

# **PHILIPPINE BIDDING DOCUMENTS**

## **Procurement of CONSULTING SERVICES**

**Government of the Republic of the Philippines**

***CONSULTANCY SERVICES FOR AIR QUALITY MANAGEMENT (AQM)  
FOR QUEZON CITY – PHASE II***

***Project No.: CONSUL-24-001***

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

***Seven Million Five Hundred Fifty-Nine Thousand Seven Hundred Seventy-Nine Pesos  
(Php 7,559,779.00)***

**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.



March 01, 2024

**REQUEST FOR EXPRESSION OF INTEREST FOR**  
**CONSULTANCY SERVICES FOR AIR QUALITY MANAGEMENT (AQM)**  
**FOR QUEZON CITY – PHASE II**

1. The *Quezon City Local Government*, through the 2024 General Fund intends to apply the sum of *Seven Million Five Hundred Fifty Nine Thousand Seven Hundred Seventy-Nine Pesos (Php 7,559,779.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for *project number CONSUL-24-001*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The *Quezon City Local Government* now calls for the submission of eligibility documents for *Consultancy Services for Air Quality Management (AQM) for Quezon City – Phase II*. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **March 13, 2024 – 9:00AM** at **2<sup>nd</sup> Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**.

Eligibility Check will be on **March 13, 2024– 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 from **8:00 a.m. – 5:00 p.m.**
4. A complete set of Bidding Documents may be acquired by interested Bidders on **March 05, 2024** from the Procurement Department with address given 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 can also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

5. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The shortlist shall not exceed three (3) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

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

6. Bidding will be conducted through open competitive bidding procedures using non-discretionary "pass/fail" criterion as specified in the IRR of RA 9184. Bidding is restricted to Filipino citizens/sole proprietorships, cooperatives, and partnerships or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.
7. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation/Selection (QCBE/QCBS). The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed in accordance with the Terms of Reference.
9. The **Quezon City Local Government** reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.
10. For further information, please refer to:

**ATTY. DOMINIC B. GARCIA**

OIC, Procurement Department

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:

  
**AR. LUCILLE H. CHUA**  
 Chairperson, 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>CONSULTANCY SERVICES FOR AIR QUALITY MANAGEMENT (AQM) FOR QUEZON CITY – PHASE II</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>ten (10) 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</b>  <b>2<sup>nd</sup> Floor, Finance Building,</b>  <b>Quezon City Hall Compound,</b>  <b>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-24-001 – Consultancy Services for Air Quality Management (AQM) for Quezon City – Phase II</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,  Barangay Central, Quezon City  8988-4242 loc. 8709/8710  Email Add: <a href="mailto:bacinfra.procurement@quezoncity.gov.ph">bacinfra.procurement@quezoncity.gov.ph</a>  Website: <a href="http://www.quezoncity.gov.ph">www.quezoncity.gov.ph</a></p>

	The deadline for submission of eligibility documents is on or before <b>March 13, 2024 – 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><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>March 13, 2024 – 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 – 35%</p> <p>1.2 Qualification of personnel to be assign – 40%</p> <p>1.3 Current work load in relations to capacity- 25%</p> <p>2. Rating System</p> <p>2.1 Shortlisted consultant must obtain a score of 70% or higher</p>

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

### **SERVICES FOR AIR QUALITY MANAGEMENT (AQM) FOR QUEZON CITY – PHASE II (PROJECT)**

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

The Quezon City Government has gained significant momentum in demonstrating leadership in air quality management with the completion of the Quezon City Air Quality Management Plan (AQMP) through science-based approaches. The said Plan was developed by acquiring the needed data through the City's air quality monitoring network, conducting a comprehensive emissions inventory to spatially determine key emission sources and pollutants in the city, quantifying air quality and health benefits of implementing emission reduction measures, and developing the Quezon City Air Quality Communication Plan (AQCP) to ensure stakeholder engagement.

To further accelerate actions, it is imperative to implement Phase II of the Services for Air Quality Management for the City to continue its journey towards effective air quality management which can be achieved through the continuous use of data from the established air quality monitoring network, the expansion of engagement strategies in the AQCP, and the execution of emission reduction measures developed in the adaptive and evidence based AQMP. In doing so, the Quezon City Government will be able to implement short-term and long-term strategies toward clean air objectives and comply with local and international commitments.

Given the technical nature of a more extensive implementation of air quality management in the City, acquiring consultancy services for the activities of the AQM Phase II, while also continuously mentoring the personnel of the City Government, is therefore warranted.

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

The Project, subject to this Terms of Reference (TOR), involves the conduct of the following activities covering integral areas of comprehensive air quality management for the City:

##### **Activity 1. Implementation of the AQMP Projects**

In close coordination with the Quezon City Air Quality Management Technical Working Group (AQMTWG), the Service Provider shall provide technical guidance on the following: (a) implementation of emission reduction measures identified in the AQMP; (2) development of a monitoring and evaluation framework; (3) development of additional air quality solution projects together with the QCitizens; and (4) integrate AQMP targets and measures in key City development plans.

##### ***Sub-Activities:***

- A. *Implementation of AQMP pilot projects*** – provide necessary technical support in the implementation of the (1) EV Transition and Fleet Management and (2) Bike-To-School Project. The support for the implementation of measures will include the provision of technical guidance on the scope of the measures, relevant method/approach, work plan preparation, stakeholder mapping and definition of roles, and partnership building. The Service Provider must leverage its existing portfolio of partners, knowledge sharing events and platforms, tools, and learning resources to facilitate co-learning of Quezon City with other cities in the country and the region.
- B. *Development of a Monitoring and Evaluation (M&E) Tool*** – develop an M&E framework that fits the context of the Quezon City Government which includes project-based performance indicators and parameters, among others.

- C. ***Co-development of an additional air quality improvement project*** – building on the knowledge base established in the AQM Project Phase I and the implementation of priority emission reduction measures under Phase II, collaborate with the AQM -TWG and other stakeholders to identify one additional project which will bring air quality solutions and practical actions down to the community level, as applicable. The detailed Terms of Reference (TOR) for the identified project will be co-developed with the City Government through a series of stakeholder consultations. The Service Provider should leverage its expertise in integrating all data, strategies, priorities and plans of the City not only on air quality and climate action, but in sustainable development goals and mandates of city departments and offices.
- D. ***Integration of the targets and measures defined in the QC AQMP in the update of the City's key plans*** – participate in activities and processes relative to the updating of key plans of the City Government, such as but not limited to the Comprehensive Development Plan and Comprehensive Land Use Plan, to ensure that the programs, projects, and activities defined by the AQMP are captured in city development plans.

## **Activity 2. Quezon City air quality data analysis towards integrated action**

The Service Provider shall ensure the continuous institutional strengthening and skills training of the Climate Change and Environmental Sustainability Department (CCESD) and the AQM – TWG on the use of air quality data collected from the Quezon City Air Quality Monitoring (AQMt) Network. The results shall be used to prioritize actions, design projects and programs, develop policies, monitor outcomes of measures, and provide public advisories. Technical guidance on the operation, maintenance, continuous data analysis and interpretation, and expansion of the QC AQMt Network shall also be provided, building on the systems and methods established, and success factors of previous AQM Projects.

### ***Sub-Activities:***

- A. ***Technical support in the continuous expansion of the Quezon City Air Quality Monitoring Network*** – adopt the current spatial approach to ensure that the City can continue to maximize the use of available monitoring resources while also assessing other technology options for air sensing to ensure the balance of data and resource availability, recognizing the challenge of financial costs related to air quality monitoring. The technical support will enable the City to (1) meet the air quality monitoring needs, (2) identify additional priority and representative sites, and (3) evaluate air quality impacts of AQMP measures implemented.
- B. ***Conduct of air quality modeling for detailed impact assessments*** – building on the outcomes of the detailed emissions inventory completed under the QC AQM Project Phase I, and the air quality and meteorological data from the QC AQMt Network, perform a detailed air quality dispersion modelling to estimate air quality concentrations at the grid-level (e.g., can be 250 x 250 meter grid). This will provide air quality data even in locations without air quality monitoring instruments and lead to more detailed health and economic (health costs) impact assessments. The estimation of air quality data per grid in the city can also inform where monitoring instruments can be added or removed, resulting in more efficient use of the city's resources.
- C. ***Development of guidelines on school response and suspensions due to air pollution episodes*** – co-develop with the Air Quality TWG a local guideline on responding to air pollution episodes particularly for schools using air quality data from the AQMt Network and as guided by strategies implemented in other countries. The document will serve as basis in implementing measures specific to the protection of students from air pollution exposure.
- D. ***Integration of the city's air quality knowledge base in the update of the city's key plans*** – facilitate integration of the air quality knowledge base in the update of the ecological profile in the city's key plans, such as but not limited to the Comprehensive Development Plan and Comprehensive Land Use Plan.

### Activity 3. Stakeholder engagement for air quality actions

In line with existing guidance frameworks and building on the Air Quality Communication Plan developed in the QC AQM Phase I, the Service Provider shall provide assistance and support to increase awareness of QCitizens to change attitudes and behaviors towards air pollution solutions and gain stronger public support on AQMP policies and measures implemented.

#### **Sub-Activities:**

- A. **Development and roll-out of IEC materials** – building on the Quezon City Air Quality Communication Plan, stakeholder workshops conducted, and infographics developed in Phase I of the QC AQM Project, the Service Provider will co-develop supplementary educational and communication materials with various Quezon City offices and stakeholders. In line with recommendations from stakeholders during meetings, inclusive materials that are specific to age-group and sector (the youth, PWDs, sustainable transport, and women) will be developed and disseminated through various platforms to ensure increase in reach and impact. To supplement the online infographics published in Phase I, additional publication materials suitable for print and broadcast media, together with 1-minute videos for social media, public digital boards, and transportation advertising (i.e., QC Bus), will also be co-developed and produced with relevant city departments/offices. Aside from an online/digital approach, key materials will be printed in the form of reusable laminated flipcharts, posters, tarps, etc. for use in Activity 3.B, community health centers, public markets, and schools.
- B. **Building capacity on air quality action at the community level** –develop and deliver capacity building programs on air quality actions for community leaders and organizations to increase their skills and strengthen their ownership and leadership in communicating air quality solutions to the general public, and in implementing solutions on-the-ground. In close coordination with the Barangay and Community Relations Department (BCRD), Barangay representatives (i.e., Barangay Captains and Kagawad) will be invited to attend learning sessions, with priority on sites with air quality monitors and future target monitoring sites. Building on the successful stakeholder workshops in Phase I, the Service Provider will also work closely with City-registered Civil Society Organizations (CSOs) focused on the youth, PWDs, sustainable transport, and women. Community health workers will be engaged and trained through partnership with the City Health Department (CHD), highlighting the discussions on how air pollution is also a public health concern. The communities engaged during these capacity building programs will also be encouraged to be part of the “QC Advocates for Cleaner Air”. The clean air advocates will support the Quezon City Government in monitoring activities near the stationed air quality sensors such as fire, outdoor cooking and/or grilling, use of fireworks or firecrackers, construction works, and traffic by reporting these activities through an online form.
- C. **Stakeholder perception analysis** – to assess the public’s increase in awareness and the resulting change in perception and behavior towards air quality action, an annual perception survey will be conducted as a follow-up to the first survey under Phase I of the QC AQM Project. Similar to the per-barangay approach previously employed, the surveys will be deployed through the barangays and in online platforms, with support from registered CSOs engaged under Activity 3.B and sectors directly involved in the implementation of AQMP measures. The results of the series of surveys can provide insight not only on the level of air quality awareness and the implementation of the Communication Plan, but also on determinants of reception to information and policies related to air quality management. The analysis will include assessment in the context of societal and behavioral change to ensure socioeconomic viability and inclusivity of strategies and actions.
- D. **Conduct of a QC Clean Air Conference** – to highlight the efforts of the Quezon City Government and the QCitizens in the improvement of air quality in the City, a ‘QC Clean Air Conference’ will be organized by the Service Provider. The event will showcase the AQMP outcomes, the QC AQMt Network, and the efforts of volunteers who have actively participated

in the implementation of the Phase I and II of the QC AQM project. Progress on the AQMP implementation and the community-developed project ideas will also be highlighted.

### **III. PROJECT SCOPE OF WORK AND EXPECTED OUTPUT**

The following are the corresponding outputs of the activities to be undertaken for this Project:

<b>Scope of Work</b>	<b>Expected Outputs</b>
Activity 1 - Implementation of the AQMP	<ul style="list-style-type: none"> <li>• Monitoring and Evaluation Tool</li> <li>• Project Briefs of co-developed additional project for air quality improvement</li> <li>• AQMP implementation report</li> </ul>
Activity 2 - Quezon City air quality data analysis towards integrated action	<ul style="list-style-type: none"> <li>• Guidelines on school response and suspensions due to air pollution episodes</li> <li>• Quezon City air quality data to action report</li> <li>• Air quality modelling and impact assessment report</li> </ul>
Activity 3 - Stakeholder engagement for air quality actions	<ul style="list-style-type: none"> <li>• Perception survey analysis report</li> <li>• Information and dissemination materials in the form of social media posts, videos, online news reports, policy briefs, and other publication materials</li> <li>• Community capacity building reports</li> <li>• Quezon City Clean Air Conference and event report</li> </ul>

The Service Provider shall cover the costs for activities that would require venue, food and other logistics.

All outputs prepared by the Service Provider under this Project shall be submitted to the City Government through the Climate Change and Environmental Sustainability Department (CCESD) and shall also be exclusively owned by the Quezon City Government.

### **V. PROJECT STANDARDS & REQUIREMENTS**

#### **Minimum Qualifications and Requirements**

##### **Track Record**

1. The Service Provider should have at least three (3) years of actual experience in the conduct and implementation of air quality management activities; and
2. The Service Provider should have a single largest similar completed contract within the last three (3) years which must be at least fifty percent (50%) of the Project Cost.

The Service Provider must execute a statement of all its ongoing and completed government and private projects relative to the conduct of air quality management as well as other related projects as part of the Technical Requirements.

##### **Organization**

The Service Provider should have an established Organizational Structure that clearly identifies the line of authority and responsibility as well as the specific divisions/sections dedicated to the needed service 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	Personnel Minimum Qualifications
Project Manager	Must be a Filipino with a degree in Environmental Science/Management, Planning, Urban Planning, Engineering or any field related to air quality management.  With at least three (3) years experience in their respective fields of expertise.
Air Quality Specialist – Air Quality Monitoring	
Air Quality and Health Modelling Specialist	
Meteorology and Modelling Expert	
Data and GIS Specialist	
Sustainable Transportation Expert	
Communication Specialist	
Air Quality Policy and Planning Specialist	
Urban/Environmental Planning Specialist	
Sectoral Air Quality Management Program Expert	
Capacity Building Specialist	

The Service Provider shall submit the complete list of Key Expert with their corresponding qualifications, accompanied/supported with the following documentary requirements as part of the Technical Requirements:

- Original copy of Resume or Bio-data
- Photocopy of Diploma
- Photocopy of Professional License (if applicable)

### Detailed Work Plan

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

## **VI. BID EVALUATION METHODOLOGY**

The evaluation of bids shall follow the Quality-Cost Based Evaluation Procedure where the merits of both the Technical and Financial Proposals of the bidders shall be considered. The Technical and Financial Proposals shall be given the corresponding weights as follows:

Proposals	Perfect Score
Technical Proposal	85%
Financial Proposal	15%
<b>TOTAL</b>	<b>100%</b>

## **VII. PROJECT IMPLEMENTATION AND DURATION**

The delivery of the expected outputs shall commence from the receipt of Notice to Proceed until December 31, 2024.

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

The Approved Budget for the Contract is **Seven Million Five Hundred Fifty-nine Thousand Seven Hundred Seventy-nine Pesos (Php 7,559,779.00)**. The Service Provider shall be paid on the following tranches:

<b>Tranches</b>	<b>Description</b>	<b>Amount (Php)</b>	<b>Target Date</b>
50%	Upon Submission and Approval of the following:  i. Monitoring and evaluation tool ii. Project briefs of co-developed additional project for air quality improvement iii. First Quezon City air quality data to action report iv. Perception survey analysis report	3,779,889.50	Within three (3) months from the signing of the Contract
50%	Upon Submission and Approval of the following:  i. Information and dissemination materials in the form of social media posts, videos, online news reports, policy briefs, and other publication materials ii. Guidelines on school response and suspensions due to air pollution episodes iii. Second Quezon City air quality data to action report iv. Air quality modelling and impact assessment report v. Community capacity building reports vi. AQMP implementation report vii. Quezon City Clean Air Conference and event report	3,779,889.50	Within six (6) months from the signing of the Contract
<b>100%</b>		<b>7,559,779.00</b>	

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

The City may, without prejudice to other remedies against the Service Provider, 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 Service Provider 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



JOEMAR V. CAPILI  
TWG Member



GLAIZA D. ESPARRAGO  
TWG Member

Noted by:



ANDREA VALENTINE A. VILLAROMAN

Department Head

Climate Change and Environmental Sustainability 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 ten (10) 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