



REQUEST FOR EXPRESSION OF INTEREST No. 2023-019

PROCUREMENT OF CONSULTANCY FIRM FOR THE FORMULATION OF CORRIDOR MANAGEMENT PLANS 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 Corridors in the Philippines or BD Corridor Project toward the cost of *Thirty Million Pesos (P30,000,000.00)*, and it intends to apply part of the proceeds of this *Grant* to payments under the contract for the *“Procurement of Consultancy Firm for the Formulation of Corridor Management Plans 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 *May 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 *May 18, 2023* from the address below.

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

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of top five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting are:

<i>CRITERIA</i>	<i>WEIGHT</i>
<i>1. Qualification of the Firm</i>	<i>45</i>
<i>2. Individual Qualification of Team Members</i>	<i>55</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 Programme (UNDP).
7. The Procuring Entity shall evaluate bids using the *Quality Based Evaluation* procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within eighteen (18) months.
9. The *Biodiversity Management Bureau* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

*The Head, BAC Secretariat
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Diliman, Quezon City
Telephone No. (02) 8924-6031 to 35 local 221
E-mail: bacsec@bmb.gov.ph*


ANSON M. TACTAG
Chairperson, BAC



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

QUEZON AVE., DILIMAN, QUEZON CITY

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BIDDING DOCUMENTS

**PROCUREMENT OF CONSULTANCY FIRM FOR THE
FORMULATION OF CORRIDOR MANAGEMENT
PLANS FOR THE BIODIVERSITY CORRIDOR
PROJECT**

ABC: P30,000,000.00

PART I

**BIDS AND AWARDS
COMMITTEE**

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

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ANSON M. TAGTAG
Chairperson, BAC

TERMS OF REFERENCE

PROCUREMENT OF CONSULTANCY FIRM FOR THE FORMULATION OF CORRIDOR MANAGEMENT PLANS FOR THE DENR-UNDP/GEF PROJECT ON INTEGRATED APPROACH IN MANAGEMENT OF MAJOR BIODIVERSITY CORRIDORS IN THE PHILIPPINES OR BD CORRIDOR PROJECT

1. BACKGROUND

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 project entitled "**Integrated Approach in Management of Major Biodiversity Corridors in the Philippines**" or **BD Corridor**. 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. It is aimed at addressing the increased degradation of habitats from deforestation and conversion to agriculture and expanding infrastructure development, pollution, invasive alien species (IAS) and climate change is becoming an ever-increasing threat to critical habitats and ecosystems and their attendant biodiversity. This 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 socio-economic 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, learning, monitoring and evaluation.

2. OBJECTIVES

The objectives of this Consultancy are to: 1) provide technical guidance in the conduct of biodiversity scanning, assessment and monitoring; 2) generate thematic and other maps for the corridors and develop a GIS-based Decision Support System (GDSS) to help identify high conservation value areas and mainstream IEM into local development planning and other governance processes; 3) develop and prepare management plans at the community, cluster and corridor level; and, 4) build the capacity of local partners (e.g. academic and research organizations, CSOs, etc.) in the conduct of biodiversity scanning, assessment, and monitoring, and spatial mapping for plan formulation and implementation.

3. SCOPE OF WORK

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

The scope of work will include:

A. Biodiversity Assessment, Policy Review and Monitoring Protocols

- a) Review BD corridor documents to identify and determine management approaches and strategies for the corridors and cluster levels;

- b) Develop and/or enhance policy and how to and guidelines for assessment of BD Corridor using HCVA approach and IEM strategies and propose biodiversity standards to establish baseline for geographic (cluster) priorities and strengthening of the EIA approach and process;
- c) Develop and/or enhance a training module on HCVA assessment and organize and conduct HCVA capacity building program, to include carbon accounting for DENR, partner agencies and other stakeholders;
- d) Conduct in-depth HCVA assessment in four clusters (two each) from the two BD Corridors using the assessment guidelines to identify the location and extent of specific conservation areas, sustainable forest, land and agricultural resource use, BD- friendly livelihood enterprises, as well as threats to be managed;
- e) Conduct risk assessment on land activities, land use, land capability as drivers of natural resources degradation, climate change, and other related threats associated with BD, with analysis (within forests and agricultural lands) as baseline for the project;
- f) Conduct carbon accounting using acceptable assessment tools and protocols in the conduct of carbon stock baseline survey, and recommend specific climate change mitigation/ REDD+ and adaptation activities and measures that should be incorporated in various management plans of the project;
- g) Conduct assessment of existing BD monitoring tools to identify areas for enhancement and design a consolidated biodiversity and threat monitoring tool and protocol using automated platform for use in PAs and OECMs;
- h) Facilitate outcome-oriented and community-based planning in the preparation cluster conservation plans with emphasis on HCVA and IEM approach and provide technical advice in managing priority areas;
- i) With the results of the HCVA assessment, review relevant national policies and provide recommendations to institutionalize or enable adjustments to effectively manage BD corridors, which may include tenurial and institutional arrangements, and planning processes between the government and stakeholders;
- j) Conduct review and assessment of relevant policies to strengthen the planning and the PEISS that may be applied in the extractive industry and provide recommendations to policy reforms and amendments and provide technical assistance in using the standards in plans and programs of pilot PAs, OECMs and extractive industry.

B. Mapping Activities

- a) Generate GIS maps reflecting High Conservation Value Areas (HCVA) within the BD Corridor and provide profiles, status and other features that will be used for corridor and cluster level consultation and planning, in coordination with relevant agencies and organizations;
- b) Assess and map biological and ecosystem features within the two corridors and target clusters for improving biodiversity standards in EIA processes;
- c) Develop training modules and conduct training for corridor level planners and key stakeholders (e.g. national, local government units, local communities, including IPs, in the production of thematic maps for planning and monitoring purposes;
- d) Integrate vulnerability maps, mitigation and adaptation plans, land capability and land suitability analysis, LGU zoning and other delineations for the corridors, in the overall landscape of the corridors; and,

4. DURATION

The services of the Consulting Firm shall be engaged continuously for a period of eighteen (18) months effective upon signing of the contract and Notice to Proceed.

5. 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 expected to submit the following deliverables:

- a. Inception Report showing the proposed design for the conduct of the BD and Socio-economic assessment as specified in the Scope of Work;
- b. Draft/enhanced policy and guidelines in the conduct of assessment using IICVA approach and IEM strategies;
- c. Training materials (printed and AVR) module and activity design in the conduct of capacity building for DENR, partner agencies and other stakeholders using the HCVA approach;
- d. Detailed Work Plan;
- e. Financial Proposal with cost breakdown
- f. Proposed activities over the period of engagement, methodology, expected contribution to deliverables (assigned personnel, timetable, site, and how these will contribute to the expected output)
- g. Technical and participatory procedures for determining, validating, facilitating legitimization, adoption and cascading of thematic maps including management plans formulation at the corridor level
- h. Training plan and other capacity building activities
- i. HCVA assessment reports to include carbon accounting and resource/ecosystem evaluation in four clusters
- j. Technical report on the review of national and local policies related to BD conservation and recommendations on areas for improvement of these policies
- k. Thematic maps showing status and condition of biodiversity within the corridors
- l. Training guide in conducting BD and socio-economic assessment and map preparation
- m. Report on technical assistance provided to DENR on the BD assessment and mapping activities
- n. Report on potential areas for ICCA, LCA and other OECM areas
- o. Initial location maps of potential HCV areas
- p. Maps showing the land degradation and forest fragmentation within the corridors
- q. Proposed manual for developing and establishing multi-layer GIS database (baseline, socio-econ, land cover, land use, demography, etc) for use and guide of CPMU in preparing M&E in the corridor, clusters and community plans
- r. Maps of potential areas for ICCA and LCA and other OECM areas
- s. Final location maps of HCV areas within the clusters to include species survival envelope/s, species distribution maps
- t. Land degradation and forest fragmentation maps of MBC and EMBC
- u. Report on capacity building activities provided to DENR and other stakeholders
- v. Completed Cluster Management Plans of EMBC
- w. Completed Cluster Management Plans of MBC
- x. Consultant completion report
- y. Thematic maps in hard and e-copies

- z. Procurement of various scientific and technical equipment, (I.T. equipment, software, field gears, sensors, drones, camera traps, etc.).

6. QUALIFICATIONS AND PROFESSIONAL REQUIREMENTS

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

1. Should have a minimum of five (5) years' experience working and conducting BD and Socio-economic assessments in the country;
2. Should have developed and approved at least five (5) management plans related to natural resources, environmental and other similar plans;
3. Should have at least five (5) years' experience working with any government agencies in terms of natural resources management;
4. Should have the following manpower and experts to be able to provide the technical needs of the engagement:
 - **Team Leader/Biodiversity Specialist** - provide guidance in the design and conduct of biodiversity assessment for the two corridors and should have: (i) a Master's degree or equivalent in biology, zoology, forestry and other natural science (ii) at least 5 years' practical experience in the design and conduct of biodiversity assessment, species and habitat profiling, threats analysis and resources and ecosystem services assessment and associated monitoring, and (iii) at least 2 sample works/reports on biodiversity assessment or related scientific research on biodiversity.
 - **Socio-Economist** - provide overall support for social, economic and cultural assessment of the corridors and clusters. The specialist should have: (i) at least a bachelor's degree in Anthropology or equivalent social science courses, economics, human resources development and other related fields; (ii) at least 5 years' experience working with IP, upland communities, and farmer groups and (iii) at least 2 samples of works/reports on socioeconomic assessments, community organizing and development, capacity building programs, and livelihood/enterprise development.
 - **PA Specialist/PA Governance Specialist** - take the lead in the assessment of 13 PA within the two corridors to determine the management effectiveness using the METT scorecard, and in the updating of relevant management plans. The specialist should have: (i) bachelor's degree in forestry, environment, natural resources management and other related courses, (ii) at least 5 years' experience in projects related to managing natural resources, biodiversity conservation, planning or integrated area development, and (iii) at least 2 sample works/reports on biodiversity assessment or related scientific research on biodiversity.
 - **GIS Specialist** - take the lead in the development of thematic maps and other GIS materials as baseline data and reference materials for DENR, other agencies and stakeholders. The specialist should have: (i) a degree in Information Technology, environment and natural resources management, geography, and other related courses, (ii) at least 5 years of experience in projects related to managing natural resources, biodiversity conservation, planning or integrated area development, and (iii) at least 2 samples of works/maps on land use mapping and spatial assessment.
 - **Training Specialist** - take the lead in the conduct of all trainings and capacity building activities on BD and Socio-economic assessment and mapping and other GIS activities to stakeholders at the corridor level. The

specialist should have: (i) a degree on social science, development communication, education and other related course, (ii) at least 5 years experience in conducting training and capacity building activities to DENR, LGUs, IP and upland communities, in relation to NRM, BD conservation and other environmental projects, (iii) at least 2 samples of training module/design conducted

Method of Evaluation

The proposal 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

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

The approved budget cost for the Procurement of Consultancy Service (Firm) for the Formulation of Corridor Management Plans for the DENR-UNDP/GEF Project on Integrated Approach in Management of Major Biodiversity Corridors in the Philippines or BD Corridor Project is Thirty Million Pesos (Php 30,000,000.00). The amount covers the remuneration for the conduct of the BD and socio-economic assessment, maps and management plan formulation, conduct of training and other capacity building activities among others.

8. REPORT, DELIVERABLES AND TIME TABLE

Table 1. Reports and Outputs

Tranches	Specific Deliverables/Outputs	Percentage (%)	Amount
1 st Tranche	<p>Submission and Acceptance of Inception Report which includes the ff:</p> <ol style="list-style-type: none"> 1. Specify proposed activities over the period of engagement, methodology, expected contribution to deliverables (assigned personnel, timetable, site, and how these will contribute to the expected output) 2. Proposed technical and participatory procedures for determining, validating, facilitating legitimization, adoption and cascading of thematic maps including management plans at various levels 3. Proposed procedures in the conduct of BD and socio-economic assessment 4. Proposed training plan and other capacity building activities 5. Procurement plan of various scientific and technical equipment, I.T. equipment, software, field gears (e.g. database server, tablets, sensors, drones, camera traps, safety equipment etc.) 	15%	4,500,000.00

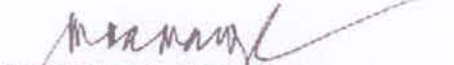
	6. Submission of irrevocable standby letter of credit issued by an entity acceptable to the agency and of an amount equal to the advance payment		
2 nd Tranche	<p>Submission and Acceptance of Progress Report No. 1 which includes the ff.:</p> <ol style="list-style-type: none"> 1. Technical report on the review of national and local policies related to BD conservation and recommendations on areas for improvement of these policies 2. Sample thematic maps showing status and condition of biodiversity within the corridors 3. Training guidelines and training kit in conducting BD and socio-economic assessment and map preparation 4. Report on the distribution of procured scientific and technical equipment, field gears, software, etc (1st batch) 	10%	3,000,000.00
3 rd Tranche	<p>Submission and Acceptance of Progress Report No. 2 which includes the ff.:</p> <ol style="list-style-type: none"> 1. Technical report on the conduct of BD and socio-economic assessment, including resource/ecosystem valuation using HCVA indicators 2. Report on technical assistance provided to DENR on the BD assessment and mapping activities 3. Species distribution maps 4. Report on potential areas for ICCA and LCA 5. Initial location maps of potential HCV areas 6. Sample land degradation and forest fragmentation maps 7. Proposed manual for developing and establishing multi-layer GIS database (baseline, socio-econ, land cover, land use, demography, etc) for use and guide of CPMU in preparing M&E in the corridor, clusters and community plans 8. Report on the distribution of procured scientific and technical equipment, field gears, software, etc (2nd batch) 	20%	6,000,000.00

4 th Tranche	<p>Submission and Acceptance of Progress Report No. 3 which includes the ff.:</p> <ol style="list-style-type: none"> 1. Final Technical report on the conduct of BD and socio-economic assessment for MBC and EMBC 2. Report on technical assistance provided to DENR on the BD assessment and mapping activities 3. Maps of potential areas for ICCA and LCA and other OEEM areas 4. Final location maps of HCV areas 5. Land degradation and forest fragmentation maps of MBC and EMBC 6. Report on capacity building activities/ program provided to DENR and other stakeholders 7. Report on the distribution of procured scientific and technical equipment, field gears, software, etc (3rd/Last batch) 	20%	6,000,000.00
5 th Tranche	<p>Submission and Acceptance of Progress Report No. 4 which includes the ff.:</p> <ol style="list-style-type: none"> 1. Cluster Management Plans of EMBC 2. Cluster Management Plans of MBC 3. Report on IA in setting up and operationalizing the GIS database for M&F. 4. Report on activities leading to adoption/ actual adoption of JAO and Biodiversity Corridor Management Plans (RDC/ Provincial/ Municipal Resolution) 	15%	4,500,000.00
Final Tranche	<p>Submission and Acceptance of Final Report which includes the ff.:</p> <ol style="list-style-type: none"> 1. Completed Cluster Management Plans of EMBC 2. Completed Cluster Management Plans of MBC 3. Consultant completion report 4. Thematic maps in hard and e-copies 5. Turn-over of equipment 	20%	6,000,000.00
		100%	30,000,000.00

9. **REPORTING**

The consultant is expected to prepare the reports as listed in Table 1. Four copies of each report will be submitted in print and electronic version to BMB.

Approved by:


MARCIAL C. AMARO, Jr.
Director, BMB and in concurrent capacity
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 shortlisted consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

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

a. 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.

b. 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.

c. **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.

d. **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.

e. **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.

f. **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. Shortlisted consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

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

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<i>Conduct of Biodiversity Assessment, Policy Review and Analysis, Management Plan Formulation</i>
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. 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 <i>five (5) years</i> 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><i>Performance Evaluation and Rating from clients</i></p> <p><i>Certificate of Acceptance</i></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><i>Anson M. Tagtag - Chairperson</i> <i>Meriden E. Maranan - Vice-Chairperson</i> <i>Nancy R. Corpuz - Member</i> <i>Atty. Theresa M. Tenazas - Member</i> <i>Rowena F. Bolinas - End-user</i></p>
4.1(f)	<p><i>State specific details concerning the identification of the Project</i></p> <p style="text-align: center;"><i>REI No. 2023-019</i></p>

4.1(e)	<p>The address for submission of eligibility documents is :</p> <p style="text-align: center;"><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 E-mail: bacsec@bmb.gov.ph</i></p> <p>The deadline for submission of eligibility documents is</p> <p style="text-align: center;"><i>May 30, 2023, 1:00 P.M.</i></p>										
9.1	<p>Similar contracts shall refer to:</p> <p style="text-align: center;"><i>Natural Resources Assessment and Management Plan Formulation</i></p>										
9.2	<p><i>Insert here the detailed set of criteria and rating system to be used by the Procuring Entity for the shortlisting 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="477 1111 1356 1465" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><i>CRITERIA</i></th> <th style="text-align: center;"><i>WEIGHT</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>1. Qualification of the Firm</i></td> <td style="text-align: center;"><i>45</i></td> </tr> <tr> <td style="text-align: center;"><i>2. Individual Qualification of Team Members</i></td> <td style="text-align: center;"><i>55</i></td> </tr> <tr> <td style="text-align: center;"><i>TOTAL</i></td> <td style="text-align: center;"><i>100</i></td> </tr> <tr> <td style="text-align: center;"><i>PASSING RATE</i></td> <td style="text-align: center;"><i>70</i></td> </tr> </tbody> </table>	<i>CRITERIA</i>	<i>WEIGHT</i>	<i>1. Qualification of the Firm</i>	<i>45</i>	<i>2. Individual Qualification of Team Members</i>	<i>55</i>	<i>TOTAL</i>	<i>100</i>	<i>PASSING RATE</i>	<i>70</i>
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**PROCUREMENT OF CONSULTANCY FIRM FOR THE FORMULATION OF CORRIDOR
MANAGEMENT PLANS 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
 - 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 CONSULTANCY FIRM FOR THE FORMULATION OF CORRIDOR
MANAGEMENT PLANS 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
			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 the degree of responsibility held by staff members 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 CONSULTANCY FIRM FOR THE FORMULATION OF CORRIDOR
MANAGEMENT PLANS 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/Biodiversity Specialist					
2. Socio Economist					
3. PA Specialist/PA Governance Specialist					
4. GIS Specialist					
5. Training 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: _____