



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

QUEZON AVF., DILIMAN, QUEZON CITY

Tel. No. (632) 8 924 6031-³5 | Fax (632) 8 924 0109, (632) 8 920 4417

Website: www.bmb.gov.ph | Email: bmb@bmb.gov.ph

BIDDING DOCUMENTS

**“PROCUREMENT OF THE SERVICES OF A
CONSULTING FIRM TO DEVELOP THE
CONSERVATION AND MANAGEMENT PLAN FOR
PILI IN REGION 5**

PART I

ABC: P3,000,000.00

**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
Tel. Nos.: (632) 8924-6031 to 35 | Fax: (632) 8924-0109, (632) 8920-4417
Website: <https://bmb.gov.ph> | E-mail Address: bmb@bmb.gov.ph

REQUEST FOR EXPRESSION OF INTEREST No. 2024-013

PROCUREMENT OF THE SERVICES OF A CONSULTING FIRM TO DEVELOP THE CONSERVATION AND MANAGEMENT PLAN FOR PILI IN REGION 5

1. The Biodiversity Management Bureau (BMB) of the Department of Environment and Natural Resources (DENR) with funding from the Global Environment Facility (GEF) and support from the United Nations Development Programme (UNDP) through the *ABS Project* intends to apply the sum of *Three Million Pesos (P3,000,000.00)*, being the ABC to payments under the contract for the *Procurement of the Services of a Consulting Firm to Develop the Conservation and Management Plan for Pili in Region 5*.
2. The Biodiversity Management Bureau now calls for the submission of eligibility documents for the above procurement project. Eligibility documents of interested consulting firms must be duly received by the BAC Secretariat on or before **March 26, 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 Mondays to Fridays, 8:00 a.m. to 5:00p.m.
4. A complete set of Bidding Documents may be acquired by interested Bidders on **March 12, 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 the following:



<i>CRITERIA</i>	<i>WEIGHT</i>
<i>1. Track Record of the Consulting Firm</i>	<i>80</i>
<i>2. Qualification of Team Composition</i>	<i>20</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 *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

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

PROCUREMENT OF THE SERVICES OF A CONSULTING FIRM TO DEVELOP THE CONSERVATION AND MANAGEMENT PLAN FOR PILI IN REGION 5

Six (6) Months

I. Background and Rationale

The Department of Environment and Natural Resources – Biodiversity Management Bureau (DENR-BMB), with support from the United Nations Development Program (UNDP) is implementing the six-year project, *Implementing the National Framework on Access and Benefit Sharing of Genetic Resources and Associated Traditional Knowledge in the Philippines*. It aims to strengthen the implementation of the Nagoya Protocol (NP) in the Philippines through strengthening the national Access and Benefit Sharing (ABS) framework (Component 1), building national and local capacities (Component 2), and developing critical experience in ABS agreements¹ (Component 3). The project seeks to increase economic opportunity and biodiversity conservation for local communities and indigenous peoples stemming from fair and equitable sharing of biodiversity benefits. Further, the project will develop bio-products or bio-based products from local genetic resources of Banaba (*Lagerstroemia speciosa*) in Region 3 and Pili (*Canarium ovatum* and *Canarium luzonicum*) in Region 5.

The third component of the project focuses on demonstrating at least one ABS agreement compliant with the Nagoya Protocol² from securing free and prior informed consent (F/PIC) to conducting of R&D up until the commercialization of research products and to the sharing of both monetary and non-monetary benefits down to indigenous peoples and local communities (IPLCs). This is seen to resolve the issue of the country not having a single case of ABS agreement despite the passage of

¹ ABS agreements (also called Mutually Agreed Terms or MAT) are agreement[s] reached between the providers of genetic resources [indigenous peoples and local communities] and users [researchers, universities, and industries] on the conditions of access and use of the resources, and the benefits to be shared between both parties. See Convention on Biological Diversity (2011) retrieved from <https://www.cbd.int/abs/infokit/revise/web/brochure-en.pdf>

² The Nagoya Protocol on Access to Genetic Resources and the Fair and Equitable Sharing of Benefits Arising from their Utilization (the Protocol) is a global agreement that implements the access and benefit-sharing obligations of the Convention on Biological Diversity (CBD). See text and annex (2011) retrieved from <https://www.cbd.int/abs/doc/protocol/nagoya-protocol-en.pdf>

relevant ABS laws and issuance of policies to facilitate bioprospecting as early as 1995. Moreover, the ABS agreements will incorporate conservation measures for the sustainable use of genetic resources and its associated traditional knowledge as part of the potential benefits for the community involved. Hence, the formulation of a biodiversity management plan that will be the basis for the conservation strategies that will be integrated into the ABS agreements is important. Following this rationale, the project will develop a conservation and management plan for Pili covering a total area of at least 5,834 hectares distributed in the selected sites in the Bicol Region. This plan will employ a *species-specific approach that complements the biodiversity within the affected area* rather than ecosystems-specific approach to maintain the focus of conservation effort on the selected species.

Results from this engagement will directly support the Project in achieving Project Results Mandatory Indicator 2 on area of landscapes under improved practices (excluding protected areas), Mandatory Indicator 4 on ABS Agreements negotiated, and Indicator 10 on biodiversity management plan for in-situ conservation and management of biological resources integrated into pilot agreement. Moreover, the formulation of the biodiversity management plans will directly contribute to realizing Project Output 3.4 on in-situ conservation measures to ensure the security of the concerned genetic resources are integrated into the negotiated mutually agreed terms.

II. Scope of Work

The project intends to engage the services of a consultancy firm to develop the conservation and management plan for Pili covering selected project sites in Region 5 (Albay, Camarines Sur, and Sorsogon).

The consultancy firm is expected to review and gather relevant secondary data, conduct situational analysis and biodiversity assessment, collect primary data through on-site Focus Group Discussions (FGDs)/ community validation and Key Informant Interviews (KII), data analysis and processing, conduct stakeholder consultations, field assessments, and planning workshops for the formulation of the conservation and management plan, and submit a comprehensive conservation and management plan for Pili based on the GEF-UNDP-DENR standards and the suggestions and recommendation of the Biodiversity Composite Team (BCT) and the ABS Project Management Unit.

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.

III. Detailed Tasks and/or Expected Outputs

The consulting firm will work with the ABS Project Management Unit (PMU), particularly in close collaboration with the Enterprise Development Specialist. The detailed tasks include but are not limited to the following:

1. Conduct an extensive literature review relevant to Pili, including genetics, biodiversity data, environmental factors related to Pili development, existing

management and conservation plans, land use plans, investment plans, and policies in the area to determine information gaps;

2. Conduct biodiversity assessments (surveys) in the identified project sites. This will include the identification of key associated flora, fauna, and fungi and their conservation status, physical assessment (topography of soils), socio-cultural assessment (socio-economic conditions, land use, gender equality and social inclusion, organizational/community dynamics, traditional practices, etc.), validation and mapping, including geotagging of pili trees of the target conservation areas (especially those considered as potential source of good genetic materials), and identification of conservation priority areas and targets and existing conservation efforts. Moreover, it will also involve species profiling that include the understanding of the biology of the species of Pili (particularly *Canarium ovatum* and *Canarium luzonicum*), its ecology and location, DNA characterization, quantities and inventory, chemotype, ecotype and genetic conservation measures, distribution and spatial mapping of the abundance of the species, among others;
3. Conduct situational analysis which will cover socio-economic profiling of resource users or actors involved in utilization of pili and associated biodiversity, threat analysis to identify the threats to the Pili species and surrounding biodiversity resources in the sites (such as but not limited to impacts of climate change and disasters, change in land use, habitat loss, pollution, pest and diseases, overexploitation, and production and harvesting practices/protocols, among others), resource analysis to identify existing resources contributing to biodiversity conservation, gender analysis to understand gender-related issues and problems on biodiversity conservation, and identification of conservation actions taking into consideration environmental and social sustainability, among others;
4. Coordinate, conduct and facilitate the necessary on-site Focus Group Discussions (FGDs)/ community validation, Key Informant Interviews (KII), and stakeholder consultation and planning workshops toward the development of the conservation and management plan of Pili. Series of consultation and planning workshops should be conducted to cover the following:
 - a. setting of conservation vision, mission, goals, objectives, targets, components, management strategies and interventions, specific activities timelines, roles and responsibilities, and responsible parties;
 - b. resource mobilization/ financial planning to estimate the required resources and identify potential revenue sources and schemes to implement the management plan;
 - c. establishing monitoring and evaluation mechanism including baselines to conduct long-term assessment and monitoring of threats and manage biodiversity and even ecosystem services within the project sites; and
 - d. plan legitimization to identify strategies for adoption.
5. Present the draft of the conservation and management plan of Pili to the PMU, Biodiversity Composite Team (BCT), site-level Technical Working Group (TWG)

and other relevant stakeholders, revise accordingly based on their recommendations, and finalize the report for approval;

6. Present the final and approved conservation and management plan of Pili to relevant stakeholders such as the Local Government Unit, Private Sector, Indigenous Peoples and Local Communities for legitimation and adoption; and
7. Identify and recommend specific and targeted training activities relative to the conservation and management plan implementation.

IV. Deliverables

1. Inception Report covering the overall approach and methodology, outline of the report, work plan and timelines, and detailed budget for the development of the conservation and management plan for Pili.
2. Monthly Progress Reports for status updating and monitoring of accomplishments.
3. Biodiversity Assessment Report, Situational Analysis Report, and Stakeholder Consultation Report
4. Drafts of the conservation and management plan for Pili with recommendations from the presentation to key stakeholders.
5. Final approved and packaged conservation and management plan for Pili in both hard copy (3 copies) and electronic copy.

V. Minimum Qualification Requirements

To ensure that the outputs are achieved, this engagement must be conducted by a qualified team of experts consisting of the following:

Team Members	Minimum Qualification Requirements
Team Leader	<ol style="list-style-type: none"> 1. At least ten (10) years of professional experience in the design and conduct of biodiversity assessment and monitoring, ecological profiling, threats and resources analysis, ecosystem services assessment 2. At least five (5) years of practical experience in the formulation of conservation and management plans, development plans, forestry land use plan and other associated plans 3. At least two (2) years of practical experience in facilitating consultation workshops and FGDs 4. At least a master's degree in natural science, biology, zoology, botany, forestry or any related fields 5. At least two (2) sample of work/ report on biodiversity assessment, conservation and management plan, or scientific research on biodiversity 6. Must not have a current assignment/role similar in the nature of work or duties in other project(s) in current firm /other firm. 7. Any related work in Pili is an advantage

Socio-Economist	<ol style="list-style-type: none"> 1. At least five (5) years of professional experience in social, cultural and economic assessments, biodiversity assessments, community organizing and development, capacity-building and livelihood development 2. At least three (3) years of experience dealing with local communities, farmer groups and local government unit 3. At least two (2) years of practical experience in facilitating consultation workshops and FGDs 4. At least a master's degree in sociology, economics, human ecology or any related fields 5. At least one (1) sample/ report on social, cultural and economic assessments, biodiversity assessments, and community organizing and development
GIS and Remote Sensing Specialist/ Drone Operator	<ol style="list-style-type: none"> 1. At least five (5) years of professional experience in database, GIS system management and GIS mapping as well as experience in natural resources management, land management, or conservation planning information systems 2. At least two (2) years of professional experience in gathering and processing data using drone technology 3. At least a bachelor's degree in information technology, civil engineering, GIS, remote sensing, environmental studies or any related fields 4. At least one (1) sample of work/ maps on land use mapping and spatial assessment
On-site Coordinator	<ol style="list-style-type: none"> 1. At least two (2) years of professional experience in project administration, planning and evaluation, and coordination with government representatives, development partners, and other stakeholders 2. At least a bachelor's degree in management, administration, logistics, communication, agriculture, forestry, environmental science, or any related fields 3. Preferably a resident of/willing to be based in Region 5 for the duration of the contract

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

1. At least five years of experience in conducting consulting projects
2. Conducted at least three (3) consulting project relevant to conservation and management plans including biodiversity assessments
3. Team members must have previous experience related to conservation and management planning and assessments
4. Must have available drone equipment to be used in the mapping activities required in the preparation of the Pili conservation and management plan

VI. Timetable

The Consulting firm is expected to deliver the outputs within 6 months after acceptance of Notice to Proceed (NTP) and contract.

VII. Contract Price and Schedule of Payment

The total approved budget for this engagement is PhP 3,000,000.00 inclusive of professional fees, data gathering and workshop expenses, taxes and charges, travel and accommodation expenses, communication expenses, and other costs that may be incurred in the process. Processing of payment will be done through DENR-BMB and direct payment will be made by UNDP Philippines.

The payment to the consulting firm is through tranches after the submission and acceptance of deliverables, to wit:

Deliverables	Percentage of Total Contract Cost	Breakdown of Budget (PhP)	Target Date for Payment
Inception Report	15%	450,000.00	After signing of contract, submission, and acceptance of Inception Report (with Work Plan)
Biodiversity Assessment Report, Situational Analysis Report and relevant Stakeholder Consultation Report	20%	600,000.00	Upon submission and acceptance of Biodiversity Assessment Report, Situational Analysis Report and relevant Stakeholder Consultation Report
1 st Draft of the conservation and management plan for Pili and report of the presentation to key stakeholders	15%	450,000.00	Upon submission and acceptance of the 1 st Draft of the conservation and management plan for Pili and report of the presentation to key stakeholders
2 nd Draft of the conservation and management plan for Pili and report of the presentation to key stakeholders	15%	450,000.00	Upon submission and acceptance of the 2 nd Draft of the conservation and management plan for Pili and report of the presentation to key stakeholders
Final approved and packaged conservation and management plan for Pili and presentation to key stakeholders	35%	1,050,000.00	Upon submission and acceptance of the three (3) hard copies and electronic copy of the final approved and packaged conservation and management plan for Pili and presentation to key stakeholders
Total	100%	3,000,000.00	

VIII. Method of Evaluation

The proposals will be evaluated using Quality-Based Evaluation (QBE) based on RA 9184 and its IRR which will only consider the Technical Proposals in the ranking of consulting firms. The top three consulting firms will be short-listed.

IX. Management and Reporting Arrangements

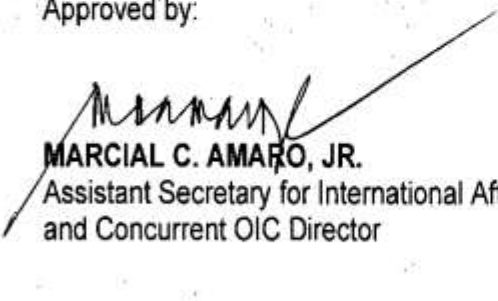
The DENR Biodiversity Management Bureau shall contract the Consulting Firm, which shall be under the direct supervision of the ABS Project Management Unit, in close coordination with the BMB-Wildlife Resources Division.

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 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
5. Sample of completed works of the firm and each of the team member in electronic copy (or URL if published)
6. Letter of commitment/ certification that the team members are not engaged in other contracts of similar responsibility/ work

THE CHAIRPERSON
Bids and Awards Committee
Biodiversity Management Bureau, DENR
Ninoy Aquino Parks and Wildlife Center
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 by:


MARCIAL C. AMAÑO, 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 the Services of a Consulting Firm to Develop the Conservation and Management Plan for PILI in Region 5</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. 2024-013</i>
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 26, 2024, 1:00 P.M.</i></p>										
9.1	<p>Similar contracts shall refer to :</p> <p><i>Development of Biodiversity Conservation and Management Plan, Biodiversity Assessment</i></p>										
9.3	<p><i>Insert here the detailed set of criteria and rating system to be used by the Procuring Entity for the short listing of consultants. The criteria shall consider the applicable individual experiences of the principal and key staff in case of new firms.</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><i>CRITERIA</i></th> <th style="text-align: center;"><i>WEIGHT</i></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><i>1. Track Record of Consulting Firm</i></td> <td style="text-align: center;"><i>80</i></td> </tr> <tr> <td style="text-align: center;"><i>2. Individual Qualification of Team Composition</i></td> <td style="text-align: center;"><i>20</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. Track Record of Consulting Firm</i>	<i>80</i>	<i>2. Individual Qualification of Team Composition</i>	<i>20</i>	<i>TOTAL</i>	<i>100</i>	<i>PASSING RATE</i>	<i>70</i>
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**PROCUREMENT OF THE SERVICES OF A CONSULTING FIRM TO DEVELOP THE
CONSERVATION AND MANAGEMENT PLAN FOR PILI IN REGION 5**

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 THE SERVICES OF A CONSULTING FIRM TO DEVELOP THE CONSERVATION AND MANAGEMENT PLAN FOR PILI IN REGION 5

STATEMENT OF COMPLETED CONTRACTS

This is to certify that _____ has the following completed contracts for the period CY _____

Name and Location of the Contract	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Main Consultant, Sub-Contractor Partner in a JV, etc.	Amount of Contract	Contract Duration	Proof/ Certificate of Satisfactory Completion or Equivalent Document Issued by at Least One (1) Client (Separate Sheet)
			Note: Include description of the activities conducted/ undertaken by the consultant		Note: Include month/s and years/s for studies and day/s and hour/s for trainings /workshops/ seminars	

Name and Signature of Authorized Representative

Date

Instructions:

- a) Cut-off date : The day before the deadline of submission of eligibility documents.
- b) State completed contracts for the last five (5) years contracts that are similar to the project being procured/bid in terms of nature and amount shall be prioritized in inclusion in the list
- c)

PROCUREMENT OF THE SERVICES OF A CONSULTING FIRM TO DEVELOP THE CONSERVATION AND MANAGEMENT PLAN FOR PILI IN REGION 5

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 THE SERVICES OF A CONSULTING FIRM TO DEVELOP THE CONSERVATION AND MANAGEMENT PLAN FOR PILI IN REGION 5

STATEMENT OF KEY STAFF FOR CONSULTING SERVICES

Name of Consultant: _____

Business Address : _____

Field of Expertise/Name of Personnel	Name of Related Study Involved	Position/Involvement in the Related Study	Nationality	Years with the Firm	Number of Study Currently Involved
1. Team Leader					
1					
to					
n					
2. Socio-Economist					
1					
to					
n					
3. GIS and Remote Sensing Specialist/Drone Operator					
1					
to					
n					
4. On-Site Coordinator					
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: _____