

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of CONSULTING SERVICES**

**Government of the Republic of the Philippines**

***CONSULTING SERVICES FOR THE DATA GATHERING, SURVEYS, AND  
INVESTIGATION FOR THE CONCEPTUAL PLAN AND DETAILED  
ENGINEERING DESIGN ON SLOPE STABILIZATION FOR THE PAYATAS  
CONTROLLED DISPOSAL FACILITY***

***Project No.: CONSUL-22-003***

***Approved Budget for the Contract:***

***Twenty-One Million Five Hundred Forty-Seven Thousand Fifty Pesos  
(Php 21,547,050.00)***

**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

April 22, 2022

**REQUEST FOR EXPRESSION OF INTEREST FOR**

***CONSULTING SERVICES FOR THE DATA GATHERING, SURVEYS, AND  
INVESTIGATION FOR THE CONCEPTUAL PLAN AND DETAILED  
ENGINEERING DESIGN ON SLOPE STABILIZATION FOR THE PAYATAS  
CONTROLLED DISPOSAL FACILITY***

1. The *Quezon City Local Government*, through the 2022 General Fund intends to apply the sum of *Twenty-One Million Five Hundred Forty-Seven Thousand Fifty Pesos (Php 21,547,050.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *project number CONSUL-22-003*. 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 *Consulting Services for the Data Gathering, Surveys, and Investigation for the Conceptual Plan and Detailed Engineering Design on Slope Stabilization for the Payatas Controlled Disposal Facility*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **May 4, 2022 – 10:00AM**. at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**.

Eligibility Check will be on **May 4, 2022– 1:00 PM**. 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 **April 25, 2022** 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](mailto: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>CONSULTING SERVICES FOR THE DATA GATHERING, SURVEYS, AND INVESTIGATION FOR THE CONCEPTUAL PLAN AND DETAILED ENGINEERING DESIGN ON SLOPE STABILIZATION FOR THE PAYATAS CONTROLLED DISPOSAL FACILITY</b>
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"> <li>Valid DTI Registration Certificate or SEC Registration</li> <li>Valid Mayor’s/Business Permit or its Equivalent Document;</li> <li>Valid Tax Clearance;</li> <li>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>five (5) years</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)	<p><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p><b>Procurement Department 2<sup>nd</sup> Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City</b></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><b>CONSUL-22-003 – Consulting Services for the Data Gathering, Surveys, and Investigation for the Conceptual Plan and Detailed Engineering Design on Slope Stabilization for the Payatas Controlled Disposal Facility</b></p>
5	<p>The address for submission of eligibility documents is:</p> <p><b>QUEZON CITY GOVERNMENT</b> Quezon City Hall Compound Barangay Central, Quezon City</p> <p><b>ATTY. DOMINIC B. GARCIA</b> Procurement Department 2<sup>nd</sup> Floor, Finance Building, Quezon City Hall Compound,</p>



	<p><i>Barangay Central, Quezon City</i>  8988-4242 loc. 8709/8710  Email Add: <i>bacinfra.procurement@quezoncity.gov.ph</i>  Website: <b><u>www.quezoncity.gov.ph</u></b></p> <p>The deadline for submission of eligibility documents is on or before <b>May 4, 2022 – 10:00AM.</b></p>
8.1	<p>The place of opening of eligibility documents is <b>2<sup>nd</sup> Floor, Finance Building, Quezon City Hall Compound</b>, simultaneously via Zoom (virtual platform)</p> <p><b>Virtual Conference (ZOOM APP)</b>  <b>Meeting ID: 810 3646 5257</b>  <b>Password: 201522</b></p> <p>The date and time of opening of eligibility documents is <b>May 4, 2022– 1:00 PM.</b></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 – 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**

for the

### **CONSULTING SERVICES FOR THE DATA GATHERING, SURVEYS, AND INVESTIGATION FOR THE CONCEPTUAL PLAN AND DETAILED ENGINEERING DESIGN ON SLOPE STABILIZATION FOR THE PAYATAS CONTROLLED DISPOSAL FACILITY**

#### **1.0 Introduction**

The Ecological Solid Waste Management Act of 2000 or RA 9003 provides the necessary policy framework, institutional mechanisms and mandate all the local government units (LGUs) for the implementation and enforcement of the provisions of the Act within their respective jurisdiction. The Act prohibits the use of open dumpsite as final disposal sites. In case an open dump site is existing within a city or municipality, the plan shall make provisions for its closure or eventual phase out within the specified period allowed by the law. The Act also identifies a closure procedure with the objectives of establishing low maintenance cover systems and final cover that minimizes the infiltration of precipitation into the waste. Specifically, installation of the final cover must be completed within prescribed six (6) months of the last receipt of waste.

During the post-closure care, the landfill owner will be responsible in providing the general upkeep of the landfill, maintaining all the landfill's environment protection features, operating, monitoring equipment, remediating groundwater in case of contamination, and controlling landfill gas migration or emission. The implementation rules and regulations of RA 9003 or the DAO 2001- 34 specifies that the post-closure care shall be for a period of fifteen (15) years where DENR shall establish post-closure guidelines and requirements for financial assurance mechanisms within one year.

Based on the DENR Administrative Order No. 09 Series of 2006 – General Guidelines in the Closure and Rehabilitation of Open Dumpsites and Controlled Dump Facilities, the LGUs and/or private operators shall facilitate the full closure program of open dumpsites (ODs) and controlled dump facilities (CDFs) and shall determine the post-closure land utilization and shall effect adequate rehabilitation of the site. Also, National Solid Waste Management Commission also issued the Guidebook for Safe Closure of Disposal Sites that provides appropriate engineering measures on the post closure management and other recommendations on the post closure land use of all disposal types.

During the 1970s, the Payatas dumpsite was established. With the implementation of RA 9003 which mandates the closure of open dump site, the Payatas dumpsite was converted to controlled disposal facility in 2006. IN 2017, the Environmental Management Bureau (EMB) issued an order to close the dumpsite.

Currently, the Payatas Controlled Dump Facility (PCDF) is being managed by the Quezon City for post-closure operation pursuant to the mandates of the Act. In

ensuring safe closure and rehabilitation of the disposal facility, the LGU of Quezon City is continuously conducting waste stabilization monitoring in the area. To effectively implement the post-closure and rehabilitation works, this study aims to analyze the topography and slope stability of the completed filled areas of the PCDF and recommend engineering design to ensure safety within the facility and nearby areas and communities.

## **2.0 Objectives**

The general objective of the study is to carry out the rehabilitation of the Payatas Controlled Dump Facility (PCDF) by adopting the recommended Slope Correction based on the recommended study on current the slope condition of the PCDF.

The study shall cover the whole area of the Payatas Controlled Dump Facility (PCDF). The Specific Objectives shall cover:

- Assessment of the existing condition of the Payatas Controlled Dump Facility (PCDF) and identify priority areas for immediate consideration for design and rehabilitation.
- Conduct of surveys and engineering assessment to post-closure establish rehabilitation programs based on the existing site condition and the surrounding environment; and
- Program for sustainable maintenance of the PCDF based on the mandates of the Act and by the DENR.

## **3.0 Scope of Consulting Services**

The scope of consulting services will involve the data gathering, surveys and investigation to be utilized in the preparation of detailed engineering design which is the subject of the Terms of Reference (TOR).

The Consultant's scope of work will cover but not necessarily limited to the items listed hereunder.

### **I. Initial Works**

- a. Conduct data collection and review of relevant studies, existing development plans and other documents relevant to the Payatas Controlled Disposal Facility;
- b. Perform field reconnaissance of the study areas with regards to existing condition, identification of critical areas for slope issues, and other activities in the area;
- c. Coordinate with the Local Government of Quezon City and other relevant agencies needed to the study undertakings;
- d. Perform field studies with regard to existing condition of the flooding in the area, drainage, and leachate system; and



- e. Perform assessment of critical areas which need immediate technical / engineering design intervention.

## **II. Engineering Design**

Identified critical areas based on the initial works and assessment shall be prioritized for technical and engineering design intervention. The following works shall cover engineering design:

### **a. Preliminary Assessment**

Assessment of the existing condition on site and review/evaluation of the previous studies, field survey maps, geological, geo-hazard mappings, hydrological survey, geotechnical survey, and environmental and social assessment.

### **b. Hydrological and Hydraulic Analysis**

- ***Basic Analysis***

With the consolidated data gathered, the Consultant(s) shall perform hydrologic analysis using hydrological models within the limits of the catchment area that will provide the appropriate recommendation for the flood mitigation measure.

- ***Rainfall Analysis***

Probable rainfall shall be estimated for use in the determination of probable discharge and planning for the river improvements in the study area.

- ***Runoff Analysis***

The Consultant shall use the runoff modeling software subject to the approval of the proponent, which shall be supported by the following data to be collected, gathered and established:

- Delineated Sub-basins using GIS software
- Modeling of Drainage Basin
- Data Preparation for Hydraulic Elements of the Basin Model
- Establish the Design Hyetograph
- Calculation of Effective Rainfall

Using the available data from PAGASA, the Consultant shall establish the probable flood discharge of 10, 25, 50 and 100-year return periods for comparison. For flood damage assessment, comparison between 50 and 100 are necessary to establish the flood prone and high-risk areas.

**c. Flow Capacity Analysis of River Channel**

Flow capacity of river channel shall be determined and evaluated and then compare the results with probable discharges for present and future land use conditions.

The Consultant shall compute the existing river discharge capacity, including those of the reference and sub-reference points as well as analyze the water surface profile for the probable flood discharge of 10, 25, 50 and 100-year return period using software for river analysis.

**d. Flood Inundation**

The Consultant shall perform flood and damage mapping analysis for 10-year, 25- year, 50-year and 100-year flood return periods, and shall be undertaken for the following conditions:

- Without the improvement (existing condition)
- With the improvement

Flood model shall be used to make graphical and actual numerical methods and representation of the extent of inundation and depth. Software (e.g. Arc GIS, AutoCAD, HEC-GEO/RAS and GRASS GIS) must be of the latest version.

**e. Establishment of Design Discharge**

The Consultant shall adopt the following guidelines in the design of flood control structures in accordance with the Department of Public Works and Highways (DPWH) Design Guidelines, Criteria and Standards (DGCS), Volume 3: Water Engineering Projects, 2015 Edition.

**f. Drainage Improvement Plan**

The Consultant shall provide river improvement plans, which may include but not limited to the following:

- Revetment
- Culvert
- Ditch
- Stormwater drainage system
- Other Structures

The Consultant shall establish alternative structural measures for flood control and other water uses in the project site and prepare the corresponding design. After establishment of the improvement, the Consultant/s shall prepare a new runoff and water surface profile determination analysis for each possible improvement, and identify the better alternative and combination of counter measure.

**g. Topographic Surveys**

The consultant shall coordinate with Quezon City to gather available topographic data of the site, drainage, and utilities/facilities within the area of influence to ensure that horizontal and vertical alignments will be properly conducted for the preparation of engineering design.

**h. Establishment of Horizontal and Vertical Controls**

Horizontal Ground Controls shall be conducted and connected to at least three (3) existing PRS92 stations and shall be established at or near an acceptable location within the vicinity of the project using at least secondary traverse precision and accuracy.

**i. Vertical Ground Control**

A vertical control system shall be established for the project area which will be connected and referred to at least three (3) existing benchmarks (BMs). It shall be referred to a reference datum plane, either the Mean Sea Level (MSL) or the Mean Lower Low Water (MLLW) as established by NAMRIA. In all cases the datum shall be clearly indicated in the survey plans.

**j. Geotechnical Assessment**

The Consultant shall coordinate the Quezon City to gather available data of the site and during the conduct of the geotechnical engineering investigation regarding the survey and investigation requirements stipulated in Volume 2C, Geological and Geotechnical Investigations 2016, DPWH Design Guidelines, Criteria and Standard; and applicable provisions of existing laws, codes or Department Orders of the said office.

**k. Design of Investigation Program for Landfill Development**

Refer to Chapter IV, Part IV, Volume 2C, Geological and Geotechnical Investigations, DPWH Design Guidelines, Criteria and Standard; Manual on Technical Requirements for Geotechnical Investigation of Public Works and Highways Projects; that include but not limited to the following:  
Requirements:

**i. Spacing**

The spacing of boring shall be at every 30 meters along the alignment of the retaining structure/slope and every 45 meters at the back of the retaining structure/slope.

**ii. Depth**

Borings located along the alignment of the retaining structure/slope should extend at least to a depth equal to the height of the retaining structure/slope. For borings located at the back of the retaining



structure/slope, it should extend to a depth equal to twice the height of the proposed retaining structure.

Where bedrock is encountered before reaching above specified depths, rock cores should be obtained for a length of at least 5 meters.

iii. Location

The location of borings should be along the proposed alignment of the retaining structure and at the back of the proposed alignment of the retaining structure

**I. Data to be Acquired:**

The character and engineering properties of the underlying strata must be determined and identified. The strength parameters shall be obtained based on laboratory testing and Standard Penetration Testing (SPT) correlations. The following laboratory tests shall be performed on selected samples taken from the investigation.

- Classification of soils for Engineering Purposes Unified Soil Classification System, ASTM D2487
- Specific gravity of soil solids, ASTM D854
- Moisture Content of soils, ASTM D2216
- Sieve or Grain Size Analysis of soils, ASTM D422
- Atterberg Limit of Soils, ASTM D4318
- Unconfined Compressive Strength of Rock, ASTM D2938-86
- Consolidation Test, ASTM D2435
- Triaxial Compression (CU) Test, ASTM D4767

**m. Slope Stability Study**

Slope stability study of the proposed retaining structure/slope must be conducted for slope re-profiling and protection above the biogas plant of the PANGEA Green Energy Philippines, Inc. and the GSIS area to achieve stability.

**n. Preparation and Submission of the Geotechnical Engineering Investigation Report**

The geotechnical engineering investigation and design report must be conducted in accordance to Chapter XIV, Volume 2C, Geological and Geotechnical Investigations 2016, Department of Public Works and Highways (DPWH) Design Guidelines, Criteria and Standard; Manual on Technical Requirements for Geotechnical Investigations of Public Works and Highways Projects.

**o. Detailed Engineering Design (DED)**

The Consultant, on behalf of and in collaboration with Quezon City, shall prepare the Detailed Engineering Design and definitive implementation plan for the project. This shall cover but not limited to the following: Preliminary Assessment, Design Specifications and Standards, Detailed Engineering Surveys and Investigations, Preparation of Detailed Engineering Design Plan.

**p. Estimation of Project Cost**

The Consultant shall completely cover all DED cost elements: materials, equipment, labor, indirect costs (cost of money, insurance, bonds, contingencies, profit, taxes, etc.), and the detailed unit price analysis (DUPA). The Consultant shall compute all quantities to an accuracy of +/- 10% and prepare Bill of Quantities. Also, there shall be preparation of detailed analysis of all applicable unit prices using current indices, rates, etc.

**q. Preparation of Pre-Qualification and Bid Documents**

The Consultant shall ensure that the bid documents shall conform to the provisions of Article 162 of PD 442 (Labor Code of the Philippines), DO 56 series of 2005 (Guidelines in the Implementation of Occupational Safety and Health in the Construction Industry), PD 1586 (Philippine Environmental Impact Statement System). Prepare bid documents for project implementation which include Technical Specifications, Cost Estimates and Tender Documents. The consultant has the responsibility to draft the pre-qualification and bid documents, in conformance to RA 9184, with narrative explanations of the design criteria and methods of calculations for all components of work for the respective sub-projects.

**4.0 Expected Major Outputs of the Consulting Service**

The Consultant shall submit plans and reports following the conditions set in the Terms of Reference. The Consultant shall submit the following reports:

- 4.1. Inception Report shall be submitted forty-five (45) days after receipt of Notice to Proceed (NTP).
- 4.2. Progress Report shall be submitted on the third (3<sup>rd</sup>) month after receipt of NTP.
- 4.3. Draft Design Plan and Report shall be submitted on the fourth (4<sup>th</sup>) month after receipt of NTP.
- 4.4. Final Design Plan and Reports shall be submitted on the fifth (5<sup>th</sup>) month after receipt of NTP.

The Design Plan and Reports shall be presented in six volumes as such:

- Volume I Detailed Engineering Design Report
- Volume II Detailed Design Plans



- Volume III    Quantity and Cost Estimates and Specification
- Volume IV    Bid Documents
- Volume V    Survey Plans and report
- Volume VI    Geological / Geotechnical Investigation

### 5.0 Study Schedule

The study shall be carried out for a period of five (5) months.

#### Activity for the Design for Slope Correction



Critical Areas

### 6.0 Experts Resource Requirements

The Consultants shall be composed of qualified staff with experience in the conduct of the study.

Position	Task	Required Qualification
Team Leader	<p>Responsible for the overall management and direction of the Project.</p> <p>Responsible for the review and approval of the results, consolidation, preparation and submission of deliverables.</p>	<p>Registered / Licensed Civil Engineer or related degree with experience in solid waste management, landfill design, post-closure landfill development design.</p>

	<p>Responsible for the overall management of the F/S and Design Team members, including inspection, investigation and assessment of the study areas.</p> <p>Responsible in leading the planning and conduct of the F/S and DED in accordance with the TOR.</p> <p>Lead the preparation of the Final F/S and Design Reports and other required deliverables.</p>	
Geodetic Engineer	Undertakes topographic survey and provides the necessary topographic maps	Registered/Licensed Geodetic or equivalent, with experience in the field of surveying. He/she must be familiar and adept with state-of-the-art technologies in surveying and research work. Minimum of 5 years of experience in the related field.
Hydrologist/Drainage Engineer	Responsible for the conduct of hydrologic investigations and/or drainage related studies	Registered/Licensed Civil Engineer or related degree e.g. agricultural engineering etc. with experience in the field of hydrology and drainage design. He/she must be familiar and adept with pertinent technologies in hydrology research and design of drainage and flood control structures. Minimum of 5 years of experience in the related field.
Geotechnical Engineer	Responsible for conducting geotechnical investigations, gathering information and reporting results of investigations and evaluations of section/areas of engineering concern. Responsible for slope correction and stability engineering design.	Registered/Licensed Civil Engineer with specialization in geotechnical engineering. He/she must be familiar with the geotechnical characteristics of the terrain of the proposed alignments and its

		environ. Minimum of 5 years of experience in the related field and in design and preparation of feasibility studies and detailed engineering design of infrastructure.
Civil-Structural Engineer	Responsible for the detailed engineering design for the drainage and slope correction.	Registered/Licensed Civil Engineer. Minimum of 5 years of experience in the related field and in design and preparation of feasibility studies and detailed engineering design of infrastructure.
Cost/Engineer Specifications	Responsible for developing preliminary civil works construction plan and obtaining bill of quantities for all types of project costs including RROW etc.	Registered/Licensed Civil Engineer, or Bachelor's Degree in Economics and Business or equivalent. He/she must have a minimum of 5 years' experience in the field of infrastructure design development. He/she must have experience in conducting BOQ analysis for at least two major road projects. He/she must be adept in the use and manipulation of engineering and economic data. He/she must be familiar with current unit cost.
Environmental Specialist (as needed in further study)	Responsible for the preparation of environmental assessment and studies.	Bachelor's degree of environmental management and engineering or equivalent. He/she must have a minimum of 5 years' experience in the preparation of impact assessment and studies.



7.0 Cost Estimate

I. REMUNERATION COST

POSITION	MAN-MONTHS	RATE	AMOUNT
<b>A. KEY STAFF</b>			
1. Team Leader	5	₱200,000.00	₱1,000,000.00
2. Geodetic Engineer Hydrologist / Drainage	3	₱170,000.00	₱510,000.00
3. Engineer	4	₱170,000.00	₱680,000.00
4. Geotechnical / Soil Engineer	5	₱170,000.00	₱850,000.00
5. Civil-Structural Engineer	3	₱170,000.00	₱510,000.00
6. Cost / Specification Engineer Contract and Procurement	2	₱170,000.00	₱340,000.00
7. Specialist	2	₱170,000.00	₱340,000.00
8. Geodetic Engineer	3	₱170,000.00	₱510,000.00
		<b>Sub-Total</b>	<b>₱4,740,000.00</b>
<b>B. SUPPORT STAFF</b>			
1. Civil Engineer (2@4months)	8	₱85,000.00	₱680,000.00
2. CAD Operator (2@4months)	8	₱65,000.00	₱520,000.00
3. Researchers (2@4months)	8	₱55,000.00	₱440,000.00
4. Administrative Staff	4	₱40,000.00	₱160,000.00
5. Secretary / Encoder	4	₱35,000.00	₱140,000.00
6. Utility Man	4	₱30,000.00	₱120,000.00
		<b>Sub-Total</b>	<b>₱2,060,000.00</b>
<b>SUB-TOTAL REMUNERATION COST (A+B)</b>			<b>₱6,800,000.00</b>
<b>V.A.T. (12%)</b>			<b>₱816,000.00</b>
<b>TOTAL REMUNERATION COST (I)</b>			<b>₱7,616,000.00</b>

II. REINBURSEMENT COST

ITEMS	UNITS	QUANTITY	RATE	AMOUNT
1. Service Vehicle Rental	veh-month	4	₱70,000.00	₱280,000.00
2. Communication Cost	month	5	₱5,000.00	₱25,000.00
3. Office Supplies / Equipment Reporting including	month	5	₱50,000.00	₱250,000.00
4. Reproduction of Reports plans and drawings Transfer of knowledge	unit	1	₱500,000.00	₱500,000.00
5. including conduct of seminars / workshops, hand- outs, brochures, etc. Data Collection, Gathering,	unit	1	₱300,000.00	₱300,000.00
6. Evaluation and Assessment	unit	1	₱300,000.00	₱300,000.00
7. Hydrological Assessment	unit	1	₱350,000.00	₱350,000.00
8. Topographic and	unit	1	₱1,400,000.00	₱1,400,000.00

	Hydrographical Survey				
8.	Geotechnical Survey	unit	1	₱9,500,000.00	₱9,500,000.00
				<b>Sub-Total</b>	<b>₱12,905,000.00</b>

**TOTAL REMUNERATION**

**COST (I + II)**

**₱20,521,000.00**

**ADD : CONTIGENCIES (5%)**

**₱1,026,050.00**

**GRAND TOTAL COST**

**₱21,547,050.00**

**8.0 Terms of Payment**

Relative to the deliverables, the following are the terms of payment:


15% - Inception Report

30% - Progress Report


35% Draft Design Report

20% - Final Design Report


Prepared by:

  
**ENGR. FREDISWINDA D.L. DE GUZMAN**  
 Deputy, Planning and Programming Division

Recommending Approval:

  
**ENGR. LEO S. DEL ROSARIO**  
 Head, Planning and Programming Division

Approved by:

  
**ENGR. ISAGANI R. VERZOSA, JR.**  
 OIC, City Engineering Department

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