



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

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# **BIDDING DOCUMENTS**

**“PROCUREMENT OF AN IT  
CONSULTANCY FIRM FOR THE  
ENHANCEMENT OF THE COASTAL AND  
MARINE ECOSYSTEMS MANAGEMENT  
PROGRAM INFORMATION SYSTEM  
(CMEMP) OR AGOS DATABASE**

**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, Quezon City  
Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417  
Website: <http://www.bmb.gov.ph> E-mail: [bmb@bmb.gov.ph](mailto:bmb@bmb.gov.ph)

## REQUEST FOR EXPRESSION OF INTEREST No. 2024-031

### PROCUREMENT OF AN IT CONSULTANCY FIRM FOR THE ENHANCEMENT OF THE COASTAL AND MARINE ECOSYSTEMS MANAGEMENT PROGRAM INFORMATION SYSTEM (CMEMP) OR AGOS DATABASE

1. The Biodiversity Management Bureau (BMB) intends to apply the sum of *Three Million Pesos (P3,000,000.00)*, as the Approved Budget for the Contract (ABC) for the *Procurement of an IT Consultancy Firm for the Enhancement of the Coastal and Marine Ecosystems Management Program Information System (CMEMP) or AGOS Database*.
2. The BMB-Bids and Award Committee (BMB-BAC) 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 **July 1, 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 the 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 **June 18, 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 a 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 shortlist shall consist of the top three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for shortlisting are:

CRITERIA	WEIGHT
1. <i>Qualifications of the Firm</i>	30
2. <i>Individual Qualification of Team Members</i>	35
3. <i>Work Experience of Team Members</i>	20
4. <i>Link, System Manual, Screenshot of Similar Online Completed Information, Systems/Database (Government or Private)</i>	15
<b>TOTAL</b>	<b>100</b>
<b>PASSING RATE</b>	<b>70</b>



6. 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.
7. The contract shall be completed within *Six (6) months*.
8. 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.
9. 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@hmb.gov.ph](mailto:bacsec@hmb.gov.ph)*

  
ANSON M. TAGTAG  
Chairperson, BAC

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

## TERMS OF REFERENCE

### PROCUREMENT OF AN IT CONSULTANCY / FIRM FOR THE ENHANCEMENT OF THE COASTAL AND MARINE ECOSYSTEMS MANAGEMENT PROGRAM INFORMATION SYSTEM (CMEMP) OR AGOS DATABASE

Title	:	<b>IT Consultancy / Firm for the Enhancement of the Coastal and Marine Ecosystems Management Program Information System or the Agos Database</b>
Duration	:	Six (6) Months
Approved Budget Cost	:	<b>Php 3,000,000.00</b> (inclusive of tax)

#### I. BACKGROUND

The Biodiversity Management Bureau (BMB), in its continued dedication to advancing the goals of the Coastal and Marine Ecosystems Management Program (CMEMP) in accordance with DENR Administrative Order 2016-26, has targeted the development of a working database system. Recognizing the critical importance of accurate and accessible data in effective environmental stewardship, BMB has undertaken the development of a database to comprehensively catalog our coastal and marine resources, a key component of CMEMP's overarching strategy

In 2018, a database training workshop convened DENR personnel from across the Philippines, fostering capacity-building efforts in environmental conservation and development. Subsequently, the CMEMP Database, also known as the Agos Database, began its development journey. Designed to function as a centralized repository, the database aimed to streamline data submission processes from Protected Area (PA) management units and establish standardized templates for mapping coastal and marine habitats.

Regrettably, the current status of the database falls short of its intended functionality. Despite initial efforts, the Agos Database is not operational, rendering it incapable of fulfilling its pivotal role in facilitating data management and analysis for CMEMP initiatives. Consequently, urgent measures are imperative to rectify its



deficiencies and restore its functionality to align with the program's objectives. Therefore, it is crucial for us to engage a reputable company to enhance the database.

The complexity and scope of the Enhancement of the Coastal and Marine Ecosystems Management Program Database (ECMEMP) requires a level of expertise beyond the optimum in-house capability of the present IT staff of BMB, thus, the need to engage the services of a consulting firm for the enhancement of the system.

#### **INTENDED USERS:**

The system will primarily serve the DENR internally in its implementation of Programs for the Coastal and Marine Environment, such as the CMEMP and future similar programs, through their respective CMEMP Focals from BMB Coastal and Marine Division (CMD), and the DENR Regional, and Field Offices. It will be maintained as part of DENR BMB's intellectual property, with potential access for government partners, community members, and implementing partners after full operationalization. This approach ensures broader collaboration and supports environmental management initiatives. Additionally, the system will provide critical habitat status and spatial information essential for effective coastal and marine ecosystem management.

Apart from the DENR's internal use in the implementation and monitoring of its projects and programs for the coastal and marine environment, the system will also serve the Filipino People, from students, to other government officials and legislators, to any concerned citizens, through public facing and access features.

## **II. SCOPE OF WORK**

The IT Consulting Firm that will be commissioned for the enhancement of the Coastal and Marine Ecosystem Management Program Information System including the other subsystems shall work closely with the DENR-BMB to make the system operational.

The Consulting Firm shall present the Alpha and Beta versions of the system on a staging server, perform further modifications as necessary, and facilitate its operationalization and implementation.

The Consulting Firm shall perform the following duties and responsibilities:

#### *A. Preliminary work, assessments and analyses*

1. Conduct preliminary analysis of the current system (as-is), gather the bureau's requirements and propose the improvements or alternative software and hardware solutions and applications (to-be);
2. Conduct a system use case analysis and design consultation with the DENR-BMB;
3. Submit the documentation and the proposed system design which includes but not limited to the following:



- a) Process flowchart
- b) Data flow diagram
- c) Detailed system architecture diagram
- d) Database relationship diagram
- e) User-interface and system mockups
- f) Platforms/Frameworks/Development Stacks to be used in the design and development of the system
- g) Hardware Requirements
- h) Sustainability requirements (Hosting, Domain Registration, etc)
- i) Reports that can be generated
- j) System Dashboard (s) (National, Regional, PENRO, CENRO)

**B. *Development of actual knowledge management system***

1. Ensure user-friendliness, responsiveness and interoperability with other BMB information systems;
2. Design the system with security and encryption compliant to the standards set by Department of Information and Communication Technology (DICT);
3. Prepare and submit a work plan with details and timeframe of the development and modifications and agree with BMB on the timeline of deliverables;
4. Develop a secured information system and subsystem/s with database/repository to consolidate and store accomplishments and spatial data of CMEMP components. These subsystems may cover these functions but not limited to the following:
  - a) Management of reporting system
  - b) Assessment and monitoring System
  - c) Decision Support System
  - d) Web Mapping System
  - e) Species management system
  - f) Other subsystems that may emanate during the preliminary analysis
5. Export existing data to the databases and/or populate the database with available data prior to the final turn-over of the system to DENR-BMB; Populate the database with data/information provided by BMB CMD on CMEMP components including data migration from the existing CMEMP Database

6. Ensures that the system has a capability to run/work during offline mode.
7. Enhance the system based on the approved design and encouraged to use an open-source set of tools and frameworks or development stacks in:
  - a) Backend: PHP 7.\*, Laravel 7.\* or the latest version of the framework, MySQL/PostgreSQL, PostGIS (Spatial and Geographic Objects).
  - b) Frontend: Vuejs - Javascript framework for reactive data handling, blade routing, components management.  
 JQuery – for DOM manipulation  
 Bootstrap – for layout and theme implementation
8. Develop API's for interoperability with existing information systems such as the PA Information System (PA Database) and other information systems to be identified and developed; Ensure the database complies with the requirement of the office to generate data for reports and presentations to superiors for management decision-making purposes.
9. Present the Alpha, Beta version and its iteration through a test or staging server and shall conduct modifications based on the result of the system testing and series of consultation meetings;

*C. Technology transfer and capacity building*

1. Recommend appropriate software and hardware required for the operations of the database/knowledge management system
2. Recommend human resources and management structure to ensure the long-term functionality and operationality of the database/knowledge management system
3. Develop the manuals and guidance note for DENR BMB, Regional, and Field Offices on navigating, utilizing and maintaining the database;
4. Serve as resource persons during the regional pilot and user acceptance testings and system roll-outs that will be organized by the DENR-BMB and provide technical assistance and support during the system deployment and implementation phase;
5. Conduct system administration training for BMB and DENR staff concerned for the maintenance and sustainability of the system;
6. Develop a User and Administrator's Manual in consultation with DENR-BMB; and,

7. Provide one (1) year warranty of the information system against system bugs, defect, flaw or glitch commencing from the final turn-over without any additional cost to DENR-BMB.

### **III. OUTPUTS, DELIVERABLES AND REPORTING ARRANGEMENTS**

The consulting firm is expected to accomplish and submit the following:

- Documentation of the proposed system design as specified in Scope of Work;
- Detailed Work Plan;
- Financial Proposal with cost breakdown;
- Presentation of the deployed development stack as an initial output before proceeding to the Alpha version;
- Presentation of the Alpha Version of the Online Database;
- Presentation of the Beta Version of the Online Database;
- Reports of the Alpha and Beta Testing conducted;
- Go-Live Version;
- Documentation of the approved and final system design and architecture as specified in Scope of Work;
- Compiled source code of the system;
- Presentation of the Application Programming Interface (API's)
- Administrators and Users Training with reports;
- User and Administrator Technical Manuals; and,
- Warranty Certificate (including details of manpower to be assigned for technical support)

The services of the Consulting Firm shall be engaged continuously for a period of six (6) months effective upon signing of the contract and Notice to Proceed.

### **IV. QUALIFICATIONS AND PROFESSIONAL REQUIREMENTS**

- Consulting Firm:

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

1. Should have a minimum of five (5) years experience in designing and developing web-based information systems using open-source set of tools and frameworks or development stacks listed in the Scope of Work of this TOR;

2. Should have a minimum of five (5) years experience in the design, development and implementation of similar online information systems/database;
3. Should have at least two (2) years of experience working with any government agency in the development of similar information system; and,
4. Should have substantial manpower to be able to provide a team who are expected to work on the project full time, with a minimum composition and qualifications, as follow:

**Educational Background:**

1. Lead Consultant/Senior Systems Analyst/Programmer – at least a MS/MA Degree in Information Technology/Software Engineering/Computer Science or other related fields
2. Junior Programmer/Systems Analyst(s) - at least a Bachelor's Degree in Information Technology/Computer Science or other related fields
3. Data Encoder – at least graduate of 2-years vocational/Diploma course in Information or Computer Technology

**Work Experience:**

Lead Consultant/Senior Systems Analyst/Programmer

1. With at least 5-years experience in providing leadership in the design and development of online database management information systems;
2. Should have in-depth knowledge on the concepts of systems development, database construction and management, data analysis, system versioning and report compilation; and,
3. With a good working knowledge of object-oriented design and development skill.s;

Junior Programmer/Systems Analyst(s)

1. With at least 3-years experience in designing and developing online database management information systems;
2. Should have in-depth knowledge on the concepts of systems development, database construction and management, data analysis, system versioning and report compilation;
3. Should have at least 2 years experience in MVC Framework, server-side and client-side programming; and,
4. Should have at least 2 years experience and knowledge in web mapping.

**Data Encoder**

1. With at least 2 years experiences in consolidating, data cleansing or encoding; and,
2. Must be familiar in using various Microsoft Office productivity software (Word, Excel, Powerpoint)

**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.

**V. APPROVED BUDGET FOR CONTRACT (ABC) AND PAYMENT SCHEDULE**

The approved budget cost for undertaking the enhancement of the Coastal and Marine Ecosystems Management Program Information System (CMEMPIS) or AGOS Database is **Three Million Pesos (Php 3,000,000.00)**. This amount covers the remunerations for the enhancement of the system, cost for the conduct of series of learning events for administrators and users of the system which shall be both turned over to DENR-BMB at the final acceptance of the system

**Schedule of payment**

<b>Deliverables</b>	<b>Tranches</b>	<b>Amount in Php</b>
1. Upon Signing of the Contract and submission of the inception report with the Work Plan	15%	450,000.00
2. Upon submission and acceptance of the following: <ul style="list-style-type: none"><li>• Documentation of the proposed system design as specified in Scope of Work</li><li>• Report on the deployed development stack as an initial output before proceeding to the Alpha version</li></ul>	25%	750,000.00
3. Upon completion and acceptance of the following: <ul style="list-style-type: none"><li>• Approved Alpha Version, conduct of the User testing with report submitted</li></ul>	30%	900,000.00

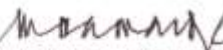
<ul style="list-style-type: none"> <li>● Approved Beta Version, conduct of the User testing with the report submitted</li> </ul>		
<p>4 a. Upon completion and acceptance of the following:</p> <ul style="list-style-type: none"> <li>● Go-Live Version (Final and approved version of the system) with report submitted.</li> <li>● Application Programming Interface (APIs)</li> <li>● Documentation of the approved and final system design and architecture as specified in the Scope of Work</li> <li>● Compiled source code of the system</li> <li>● Vulnerability Assessment/Penetration Test (VAPT) Report; and</li> <li>● Users and Administrator Technical Manuals;</li> </ul> <p>b. Completion Report of the conduct of the Administrator and Users Training(s) (DENR-Field Offices)</p> <p>c. Warranty Certificate (including details of manpower to be assigned for technical support)</p>	30%	900,000.00
	<b>100%</b>	<b>P 3,000,000.00</b>

**VI. APPLICANT MUST PROVIDE:**

- A letter of intent
- A curriculum vitae (basic information background, including current email address, mobile number, educational background, work experience, relevant accomplishments, at least three (3) character references)
- Duly registered business entity with the Securities and Exchange Commission (SEC) and/or the Department of Trade and Industry;
- Updated registration with the Philippine Government Electronic Procurement System (PHILGEPS);
- Updated registration with the Bureau of Internal Revenue (BIR);

- Updated Business Permit/License
- Three (3) sample of previous relevant works (Please provide link to the sample works)

APPROVED BY:

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



## **Section III. Eligibility Documents**

## 1. Eligibility Criteria

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

## 2. Eligibility Requirements

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:
  - (a) Class "A" Documents –

### Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

### Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
  - (ii.1) the name and location of the contract;
  - (ii.2) date of award of the contract;
  - (ii.3) type and brief description of consulting services (with details of the final outputs/deliverables);
  - (ii.4) consultant's role (whether main consultant, subconsultant, or partner in a JV)
  - (ii.5) amount of contract;
  - (ii.6) contract duration (with details if extended or terminated); 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 in **hard copy** through their duly authorized representative on or before the deadline specified in Clause 5. Electronic submission of eligibility documents will not be accepted.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.
- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

#### 4. **Sealing and Marking of Eligibility Documents**

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

#### 5. **Deadline for Submission of Eligibility Documents**

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

#### 6. **Late Submission of Eligibility Documents**

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

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

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

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

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

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

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.

- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- (h) the name of the prospective bidder;
  - (i) whether there is a modification or substitution; and
  - (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

## 9. Short Listing of Consultants

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

## 10. Protest Mechanism

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



## **Section III. Eligibility Data Sheet**

## Eligibility Data Sheet

Eligibility Documents	
1.2	<b><i>PROCUREMENT OF AN IT CONSULTANCY/FIRM FOR THE ENHANCEMENT OF THE COASTAL AND MARINE ECOSYSTEMS MANAGEMENT PROGRAM INFORMATION SYSTEM (CMEMP) OR AGOS DATABASE</i></b>
1.3	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:  a) must be registered with the SEC and/or any agency authorized by the laws of the Philippines;
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <b><i>Ten (10) years</i></b> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	<b><i>Performance Evaluation and Rating from clients Certificate of Acceptance</i></b>
4.1	Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility documents.
(e)	<b><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></b> <b><i>Anson M. Tagtag - Chairperson</i></b> <b><i>Meriden E. Maranan - Vice-Chairperson</i></b> <b><i>Nancy R. Corpuz - Member</i></b> <b><i>Jhorace E. Tupas - Member</i></b> <b><i>Juvy P. Ladisla - Member</i></b> <b><i>Lea C. Avilla - End-user</i></b>
4.1(f)	<b><i>State specific details concerning the identification of the Project</i></b>  <b><i>REI No. 2024-031</i></b>
4.3(c)	The address for submission of eligibility documents is:  <b><i>The Chairperson Bids and Awards Committee</i></b>

	<p style="text-align: center;"><b>Biodiversity Management Bureau Ninoy Aquino Parks and Wildlife Center Quezon Avenue, Diliman, Quezon City Telephone NO. 8924 6031 to 35 local 221</b></p> <p>The deadline for submission of eligibility documents is</p> <p style="text-align: center;"><b><i>July 1, 2024 1:00 P.M.</i></b></p>														
9.1	<p>Similar contracts shall refer to :</p> <p style="text-align: center;"><b><i>Information System Development</i></b></p>														
9.3	<p><i>Insert here the detailed set of criteria and rating system to be used by the Procuring Entity for the short listing of consultants. The criteria shall consider the applicable individual experiences of the principal and key staff in case of new firms.</i></p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;"><b><i>CRITERIA</i></b></th> <th style="text-align: center;"><b><i>WEIGHT</i></b></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><b><i>1. Qualification of the firm</i></b></td> <td style="text-align: center;"><b><i>30</i></b></td> </tr> <tr> <td style="text-align: center;"><b><i>2. Qualification of Team Members</i></b></td> <td style="text-align: center;"><b><i>35</i></b></td> </tr> <tr> <td style="text-align: center;"><b><i>3. Work Experience of Team Members</i></b></td> <td style="text-align: center;"><b><i>20</i></b></td> </tr> <tr> <td style="text-align: center;"><b><i>4. Link, System Manual, Screenshot of Similar Online Completed Information, Systems/Database (Government or Private)</i></b></td> <td style="text-align: center;"><b><i>15</i></b></td> </tr> <tr> <td style="text-align: center;"><b><i>TOTAL</i></b></td> <td style="text-align: center;"><b><i>100</i></b></td> </tr> <tr> <td style="text-align: center;"><b><i>PASSING RATE</i></b></td> <td style="text-align: center;"><b><i>70</i></b></td> </tr> </tbody> </table>	<b><i>CRITERIA</i></b>	<b><i>WEIGHT</i></b>	<b><i>1. Qualification of the firm</i></b>	<b><i>30</i></b>	<b><i>2. Qualification of Team Members</i></b>	<b><i>35</i></b>	<b><i>3. Work Experience of Team Members</i></b>	<b><i>20</i></b>	<b><i>4. Link, System Manual, Screenshot of Similar Online Completed Information, Systems/Database (Government or Private)</i></b>	<b><i>15</i></b>	<b><i>TOTAL</i></b>	<b><i>100</i></b>	<b><i>PASSING RATE</i></b>	<b><i>70</i></b>
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***PROCUREMENT OF AN IT CONSULTANCY/FIRM FOR THE ENHANCEMENT OF THE  
COASTAL AND MARINE ECOSYSTEMS MANAGEMENT PROGRAM INFORMATION SYSTEM  
(CMEMP) OR AGOS DATABASE***

**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

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**Statement of Completed Contracts**

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

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

\_\_\_\_\_  
Name and Signature of Authorized Representative

\_\_\_\_\_  
Date

**Instructions:**

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

**PROCUREMENT OF AN IT CONSULTANCY/FIRM FOR THE ENHANCEMENT OF THE COASTAL AND MARINE ECOSYSTEMS MANAGEMENT PROGRAM INFORMATION SYSTEM (CMEMP) OR AGOS DATABASE**

**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)

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Proposed Position: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Name of Staff: \_\_\_\_\_

Profession: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Years with Firm/Entity: \_\_\_\_\_ Nationality: \_\_\_\_\_

Membership in Professional Societies: \_\_\_\_\_

---

Detailed Tasks Assigned: \_\_\_\_\_

---

### Key Qualifications:

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

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### Education:

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

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### Employment Record:

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

---

### Trainings Attended:

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



**Languages:**

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

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**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:

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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. Lead Consultant/Senior Systems Analyst/Programmer					
1					
to					
n					
2. Junior Programmer/Systems Analyst					
1					
to					
n					
3. Data Encoder					
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: \_\_\_\_\_