

# **PHILIPPINE BIDDING DOCUMENTS**

# **Procurement of CONSULTING SERVICES**

Government of the Republic of the Philippines

***CONSULTANCY SERVICES FOR THE ACQUISITION OF NECESSARY  
ENVIRONMENTAL-RELATED REQUIREMENTS FOR THE QUEZON CITY  
HALL COMPOUND (2<sup>nd</sup> PHASE)***

*Project No.: CONSUL-21-002*

*Approved Budget for the Contract:*

*Three Million Eight Hundred Fifty-One Thousand Nine Hundred Twenty Pesos Only  
(Php 3,851,920.00)*

**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. 9184<sup>1</sup>;

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;

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<sup>1</sup> 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**

2<sup>nd</sup> 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 ACQUISITION OF NECESSARY ENVIRONMENTAL-RELATED REQUIREMENTS FOR THE QUEZON CITY HALL COMPOUND (2<sup>nd</sup> PHASE)***

1. The *Quezon City Local Government*, through the 2021 General Fund intends to apply the sum of *Three Million Eight Hundred Fifty-One Thousand Nine Hundred Twenty Pesos Only (Php 3,851,920.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *project number CONSUL-21-002*. 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 Acquisition of Necessary Environmental-Related Requirements for the Quezon City Hall Compound (2<sup>nd</sup> Phase)*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **November 10, 2021 – 9:00AM.** at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound.**

Eligibility Check will be on **November 10, 2021– 10:00AM.** at **2<sup>nd</sup> 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	60 points
Qualification of personnel	30 points
Current workload relative to capacity	10 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  
 2<sup>nd</sup> 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](http://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	<b><i>CONSULTANCY SERVICES FOR THE ACQUISITION OF NECESSARY ENVIRONMENTAL-RELATED REQUIREMENTS FOR THE QUEZON CITY HALL COMPOUND (2<sup>nd</sup> PHASE)</i></b>
1.3	No further instructions.
2.19(a)(i)	The Bidder shall also submit the following “Class A” documents with the Valid PhilGEPS Certificate of Registration: <ol style="list-style-type: none"> <li>1. Valid DTI Registration Certificate or SEC Registration</li> <li>2. Valid Mayor’s/Business Permit or its Equivalent Document;</li> <li>3. Valid Tax Clearance;</li> <li>4. Audited Financial Statement for the last two (2) consecutive years</li> </ol>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <b><i>five (5) years</i></b> 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)	<i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i>  <b><i>Procurement Department 2<sup>nd</sup> Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City</i></b>
4.3 (d)	<i>State specific details concerning the identification of the Project</i>  <i>Request for Expression of Interest</i>  <b><i>CONSUL-21-002 - Consultancy Services for the Acquisition of Necessary Environmental-Related Requirements for the Quezon City Hall Compound (2<sup>nd</sup> Phase)</i></b>
5	The address for submission of eligibility documents is:  <b><i>QUEZON CITY GOVERNMENT</i></b> Quezon City Hall Compound Barangay Central, Quezon City  <b><i>ATTY. DOMINIC B. GARCIA</i></b> <i>Procurement Department 2<sup>nd</sup> Floor, Finance Building, Quezon City Hall Compound,</i>



	<p><i>Barangay Central, Quezon City</i>  8988-4242 loc. 8709/8710  Email Add: <i>bacinfra.procurement@quezoncity.gov.ph</i>  Website: <u><a href="http://www.quezoncity.gov.ph">www.quezoncity.gov.ph</a></u></p> <p>The deadline for submission of eligibility documents is on or before <b><i>November 10, 2021 – 9:00 a.m.</i></b></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 <b><i>10:00 a.m., November 10, 2021</i></b></p>
9.1	<p>Similar contracts shall refer to the same nature as the project to be bid.</p>
9.2	<p>1. Set of Criteria</p> <p>Among others:</p> <p>1.1 Experience of the consultant – 60%</p> <p>1.2 Qualification of personnel to be assign – 30%</p> <p>1.3 Current work load in relations to capacity- 10%</p> <p>2. Rating System</p> <p>2.1 Shortlisted consultant must obtain a score of 70% or higher</p>

## TERMS OF REFERENCE

### **HIRING OF AN ENVIRONMENTAL CONSULTANCY FIRM TO RENDER SERVICES FOR THE ACQUISITION OF NECESSARY ENVIRONMENTAL-RELATED REQUIREMENTS FOR THE QUEZON CITY HALL COMPOUND (2<sup>nd</sup> Phase)**

#### **I. RATIONALE**

The Quezon City Government has always been a paragon when it comes to environmental governance and adherence to the principles of sustainable development. Its commitment to attain a rational interplay between economic developments, protection of the people, and safeguarding the environment manifests in its priority policies and the programs being implemented.

With its recent endeavor, thru the initiative of this Office, the City Government has decided to secure all the necessary environmental permitting requirements governed by the Department of Environment and Natural Resources (DENR) and Laguna Lake Development Authority (LLDA). Aside from ensuring the faithful compliance of the private sector, the City Government is also obligated to abide with pertinent environmental regulations as it also owns and operates some of the regulated facilities.

Given that the 1<sup>st</sup> phase of the project only covered nine (9) facilities within the Quezon City Hall compound, this particular phase intends to include the remaining facilities, including those that are still under construction, in the list of structures certified to be environmentally-compliant based on the guidelines provided under the Philippine Environmental Impact Statement System (PEISS).

In addition to the above, the City's compliance with DENR Administrative Order No. 08, Series of 2016 or the Revised General Effluent Standard is also an essential component to its over-all compliance with environmental regulations. This requirement is part of the priority concern raised by the Environmental Management Bureau-NCR during the technical conference of the project and also mandated by President Rodrigo Roa Duterte in his Administrative Order No. 16, Series of 2019 issued last February 19, 2019.

The thrusts and priorities of the current administration had paved a way towards a more sustained and all-inclusive compliance. The said project was set to exemplify our pledge to be a role model and establish moral ascendancy among the regulated community.

#### **II. OBJECTIVE**

The primary objective of this Terms of Reference (TOR) is to engage in a consulting service for purposes of preparing the necessary reportorial requirements that will cover the remaining facilities within the Quezon City Hall Compound, and ensure its compliance with the Philippine Environmental Impact Statement System (PEISS) and the Philippines Clean Air Act of 1999.

#### **III. COVERAGE**

This TOR shall cover the following structures that are not included in the first phase of the Project:

##### ***Structures within Quezon City Hall Compound***

	<b>Name of Facility</b>	<b>No. of Floors</b>	<b>Total Floor Area (sq.m.)</b>
1	Multi-level parking	4 floors with roof deck	19,557.60
2	Civic Center Building F (Finance Building)	6 floors with	13,691.84

		basement and roof deck	
3	Philippine National Red Cross Building/SSDD	5 floors with basement and roof deck	5,738.02
4	National Government Agency Building	3 floors with basement and roof deck	2,243.68
5	Materials Recovery Facility	2 floors	156.96
6	Department of Public Order and Safety Building	3 floors with roof deck	2,030.68
7	Quezon City Health Department Building (on-going)	3 floors with basement, two mezzanine, and roof deck	9,096.04
8	Barangay and Community Relations Department (on-going)	3 floors with roof deck	2,184.86
9	Quezon City Convention Center (on-going)	4 floors with basement	16,888.62

#### *Air Pollution source installation*

Generator Set	Location	Model	Kilovolt-Ampere (kVA)	Year Purchased	No. of Yrs. Operating w/o PO-APSI
1	Civic Center D	Cummins	750	2017	4
2	Civic Center D	Cummins	1000	2017	4
3	DPOS	Cummins	385	2014	7
4	NGO Building	Cummins	385	2014	7
5	Parking	Cummins	187	2018	3
6	Civic Center F	Cummins	1000	-	-
7	Civic Center F	Cummins	1000	-	-
8	Civic Center E	Supermaly	687.5	-	-

#### **IV. SCOPE OF WORK**

The Consultancy Firm chosen shall be tasked to complete the following:

1. Facilitate and/or secure documents and study for the inclusion of structures stated under Item III of this TOR in the Environmental Compliance Certificate of the Quezon City Hall Compound.
  - a. Letter of Request (stating the nature of the project)
  - b. Declaration of reports and data/information (i.e. project size, geographical coordinates, company postal address, contact information) that would substantiate the requested revisions.
  - c. Development of updated Environmental Performance Report and Management Plan (EPRMP) which shows how the facilities has performed in terms of mitigating its adverse environmental impact. Must be with duly notarized Accountability Statements of Proponent and/or Preparers.
  - d. Updated Site Development Plan
  - e. Zoning Certification
  - f. Copy of the approved ECC to be amended
  - g. Proof of authority over the Project Site
  - h. Consolidation of all documents/reports/studies submitted to the EMB-NCR

2. Secure/gather all necessary drawing requirements such as Floor Plan and Sewer and Drainage Line Layout Plan for all building structures listed in this Terms of Reference. In the event these documents are damaged or lost due to natural occurrence, the CONSULTANCY FIRM must facilitate the reproduction of the said plans with the assistance of the concerned local government agency/ies. The TFSWM shall assist the CONSULTANCY FIRM in gathering and consolidating the said requirements.

These documents must be SIGNED and SEALED by an appropriate Licensed Technical Professional and the Owner, in three (3) copies of blue prints in the required paper size of 20" x 30".

All documents will be treated confidential, and that the latter shall be held liable for any loss or negligence. As such, all data and vital information shall remain as property of the Q.C. government and cannot be used other than in connection with the project.

3. Facilitate the application and release of Permit to Operate-Emission Air Pollution Source Installation (PTO-APSI)
  - a. Site inspection and data gathering of all source installation
  - b. Preparation of Engineer's Report which shall include the following:
    - i. Description of Air Pollution Source Installation (APSI) and corresponding Air Pollution Source Facility (APSF) with complete specifications
    - ii. Discussion of APSI and APCF which shall show the mode of operation, design, criteria, the quantities and types of pollutants in the final emissions.
    - iii. Pollution loading of the regulated air pollutants in tons/year.
  - c. Preparation of drawing requirements, SIGNED and SEALED, by an appropriate Licensed Technical Professional, produced in blue prints at three (3) copies each in the required paper size of 20" x 30". These blue prints must reflect the following:
    - i. Vicinity Map and Site Development Plan
    - ii. Machinery Layout with Technical Data Specifications
    - iii. Plan and Elevation Drawings with APSI and APCF
    - iv. Sectional Drawing of APSI and APCF
4. Facilitate the application and release of Pollution Control Officer (**PCO Accreditation Number for twelve (12) QC government employees/officials and (1) Managing Head for its highest executive officer or his/her alternate**). The TFSWM, through the coordination of relevant City Departments/Offices, shall appoint the qualified personnel who will undergo the said training.
5. Liaison and Support Services
  - a. Represent the CITY at EMB-NCR to facilitate the evaluation process of the applied certificate for the project.
  - b. Assist in other meetings or consultations to be conducted in relation to the application.
  - c. Conduct follow-up works with the concerned regulating agency for the release of the applied permits/clearances/certificates.
  - d. Update the Quezon City Government of the latest DENR rules and regulations regarding the implementation of environmental laws.
  - e. Facilitate the payment of fees and penalties based on the assessment of the DENR.

#### IV. EXPECTED OUTPUT

Given the above-mentioned scope of work, the CONSULTANCY FIRM is expected to provide the amended Environmental Compliance Certificate of the Quezon City Hall Compound, Permit to Operate for the remaining generators sets, and the accreditation of Pollution Control Officers.

The outputs prepared and facilitated by the CONSULTANCY FIRM identified in this Terms of Reference shall be the property of the Quezon City Government upon completion of work/full payment of the contract or termination of the Agreement.

#### IV. TOTAL PROJECT COST

The **Approved Budget for the Contract (ABC) is Three Million Eight Hundred Fifty-One Thousand Nine Hundred Twenty Pesos (P 3,851,920.00)**. The total cost of the Project is derived from professional fees, processing fees, fines/penalties, and applicable taxes which are elaborated in details below:

##### *Environmental Compliance Certificate (ECC) Amendment*

DENR Permit	Processing Fee	Penalty	TOTAL
Environmental Compliance Certificate	2,000.00	50,000.00	<b>P 52,000.00</b>

##### *Permit to Operate-Air Pollution Source Installation*

Facility	Processing Fee	Penalty (P10,000.00 per year)
Civic Center D (year purchased – 2017)	615.00	40,000.00
Civic Center D (year purchased – 2017)	615.00	40,000.00
DPOS (year purchased – 2014)	615.00	70,000.00
NGO Building (year purchased – 2014)	615.00	70,000.00
Multi-level parking (year purchased – 2018)	615.00	30,000.00
Civic Center F	615.00	-
Civic Center F	615.00	-
Civic Center E	615.00	-
<b>Sub-total</b>	4,920.00	250,000.00
<b>TOTAL</b>		<b>P 254,920.00</b>

##### *Pollution Control Officer (PCO) Accreditation*

No. of Personnel that will undergo training	Training Fee	Sub-total
Twelve (12) QC Government employee/officials	DENR PCO (10,000.00)	120,000.00
	LLDA PCO (5,000.00)	60,000.00
One (1) Managing Head	5,000.00	5,000.00
	<b>TOTAL</b>	<b>P 185,000.00</b>

##### *Legal basis for Processing Fee and Penalty Provision*

- Presidential Decree No. 1586 (Philippine Environmental Impact Statement System)
  - Section 4 of P.D. 1586 states that "No person, partnership or corporation shall undertake or operate any such declared environmentally critical project or area without first securing an Environmental Compliance Certificate issued by the President or his duly authorized representative."
  - Section 9.0 provision of P.D. 1586, as follows: "*Penalty for Violation.- Any person, corporation or partnership found violating Section 4 of this Decree, or the terms and conditions in the issuance of the Environmental Compliance*

*Certificate, or of the standards, rules and regulations issued by the National Environmental Protection Council pursuant to this Decree shall be punished the suspension or cancellation of his/its certificate and/or a fine in an amount not to exceed fifty thousand pesos (P50,000.00) for every violation thereof, at the discretion of the National Environmental Protection Council."*

- Revised Procedural Manual of DENR Administrative Order No. 2003-30 (Item 2.2.16 (Application Process for ECC Amendments).
- Pollution Control Officer
  - Department Administrative Order No. 2014-02 (Revised Guidelines for Pollution Control Accreditation)
  - LLDA Continuing Environmental Education Programme (CEEP)
- Permit to Operate – Air Pollution Source Installation
  - Philippine Clean Air Act of 1999 and Department Administrative Order No. 2004-26

### Professional Services Fee

The total professional services fee to be rendered is **Three Million Three Hundred Sixty Thousand Pesos (P 3,360,000.00)** inclusive of 12% VAT.

### Total Project Cost

Deliverables	Cost (Php)
Professional Fee (12% VAT inclusive)	3,360,000.00
ECC Fee	52,000
Permit to Operate-Emission Source Installation	254,920.00
PCO Accreditation Fee	185,000.00
<b>TOTAL COST</b>	<b>3,851,920.00</b>

## V. WORK DURATION AND DELIVERABLES

The CONSULTANCY FIRM shall perform its obligation for the duration of **three hundred (300) calendar days/ten (10) months** which includes the gathering of data, preparation of reports and application, and turn-over of the all permits/clearances to the City Government. Actual work shall commence upon the issuance of Notice to Proceed or seven (7) days after issuance thereof, whichever is earlier.

### Table of Deliverables

No.	Deliverables	Date of Completion (Month)
1	Detailed work plan of the Project	Month 1
2	Preparation of Environmental Performance Report and Management Plan (EPRMP) for the ECC Amendment	Month 2 – 9
3	Preparation of Engineer's report and drawing requirements for all air pollution source and air pollution control facility.	
4	Pollution Control Officer Accreditation for Quezon City Hall Employees	
5	Submission of proof of application to the DENR for all the permits	
6	Submission of approved DENR permit/certificates	Month 10

The Quezon City Government may pre-terminate the contract with the CONSULTANCY FIRM for failure to perform its obligation and/or comply with the requirements of the project as stated in this Terms of Reference and in other bidding documents. The cancellation/termination of contract shall observe the procedure prescribed under Republic Act 9184 (Government Procurement Reform Act) and its Implementing Rules and Regulations.

## VI. TERMS OF PAYMENT

The CONSULTANCY FIRM will be issued a contract and paid in accordance with existing accounting and COA auditing rules and regulations. Payment shall be made based on the acceptance of deliverables made by the CONSULTANCY FIRM per permit/clearances as specified in the contract, to wit:

<b>Deliverables</b>	<b>Tranches</b>
Upon the submission of detailed work plan, scheduling and Gantt Chart of the Project	15%
Upon submission of proof of application/acknowledgement receipt from the DENR for the following documents: <ul style="list-style-type: none"> <li>• ECC amended</li> <li>• Permit to Operate – Air Pollution Source Installation</li> <li>• PCO Accreditation</li> </ul> <p>The Consultancy Firm must present and submit an <b>original copy</b> of the following relevant requirements such as but not limited to:</p> <ul style="list-style-type: none"> <li>• Pertinent study/EPRMP for the ECC amendment</li> <li>• Engineer’s report and drawing requirements for all air pollution source and air pollution control facility.</li> </ul>	35%
Upon submission of the necessary environmental permits/certificates.	50%
<b>TOTAL</b>	<b>100%</b>

The mobilization fee (15% of the Contract Price) shall be made within fifteen (15) upon the receipt of Notice to Proceed and upon submission of the detailed work plan by the Consultancy Firm.

## VII. QUALIFICATION AND EXPERTISE REQUIRED

To ensure accomplishment of the scope of work, the following are the qualifications and minimum expertise sought from the CONSULTANCY FIRM:

<b>Personnel</b>	<b>No. of Personnel</b>
Key Staff	
<ul style="list-style-type: none"> <li>• Environmental Planner</li> <li>• Civil Engineer</li> <li>• Chemical Engineer</li> <li>• Sanitary Engineer</li> </ul>	1 1 1 1
Support Staff	
<ul style="list-style-type: none"> <li>• Administrative Officer/Research Personnel</li> </ul>	5

- a. All key staff must be a licensed professional and must have a Certificate of Registration as Preparer of Environmental Impact Assessment Reports from the Department of Environment and Natural Resources.

- b. Research personnel must have at least a Bachelor's Degree and shall be responsible for all liaison services, coordination of activities, and data gathering works needed for this project.
- c. The Consultancy should have an organizational structure that clearly defines the responsibilities of each divisions/sections to show its capability in undertaking the project. An Organizational Chart must be submitted as part of the technical requirements.
- d. Must demonstrated experience and expertise on environmental management especially on preparation of EIS report and other environmental permitting requirements.
- e. Must have at least one completed and similar project/contract related with environmental management and permitting requirements within three (3) years, the value of which is equivalent to at least 50% of the ABC of the herein project.
- f. The Consulting Firm may propose for additional experts other than those stated herein, as it deems necessary, as long as such proposal is consistent with its proposed approach and methodology and without additional cost to the City Government.
- g. Must have no tax liability with the government.

## VIII. CRITERIA FOR SELECTION

### *Shortlisting of Prospective Bidders*

- The prospective Consultancy Firms must have at least ten (10) years of related experience on environmental impact assessment and environmental permitting procedures and will be rated based on the criteria as shown in "Annex A" (*Rating Table for the Shortlisting of the Consulting Firms*). Prospective bidders are required to submit the following documentary requirements:
  - Copies of Certificate of Project Completion and Acceptance from their previous related projects within the past ten (10) years.
  - Company Profile
  - Curriculum Vitae of Key Experts highlighting their relevant work experience
  - Photocopy of Diploma
  - Photocopy of Transcript of Records
  - Photocopy of Professional License (if applicable)

*The original or certified true copies (duly certified by the school/college/university/institution) of the required documents will be checked during the post-qualification evaluation for validation. Absence or lack of the original copies shall result to the post-disqualification of the Consultancy Firm.*

- The prospective bidders shall be shortlisted based on following criteria:
  - Applicable experience of the Consultancy Firm
  - Personnel Qualification
  - Job Capacity
- Prospective bidders must pass the minimum score of 70% to be shortlisted. Failure to meet the specified requirements in the shortlisting would result to zero (0) rating for the specified criterion.



### *Evaluation Procedure*

- Shortlisted bidders will be evaluated using the Quality Cost-Based Evaluation (QCBE) procedure under Republic act 9184 and shall be based on the following criteria: 70% Technical Proposal and 30% Financial Proposal. Technical proposals shall be rated based on the criteria shown in “Annex B”.
- To be declared as the highest rated bid, the prospective bidder shall pass the minimum technical score of 70%. Failure to meet the specified requirements in the shortlisting would result to zero (0) rating for the specified criterion.

### **IX. PENALTIES FOR BREACH OF CONTRACT**

Failure to deliver any of the project output within the contract period or delays in the provision of necessary deliverables at any given stage as stated in this Terms of Reference shall result to non-payment and shall render the CONSULTANCY FIRM liable to the imposition of liquidated damages and other applicable penalties under the Implementing Rules and Regulations of R.A. 9184.

### **XI. CANCELLATION OR TERMINATION OF CONTRACT**


The City may, without prejudice to other remedies against the contractor, unilaterally cancel or terminate the Contract, in whole or in part, due to default, insolvency or for justifiable cause or on any ground which it deems inimical to the City’s or public’s interest, which includes but not limited to the following:

1. Failure of the Contractor to provide/meet the necessary requirements as stated in this TOR and in other bidding/contract documents,
2. Violation or non-performance of the other terms and conditions of the Contract; and
3. Other acts inimical to public interest.

The guidelines contained in R.A. 9184 and its revised IRR shall be followed in the termination of any service contract. In the event the City terminated the Contract due to default insolvency, or for cause, it may enter into negotiated procurement pursuant to section 53 (d) of RA 9184 and its IRR.

Prepared by:

  
**REMELITO C. DIRANG, MPA**  
TWG Member

  
**PATRICIA ROSE A. ORANTE**  
TWG Member

  
**JANSTEEN JEAREAU T. MANUEL**  
TWG Member

**“ANNEX A” – CRITERIA FOR SHORTLISTING OF CONSULTING FIRMS**

	<b>Weight (%)</b>	<b>Consulting Firm No. 1</b>	<b>Consulting Firm No. 2</b>	<b>Consulting Firm No. 3</b>	<b>Consulting Firm No. 4</b>	<b>Consulting Firm No. 5</b>
<b>1. Applicable Experience</b> <ul style="list-style-type: none"> <li>○ Completed consulting services of complexity and technically comparable to the job under consideration</li> <li>○ Completed other pertinent projects.</li> <li>○ Known cases of prior performance, including quality of work conforming to obligations and cost of services</li> </ul>	<b>60%</b>					
<b>2. Personnel Qualification</b> <ul style="list-style-type: none"> <li>○ Suitability of Key Staff that will be assigned to the job</li> </ul>	<b>30%</b>					
<b>3. Job Capacity</b> <ul style="list-style-type: none"> <li>○ Absorptive capacity to do additional works other than those specified in the project scope of work</li> </ul>	<b>10%</b>					
<b>TOTAL SCORE</b>						

**“ANNEX B” – EVALUATION OF TECHNICAL PROPOSAL**

	<b>Weight (%)</b>	<b>Consulting Firm No. 1</b>	<b>Consulting Firm No. 2</b>	<b>Consulting Firm No. 3</b>	<b>Consulting Firm No. 4</b>	<b>Consulting Firm No. 5</b>
<p><b>1. Applicable Experience</b></p> <p><i>Years of Actual Experience</i></p> <ul style="list-style-type: none"> <li>○ 10 or more years – 30 points</li> <li>○ 5 to 9 years – 20 points</li> <li>○ 4 years and below – 10 points</li> </ul> <p><i>Completed projects</i></p> <ul style="list-style-type: none"> <li>○ 10 or more projects – 30 points</li> <li>○ 5 to 9 projects – 20 points</li> <li>○ 4 projects and below – 10 points</li> </ul>	<b>60%</b>					
<p><b>2. Personnel Qualification</b></p> <p><i>Suitability of Key Staff</i></p> <ul style="list-style-type: none"> <li>○ Completeness of Key Staff including all qualifications – 30 points</li> <li>○ Completeness of Key Staff but has no certification from DENR – 20 points</li> <li>○ Non-Technical Field – 10 points</li> </ul>	<b>30%</b>					
<p><b>3. Plan of Approach and Methodology</b></p> <p><i>Completeness of the submitted work plan</i></p> <ul style="list-style-type: none"> <li>○ Environmental Performance Report and Management Plan – 5 points</li> <li>○ Permit to Operate – Air Pollution Source Installation – 2 points</li> <li>○ PCO Accreditation – 2 points</li> <li>○ Liaison Services – 1 point</li> </ul>	<b>10%</b>					
<b>TOTAL SCORE</b>						

**ELIGIBILITY DOCUMENTS SUBMISSION FORM**

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[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