



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

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BIDDING DOCUMENTS

**“PROCUREMENT OF A CONSULTING FIRM FOR
THE CONDUCT OF TRAINING NEEDS ASSESSMENT
(TNA) AND DEVELOPMENT OF CAPACITY
DEVELOPMENT PLAN AND TRAINING MODULES
FOR THE ABS PROJECT
PART I
ABC: P1,640,000.00**

**BIDS AND AWARDS
COMMITTEE**

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Section I. Request for Expression of Interest



Republic of the Philippines
Department of Environment and Natural Resources
BIODIVERSITY MANAGEMENT BUREAU
Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman, 1100 Quezon City
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REQUEST FOR EXPRESSION OF INTEREST

No. 2024-002

PROCUREMENT OF A CONSULTING FIRM FOR THE CONDUCT OF TRAINING NEEDS ASSESSMENT (TNA) AND DEVELOPMENT OF CAPACITY DEVELOPMENT PLAN AND TRAINING MODULES FOR THE ABS PROJECT

1. The Government of the Philippines (GOP) has received a Grant from the *Global Environment Facility (GEF)-United Nations Development Program (UNDP)* through the *ABS Project* toward the cost of *One Million Six Hundred Forty Thousand Pesos Only (P1,640,000.00)*, and it intends to apply part of the proceeds of this *Grant* to payments under the contract for the *Procurement of a Consulting Firm to Conduct the Training Needs Assessment (TNA), and Develop the Capacity Development Plan and Training Modules for the ABS 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 *February 5, 2024* not later than *1:00pm* at the *BAC Secretariat, 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 *January 24, 2024 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 Expressions of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act No. 9184, otherwise known as the "Government Procurement Reform Act", and its Implementing Rules and Regulations (IRR). The short list shall consist of top three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting are:

CRITERIA	WEIGHT
1. <i>Qualification of the Consulting Firm</i>	45
2. <i>Individual Qualifications of Team Members</i>	55
<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 *Ten (10) 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. TANTAG
Chief, Wildlife Resources Division
Chairperson, BAC

TERMS OF REFERENCE

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

PROCUREMENT OF A CONSULTING FIRM FOR THE CONDUCT OF TRAINING NEEDS ASSESSMENT (TNA) AND DEVELOPMENT OF CAPACITY DEVELOPMENT PLAN AND TRAINING MODULES FOR THE ABS PROJECT

A. Background and Rationale

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

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

1. Increased wealth creation through safeguarding the Philippines' biological resources and its genetic diversity from unfair exploitation;
2. Recognition, respect, protection, and promotion of customary law and IKSPs of indigenous peoples and local communities on access to genetic resources and their associated traditional knowledge; and
3. Improved management and sustainable use of genetic resources and biodiversity.

In accordance with the Project's capacity development framework plan emanating from the result of the UNDP capacity assessment of the stakeholders during the project preparation phase, a Training Needs Analysis (TNA) tools development and the development of a gender-responsive and culturally sensitive capacity development plan are needed to guide the capacity development activities of the project. A training module will also be developed that will guide in the delivery of the capacity development plan to increase the skills and capacities of the stakeholders to engage, develop, manage, implement, and monitor policies and programs relevant to the effective implementation of the Nagoya Protocol and the Access to Benefit Sharing regime.

The result of this engagement will directly support the Project in achieving Project Results Indicator 7 (Improved capacity of relevant agencies and stakeholders for ABS implementation as measured by an increase in UNDP's ABS Capacity Development Scorecard), and will directly contribute to realizing Project Output 2.2 - Integrated Training Program and other capacity building measures for staff relevant to ABS agencies and stakeholders undertaken.

B. Objective and Scope of Work

The Project intends to engage the services of a consulting firm to (i) conduct Training Needs Assessment (TNA) relevant to Nagoya Protocol and Access and Benefit Sharing (ii) prepare a gender-responsive and culturally sensitive capacity development plan on ABS based on the result and analysis of competencies derived from the TNA Assessment (iii) develop Training modules relevant to the Nagoya Protocol, Access and Benefit Sharing and other different competencies from the result of the training need analysis for the ABS project (hereinafter referred to as the ABS

Training Module) and (iv) implement of Training of Trainers for selected ABS stakeholders using the training modules developed.

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 into Item 2 of Annex “B” of the 2016 Implementing Rules and Regulation of RA 9184.

C. Detailed Tasks.

The consulting firm will work closely with the ABS Project Management Unit in close collaboration with the Stakeholders Engagement and Gender Specialist and will be responsible for the following tasks:

<p>Conduct of the Training Needs Assessment (TNA)</p>	<ul style="list-style-type: none"> ● Review related materials on Nagoya Protocol on Access and Benefit Sharing and capacity building targets of the Kunming-Montreal Global Biodiversity Framework. ● Analyze the UNDP’s result of capacity assessment during the project preparation phase. ● Review different training and capacity needs analysis tools available, including the UNDP capacity assessment tool. ● Categorize different capacities of the different stakeholders and proposed specific topics or themes for capacity implementations. ● Determine and design TNA Assessment tools appropriate for different stakeholders, competent national authorities and indigenous peoples, and local communities, if appropriate. ● Prepare and design appropriate TNA Assessment tools in English and Tagalog ● With the assistance of the PMU, administer the TNA Assessment tool for the different stakeholders, competent national authorities, indigenous people, and local communities, and other stakeholders. ● Prepare a TNA report detailing (i) the results of the TNA Assessment disaggregated by stakeholder groups, (ii) an analysis of the results disaggregated by, sex/gender, age, and stakeholder groups, (iii) conclusions generated from the analysis, and (iv) recommendations to improve capacity scores, among others. ● Present the TNA Report to the UNDP, ABS-PMU, DENR-BMB, and other relevant stakeholders
<p>Prepare an Integrated Gender Responsive and Culturally Sensitive Capacity Development Plan</p>	<ul style="list-style-type: none"> ● Prepare an integrated capacity development plan taking into consideration the Project Results Framework. ● Provide appropriate recommendations for the effective delivery mode of capacity development interventions. ● Integrate gender-responsive and culture-sensitive capacity intervention into the capacity development plan. ● Present the integrated and gender-responsive and culturally sensitive capacity development plan to UNDP, DENR-BMB, ABS-PMU, and other relevant stakeholders.
<p>Develop the ABS Training Modules</p>	<ul style="list-style-type: none"> ● Prepare and develop integrated Training Modules on Access and Benefit Sharing for stakeholders based on different functional and technical capacity and competency needs and as identified in the inventory, review, and analysis of existing training and training modules.

	<ul style="list-style-type: none"> ● Incorporate gender-responsive and culturally sensitive provisions in the integrated training modules and recommend practical tips. ● Present the draft ABS Training Module to PMU, national and site-level TWG, and other stakeholders such as research and academic institutions and private sector representatives and revise based on their input and recommendations. ● Finalize the ABS Training Module based on the inputs and recommendations from the different stakeholders. ● Lay-out/Package and print copies of the final training module.
Implement Training of Trainers for selected stakeholders	<ul style="list-style-type: none"> ● Prepare slides presentation derived from the training module as a reference in the conduct of the Training of Trainers (ToT) ● Implement and facilitate the conduct of Training of Trainers for selected ABS stakeholders. ● Prepare the training documentation report.

This is an output-based engagement. The consultancy firm is not required to report regularly or be present at the Project's office during the contract period but will be requested to attend meetings and provide updates to the Project Management Unit regarding the progress of this engagement, as necessary.

D. Deliverables/Expected Outputs.

This engagement will be for a period of ten (10) months commencing upon the signing of the contract.

1. Final and approved TNA Assessment Tools in English, Tagalog, for appropriate stakeholders.
2. Final and approved TNA report detailing (i) the results of the TNA Assessment disaggregated by sex/gender, age, and stakeholder group, (ii) an analysis of the results disaggregated by stakeholder groups, (iii) conclusions generated from the analysis, and (iv) recommendations to improve capacity scores, among others
3. Final and approved capacity development plan highlighting specific topics/themes, session objectives, duration of the training, target participants, mode of delivery, capacity indicators, targets, output, and timeline
4. Draft and approved integrated training module on different competencies, themes, or topics, layout, and design into a book/manual in English and Tagalog with training materials and PowerPoint presentations.
5. Implement one (1) Training of Trainers (TOT) for selected stakeholders and prepare a training report, including pre-test and post-test reports, and the training evaluation. The cost of the Training of Trainers will be charged to the ABS Project and not from this consultancy budget.
6. Electronic Copy of the training module and at least 2 printed copies of the integrated training modules in English and Tagalog.

E. Minimum Qualification Requirements

1. To ensure that the output is achieved, this engagement must be conducted by a qualified team of experts with the following members:

Team Members	Minimum Qualification Requirements
Team Leader/Capacity Development Expert	1. Master's degree in human resource management and development, human resource and organizational development, psychology, social science, environmental science or management, or any related field.

	<ol style="list-style-type: none"> 2. At least five (5) years of professional experience in leading capacity-building projects or programs, training needs assessment, training module development, especially on the environment and natural resource management, biodiversity conservation and management, and research and development. 3. Experience in conducting and facilitating training activities 4. With an understanding and knowledge of the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA) and the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits (NP-ABS), is an added advantage.
Environment and/or Natural Resources Management Expert	<ol style="list-style-type: none"> 1. Bachelor's degree in environmental management, biodiversity conservation, natural resources management, environmental studies or any related field, <i>master degree is an advantage</i>. 2. At least three (3) years of professional experience in the fields of environment, natural resources management, biodiversity conservation and management and environmental management. 3. Experience in facilitating and conducting training relevant to biodiversity management, natural resource management, environmental planning, and management. 4. With understanding and knowledge of the International Treaty on Plant Genetic Resources for Food and Agriculture (ITPGRFA) and the Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits (NP-ABS).
Module Development Writer	<ol style="list-style-type: none"> 1. Bachelor's degree in development communication, communication studies, social science, or any other related field. 2. At least two (2) years of professional experience in technical writing, report preparation, writing modules, and manuals. 3. With knowledge of the environment and natural resource management, biodiversity conservation and management.

Moreover, the **consulting firm** to be engaged must have the following qualifications:

1. At least five (5) years of experience in conducting consulting projects on the capacity-building program, especially relevant to natural resources, environmental management, and biodiversity conservation.
2. At least three (3) years of experience in preparing, developing, training needs analysis and capacity development plans and writing training modules, especially those related to natural resource management, environmental management, and biodiversity conservation.
3. At least two (2) capacity development plans developed and training modules prepared, approved, and used/published.

F. Method of Evaluation

Applicants will be evaluated using Quality-Based Evaluation (QBE) based on RA 9184 and its IRR which will only consider technical qualifications including a sample of works in the ranking of consulting firms. Only the top 3 firms will be shortlisted.

G. Approved budget for the contract

The total approved budget cost for this consultancy for the development of the training module is **One Million Six Hundred Forty Thousand Pesos Only (Php 1,640,000.00)**. The amount covers the professional fees, taxes and charges, preparation work, meetings, travel costs, packaging and layout of the training module, and printing of at least 2 copies of the approved training modules (in English and Filipino).

H. Report, Deliverable and Timetable

Expected Outputs	% of Total Value	Specific Deliverables for Specific Outputs	Amount
Inception Report	15%	<p>Upon signing the contract, submission and acceptance of the Inception Report which includes the following:</p> <ul style="list-style-type: none"> ● Proposed design of proposed activities over the period of engagement, timetable, strategies and methodologies, and how this will contribute to the expected output. ● Finalized and approved TNA tools in English and Tagalog for different stakeholders. 	P246,000.00
Progress Report 1	30%	<p>Upon submission and acceptance of Progress Report 1 which includes the following:</p> <ul style="list-style-type: none"> ● Final report on the training needs analysis detailing (i) the results of the TNA Assessment disaggregated by sex/gender, age, and stakeholder group, (ii) an analysis of the results disaggregated by stakeholder groups, (iii) conclusions generated from the analysis, and (iv) recommendations to improve capacity scores, among others. ● Final and approved capacity development plan highlighting specific priority topics/themes, session objectives, duration of the training, targets participants, mode of delivery, capacity indicators, targets, outputs, and timeline 	P492,000.00
Progress Report 2	30%	<p>Upon submission and acceptance of Progress Report 2</p> <ul style="list-style-type: none"> ● Final integrated training module. ● Electronic copy of the integrated module. ● Submission of 2 sample copies (printed) of the training module in Tagalog and English 	P492,000.00

Final Report	25%	Upon submission and acceptance of the Final Report which includes the following: <ul style="list-style-type: none"> • Documentation report of the Training of Trainers • Report on the pre-test, post-test, and training evaluation. • Powerpoint presentations or slides of the training. 	P410,000.00
	100%		P1,640,000

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

_____:

1. Letter of intent
2. Company/firm profile detailing experience and previously completed projects similar to the scope of work, detailed task, and deliverables of this project;
3. List of all previous and ongoing consultancy engagements/ projects of the firm indicating the contract cost and accomplishment status;
4. Curriculum Vitae of each team member which includes and highlights the following:
 - a. Educational background
 - b. Relevant work experiences to the role/assignment in the team
 - c. Experience in conducting training needs assessment (TNA) and preparing capacity development plans, writing training modules, and implementing training.
5. Sample of completed works of the firm and each of the team members in electronic copy (or URL if published)

Please send the application not later than _____ to:

THE CHAIRPERSON

Bids and Awards Committee

Office of the Director

Biodiversity Management Bureau, DENR

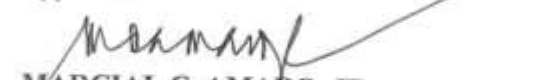
Ninoy Aquino Parks and Wildlife, North Ave. Diliman, Quezon City

(02) 8-925-8948, (02) 8-924-6031 loc. 207

Email: bacsec@bmb.gov.ph

cc: phl.abs.project@gmail.com

Approved:



MARCIAL C. AMARO, JR.

Assistant Secretary for International Affairs and
concurrent OIC Director

Section II. Eligibility Documents

1. Eligibility Criteria

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

2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
 - (a) Class “A” Documents –
Legal Documents
 - (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

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

(b) Class "B" Document –

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

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

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

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy thereof shall be similarly sealed duly marking the envelopes as “COPY NO. ___ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;
 - (e) be addressed to the Procuring Entity’s BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and
 - (g) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

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

6. Late Submission of Eligibility Documents

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

7. **Modification and Withdrawal of Eligibility Documents**

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

8. **Opening and Preliminary Examination of Eligibility Documents**

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

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

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (h) the name of the prospective bidder;
 - (i) whether there is a modification or substitution; and
 - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder’s eligibility requirements or statements against a checklist of requirements, using non-discretionary “pass/fail” criterion, as stated in the Request for Expression of Interest, and shall be determined as either “eligible” or “ineligible.” If a prospective bidder submits the specific eligibility document required, he shall be rated “passed” for that particular requirement. In this regard, failure to submit a

requirement, or an incomplete or patently insufficient submission, shall be considered “failed” for the particular eligibility requirement concerned. If a prospective bidder is rated “passed” for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “eligible.” If a prospective bidder is rated “failed” in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as “ineligible.” In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. **Short Listing of Consultants**

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

10. **Protest Mechanism**

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

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<i>Procurement of a Consulting Firm for the Conduct of Training Needs Assessment (TNA) and Development of Capacity Development Plan and Training Modules for the ABS Project</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)	<i>Performance Evaluation and Rating from clients Certificate of Acceptance</i>
4.1	Each prospective bidder shall submit <i>one (1) original and two (2) copies</i> 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 Meriden E. Maranan – Vice-Chairperson Nancy R. Corpuz - Member Ms. Juvy P. Ladisla – Member Nermalie M. Lita – End-user</i></p>
4.3(f)	<i>REI No. 2024-002</i>
4.3 (e)	The address for submission of eligibility documents is:

***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***

The deadline for submission of eligibility documents is

February 5, 2024, 1:00 P.M.

9.1

Similar contracts shall refer to :

Skills Training, Module, Manual Development and Capacity Building

9.3

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>CRITERIA</i>	<i>WEIGHT</i>
<i>1. Track Record of Consulting Firm</i>	<i>55</i>
<i>2. Individual Qualification of Team Composition</i>	<i>45</i>
<i>TOTAL</i>	<i>100</i>
<i>PASSING RATE</i>	<i>70</i>

**PROCUREMENT OF A CONSULTING FIRM FOR THE CONDUCT OF TRAINING
NEEDS ASSESSMENT (TNA) AND DEVELOPMENT OF CAPACITY DEVELOPMENT
PLAN AND TRAINING MODULES FOR THE ABS 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 A CONSULTING FIRM FOR THE CONDUCT OF TRAINING NEEDS ASSESSMENT (TNA) AND DEVELOPMENT OF CAPACITY DEVELOPMENT PLAN AND TRAINING MODULES FOR THE ABS 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 degree of responsibility held by staff member on relevant previous projects and give dates and locations.]

Education:

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

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last 20 years (in-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 (in 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 CONDUCT OF TRAINING NEEDS ASSESSMENT (TNA) AND DEVELOPMENT OF CAPACITY DEVELOPMENT PLAN AND TRAINING MODULES FOR THE ABS 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/Capacity Development Expert					
l					
to					
n					
2. Environment and/ or Natural Resources Management Expert					
l					
to					
n					
3. Module Development Writer					
l					
to					
n					

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

Note:

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

Submitted by: _____

Name of Representative of Bidders: _____

Position: _____

Date: _____