



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

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BIDDING DOCUMENTS

**“PROCUREMENT OF CONSULTANCY
FIRM FOR THE REVIEW AND UPDATING
OF THE DENR 2021-2040 ENR
FRAMEWORK PLAN”
ABC: P2,000,000.00**

PART I

**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. 2024-007

PROCUREMENT OF CONSULTANCY FIRM FOR THE REVIEW AND UPDATING OF THE DENR 2021-2040 ENR FRAMEWORK PLAN

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 *Two Million Pesos (P2,000,000.00)*, and it intends to apply part of the proceeds of this *Grant* to payments under the contract for the *Procurement of Consultancy Firm for the Review and Updating of the DENR 2021-2040 ENR Framework Plan*
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 *March 11, 2024* not later than *1:00pm* at the *BAC Secretariat, 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 excluding holidays from 8:00 a.m. to 5:00pm only.
4. A complete set of Bidding Documents may be acquired by interested Bidders on *February 27, 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 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. Qualification of the Firm	40
2. Individual Qualifications of Team Members	60
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 *Six (6)* months.
9. The *Biodiversity Management Bureau* reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

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


ANSON M. TAGTAG
Chairperson, BAC

TERMS OF REFERENCE

PROCUREMENT OF CONSULTANCY FIRM FOR THE REVIEW AND UPDATING OF THE DENR 2021-2040 ENR FRAMEWORK PLAN

1.0 Background

On 26 November 2020, then DENR Secretary Roy A. Cimatu approved the 2021-2040 Environment and Natural Resources (ENR) Framework Plan, a long-term plan built upon the pillars of strengthened resilience of natural ecosystems and adaptive capacities of ENR-dependent communities, sustainable utilization of natural resources, and improved environmental quality. The Framework Plan lays down measures, directions, and strategies to manage the emerging issues in climate change, natural disasters, poverty, COVID 19, among others. It highlights the use of advanced technologies such as Geographic Information System (GIS), Remote Sensing (RS), and the principle of Integrated Ecosystems Management (IEM). It is intended to guide the Bureaus, attached agencies, and regional offices.

Under the Marcos administration, the DENR has set its strategic thrusts and priorities consistent with the pronouncement of the President during his 2022 State of the Nation Address regarding the preservation of the environment and mitigation of impacts of climate change, 8-point socio-economic agenda pursuing green and blue economy, and 2023-2028 Philippine Development Plan (PDP). These include the following: 1) adopt climate risk lens in national planning and policies, 2) increase forest cover, 3) conserve protected areas and biodiversity resources, 4) improve air and water quality and waste management, 5) ensure water security and resilience in high-water stressed areas, 6) sustainably and responsibly manage mineral resources, and 7) promote effective land management and governance.

Further, the ENR resilience agenda considers the alignment and linkage between the global and national frameworks on Sustainable Development, the Paris Agreement, the Sendai Framework for Disaster Risk Reduction, the New Urban Agenda, and Kunming- Montreal Global Biodiversity Framework, and Philippine Biodiversity Strategy and Action Plan (PBSAP) among others.

In addition, the DENR enhances its approaches in ENR management by integrating disaster risk reduction with climate change adaptation, water and energy security, and biodiversity, among others. This requires breaking out of institutional and policy silos to foster synergies, minimize trade-offs across sectors, and address transboundary and long-term impacts of policies and actions. Thus, employing innovative science and evidence-based decision making, nature based solutions, risk-informed planning, IEM, whole-of-government and society-approach for participatory ENR governance are critical.

With these developments, strategic thrusts and priorities, the DENR, through the Policy and Planning Service (PPS) deems it imperative to update the 2021-2040 ENR Framework Plan.

Moreover, the updated ENR Framework is supportive of and aligned with the objectives of the ongoing DENR-UNDP/GEF Project titled “Integrated Approach to the Management of Major Biodiversity Corridors in the Philippines” or the BD Corridor Project particularly in ensuring an effective integrated management and continued stability and sustainability of biological,

ecosystem services and socio-economic conservation values in the biodiversity corridors in the country.

Thus, the DENR-PPS has sought the support of the BD Corridor Project for this Consultancy Service.

2.0 Objective

The objective of this Consultancy Service is to update the 2021-2040 ENR Framework Plan to align with the strategic thrusts, priorities and new directions in the context of natural resource management, biodiversity conservation and climate resilience.

3.0 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 ENR Framework Plan incorporating the IEM approach, shall be updated through a consultative and participatory approach to ensure support and inputs from the concerned offices are considered.

The Consulting firm is expected to deliver the following:

- 1) Review and enhance the ENR Framework Plan ensure that the updating is aligned with the President's Directives, PDP 2023-2028, 8-Point Socioeconomic Agenda, and Strategic Thrusts and Priorities of the DENR Secretary, , and related national, regional and global frameworks on sustainable development. Specifically to
 1. Review policies, institutional set-up, and related frameworks and guidelines, such as the output of BD Corridor Consultant on developing IEM guidelines; codification guidelines being developed by DENR;
 2. Develop the results framework for the ENR major programs to inform impact-based monitoring and evaluation process;
 3. Identify gaps, overlaps, conflicts, challenges and opportunities for the enhancement of the ENR Framework Plan;
 4. Recommend policy/ies for adoption and operationalization and enhancement of other relevant policy and institutional development-related section/s in the ENR Framework;
- 2) Design and conduct stakeholder consultation processes needed to get the feedback and comments from other offices and stakeholders in the updating of the DENR ENR Framework and other related policies;
- 3) Facilitate the conduct of and document consultations, Focus Group Discussions (FGD) and Key Informant Interviews (KII) in the updating of the ENR Framework Plan, including policy analysis;
- 4) Develop an annotated outline of strategies, actions and proposed management plan;
- 5) Recommend and enhance CCA-DRR section/s in the ENR Framework Plan to align with the National Adaptation Plan and Nationally Determined Contributions;

- 6) Assist the DENR in communicating the enhanced ENR Framework Plan to secure consensus and adoption at the regional and field offices level;
- 7) Finalize relevant policy/ies and institutional development arrangements in the updated ENR Framework Plan;
- 8) Finalize the updated ENR Framework for presentation to the DENR Executive Committee for approval.

4.0 Expected Outputs and Deliverables

The key outputs are:

- 1) Inception Report, including the stakeholder engagement process, Work Plan and timelines for the entire updating process
- 2) Draft ENR Framework Plan, incorporating the IEM Approach, based on technical review of related documents and stakeholder consultations;
- 3) Activity Designs for the conduct of stakeholder consultation on the draft of the updated ENR Framework;
- 4) Activity reports and documentation on the consultations conducted including the gaps, challenges and opportunities raised and recommendations;
- 5) Results Framework for the major programs of the Department;
- 6) Draft policy on the adoption and implementing mechanism of the ENR Framework Plan;
- 7) Final draft of the ENR Framework Plan, and documentation reports consolidating all previously submitted reports.
- 8) Draft regional midterm planning guidelines aligned with the updated ENR Framework and Plan

5. 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 on developing management framework related to ENR, biodiversity conservation, CC-DRR and other environmental projects/ programs in the country;
2. Should have developed and secured approval of at least five (5) management plans or policies related to natural resources, biodiversity, climate change, disaster risk reduction and management, comprehensive land use, 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:

a. Policy and Developmental Management Specialist

1. Lead in the policy and institutional development-related work in the review and enhancement of the ENR Framework, draft DAO on IEM, and ensure that the updating is aligned with the President's Directives, PDP 2023-2028, 8-Point Socioeconomic Agenda, and Strategic Thrusts and Priorities of the DENR Secretary, Outcomes of the

- Multi- Stakeholder Forum conducted from 2022-2023, and related national, regional and global frameworks on sustainable development;
2. Review policies, institutional set-ups (to include the output of BD Corridor Institutional Development Specialist), and related frameworks and guidelines;
 3. Identify gaps, overlaps, conflicts, challenges and opportunities for the enhancement of the ENR Framework Plan;
 4. Recommend and enhance policy and institutional development-related section/s in the ENR Framework;
 5. Design the stakeholder consultation process necessary to undertake in the updating of the DENR ENR Framework;
 6. Serve as lead facilitator in the conduct of consultations, Focus Group Discussions (FGD) and Key Informant Interviews (KII) in the updating of the ENR Framework Plan;
 7. Develop the results framework for the major programs to facilitate impact-based monitoring and evaluation process of the ENR Framework Plan;
 8. Draft the regional midterm planning guidelines aligned with the ENR Framework Plan;
 9. Finalize relevant policy and institutional development arrangements in the updated ENR Framework Plan, and
 10. Consolidate all inputs and prepare the draft updated ENR Framework Plan.

The Developmental Management Specialist should have the following qualifications, namely:

- At least Master’ degree in environment and natural resources management/social sciences/ public administration and governance/ law and other related courses.
- At least 10 years experience in planning and managing NRM, institutional development and governance programs of government agencies
- Experience working with government agencies like DENR, DA, NCIP, DILG, DHSUD, NEDA, CCC and LGUs in developing framework and guidelines for institutional development mechanisms and strengthening of programs for environmental protection, biodiversity conservation and governance (sample outputs should be provided/submitted)

b. ENR Specialist

1. Conduct review and assessment of DENR plans and programs and other agencies related to ENR;
2. Serve as co-facilitator in the conduct of consultations, Focus Group Discussions and Key Informant Interviews on policies related to ENR;
3. Provide key inputs/assistance in the development of Regional Midterm Planning Guidelines;
4. Provide key inputs in the finalization of the updated ENR Framework Plan;
5. Assist the DENR in communicating the enhanced ENR Framework Plan to secure consensus and adoption at field offices level, and
6. Assist the Policy and Developmental Management specialist in the consolidation of all inputs and in the preparation of the draft updated ENR Framework Plan.

The ENR Specialist should have the following qualifications, namely:

- Master' degree in environment and natural resources management, social sciences, public administration and governance, and other related courses;
- At least 5 years experience in planning and managing NRM, Urban Planning, institutional development, biodiversity and other governance programs;
- Experience working with government agencies like DENR, DA, NCIP, DILG, DHSUD, NEDA, CCC and LGUs in developing framework and guidelines for institutional development mechanisms and strengthening of programs for environmental protection and governance (sample outputs should be provided/submitted)

a. Climate Change Adaptation and Disaster Risk Resilience Specialist

1. Facilitate the conduct of consultations, Focus Group Discussions and Key Informant Interviews on CCA-DRR concerns;
2. Provide inputs in the development of Results Framework for the ENR major programs and ensure its alignment with the National Adaptation Plan and Nationally Determined Contributions;
3. Provide inputs in the enhancement of related policies and development of the regional midterm planning guideline in relation to CCA-DRR.

The Climate Change Disaster Risk Resilience Specialist shall have the following qualifications, namely:

- Master' degree in environment and natural resources management/ social sciences/climate change adaptation and mitigation/ disaster risk reduction and management, and/or other related courses;
- At least 5 years work experience in climate change adaptation and disaster risk resilience, environmental management and biodiversity conservation;
- Experience working with government agencies like DENR, CCC, OCD, DOST, DA, NCIP, DILG, DHSUD, NEDA and LGUs in managing projects related to climate change, disaster risk resilience and environmental protection;
- Experience and skills on analyzing and generating climate data;
- Proficiency in geospatial technology and data analysis, and
- Familiarity with relevant software and tools for climate modelling and risk assessment.

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

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

The approved budget cost for the Procurement of Consultancy Service (Firm) for the Updating of the 2021-2040 ENR Framework Plan in the amount of Two Million Pesos (**PhP 2,000,000.00**). The amount covers the remuneration for the professional fees of the consultants only. The duration of the Consultancy is **6 months** after the issuance of Notice to Proceed.

The indicative timeline is shown below:

Outputs/Deliverables	Tranches	Amount	Schedules
1. Inception Report, including the stakeholder engagement process, Work Plan and timelines for the entire updating process	15%	PhP 300,000.00	After signing of contract and submission and acceptance of Inception Report
2. Draft updated ENR Framework incorporating IEM approach, based on technical review of the current ENR Framework Plan and related documents and stakeholder consultations 3. Activity Design for the conduct of stakeholders consultation first draft of the ENR Framework 4. Activity reports and documentation on the consultations conducted including gaps, challenges opportunities, and recommended strategies;	30%	PhP 600,000.00	After submission and acceptance of updated ENR Framework, activity design for the conduct of stakeholders consultation and activity report on the conducted consultations
5. Results Framework of the Major ENR Programs to facilitate impact-based monitoring and evaluation process	35%	PhP 600,000.00	After submission and acceptance of Results Framework of the Major ENR Programs to facilitate impact-based monitoring and evaluation process
6. Results Framework for the major programs of the Department; 7. Draft policy on the adoption and implementing mechanism of the ENR Framework Plan;	20%	PhP 500,000.00	Upon submission and acceptance of completion reports

8. Final draft of the ENR Framework Plan, and documentation reports consolidating all previously submitted reports.			with all the required deliverables
TOTAL		PhP 2,000,000.00	

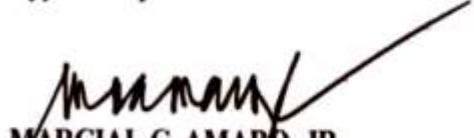
7.0 INSTITUTIONAL ARRANGEMENTS

The Consultant shall work in close coordination with the DENR Policy and Planning Service who shall directly provide guidance and oversight functions for the entire engagement of the Firm. The DENR PPS shall review and endorse the acceptance of Consultant's outputs to BMB for processing of payment.

8.0 BUDGETARY REQUIREMENTS AND FUNDING SOURCE

The DENR-BMB-BD Corridor Project shall provide the contract amount of **Two Million Pesos (PhP 2,000,000.00)** for this Consultancy Service. Other logistical requirements such as venue, meals, and transportation for workshops and other related activities shall be sourced from the DENR-PPS funds

Approved by:


MARCIAL C. AMARO, JR.
 Assistant Secretary for International Affairs
 and concurrent Director, BMB

Handwritten initials and marks in blue ink: "jr", an upward-pointing arrow, and a checkmark-like symbol.

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.

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. 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 Consultancy Firm for the Review and Updating of the DENR 2021-2040 ENR Framework Plan</i>
1.3	<p><i>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:</i></p> <p style="margin-left: 40px;"><i>a) must be registered with the SEC and/or any agency authorized by the laws of the Philippines;</i></p> <p style="margin-left: 40px;"><i>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: Provided, however, That the limits of such authority shall be strictly observed.</i></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 style="text-align: center;"><i>Performance Evaluation and Rating from clients</i></p> <p style="text-align: center;"><i>Certificate of Acceptance</i></p>
0	Each prospective bidder shall submit one (1) original and <i>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 style="margin-left: 40px;"><i>Anson M. Tagtag</i> - <i>Chairperson</i> <i>Meriden E. Maranan</i> - <i>Vice-Chairperson</i> <i>Nancy R. Corpuz</i> - <i>Member</i> <i>Juvy P. Ladisla</i> - <i>Member</i> <i>Rowena F. Bolinas</i> - <i>End-user</i></p>
4.3(f)	<p><i>State specific details concerning the identification of the Project</i></p> <p style="text-align: center;"><i>REI # 2024-007</i></p>

4.3(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</i></p> <p>The deadline for submission of eligibility documents is:</p> <p style="text-align: center;"><i>March 11, 2024, 1:00 P.M.</i></p>										
9.1	<p>Similar contracts shall refer to:</p> <p style="text-align: center;"><i>Consultancy services for development of ENR Management Framework/Plans or Policies related to Natural Resources, Biodiversity, Climate Change, Disaster Risk Reduction, Comprehensive Land use and other similar plans.</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 short listing of consultants. The criteria shall consider the applicable individual experiences of the principal and key staff in case of new firms.</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><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>40</i></td> </tr> <tr> <td style="text-align: center;"><i>2. Individual Qualification of Team Members</i></td> <td style="text-align: center;"><i>60</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>40</i>	<i>2. Individual Qualification of Team Members</i>	<i>60</i>	<i>TOTAL</i>	<i>100</i>	<i>PASSING RATE</i>	<i>70</i>
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**PROCUREMENT OF CONSULTANCY FIRM FOR THE REVIEW AND UPDATING OF THE ENR
2021-2040 FRAMEWORK PLAN**

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

FORMAT OF CURRICULUM VITAE (CV)

Proposed Position: _____

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Key Qualifications:

[Give an outline of staff member's experience and training most pertinent to tasks on project (in months and years with detailed description/discussion on the nature and scope of work). Describe degree of responsibility held by staff member on relevant previous projects and give dates and locations.]

Education:

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

Employment Record:

[Starting with present position, list in reverse order every employment held. List all positions held by staff member since graduation, giving dates, names of employing organizations, titles of positions held, and locations of projects. For experience in last 20 years 9in-man-months for evaluation studies and man-hours/man-days for trainings/seminars/workshops conducted/provided), also indicate role played and types of activities performed and client references, where appropriate. Failure to indicate details of role and duration shall merit zero points.]

Trainings Attended:

[Summarize trainings/seminars attended as participant indicating topic and specific duration 9in hours/days). Attach certificates, if any. Failure to indicate details shall merit zero points.]

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience.

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

Full name of staff member:

Full name of authorized representative:

**PROCUREMENT OF CONSULTANCY FIRM FOR THE REVIEW AND UPDATING OF THE ENR
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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. Policy and Development Management Specialist					
1					
to					
n					
2. ENR Specialist					
1					
to					
n					
3. Climate Change Adaptation and Disaster Risk Resilience Specialist					
1					
to					
n					

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

Note:

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

Submitted by: _____

Name of Representative of Bidders: _____

Position: _____

Date: _____