Fridays, 8:00 a.m. to 5:00p.m.
4. A complete set of Bidding Documents may be acquired by interested Bidders on *August 30, 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>Qualification of the Firm</i>	50
2. <i>Individual Qualifications of Team Members</i>	50
TOTAL	100
PASSING RATE	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 Program (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 Twelve (12) 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)*

  
MERIDEN E. MARANAN  
Vice-Chairperson, BAC

## **Section II. TERMS OF REFERENCE**



## TERMS OF REFERENCE

### PROCUREMENT OF A CONSULTING FIRM FOR THE DEVELOPMENT OF A HARMONIZED AND INTEGRATED INFORMATION MANAGEMENT SYSTEM (IMS) WITH WEB AND MOBILE APPLICATIONS FOR THE BIODIVERSITY CORRIDOR PROJECT

#### I. BACKGROUND AND RATIONALE

The Department of Environment and Natural Resources (DENR), with funding from the Global Environment Facility (GEF) and support from the United Nations Development Program (UNDP), is implementing the **Integrated Approach in Management of Major Biodiversity Corridors in the Philippines** or **Biodiversity Corridor Project**.

The Project aims to operationalize integrated management of biodiversity corridors to generate multiple benefits, including effective conservation of globally threatened species and high conservation value forests, reduce deforestation and degradation, and enhance local biodiversity-friendly livelihoods.

The Project has four components, namely:

- **Component 1:** Effective coordination and governance framework for integrated ecosystem management in the Philippines biodiversity corridors system;
- **Component 2:** Application of integrated network design and management of biodiversity corridors to ensure continued stability and sustainability of their biological ecosystem services and socioeconomic conservation values;
- **Component 3:** Community-based sustainable use and management systems in the two pilot biodiversity corridor systems in the Philippines; and
- **Component 4:** Knowledge management; gender mainstreaming; and learning, monitoring, and evaluation.

One of the major components of the Project focuses on harmonizing the Knowledge Management/Information Management Systems (KM/IMS) of the Department of Environment and Natural Resources (DENR), including cross-agency and cross-sectoral digital catalogs of existing data and information collection systems in the pilot biodiversity corridors of Mindoro (Region 4B) and Eastern Mindanao (Caraga and Davao regions).

To enhance the implementation of a harmonized open-source IMS within the DENR for integration of lessons from the biodiversity corridors, including those from partner agencies and other stakeholders, the Project aims to procure the services of a Consulting Firm with technical skills and know-how, experience, and track record in knowledge and information management, data and database management, document tracking systems, monitoring and evaluation (M&E) platforms, website development, and mobile app development to create a more dynamic, user-friendly, and operational IMS that effectively captures various data and information.

The procurement of the consultancy service will facilitate the development of an IMS that promotes efficient and science-based decision making for all DENR and Project partners and stakeholders. Moreover, it will support the Project Results Framework indicators on establishing an integrated decision support system that can monitor biodiversity threats, among others, and an automated information system that will result in 100% increase from users of non-automated systems in the baseline.

#### II. OBJECTIVES

The specific objectives of this Consultancy are to:



1. Establish and develop a harmonized, integrated, open-source, and biodiversity corridor-focused IMS with varying levels of access for the DENR, government agencies and units, and other identified user groups;
2. Harmonize features of existing KM/IMS within the DENR, partner government agencies and units, and other stakeholders;
3. Create a cross-agency and cross-sectoral inventory of current IMS for the benefit and use of key stakeholders in the biodiversity corridors of Mindoro and Eastern Mindanao;
4. Develop the IMS to include data and database management, document tracking, monitoring and evaluation (M&E), workforce collaboration, and other information features;
5. Develop the IMS with features for compliance monitoring and enforcement strategy to reduce threats, sustain conservation, and achieve other biodiversity outcomes;
6. Develop the IMS with features for gathering, organizing, accessing, and sharing of KM resources related to the management of biodiversity, ecosystems, and natural resources, particularly in the biodiversity corridors of Mindoro and Eastern Mindanao;
7. Capacitate biodiversity corridor partners (including academic, research, civil society, and people's organizations) in the IMS, workforce collaboration, data and database management, and online document tracking, among others, through bootcamps or similar trainings;
8. Provide expert's guidance in the development and general implementation of a KM strategy/plan for the IMS, including workforce engagement and collaboration and familiarity with project management tools

### III. SCOPE OF WORK

The Scope of Work will include the following:

1. Prepare and submit an Inception Report with workplan;
2. Review situational analysis of current KM/IMS in the DENR, partner government agencies and units, and other stakeholders to address gaps and needs in data collection and management (e.g., standard procedures for portal access, challenges in coding and programming) that will lead towards efficient and science-based decision making;
3. Review available current KM/IMS of DENR bureaus, services, and offices (e.g., BMB, FMB, MGB, ERDB, LMB, CCS, PPS, FASPS, RBCO, etc.) and partner government agencies and units (e.g., DA, DHSUD, DILG, DOT, NEDA, NCIP, etc.), including the ongoing development of the DENR One Control Map and Phil Geoportal;
4. Design and develop a harmonized, integrated, and open-source IMS with web and mobile components based on the results of the situational analysis, which will be functional across the DENR and cross-sectoral partner agencies through Application Programming Interfaces (APIs);
5. Incorporate in the IMS monitoring and enforcement features from current and existing biodiversity threat monitoring systems (e.g., BAMS, SEAMS, Lawin, WildALERT, etc.);
6. Incorporate in the IMS features for accessing and managing KM resources, including a searchable database or library for KM documents and publications, multimedia assets, maps and geospatial files, and other data sets;
7. Pilot test a functional harmonized web and mobile app system on beta mode;
8. Initiate, implement, and provide experts' guidance on the harmonization and integration of various types of data and information sets (e.g., statistical and geospatial data and information) from different platforms into the IMS;
9. Conduct at least two (2) for each biodiversity corridor capacity-building bootcamp trainings for the DENR, partner government agencies and units, and other stakeholders on topics and subject matters related to the IMS, workforce collaboration, data and database management, document tracking, or continuous process improvement (e.g., 6Sigma, Agile, design thinking, etc.);
10. Provide expert's guidance and suggestions in developing and implementing a KM strategy/plan for the IMS, including workforce engagement and collaboration and familiarity with project management tools;
11. Recommend suggestions and next steps on the following intra-agency concerns:



- a. integration of operational and business processes,
  - b. creation of backup storage systems to safeguard data loss in events of system breaches,
  - c. elimination of work silos,
  - d. execution of a Software Change Management Plan and official Business Continuity Plan, and
  - e. expansion of cloud-based solutions over desktop applications to improve frequency, capacity, and efficiency of usage of KM/IMS;
12. Submit User's Manual and Administration Manual; and
  13. Provide warranty service for at least six (6) months after turnover of IMS, including technical assistance in troubleshooting and maintenance.

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 Regulations of RA 9184.

#### **IV. DURATION**

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

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

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

1. Inception Report with workplan
2. Report on the results of the review of KM/IMS situational analysis, user requirements, and recommendations to develop a harmonized, integrated, and open-source IMS, or APIs to make existing system interoperable
3. Initial and final design framework of the IMS, incorporating features from existing different monitoring systems
4. Report on pilot testing (alpha and beta) and user acceptance testing/s of the IMS
5. Functional Go Live version of the online IMS with the following inclusions:
  - web application
  - mobile application
  - document tracking
  - data and database management
  - workforce collaboration
  - M&E
  - harmonized and integrated data and information from different platforms
6. Report on administrators' training
7. Final Report together with the User's and Administration Manuals, including the following:
  - System and server requirements
  - Hosting requirements
  - Vulnerability Assessment and Penetration Testing (VAPT) results
  - Documentation of meetings with concerned IT/ICT staff of government agencies, bureaus, and units
8. Technical Report on the conduct of capacity-building bootcamp trainings
9. Final KM strategy/plan, with recommendations and suggestions on improving operational and business processes, storage, and silos, including workforce engagement and collaboration
10. Warranty service for at least six (6) months after turnover of IMS, including technical assistance in troubleshooting and maintenance

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

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

1. Should have a minimum of five (5) years of experience in developing web-based information management systems with web and mobile applications implementing provisions of local and international data privacy laws;
2. Should have a minimum of five (5) years of experience in delivering services on IMS and KM and developing APIs for integrating multi-platform information systems;
3. Should have developed at least two (2) online information management systems with similar/related features and functionality of the required IMS;
4. Should have developed at least two (2) current and functional KM strategies, plans, or systems; and
5. Should have the substantial manpower and experts to provide the technical needs of the engagement.

## **VII. EDUCATIONAL BACKGROUND AND WORK EXPERIENCE**

### **1. Team Leader / Senior IT Specialist or Senior Systems Developer**

- Bachelor's degree in computer science, information technology, computer engineering, information systems, software engineering, data science, or related courses
- At least five (5) years of professional and technical experience in developing and implementing web-based information management systems with mobile application using HTML, CSS, JavaScript, jQuery, Bootstrap, JSON, AJAX, Node[js], and/or similar programs and platforms
- At least five (5) years working experience in developing databases and data management systems using MySQL/NoSQL-MongoDB, PWAs/APIs, SPAs/React, JavaScript data structures and algorithms, core Java/OOP, and Maven/Java tools to improve performance of applications
- Experience in developing and/or implementing KM strategies, plans, or systems for clients in the government, NGOs, or private sector
- Knowledge of DICT Government Website Hosting Service (GWHS) template for government websites is an advantage

### **2. Full-Stack Developer / Back-End/Front-End Developer**

- Bachelor's degree in computer science, information technology, computer engineering, information systems, software engineering, data science, or related courses
- At least five (5) years of professional and technical experience in developing web-based information management systems using implementing programs, such as HTML, CSS, JavaScript, Java, OOP, SQL/NoSQL, Python, and DOM manipulation
- At least three (3) years of professional and technical experience in developing APIs for interoperability/integration of cross-platform information management systems
- Experience in developing and/or implementing KM strategies, plans, or systems for clients in the government, NGOs, or private sector is an advantage

### **3. Desktop Enterprise and Mobile Application Developer**

- Bachelor's degree in computer science, information technology, computer engineering, information systems, software engineering, data science, or related courses
- At least five (5) years of professional and technical experience in developing online information management systems with web and mobile applications using various programming languages/platforms
- At least three (3) years of professional and technical experience in working with various related programs, collaborating with specialized developers and UI/UX experts to deliver best possible products, and keeping updated with emerging technologies to serve client needs
- Knowledge in IoT and cybersecurity for VAPT of information systems is an advantage

### **4. Data Management Specialist**



- Bachelor's degree in computer science, information technology, computer engineering, information systems, software engineering, data science, or related courses
- At least three (3) years of professional and technical experience in data entry, data quality assurance, and database administration using different platforms
- At least three (3) years of professional and technical experience in processing, integration, or analysis of various types of data and information sets (including statistical and geospatial data and information) from different platforms
- Experience in handling data on biodiversity, ecosystems, natural resources, and related fields for clients in the government, NGOs, or private sector is an advantage

#### Method of Evaluation

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

#### VIII. APPROVED BUDGET FOR THE CONTRACT AND PAYMENT SCHEDULE

The approved budget for the contract (ABC) on the development of a harmonized and integrated KM/IMS is **Five Million Pesos** only (**PHP 5,000,000.00**). The amount covers the remuneration for the creation of the development of the harmonized and integrated IMS, meetings with concerned government agencies and units, capacity-building bootcamp trainings, and delivery of user's and administration manuals, among others.

#### IX. REPORT, DELIVERABLES, AND TIMETABLE

Expected Outputs	Percentage of Total Contract Cost	Breakdown of Budget (PHP)	Target Date for Payment
Inception Report	15%	750,000	Upon submission and acceptance of Inception Report with workplan, including the following: <ul style="list-style-type: none"> <li>• Proposed activities over the period of engagement, methodology, expected contribution to deliverables (assigned personnel, timetable, site, and how these will contribute to expected outputs)</li> </ul>
Progress Report No. 1	20%	1,000,000	Upon submission and acceptance of Progress Report No. 1, including the following: <ul style="list-style-type: none"> <li>• Report on the results of the review of KM/IMS situational analysis, user requirements, and recommendations to develop a harmonized and integrated IMS, or APIs to make existing system interoperable</li> <li>• Initial design framework of the IMS incorporating features from existing different monitoring systems</li> <li>• Initial documentation of meetings with concerned IT/ICT staff of government agencies, bureaus, and units</li> </ul>
Progress Report No. 2	20%	1,000,000	Upon submission and acceptance of Progress Report No. 2, including the following: <ul style="list-style-type: none"> <li>• Final design framework of the harmonized and integrated IMS with prototype based on agreements on the presentation of the initial design framework</li> </ul>

Expected Outputs	Percentage of Total Contract Cost	Breakdown of Budget (PHP)	Target Date for Payment
			<ul style="list-style-type: none"> <li>Report on the conduct of pilot testing (alpha and beta) with recommendations and actions taken</li> <li>Report on the conduct of user acceptance testing/s</li> <li>Report on the conduct of administrators' training</li> </ul>
Progress Report No. 3	20%	1,000,000	<p>Upon submission and acceptance of Progress Report No. 3, including the following:</p> <ul style="list-style-type: none"> <li>Guide report on the proposed KM Strategic Plan for the harmonized and integrated IMS</li> <li>Technical report on the conduct of capacity-building bootcamp trainings (at least two [2] for each biodiversity corridor)</li> </ul>
Final Report	25%	1,250,000	<p>Upon submission and acceptance of Final Report, including the following:</p> <ul style="list-style-type: none"> <li>Functional and operating Go Live version of the harmonized and integrated IMS, with the following inclusions: <ul style="list-style-type: none"> <li>web application</li> <li>mobile application</li> <li>document tracking</li> <li>data and database management</li> <li>workforce collaboration</li> <li>M&amp;E</li> <li>harmonized and integrated data and information from different platforms</li> </ul> </li> <li>User's and Administration Manuals, including the following: <ul style="list-style-type: none"> <li>System and server requirements</li> <li>Hosting requirements</li> <li>Vulnerability Assessment and Penetration Testing (VAPT) results</li> </ul> </li> <li>Final documentation of meetings with concerned IT/ICT staff of government agencies, bureaus, and units</li> <li>Final KM strategy/plan, with recommendations and suggestions on improving operational and business processes, including storage and silos, business continuity and process improvements</li> </ul>
	<b>100%</b>	<b>PHP 5,000,000.00</b>	

## X. REPORTING


The Consulting Firm will be directly reporting and is expected to submit the above deliverables to the Biodiversity Policy and Knowledge Management Division through the Biodiversity Corridor Project. Four copies of each report will be submitted in print and digital versions 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  
cc: bdcorridorproject@gmail.com

Approved by:

  
Asst. Sec. **MARCIAL C. AMARO, Jr.**  
Director, DENR-BMB  
in concurrent capacity as DENR Assistant  
Secretary for Policy, Planning and  
Foreign-Assisted and Special Projects



## **Section III. 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, sub consultant, or partner in a JV)
  - (ii.5) amount of contract;
  - (ii.6) contract duration and status for ongoing projects; 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, sub consultants 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

Eligibility Documents	
1.2	<b><i>PROCUREMENT OF A CONSULTING FIRM FOR THE DEVELOPMENT OF A HARMONIZED AND INTEGRATED INFORMATION MANAGEMENT SYSTEM (IMS) WITH WEB AND MOBILE APPLICATIONS FOR THE BIODIVERSITY CORRIDOR PROJECT</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) years</i></b> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<p><i>State acceptable proof of satisfactory completion of completed contracts.</i></p> <p><b><i>Performance Evaluation and Rating from clients Certificate of Acceptance</i></b></p>
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>Juvy Ladisla - Member</i></b>  <b><i>Rowena Bolinas - 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. 2023-036</i></b></p>

4.3(c)	<p>The address for submission of eligibility documents is:</p> <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>September 12, 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 A HARMONIZED AND INTEGRATED INFORMATION MANAGEMENT SYSTEM (IMS) WITH WEB AND MOBILE APPLICATIONS</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" data-bbox="495 1246 1281 1624"> <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. Qualification of the Firm</i></b></td> <td style="text-align: center;"><b><i>50</i></b></td> </tr> <tr> <td style="text-align: center;"><b><i>2. Individual Qualifications of Team Members</i></b></td> <td style="text-align: center;"><b><i>50</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> <tr> <td></td> <td></td> </tr> </tbody> </table>	<b><i>CRITERIA</i></b>	<b><i>WEIGHT</i></b>	<b><i>1. Qualification of the Firm</i></b>	<b><i>50</i></b>	<b><i>2. Individual Qualifications of Team Members</i></b>	<b><i>50</i></b>	<b><i>TOTAL</i></b>	<b><i>100</i></b>	<b><i>PASSING RATE</i></b>	<b><i>70</i></b>		
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***PROCUREMENT OF A CONSULTING FIRM FOR THE DEVELOPMENT OF A HARMONIZED AND INTEGRATED INFORMATION MANAGEMENT SYSTEM (IMS) WITH WEB AND MOBILE APPLICATIONS FOR THE BIODIVERSITY CORRIDOR PROJECT***

**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 status for ongoing projects; 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 A CONSULTING FIRM FOR THE DEVELOPMENT OF A HARMONIZED AND INTEGRATED INFORMATION MANAGEMENT SYSTEM (IMS) WITH WEB AND MOBILE APPLICATIONS FOR THE BIODIVERSITY CORRIDOR PROJECT**

**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 A CONSULTING FIRM FOR THE DEVELOPMENT OF A HARMONIZED AND INTEGRATED INFORMATION MANAGEMENT SYSTEM (IMS) WITH WEB AND MOBILE APPLICATIONS FOR THE BIODIVERSITY CORRIDOR PROJECT**

**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 (Indicate status)
			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.]*

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### Education:

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

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### 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 A CONSULTING FIRM FOR THE DEVELOPMENT OF A HARMONIZED AND INTEGRATED INFORMATION MANAGEMENT SYSTEM (IMS) WITH WEB AND MOBILE APPLICATIONS FOR THE BIODIVERSITY CORRIDOR PROJECT**

**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/Senior IT Specialist or Senior System Developer					
1					
to					
n					
2. Full-Stack Developer/ Back-End/Front-End Developer					
1					
to					
n					
3. Desktop Enterprise and Mobile Application Developer					
1					
to					
n					
4. Data Management Specialist					

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: \_\_\_\_\_