

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of CONSULTING SERVICES**

**Government of the Republic of the Philippines**

***CONSULTANCY SERVICES FOR THE FORMULATION OF THE QUEZON  
CITY URBAN BIODIVERSITY PLAN***

***Project No.: CONSUL-22-004***

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

***One Million Five Hundred Thousand Pesos (Php 1,500,000.00)***

**Fifth Edition  
August 2016**

# Preface

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

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

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

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

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

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

**TABLE OF CONTENTS**

**PART I**

**SECTION I. REQUEST FOR EXPRESSION OF INTEREST .....5**

**SECTION II. ELIGIBILITY DOCUMENTS .....7**

**SECTION III. ELIGIBILITY DATA SHEET ..... 13**

# ***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

August 2, 2022

**REQUEST FOR EXPRESSION OF INTEREST FOR  
CONSULTANCY SERVICES FOR THE FORMULATION OF THE QUEZON  
CITY URBAN BIODIVERSITY PLAN**

1. The **Quezon City Local Government**, through the 2022 General Fund intends to apply the sum of **One Million Five Hundred Thousand Pesos (Php 1,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **project number CONSUL-22-004**. 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 Formulation of the Quezon City Urban Biodiversity Plan**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **August 11, 2022 – 9:00AM**. at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**.

Eligibility Check will be on **August 11, 2022– 10:00 AM**. 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 **August 3, 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	40 points
Qualification of personnel	40 points
Current workload relative to capacity	20 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><i>CONSULTANCY SERVICES FOR THE FORMULATION OF THE QUEZON CITY URBAN BIODIVERSITY PLAN</i></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><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)	<p><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p><b><i>Procurement Department 2<sup>nd</sup> Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City</i></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><i>CONSUL-22-004 – Consultancy Services for the Formulation of the Quezon City Urban Biodiversity Plan</i></b></p>
5	<p>The address for submission of eligibility documents is:</p> <p><b><i>QUEZON CITY GOVERNMENT</i></b>  Quezon City Hall Compound  Barangay Central, Quezon City</p> <p><b><i>ATTY. DOMINIC B. GARCIA</i></b>  <i>Procurement Department  2<sup>nd</sup> Floor, Finance Building,  Quezon City Hall Compound,  Barangay Central, Quezon City  8988-4242 loc. 8709/8710  Email Add: bacinfra.procurement@quezoncity.gov.ph  Website: <a href="http://www.quezoncity.gov.ph">www.quezoncity.gov.ph</a></i></p>

	The deadline for submission of eligibility documents is on or before <b>August 11, 2022 – 9:00AM.</b>
8.1	<p>The place of opening of eligibility documents is <b><i>2<sup>nd</sup> Floor, Finance Building, Quezon City Hall Compound</i></b>, simultaneously via Zoom (virtual platform)</p> <p style="text-align: center;"><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>August 11, 2022– 10:00 AM.</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 – 40%</p> <p>1.2 Qualification of personnel to be assign – 40%</p> <p>1.3 Current work load in relations to capacity- 20%</p> <p>2. Rating System</p> <p>2.1 Shortlisted consultant must obtain a score of 70% or higher</p>

## **TERMS OF REFERENCE (TOR)**

### **FORMULATION OF THE QUEZON CITY URBAN BIODIVERSITY SUSTAINABILITY ACTION PLAN (PROJECT)**

#### **I. RATIONALE AND BRIEF BACKGROUND**

Endowed with the biggest land area in Metropolitan Manila, Quezon City aspires to nurture and sustain a green environment as well as promote sustainable urban development as reflected in the City's Comprehensive Development Plan (CDP) 2021 - 2025. In addition, the protection of environmental assets while considering nature and the environment as solutions to the City's climate agenda are highlighted in the Quezon City Enhanced Local Climate Change Action Plan (Enhanced LCCAP) 2021 – 2050. In both plans, biodiversity management is an integral part of the City's overall goals and vision with the formulation of an Urban Biodiversity Sustainability Action Plan.

With this, the City will embark on the assessment of its overall biodiversity in order to identify measures on how to protect or enhance areas for conservation and protection as well as for the provision of ecosystem services, particularly those in relation to mitigating hazards brought about by climate change and disasters.

The Convention on Biological Diversity recommends the use of biodiversity indices applicable to the urban setting and which can be monitored to determine the current biological health of the urban ecosystem. These indices can be localized to be able to better respond to the needs of the community and objectives of Quezon City. In this context, elements of the Singapore City Biodiversity Index (CBI) will be integrated and adopted by the City Government.

The Quezon City Government through the Climate Change and Environmental Sustainability Department, in close coordination with the Department of Environment and Natural Resources' Biodiversity Management Bureau (DENR- BMB) and National Capital Region (DENR NCR), intends to develop an Urban Biodiversity Sustainability Action Plan or Management Plan for Quezon City to achieve the objectives set forth in the CDP and Enhanced LCCAP. This will also enable the City Government to comply with its various local and international commitments more particularly the 5% increase in the proportion of green spaces based on the Philippine Biodiversity Strategy and Action Plan 2015-2028 and the C40 Urban Nature Declaration which aims to establish ambitious nature targets to achieve climate resilience and create an agenda for people and nature to support one another.

Given the technical nature of urban biodiversity management, acquiring consultancy services for the implementation of vital activities while also mentoring the personnel of the City Government is therefore warranted.

#### **II. PROJECT DESCRIPTION AND OBJECTIVES**

The Project, subject to this Terms of Reference (TOR), aims to develop an Urban Biodiversity Sustainability Plan suited to the needs of the local community and natural environment in Quezon City. Part of the strategy will be the assessment of the existing biodiversity status in the City. At the same time, the process will include the development of a locally-adapted City Biodiversity Index patterned after the Singapore's City Biodiversity Index. This localized CBI will be the basis of updated actions for succeeding plans and possible integration in the City's various development Plans.

The following are the Project objectives:

- To gather information on the biological (flora and fauna) resources and other parameters necessary to assess the biodiversity status of the City;
- To identify biologically-rich or vegetated areas within the City;
- To generate maps and zones that would define the areas for conservation in Quezon City;
- To prepare the Urban Biodiversity Sustainability Action Plan for the City, including recommendations on management options and protection mechanisms;
- To develop a localized city biodiversity index and corresponding information management system suitable for monitoring the ecosystem health and the overall urban biodiversity of Quezon City; and
- To capacitate staff of the local government of Quezon City on biodiversity management.

### **III. PROJECT SCOPE OF WORK**

The following are the minimum activities to be undertaken for the Project:

1. Discussion and consensus on the proposed activity plan
2. Preparation of Training Materials
3. Orientation for the City team involved in biodiversity assessment
4. Biodiversity assessment of all green spaces and parks, the list of which shall be provided by the City Government for prioritization
5. Determination of the City Biodiversity Index for Quezon City
  - Analysis of biodiversity assessment
  - Review of secondary data and documents
  - Conduct of Key Informant Interviews and Focus Group Discussions
6. Spatial Mapping and Analysis
7. Formulation of the Urban Biodiversity Sustainability Action Plan or Management Plan
8. Multi-stakeholder consultations

### **IV. EXPECTED OUTPUT**

Given the above-mentioned Scope of Work, the Consulting Firm under this Project is expected to submit the following documents in print (3 copies):

1. Inception Report – detailed field activities, presentation to the City Government, DENR-BMB, DENR-NCR, timelines, and other relevant information
2. Progress Report – field activities and findings
3. Draft and Final Project Reports – with analysis, summary and interpretation of data from all sites
4. Urban Biodiversity Sustainability Action Plan – integration of all technical reports, including outputs of consultations, list of flora and fauna, maps with zoning, proposed management options and interventions, monitoring plan, and other relevant information

All outputs prepared by the Consulting Firm under this Project shall be submitted to the City Government through the Climate Change and Environmental Sustainability Department and shall also be exclusively owned by the Quezon City Government.

**V. PROJECT STANDARDS & REQUIREMENTS**

**Minimum Qualifications and Requirements**

**Track Record**

- 1. The Consulting Firm should have actual experience in the formulation of Biodiversity Management Plan, Biodiversity Index,- and other related outputs on biodiversity management and conservation;
- 2. The Consulting Firm should have a single largest similar completed contract within the last five (5) years which must be at least fifty percent (50%) of the Project Cost;

The Consulting Firm must submit the following as part of the Technical Requirements:

- Statement of all its on-going and completed government and private projects relative to the development of biodiversity management plan and other outputs on biodiversity management and conservation;
- Copies of Certificate of Project Completion and Acceptance from other related development of biodiversity management plans and other outputs on biodiversity management and conservation within the last five years.

**Organization**

The Consulting Firm should have an established Organizational Structure that clearly identifies the line of authority and responsibility as well as the specific divisions/sections to show its capability to undertake the Project. An Organizational Chart must be submitted as part of the Technical Requirements.

**Personnel**

Sufficient qualified personnel must be provided to ensure the proper implementation of the scope of work. The following are the minimum personnel required:

Key Expert	Required No. of Personnel	Personnel Minimum Qualifications
Team Leader	1	<ul style="list-style-type: none"><li>• Must be a licensed Filipino Environmental Planner or Landscape Architect</li><li>• Must have extensive knowledge and experience in environmental planning and management, landscape architecture, urban design and urban biodiversity, and development and planning of urban areas</li><li>• With experience as Team Leader/Deputy Team Leader, planning and control of project activities, review and quality control of relevant studies, data and reports, project management and organization</li></ul>
Biologist	1	<ul style="list-style-type: none"><li>• Must be a Filipino and has in-depth knowledge and expertise on flora and fauna identification/ assessment</li><li>• Must have experience in ecological baseline assessment and the assessment of ecosystem services</li></ul>
Forester	1	<ul style="list-style-type: none"><li>• Must be a Filipino and has in-depth knowledge and expertise on flora assessment</li><li>• Must have experience in ecological baseline assessment and the assessment of ecosystem services</li></ul>
Environmental Planner	2	<ul style="list-style-type: none"><li>• Must be a licensed Filipino Environmental Planner with experience and knowledge on biodiversity conservation, zoning, and urban design</li><li>• Must have experience in working with urban development issues, land use and urban planning</li></ul>



		<ul style="list-style-type: none"> <li>• Must have experience in the conduct of urban biodiversity assessment, planning and management</li> </ul>
Landscape Architect	2	<ul style="list-style-type: none"> <li>• Must be a licensed Filipino Landscape Architect with experience and in-depth knowledge on urban design, site development, and green infrastructure</li> </ul>
GIS Specialist	1	<ul style="list-style-type: none"> <li>• Must be Filipino and have minimum of 5 years experience in the use of GIS and remote sensing to assess changes in natural resources, ecosystems and other environmental variables</li> <li>• Must have quantitative research experience, with a strong emphasis on spatial analysis and detailed report preparation.</li> <li>• Demonstrated experience in GIS mapping of urban areas, covering all features with database and database designing and management, customization of GIS application, preparation of map with database of property survey, preparation of map with complete database of all the utilities, building footprint and land use detail at land parcel level, etc.</li> </ul>
Stakeholder Consultation and Training Expert	1	<ul style="list-style-type: none"> <li>• Must have a degree in social sciences, communications, or a related discipline</li> <li>• Must have experience in facilitating stakeholder consultations and training, with specific experience related to natural resources, ecosystems, urban planning and/or climate change issues</li> </ul>

The Consulting Firm shall submit the complete list of Key Experts and Support Staff with their corresponding qualifications accompanied/supported with the following documentary requirements as part of the Technical Requirements:

- Curriculum Vitae (CV) highlighting relevant work experience
- Photocopy of Diploma
- Photocopy of Professional License (if applicable)

#### Detailed Work Plan

A Detailed Work Plan shall be submitted by the Consulting Firm as part of the Technical Requirements. It should contain significant information, necessary resources, plan of approach, timelines, activities, methodologies, and strategies to be undertaken in accomplishing the Project objectives and scope of work.

## **VI. CRITERIA FOR SELECTION**

### Shortlisting of Prospective Bidders

1. Three (3) Consulting Firms shall be shortlisted based on the following:
  - Applicable experience of the firm
  - Qualification of officers and/or key personnel of the firm assigned to the project
  - Job Capacity
  - Plan of approach and methodology
2. Participating Consulting Firms are to be rated based on the criteria shown in *Annex A – Criteria for Shortlisting of Consulting Firms*.
3. Prospective bidders must pass the minimum score of seventy percent (70%) to be shortlisted. Failure to meet the specified requirements in the short listing would result to a zero (0) rating for the specified criterion.

Evaluation Procedure

1. Shortlisted Consulting Firms will be evaluated using the Quality – Cost Based Evaluation/Selection (QCBE/QCBS) procedure under Republic Act RA 9184 (Government Procurement Act) and its Revised Implementing Rules and Regulations (IRR) and shall be based on the following criteria:

Technical Proposal	80%
Financial Proposal	20%
<b>TOTAL</b>	<b>100%</b>

2. Technical Proposals are to be rated based on the criteria shown in *Annex B – Criteria for Evaluation of Technical Proposal*.
3. To be declared as the highest rated bid (HRB), the bidder shall pass the minimum score of seventy percent (70%). Failure of the Consulting Firm to meet the specified requirements should result to a zero (0) rating for the specific criterion.

**VII. PROJECT IMPLEMENTATION AND DURATION**

The delivery of the expected outputs identified shall be for one (1) year from the date the contract has been signed for the Project.

**VIII. APPROVED BUDGET FOR THE CONTRACT& BASIS OF PAYMENT**

The Approved Budget for the Contract is **Php 1,500,000.00**. The Consultant shall be paid based on the following tranches:

Tranches	Description	Amount (Php)	Target Date
15%	Upon Submission of the Inception Report	225,000.00	Within one (1) month from the signing of the Contract
15%	Upon Submission of the Progress Report	225,000.00	Within six (6) months from the signing of the Contract
20%	Upon Submission of the Draft Project Report	300,000.00	Within eight (8) months from the signing of the Contract
20%	Upon Submission and Approval of the Final Project Report	300,000.00	Within ten (10) months from the signing of the Contract
30%	Upon Submission and Approval of the Urban Biodiversity Sustainability Action Plan	450,000.00	Within twelve (12) months from the signing of the Contract
<b>100%</b>		<b>1,500,000.00</b>	

**IX. CANCELLATION OR TERMINATION OF CONTRACT**

The City may, without prejudice to other remedies against the Consulting Firm, 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 is not limited to the following:

1. Failure of the Consulting Firm 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 RA 9184 and its revised IRR shall be followed in the termination of any 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:



**VINCENT G. VINARAO**  
TWG Member



**VANESSA CLAIRE B. VINARAO**  
TWG Member



**AGNES MARIE DE JESUS**  
TWG Member

Noted by:



**ANDREA VALENTINE A. VILLAROMAN**  
Department Head  
Climate Change and Environmental  
Sustainability Department

## ANNEX A

### Criteria for Shortlisting of Consulting Firms

	Weight	Consulting Firm #1	Consulting Firm #2	Consulting Firm #3
<b>APPLICABLE EXPERIENCE</b> <ul style="list-style-type: none"> <li>Completed consulting services of size, complexity and technical specialty comparable to job under consideration, including quality of performance</li> <li>Other completed consulting services related to the job under consideration</li> <li>Known cases of prior performance, including quality of work conforming to obligations and cost of services</li> </ul>	<b>40 %</b>			
<b>QUALIFICATION OF PERSONNEL</b> <ul style="list-style-type: none"> <li>Qualification of key personnel that may be assigned to the job in terms of: <ul style="list-style-type: none"> <li>Education</li> <li>Experience</li> </ul> </li> </ul>	<b>40%</b>			
<b>JOB CAPACITY</b> <ul style="list-style-type: none"> <li>Absorptive capacity to do additional works other than those currently being undertaken</li> </ul>	<b>20%</b>			
<b>TOTAL SCORE</b>				
<b>RANK</b>				

## ANNEX B

### Criteria for Evaluation of Technical Proposal

	Weight	Consulting Firm #1	Consulting Firm #2	Consulting Firm #3
<b>APPLICABLE EXPERIENCE</b> <ul style="list-style-type: none"> <li>Completed consulting services of size, complexity and technical specialty comparable to job under consideration, including quality of performance</li> <li>Other completed consulting services related to the job under consideration</li> <li>Known cases of prior performance, including quality of work conforming to obligations and cost of services</li> </ul>	<b>40%</b>			
<b>QUALIFICATION OF PERSONNEL</b> <ul style="list-style-type: none"> <li>Qualification of key personnel that may be assigned to the job in terms of                             <ul style="list-style-type: none"> <li>Education</li> <li>Experience</li> </ul> </li> </ul>	<b>40%</b>			
<b>PLAN OF APPROACH AND METHODOLOGY</b> <ul style="list-style-type: none"> <li>Cost-effective methods to produce quality outputs</li> <li>Quantitative and logical methodology that incorporates multi-stakeholder and participatory approaches</li> </ul>	<b>20%</b>			
<b>TOTAL SCORE</b>				
<b>RANK</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 &amp; 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