

PHILIPPINE BIDDING DOCUMENTS

Procurement of CONSULTING SERVICES

Government of the Republic of the Philippines

***CONSULTANCY SERVICES FOR THE CONDUCT OF AN UPDATED
CLIMATE AND DISASTER RISK ASSESSMENT (CDRA) FOR QUEZON
CITY***

Project No.: CONSUL-21-001

Approved Budget for the Contract:

***Fifteen Million Pesos Only
(Php 15,000,000.00)***

**Fifth Edition
August 2016**

Preface

These Philippine Bidding Documents (PBDs) for the procurement of Consulting Services through Competitive Bidding have been prepared by the Government of the Philippines (GoP) for use by all branches, agencies, departments, bureaus, offices, or instrumentalities of the Government, including government-owned and/or -controlled corporations (GOCCs), government financial institutions (GFIs), state universities and colleges (SUCs), local government units (LGUs), and autonomous regional government. The procedures and practices presented in this document have been developed through broad experience, and are for mandatory use in projects that are financed in whole or in part by the GoP or the World Bank or any foreign government/foreign or international financing institution in accordance with the provisions of the 2016 Revised Implementing Rules and Regulations (IRR) of Republic Act 9184 (R.A. 9184).

The Bidding Documents shall clearly and adequately define, among others: (a) the objectives, scope, and expected outputs and/or results of the proposed contract; (b) the minimum eligibility requirements of bidders, such as track record to be determined by the Head of the Procuring Entity; (c) the expected contract duration, delivery schedule and/or time frame; and (d) the obligations, duties, and/or functions of the winning bidder.

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and **Error! Reference source not found.** (ITB) and **Error! Reference source not found.** (GCC) of Part II. Data and provisions specific to each procurement and contract should be included in Section III. Eligibility Data Sheet (EDS) of Part I, **Error! Reference source not found.** (BDS), and **Error! Reference source not found.** (SCC) of Part II. The forms to be used are provided in the attachments.

Care should be taken to check the relevance of the provisions of the Bidding Documents against the requirements of the specific Consulting Services to be procured. The following general directions should be observed when using the documents:

- (a) All the documents listed in the Table of Contents are normally required for the procurement of Consulting Services. However, they should be adapted as necessary to the circumstances of the particular Project.
- (b) These PBDs are divided into Part I and Part II, which shall be both made available from the time the Request for Expression of Interest is first advertised/posted until the deadline for the submission and receipt of bids
- (c) Specific details, such as the “name of the Procuring Entity” and “address for proposal submission,” should be furnished in the EDS, BDS, and SCC. The final documents should contain neither blank spaces nor options.
- (d) This Preface and the footnotes or notes in italics included in the Request for Expression of Interest, EDS, BDS, SCC, Terms of Reference, and Appendices are not part of the text of the final document, although they contain instructions that the Procuring Entity should strictly follow. The Bidding Documents should contain no footnotes except **Error! Reference source not found.** of Part II since these provide important guidance to Bidders.
- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.
- (f) The cover should be modified as required to identify the Bidding Documents as to the names of the Project, Contract, and Procuring Entity, in addition to date of issue.

- (g) If modifications must be made to bidding procedures, they can be presented in the BDS. Modifications for specific Project or Contract should be provided in the SCC as amendments to the Conditions of Contract. For easy completion, whenever reference has to be made to specific clauses in the EDS, BDS, or SCC these terms shall be printed in bold type face on Section II. Eligibility Documents, Section I. Instructions to Bidders, and Section III. General Conditions of Contract, respectively.

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Section I. Request for Expression of Interest

Notes on Request for Expression of Interest

The Request for Expression of Interest provides information that enables potential Bidders to decide whether to participate in the procurement at hand. The Request for Expression of Interest shall be:

- (a) Posted continuously in the Philippine Government Electronic Procurement System (PhilGEPS) website and the website of the Procuring Entity concerned, if available, and the website prescribed by the foreign government/foreign or international financing institution, if applicable, seven (7) calendar days starting on the date of advertisement; and
- (b) Posted at any conspicuous place reserved for this purpose in the premises of the Procuring Entity concerned for seven (7) calendar days, as certified by the head of the Bids and Awards Committee (BAC) Secretariat of the Procuring Entity concerned.
- (c) Advertised at least once in a newspaper of general nationwide circulation which has been regularly published for at least two (2) years before the date of issue of the advertisement, subject to Sections 21.2.1(c) of the IRR of R.A. 9184¹;

Apart from the essential items listed in the Bidding Documents, the Request for Expression of Interest should also indicate the following:

- (a) The date of availability of the Bidding Documents, the place where it may be secured and the deadline for submission of the Expression of Interest (EOI) together with the application for eligibility;
- (b) The set of criteria and rating system for short listing of prospective bidders to be used for the particular contract to be Bid, which shall consider the following, among others:
 - (i) Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firms or, in the case of new firms, the individual experiences of the principal and key staff, including the times when employed by other consultants;
 - (ii) Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking; and
 - (iii) Current workload relative to capacity;

¹ Two years after effectivity of the 2016 Revised IRR of RA 9184 on **28 October 2016**, advertisement in a newspaper of general nationwide circulation shall no longer be required. However, a Procuring Entity that cannot post its opportunities in the PhilGEPS for justifiable reasons shall continue to publish its advertisements in a newspaper of general nationwide circulation.

- (c) The number of consultants to be short listed and the procedure to be used in the evaluation of Bids of short listed consultants, *i.e.*, QBE or QCBE; and if QCBE, the weights to be allocated for Technical and Financial Proposals; and
- (d) The contract duration.

In the case of WB funded projects, the Request for Expression of Interest shall be sent to all who have expressed an interest in undertaking the services as a result of any General Procurement Notice issued. In addition, it shall also be sent to all heads of associations of consultants within the area where the project will be undertaken.



REPUBLIC OF THE PHILIPPINES
QUEZON CITY GOVERNMENT



BIDS AND AWARDS COMMITTEE FOR INFRASTRUCTURE & CONSULTANCY

2nd floor, Finance Building, Procurement Department, Quezon City Hall Complex, Elliptical Road, Quezon City

November 2, 2021

REQUEST FOR EXPRESSION OF INTEREST FOR

***CONSULTANCY SERVICES FOR THE CONDUCT OF AN UPDATED
CLIMATE AND DISASTER RISK ASSESSMENT (CDRA) FOR QUEZON
CITY***

1. The ***Quezon City Local Government***, through the 2021 General Fund intends to apply the sum of ***Fifteen Million Pesos Only (Php 15,000,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***project number CONSUL-21-001***. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The ***Quezon City Local Government*** now calls for the submission of eligibility documents for ***Consultancy Services for the Conduct of an Updated Climate and Disaster Risk Assessment (CDRA) for Quezon City***. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **November 10, 2021 – 9:00AM.** at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound.**

Eligibility Check will be on **November 10, 2021– 10:00AM.** at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound,** simultaneously via Zoom (virtual platform). Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

Virtual Conference (ZOOM APP)

Meeting ID: 810 3646 5257

Password: 201522

3. Interested bidders may obtain further information from ***Quezon City Local Government*** and inspect the Bidding Documents at the address given below during **8:00 a.m. – 5:00 p.m.**
4. A complete set of Bidding Documents may be acquired by interested Bidders on **November 3, 2021** from the address below upon submission of the following:
 - 4.1 PhilGEPS Registration Certificate (Platinum – 3 Pages)
 - 4.2 Printed Document Request List (DRL) from the Philippine Government Electronic Procurement System (PhilGEPS) website
 - 4.3 Notarized Joint Venture Agreement (if applicable)
 - 4.4 Letter of Intent

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.

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 shortlist shall not exceed three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

CRITERIA	RATING
Applicable experience of the consultant	35 points
Qualification of personnel	40 points
Current workload relative to capacity	25 points

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS). The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed in accordance with the Terms of Reference.
9. The **Quezon City Local Government** 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:

ATTY. DOMINIC B. GARCIA

OIC, Procurement Department
2nd Floor, Procurement Department,
Finance Building, Quezon City Hall Compound
Elliptical Road, Barangay Central Diliman, Quezon City.
Tel. No. (02)8988-4242 loc. 8506/8710
Email Add: bacinfra.procurement@quezoncity.gov.ph
Website: www.quezoncity.gov.ph

By:

ATTY. MARK DALE DIAMOND P. PERRAL
Chairman BAC-Infra and Consultancy

Section II. Eligibility Documents

Notes on the Eligibility Documents

This Section provides the information necessary for prospective bidders to prepare responsive Eligibility Documents in accordance with the requirement of the Procuring Entity.

The provisions contained in this Section are to be used unchanged. Additional information or requirements specific to each procurement shall be specified in the EDS.

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:
 - (a) contain the name of the contract to be bid in capital letters;
 - (b) bear the name and address of the prospective bidder in capital letters;
 - (c) be addressed to the Procuring Entity’s BAC specified in the **EDS**;
 - (d) bear the specific identification of this Project indicated in the **EDS**; and
 - (e) 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:
 - (f) the name of the prospective bidder;
 - (g) whether there is a modification or substitution; and
 - (h) 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

Notes on the Eligibility Data Sheet

This Section is intended to assist the Procuring Entity in providing the specific information and requirements in relation to corresponding clauses in the Eligibility Documents, and has to be prepared for each specific procurement.

The Procuring Entity should specify in this Section the information and requirements specific to the circumstances of the Procuring Entity, the processing of the eligibility, and the rules that will apply in the determination and evaluation of eligibility.

In preparing this Section, the following aspects should be checked:

- (a) Information that specifies and complements provisions of the Eligibility Documents must be incorporated.
- (b) Amendments and/or supplements, if any, to provisions of the Eligibility Documents as necessitated by the circumstances of the specific procurement, must also be incorporated.

Eligibility Data Sheet

Eligibility Documents	
1.2	CONSULTANCY SERVICES FOR THE CONDUCT OF AN UPDATED CLIMATE AND DISASTER RISK ASSESSMENT (CDRA) FOR QUEZON CITY
1.3	No further instructions.
2.19(a)(i)	<p>The Bidder shall also submit the following “Class A” documents with the Valid PhilGEPS Certificate of Registration:</p> <ol style="list-style-type: none"> Valid DTI Registration Certificate or SEC Registration Valid Mayor’s/Business Permit or its Equivalent Document; Valid Tax Clearance; Audited Financial Statement for the last two (2) consecutive years
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Certificate of Satisfactory Completion or equivalent document issued by the client, in case of a completed contract, shall be acceptable
4.2	Each prospective bidder shall submit one (1) original and one (1) copy of its eligibility documents.
4.3 (c)	<p><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p><i>Procurement Department 2nd Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City</i></p>
4.3 (d)	<p><i>State specific details concerning the identification of the Project</i></p> <p><i>Request for Expression of Interest</i></p> <p><i>CONSUL-21-001 - Consultancy Services for the conduct of an Updated Climate and Disaster Risk Assessment (CDRA) for Quezon City</i></p>
5	<p>The address for submission of eligibility documents is:</p> <p><i>QUEZON CITY GOVERNMENT</i> Quezon City Hall Compound Barangay Central, Quezon City</p> <p><i>ATTY. DOMINIC B. GARCIA</i> <i>Procurement Department 2nd Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City 8988-4242 loc. 8709/8710 Email Add: bacinfra.procurement@quezoncity.gov.ph</i></p>

	<p>Website: <u>www.quezoncity.gov.ph</u></p> <p>The deadline for submission of eligibility documents is on or before <i>November 10, 2021 – 9:00 a.m.</i></p>
8.1	<p>The place of opening of eligibility documents is [insert address].</p> <p>The date and time of opening of eligibility documents is <i>10:00 a.m., November 10, 2021</i></p>
9.1	Similar contracts shall refer to the same nature as the project to be bid.
9.2	<p>1. Set of Criteria</p> <p>Among others:</p> <p>1.1 Experience of the consultant – 35%</p> <p>1.2 Qualification of personnel to be assign – 40%</p> <p>1.3 Current work load in relations to capacity- 25 %</p> <p>2. Rating System</p> <p>2.1 Shortlisted consultant must obtain a score of 70% or higher</p>

TERMS OF REFERENCE (TOR)
FOR CONDUCT OF AN UPDATED CLIMATE AND DISASTER RISK ASSESSMENT (CDRA)
FOR QUEZON CITY

1. BACKGROUND

- 1.1. Risk Assessment, as defined in the Republic Act No. 10121 (RA 10121), is “a methodology to determine the nature and extent of risk by analyzing potential hazards and evaluating existing conditions of vulnerability that together could potentially harm exposed people, property, services, livelihood and the environment on which they depend.”
- 1.2. Risk assessments are typically associated with risk mapping and include a review of the technical characteristics of hazards such as their location, intensity, frequency and probability; the analysis of exposure and vulnerability including the physical, social, health, economic and environmental dimensions; and the evaluation of the effectiveness of prevailing and alternative coping capacities in respect to likely risk scenarios.
- 1.3. The conduct of a Climate and Disaster Risk Assessment is required to be conducted by the LDRRMO by virtue of Section 12 of the RA 10121. Conduct of risk assessments is also mentioned as part of mainstreaming disaster risk reduction and climate change in local development planning under the DILG Memorandum Circular No. 2015-77 issued on 21 July 2015 and its precedent DILG Memorandum Circular No. 2012-73 issued on April 17, 2012.
- 1.4. The existing Quezon City risk assessment was completed in 2013, as part of the development of the Local Disaster Risk Reduction and Management Plan (LDRRMP) 2014-2020 of the city. Since that time, Quezon City has experienced significant urban development that has altered the previously documented physical, social, environmental, and economic conditions in the City. During the same period, the Quezon City Government (QCG) has also invested considerably in disaster risk management and taken important steps to reduce the exposure and vulnerability of its residents to natural hazards, actions for which the city has received several national awards and international recognition. In light of these changes which have an impact on the risk profile of the City, QCG has decided to embark on an updating of the existing Quezon City disaster risk assessments, in order to keep its current database of local disaster risk information up to date, and to support the formulation and implementation of its contingency plans, LDRRMP, and other development plans, as mandated in Section 12 of RA 10121.
- 1.5. The QCG therefore intends to engage the services of a competent and experienced firm to undertake the conduct of an updated climate and disaster risk assessment for Quezon City to enhance the existing information of the city on natural-induced hazards such as earthquakes, floods, and landslides through a review of the technical characteristics of these hazards, such as their location, intensity, frequency and probability; to analyze existing physical, economic, and social dimensions of exposure and vulnerability; and to identify areas that are disaster hotspots because of their increased physical and socio-economic vulnerabilities compared to other areas in the city. A special focus will be on impacts to health facilities and other facilities used in ongoing response activities to contain the spread of COVID-19.
- 1.6. The updated risk assessments will also be used to inform response, preparedness, and mitigation actions for QCG to plan beforehand the requirements for managing complex and catastrophic events such as an earthquake happening during a typhoon and in the midst of an ongoing pandemic.
- 1.7. The conduct of the CDRA shall be charged to the Local Disaster Risk Reduction and Management Fund (LDRRMF), which, as enunciated in Section 21 of RA 10121, and in Rule 18 of its Implementing Rules and Regulations, is to be used for disaster risk management activities, support to other affected LGUs and quick response fund or stand-by fund for relief

and recovery programs.

2. OBJECTIVES

- 2.1. The updating of the risk assessment shall set the baseline information and data to achieve the following outcomes identified under the thematic area of Disaster Prevention and Mitigation in the LDRRMP 2021-2027:
 - 2.1.1. Communities understand and use risk information and research that are readily accessible;
 - 2.1.2. Local government and communities use science-based risk information in policy-making, planning, and budgeting process;
- 2.2. The updated risk assessment shall therefore aim to achieve the following objectives:
 - 2.2.1. Provide a better understanding of disaster risks facing Quezon City and the impact of these risks to its residents.
 - 2.2.2. Analyze the potential impact of disaster risks (ie. earthquakes, landslides, floods) in Quezon City, based on certain scenarios, particularly on buildings, infrastructure, critical facilities, population, at the barangay or district levels;
 - 2.2.3. Understand the impacts of disaster risks (ie. earthquakes, landslides, floods) in the delivery of public services in Quezon City, including how the ongoing response and recovery activities to COVID-19 will be affected, and provide recommendations for continuing the delivery of these services.
 - 2.2.4. Represent the spatial distribution of the exposed assets and risk using geographic information systems (GIS) and remote sensing technologies;
 - 2.2.5. Utilize existing studies and references, such as base maps, land use maps, and hazard maps, in carrying out the conduct of the climate and disaster risk assessment.

3. SCOPE OF WORK

- 3.1. The scope of works of the Consulting Firm under this TOR shall include, but not necessarily be limited to updating the existing Risk Assessment of Quezon City¹ which shall lead to updated risk information that will help QCG better prepare for disaster events and as such protect its residents from the adverse impacts of disasters, by serving as inputs for the updating of hazard and risk maps, contingency plans, the LDRRMP, CLUP, and other local development plans. The consulting services will include the following major activities:
- 3.2. Data Collection and Preparation of GIS (Geographic Information System) Platform
 - 3.2.1. Collect data from various city government departments and relevant national government agencies,
 - 3.2.2. Conduct consultations with the different data holders regarding data organization structure and metadata collection,
 - 3.2.3. Digitize and transform relevant data into editable GIS formats,

¹ Hazards, Vulnerability and Risk Assessment (EMI and QCG, 2013)

- 3.2.4. Develop the exposure database,
- 3.2.5. Prepare the GIS platform in consultation with the TWG and relevant IT specialists in the city, which includes the determination of the architecture, software, and hardware required for the GIS platform,
- 3.2.6. Train QCG personnel on the use of the GIS platform, and
- 3.2.7. Integrate the developed platform with existing database systems of the city government.
- 3.3. Risk assessment for natural hazards in Quezon City, which include, but are not limited to: earthquakes, landslides, and floods
 - 3.3.1. Collect and review previous risk assessment studies to determine applicable analysis methods, limitations, and resolution for generated data and modeling,
 - 3.3.2. Assessment of assumptions, parameters, and basic modeling considerations for existing risk studies,
 - 3.3.3. Determine physical and socio-economic parameters of earthquake, landslide, and flood hazards, primary and secondary,
 - 3.3.4. Identify key impacts of both hazards to Quezon City taking into consideration the potential for additional impacts due to emergence of complex emergencies, and
 - 3.3.5. Develop high-resolution maps to pinpoint spatial distribution of the severity of hazards and risks together with exposed assets, resources, and population.
- 3.4. Indicators and Hotspot Analysis
 - 3.4.1. Develop indicators that will represent fragilities or resilience of each barangay in Quezon City,
 - 3.4.2. Measure progress in DRRM for each barangay using these indicators to take stock of increase or decrease in resilience of communities, and
 - 3.4.3. Identify hotspot barangays and develop maps to display their spatial distribution in Quezon City to identify areas where in all likelihood the impacts will be the greatest.
- 3.5. Development of the Risk Profile and Atlas
 - 3.5.1. Present all relevant data and information generated from the study in large-size maps with annotations that are straightforward and easy-to-understand for communities,
 - 3.5.2. Generate narratives on the city's history, development patterns, neighborhood structures, community engagement, demographics, natural environment, administrative structure, emergency management organization, DRR activities and gains, and information on hazards, vulnerability and risk.
- 3.6. Development of tools to manage complex emergencies;
 - 3.6.1. Develop and establish a web-based knowledge sharing platform that will enable seamless and instantaneous sharing of data generated from the updating of the Risk Assessment among relevant stakeholders,
 - 3.6.2. Conduct shelter analysis that will identify locations of all resources, including district

evacuation sites of the city government and inform solutions that shall support off-site and remote operations for QCG, and

- 3.6.3. Conduct resource needs analysis that will provide baseline information for recovery of mission essential functions following any major disruption.

3.7. Reporting

- 3.7.1. Aside from the submission of Progress Reports following an agreed schedule, the Consultant shall present the progress of the Study to the LDRRMC every quarter.
- 3.7.2. Final results will be presented to the LDRRMC and to other relevant stakeholders as recommended by the LDRRMC.
- 3.7.3. The final report will be accompanied by an audio visual presentation (AVP) and other presentation media such as infographics and booklets which will be presented to QCG for review and subsequent endorsement, if warranted.

3.8. Trainings/Workshops

- 3.8.1. Conduct training/workshop in order to train/capacitate QCG personnel (at least 70 pax) and community stakeholders (at least 50 pax) at the barangays on the various planning tools, techniques and skill sets employed in the conduct of the Risk Assessment Study, usage of tools for complex emergencies, including database management and maintenance of the GIS platform.

3.9. Consultative Workshops

- 3.9.1. As interaction with stakeholders is of critical importance during the consulting services, consultation workshops, meetings or fora shall be conducted to obtain and secure views, comments and recommendations, and other inputs from relevant agencies, LGU, Non-government Organizations (NGOs), private sector, academe, investors and other concerned stakeholders for the Risk Assessment Study

3.10. Consideration of Effects of Climate Change

- 3.10.1. The Climate Change Act (RA 9729) acknowledges the Philippines' vulnerability to climate change and the need for appropriate adaptation. The law creates a comprehensive framework for systematically integrating the concept of climate change among others, in various phases of policy formulation, development plans, and other development tools and techniques. This is to enhance the adaptive capacity of communities, resilience of natural ecosystems, and sustainability of built environment to climate change.
- 3.10.2. The Consultant shall conduct research on all available studies and scenarios for climate change in the city and incorporate its possible impacts in flood risk and indicate possible mitigation and adaptation measures.

3.11. Gender Consideration - The Consultant shall recognize the policies and strategies for gender and development which includes but not limited to the following:

- 3.11.1. Men and women must equally participate in climate change adaptation, disaster risk reduction, decision making processes and other government programs at community, regional and nationwide levels; and
- 3.11.2. Integration of gender-sensitivity criteria to planning, design, implementation, monitoring and evaluation of programs, projects, and initiatives.

To implement such policies, the Consultant/s shall perform the activities but not limited to the following:

- 3.11.3. Undertake the consultative workshops as identified above using a multi-stakeholder approach and identify gender issues and concerns in the involvement of women, youth, senior citizens, and disabled persons in infrastructure development. Women should constitute at least 30% of the total participants;
- 3.11.4. Develop gender-based information within the scope of the risk assessment
- 3.11.5. Conduct social gender analysis such as trend of women vulnerability in disasters, capacity of women to influence decisions about planning for DRRM and emergency management, displacement of women and their families as a result of disasters, access of women to basic needs and services in emergencies etc.

4. TIMELINES AND DELIVERABLES

- 4.1. The Study shall be completed within a period of twelve (12) months (Annex A), commencing from the date of receipt of the Notice to Proceed (NTP) or seven (7) days after issuance thereof, whichever is earlier.
- 4.2. The deliverables shall be submitted by the Consulting Firm in five (5) hard copies to the QCG for review and monitoring purposes and for payment processing. An electronic/soft copy shall also be submitted to the QCG.

Table of Deliverables

No.	Deliverables	Date of Completion (Month)
1	Inception report	Month 1
2	Preliminary Report on the exposure database and GIS platform to include priority critical facilities such as hospitals, health centers, schools, evacuation centers, supermarkets, government facilities, etc.	Month 3
3	Initial outline and architecture of the Risk Atlas	Month 3
4	Report on the analytical approach to understanding impacts of compound hazards to public service delivery	Month 3
5	Initial hazard and vulnerability maps of first 60 barangays ² overlain with exposure database of priority critical facilities	Month 6
6	1 st prototype of the Risk Atlas	Month 6
7	Initial storyboard scenarios of complex emergencies that could impact the delivery of public services and utilities in the city	Month 6
8	Hazard, Vulnerability, and Risk Maps of all 142 barangays overlain with additional exposure information including built environment, socio-economic data, and other relevant exposure data	Month 9
9	2 nd prototype of the Risk Atlas	Month 9
10	Consequence analysis of compound hazards to the delivery of public services in Quezon City	Month 9
11	Climate and Disaster Risk Assessment Report for Quezon City with accompanying AVP and infographics for each hazard, and mini booklet (available in both English and Filipino languages) which contains key highlights of the study and the top risk hotspots in the city	Month 12
12	Final version of the exposure database and GIS platform,	Month 12

² The first 60 barangays should be those identified in the top 60 of hotspot barangays in the Hazards, Vulnerability, and Risk Assessment Report of the City.

No.	Deliverables	Date of Completion (Month)
	including related database documentation and reports	
13	Database Manual and User Guide for exposure database and GIS platform	Month 12
14	Final Risk Atlas	Month 12
15	Roadmap and tools for managing complex emergencies in Quezon City such results of the shelter analysis and resource needs analysis	Month 12
16	Final storyboard scenarios of complex emergencies that could impact the delivery of public services and utilities in the city	Month 12
17.	Conduct of Training for QCG Personnel	Month 12

The deliverables for the Study are enumerated above, except for:

- 4.2.1. Monthly Progress Reports, which shall be submitted within seven (7) calendar days from end of agreed month-period
- 4.2.2. Training Reports, which shall be submitted along with the conduct of training for the GIS platform and database management
- 4.2.3. Consultation workshops and trainings on planning tools, techniques and skill sets employed in the conduct of the study:
- 4.3. The Inception Report shall include the detailed work program with corresponding budget of activities, including field work and consultative meetings related to applicable tasks. It shall also include a description of the overall action plan for the fulfillment of the requirements listed in this TOR as well as the general approaches and methodologies to be utilized in the updating of the risk assessment.
- 4.4. The Risk Assessment Report shall contain impact assessments and analyses on buildings, infrastructure, critical facilities and population at the barangay and district level, as well as identification of risk hotspots in Quezon City. The report shall be accompanied by the following presentation media that highlights the Study’s key findings:
 - 4.4.1. Audio Visual Presentation (AVP) in Filipino with English subtitles and;
 - 4.4.2. Infographics (both available in Filipino and English) for each hazard (ie. earthquakes, landslides, floods)
 - 4.4.3. Mini Booklet (both available in Filipino and English) that shall be submitted in both soft and hard copies.
- 4.5. The Risk Atlas shall contain a compendium of maps of the city focusing on the results of the Risk Assessment Study. The Atlas shall be available in both Filipino and English languages to be submitted in hard and soft copies.
- 4.6. A recommendation for release of final payment shall be issued by the LDRRMO (copy-furnished the Consulting Firm for information) upon completion of all sixteen (16) deliverables of the Consultant.

5. QUALIFICATION REQUIREMENTS

- 5.1. At the minimum, the consultancy team shall be composed of experts who have demonstrated experience working in similar assignments for other major cities in the Philippines and in other

countries. The manpower requirements are tabulated below:

PERSONNEL	NO. OF PERSONNEL
KEY STAFF	
1. Hazards, Vulnerability and Risk Assessment Expert	1
2. Senior Disaster Risk Reduction and Management Expert	1
3. Senior Geographic Information Systems (GIS) Specialist	1
4. Senior Disaster Management Specialist	1
5. Knowledge Management/Communications Specialist	1
6. Project Director	1
7. Project Manager	1
SUPPORT STAFF	
1. Administrative Officer	1
2. Researcher	2

5.2. The following are the required qualifications of key personnel to be nominated by the Consulting Firm:

5.2.1. Hazards, Vulnerability and Risk Assessment Expert

- With a Doctorate degree in Civil Engineering or relevant field from a leading university
- At least 20 years of experience in risk assessment in various cities around the world
- Advanced proficiency on international standards of practice in disaster risk assessment, particularly for major cities

5.2.2. Senior Disaster Risk Reduction and Management Expert

- With at least a Masters degree in the Social Sciences, Public Administration, Development Studies, Engineering or other relevant disciplines from a leading university, or equivalent years of experience in disaster risk reduction and management
- At least 15 years of experience in supporting disaster risk reduction and management activities in the Philippines and other major cities around the world
- With prior similar experience managing disaster risk reduction projects for major cities

5.2.3. Senior Geographic Information Systems (GIS) Specialist

- With a Bachelor’s degree in Geodetic Engineering, Civil Engineering, Geography or other geo-information sciences from a leading university
- At least 10 years of experience in GIS and remote sensing
- Advanced demonstrated proficiency in the development of GIS database applications for disaster risk management and risk assessments.
- Proficiency in open-source GIS technology and software and hardware specifications for DRRM planning and operations.

5.2.4. Senior Disaster Management Specialist

- With at least a Bachelor’s Degree in the Social Sciences, Public Administration, Disaster Management, and other relevant fields from a leading university or equivalent years of experience in managing and/or supporting disaster operations for complex emergencies in major cities around the world

- Communications Specialist
- With a Bachelor's degree in Development Communication or other relevant disciplines from a leading university
- With prior experience in the development of information, education and communication materials for disaster risk reduction

5.2.5. Knowledge Management/Communications Specialist

- With a Bachelor's degree in the Social Sciences, Information Sciences, Communications, or other relevant disciplines from a leading university
- With prior experience in the development in knowledge management of programs for disaster risk reduction in major cities

5.2.6. Project Director

- With at least a Master's degree in Public Administration, Social Sciences, Engineering or other relevant disciplines from a leading university.
- At least 15 years in leading the implementation of similar projects in the Philippines and other cities worldwide
- Demonstrated experience in problem solving and performance management of multi-disciplinary teams

5.2.7. Project Manager

- With advance degrees in Public Administration, Social Sciences, Engineering or other relevant disciplines from a leading university.
- At least 10 years in managing similar projects in the Philippines and other cities worldwide

5.2.8. Supporting Staff

- The Consultant shall be responsible in making provision for all other supporting staff required for the project.

5.3. In addition to the above, the desired Consulting firm must have the following qualifications, preferably:

- 5.3.1. Demonstrated experience and expertise in conducting earthquake and flood risk assessments in major cities in the Philippines and in other countries. Should have the technical competence in using earthquake and flood risk assessments in the development of disaster risk reduction and management plans.
- 5.3.2. Demonstrated experience in supporting planning exercises for compound hazards and complex emergencies using the best data and science
- 5.3.3. Proven track record in conducting assessments at city level on the particular fields of investigation of the project.
- 5.3.4. Demonstrated expertise and experience in the use of GIS technologies and their application in disaster risk reduction and management. Preference is for those who have produced actual applications that are being used by other cities.
- 5.3.5. Proven technical and managerial competence to handle projects of similar nature. Preference is for those who have actual management experience in disaster risk management projects for major cities.

5.4. The Consulting Firm may propose additional experts other than those listed herein, as it deems necessary, as long as such proposal is consistent with its proposed approach and methodology and without additional cost to Government.

- 5.5. The Consulting Firm shall also hire the necessary support staff to undertake administrative and logistical work, research work and technical writing, among others.

6. CRITERIA FOR SELECTION

6.1. Shortlisting of Prospective Bidders

- 6.1.1. The prospective Consultancy Firms must have at least 10 years of relevant experience related to this TOR and will be rated based on the criteria as shown in Annex B (Rating Table for the Shortlisting of the Consulting Firms). Prospective bidders are required to submit the following:

- Copies of Certificate of Project Completion and Acceptance from their previous related studies/projects within the past 10 years;
- Company profile; and
- Curriculum Vitae (CV) of Key Experts highlighting their relevant work experience.

Note: Related experience/studies include conduct of risk assessment and relevant work experience. The Key Experts are requested to indicate: (1) their role in a specific project; (2) the exact duration that they have worked on the project; and (3) a brief description of the tasks that they have carried out.

- 6.1.2. Participating Consulting Firms shall be shortlisted based on (a) applicable experience of the firm; (b) qualification of officers and/or key organic personnel of the firm who may be assigned to the undertaking, including non-organic personnel with a written consent to be nominated by the said firm for the consulting service; (c) job capacity; and (d) plan of approach and methodology.
- 6.1.3. Prospective bidders must pass the minimum score of seventy percent (70%) to be shortlisted. Failure to meet the specified requirements in the short listing would result to a zero (0) rating for the specified criterion.

6.2. Evaluation Procedure

- 6.2.1. Shortlisted Consulting Firms will be evaluated using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS) procedure under Republic Act (RA) 9184 (Government Procurement Reform Act) and its Revised Implementing Rules and Regulations (IRR) and shall be based on the following criteria: sixty-five percent (65%) Technical Proposal and thirty-five percent (35%) Financial Proposal.
- 6.2.2. Technical Proposals are to be rated based on the criteria shown in Annex C.
- 6.2.3. To be declared as the highest rated bid (HRB), the bidder shall pass the minimum technical score of seventy percent (70%). Failure of the Consulting Firm to meet the specified requirements should result to a zero (0) rating for the specific criterion.

7. INSTITUTIONAL SET-UP/RESPONSIBILITIES

7.1. Responsibilities of the QCG

- 7.1.1. Make available city level and barangay level data and other relevant information that will be used in the risk assessments, including but not limited to:

Data Requirement	Scale
Geospatial references, such as boundaries or digital elevation data	City level
Built environment, such as land use, building data, transportation, public facilities, and informal settlements	Barangay and city level
Emergency support functions, such as police and fire stations, evacuation centers, hospitals and health centers	Barangay level
Socio-economic data, such as census by barangay, property tax reporting, and household demographics	Barangay level

- 7.1.2. Provide relevant city plans (CLUP, CDP, LDRRMP, etc.)
- 7.1.3. Provide data on flood experience (inundated area, depth and duration of floods) during Ondoy and other flood events, preferably by barangay
- 7.1.4. Provide relevant data and information in the ongoing pandemic response and recovery activities, including protocols
- 7.1.5. Provide coordination and other types of support in connection with the work that calls for cooperation of other government agencies for access to relevant information, as allowed under existing laws for the execution of this engagement
- 7.1.6. Assign a Project Manager (QC PM) and one (1) Assistant Project Manager (QC APM) who will be heading the Project Technical Working Group (TWG) as a representative of the Mayor, and shall act as main conduit between QCG and the Consulting Firm and shall, among others, principally monitor and evaluate the Consulting Firm’s work performance and progress
- 7.1.7. Engage the services of its technical staff and local experts/specialists, who will serve as additional resources to the TWG and Quezon City in undertaking particular investigations and tasks in support of the data collection and analysis and other elements needed to complete the Project.
- 7.1.8. Assist the Consultant and or local experts/specialists to undertake the data collection, field investigations, organization of workshops, access to stakeholders and relevant agencies, TWG meetings, strategic planning and problem solving.
- 7.1.9. Mobilize the Project stakeholders and to facilitate the involvement and participation of these stakeholders in the Project, in particular in terms of the data collection and validation.
- 7.1.10. Promote the Project within its institutions, the relevant stakeholders and the general public in order to mobilize support for the process and outcomes of the Project.
- 7.1.11. Provide venues for meetings and workshops with appropriate capacity and facilities.

7.2. Responsibilities of the Consulting Firm

- 7.2.1. Shall conduct, during the contract period, coordination meetings with QCG and other stakeholders as necessary to: (a) discuss the progress of the work and preliminary outputs; (b) give QCG the opportunity to make comments and suggestions on a timely basis; and (c) resolve problems and issues that may be encountered.
- 7.2.2. Shall be responsible for the timely delivery of results/outputs as indicated under Sections 4 and 9 of this TOR;
- 7.2.3. Shall: (a) carry out the services with theories and best practices to ensure that the final Study will provide the most accurate and significant results; (b) accept full responsibility for the consulting services to be performed under this TOR for which the

Consulting Firm is liable to QCG; (c) perform the work in an efficient and diligent manner; and (d) comply with, and strictly observe any laws regarding workmen's health and safety, workmen's welfare, compensation for injuries, minimum wage, hours of labor and other labor laws;

- 7.2.4. Shall hold QCG free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused solely by the Consulting Firm incident to or in connection with the services under this TOR. The Consulting Firm shall agree to indemnify, protect and defend at its own expense the Government and its agents from and against all actions, claims and liabilities arising out of acts done solely by the consultant or their staff in the performance of the services, including the use of, or violation of any copyrighted materials, patented invention, article or appliance.
- 7.2.5. Shall agree that nothing contained herein shall be construed as establishing or creating between QCG and the Consulting Firm, the relationship of employer and employee or principal and agent, it being understood that the position of the Consulting Firm and anyone else performing the services is that of an independent contractor;
- 7.2.6. Shall hold the QCG free from any and all liabilities, suits, actions, demands, or damages arising from death or injuries to persons or properties, or any loss resulting from or caused by said personnel incident to or in connection with the services under this TOR. The Consulting Firm shall agree to indemnify, protect and defend at its own expense QCG and its agents from and against all actions, claims and liabilities arising out of acts done by the Consulting Firm or its staff in the performance of the services, including the use of, or violation of any intellectual property, copyrighted material, patented invention, article or appliance;

8. MODE OF PROCUREMENT AND APPROVED BUDGET FOR THE CONTRACT (ABC)

- 8.1. The procurement process for this undertaking shall be executed in accordance with Republic Act (RA) No. 9184, otherwise known as the Government Procurement Reform Act (GPRA) and its Revised Implementing Rules and Regulations (IRR) following public bidding process.
- 8.2. The ABC for the proposed study is FIFTEEN MILLION AND 00/100 PESOS (PhP15,000,000.00), inclusive of all applicable Government taxes and charges, professional fees, and other incidental and administrative costs (i.e., transportation expenses, printing and reproduction of reports, cost of conduct of workshops and meetings including, food, venue, and equipment rental, and other expenses deemed necessary for the project).
- 8.3. The consulting contract shall be a fixed price contract. Any extension of contract time shall not involve any additional cost to QCG.
- 8.4. All equipment, materials, etc., acquired for the study shall be turned over to QCG at the conclusion of the study.

9. PAYMENT SCHEME/SCHEDULE

- 9.1. The proposed schedule of payment to be remitted by QCG in favor of the consultant is indicated below:
- 9.2. Billing for payments, including professional fees, shall be in accordance with the following delivery schedule, upon recommendation and endorsement of the QCG PM, and subject to the

usual Government accounting and auditing requirements:

No.	Deliverables	Date of Completion (Month)	Payment Allocation
1	Inception report	Month 1	15%
2	Preliminary Report on the exposure database and GIS platform to include priority critical facilities such as hospitals, health centers, schools, evacuation centers, supermarkets, government facilities, etc.	Month 3	25%
3	Initial outline and architecture of the Risk Atlas	Month 3	
4	Report on the analytical approach to understanding impacts of compound hazards to public service delivery	Month 3	
5	Initial hazard and vulnerability maps of first 60 barangays ³ overlain with exposure database of priority critical facilities	Month 6	20%
6	1 st prototype of the Risk Atlas	Month 6	
7	Initial storyboard scenarios of complex emergencies that could impact the delivery of public services and utilities in the city	Month 6	
8	Hazard, Vulnerability, and Risk Maps of all 142 barangays overlain with additional exposure information including built environment, socio-economic data, and other relevant exposure data	Month 9	20%
9	2 nd prototype of the Risk Atlas	Month 9	
10	Initial consequence analysis of compound hazards to the delivery of public services in Quezon City	Month 9	
11	Hazard, Vulnerability and Risk Assessment Report for Quezon City with accompanying AVP and infographics for each hazard, and mini booklet (available in both English and Filipino languages) which contains key highlights of the study and the top risk hotspots in the city	Month 12	20%
12	Final version of the exposure database and GIS platform, including related database documentation and reports	Month 12	
13	Database Manual and User Guide for exposure database and GIS platform	Month 12	
14	Final Risk Atlas	Month 12	
15	Roadmap and tools for managing complex emergencies in Quezon City such results of the shelter analysis and resource needs analysis	Month 12	
16	Final storyboard scenarios of complex emergencies that could impact the delivery of public services and utilities in the city	Month 12	

- 9.3. The mobilization fee/payment shall be made within fifteen (15) days upon receipt of NTP and submission by the consultant of the Inception Report.
- 9.4. Since all of these payments shall be subject to the usual government accounting and auditing requirements, the Consulting Firm is expected to be familiar with the Government Accounting and Auditing Procedures (GAAP) as well as the Government Accounting and Auditing Manual (GAAM).

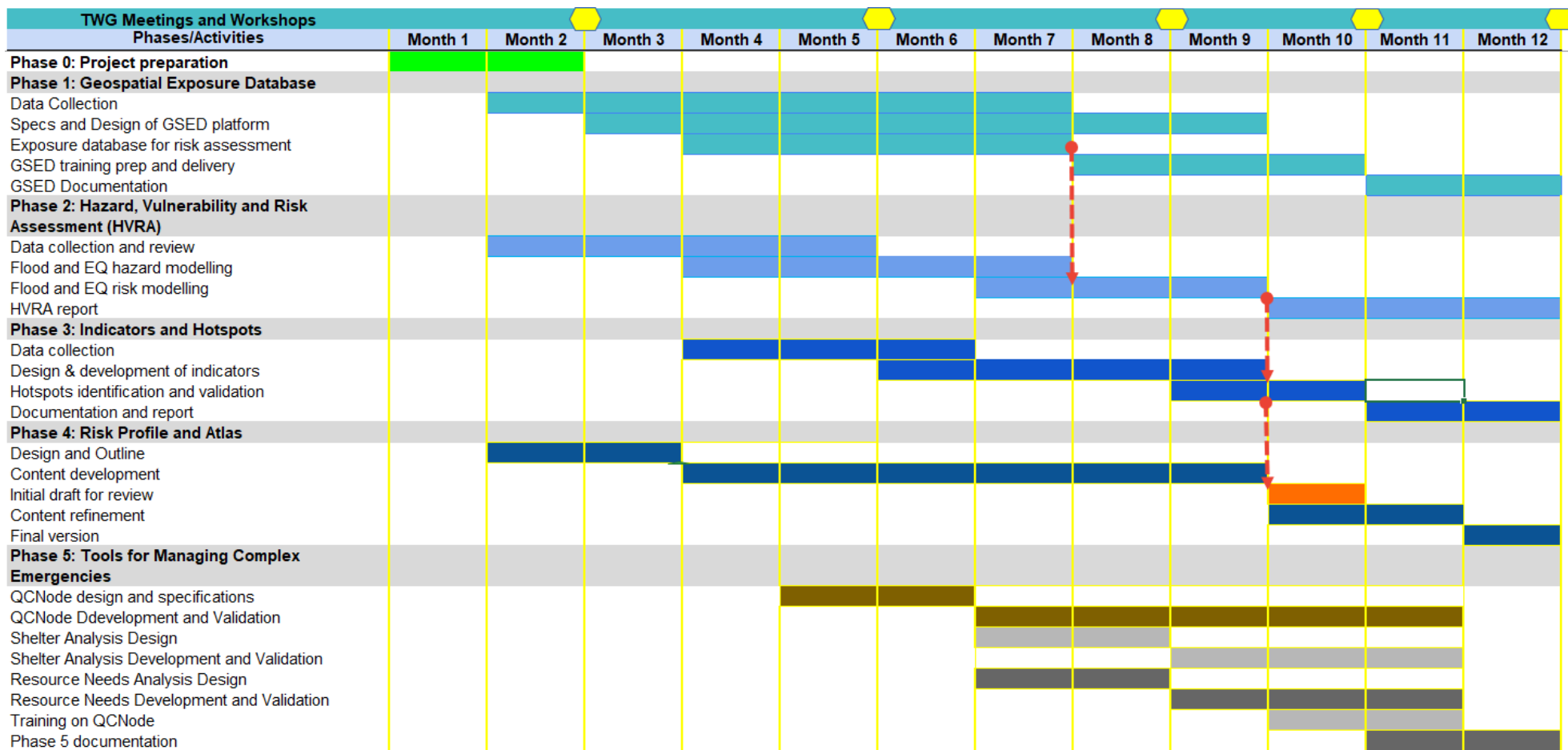
³ The first 60 barangays should be those identified in the top 60 of hotpot barangays in the Hazards, Vulnerability, and Risk Assessment Report of the City.

10. OWNERSHIP OF THE OUTPUTS/REPORTS/DOCUMENTS

- 10.1. All submitted outputs/reports/documents under this contract, including but not limited to digital information, hazard models and data, specifications, investigations and studies completed or partially completed, inspection logs, and photographs, shall be the property of QCG upon completion of the work / full payment of the contract or termination of the Agreement.

ANNEX A

Indicative Implementation Timelines for the Updating of the Risk Assessment Project



ANNEX B
Criteria for Shortlisting of Consulting Firms

	Weight	Consulting Firm #1	Consulting Firm #2	Consulting Firm #3	Consulting Firm #4	Consulting Firm #5	Etc. ..
APPLICABLE EXPERIENCE <ul style="list-style-type: none"> Completed consulting services of size, complexity and technical specialty comparable to job under consideration, including quality of performance Other completed consulting services related to the job under consideration Known cases of prior performance, including quality of work conforming to obligations and cost of services 	35%						
QUALIFICATION OF PERSONNEL <ul style="list-style-type: none"> Qualification of key personnel that may be assigned to the job in terms of: <ul style="list-style-type: none"> Education Experience 	40%						
JOB CAPACITY <ul style="list-style-type: none"> Absorptive capacity to do additional works other than those currently being undertaken 	25%						
TOTAL SCORE							
RANK							

ANNEX C
Criteria for Evaluation of Technical Proposal

	Weight	Consulting Firm #1	Consulting Firm #2	Consulting Firm #3	Consulting Firm #4	Consulting Firm #5	Etc. . .
APPLICABLE EXPERIENCE <ul style="list-style-type: none"> Completed consulting services of size, complexity and technical specialty comparable to job under consideration, including quality of performance Other completed consulting services related to the job under consideration Known cases of prior performance, including quality of work conforming to obligations and cost of services 	30%						
QUALIFICATION OF PERSONNEL <ul style="list-style-type: none"> Qualification of key personnel that may be assigned to the job in terms of <ul style="list-style-type: none"> Education Experience 	40%						
PLAN OF APPROACH AND METHODOLOGY <ul style="list-style-type: none"> Cost-effective methods to produce quality outputs Quantitative and logical methodology that incorporates multi-stakeholder and participatory approaches 	30%						
TOTAL SCORE							
RANK							

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

"ANNEX B"**List of all Ongoing Government & Private Contracts including contracts awarded but not yet started**

Business Name : _____

Business Address : _____

Name and Location of Project	Description of the Project	Date of Award of the Contract	Consultant's Role	Amount of Contract	Contract Duration
			Description		
<u>Government</u>					
<u>Private</u>					

Submitted by : _____

(Printed Name & Signature of Representative of Bidder)

Designation : _____

Date : _____

“ANNEX C”

List of Completed Government & Private Contracts within the last five (5) years

Business Name : _____
Business Address : _____

Name and Location of Project	Description of the Project	Date of Award of the Contract	Consultant's Role	Amount of Contract	Contract Duration
			Description		
<u>Government</u>					
<u>Private</u>					

Attachments:

1. Certificate of satisfactory completion issued by the client

Submitted by : _____
(Printed Name & Signature of Representative of Bidder)

Designation : _____

Date : _____

STATEMENT ON CITIZENSHIP & PROFESSIONAL REGISTRATION

Date of Issuance

Ma. Josefina G. Belmonte
Mayor
City of Quezon
Quezon City, Philippines

Attention : **The Chairperson**
Bids and Awards Committee

Dear Sir/Madame:

In compliance with the requirements of the (Name of the Procuring Entity) BAC for the bidding of the (Name of the Project), I hereby certify that:

I am a (Nationality) citizen wishing to participate in the bidding.
I have the technical and financial capabilities to satisfactorily render the required services.
I possess the required professional license issued by the professional Regulation Commission or other appropriate regulatory body (name of other regulatory body).

Very truly yours,

Name of Authorized Representative

Position

Name of the Bidder