

PHILIPPINE BIDDING DOCUMENTS

Procurement of CONSULTING SERVICES

Government of the Republic of the Philippines

***CONSULTANCY SERVICES FOR THE SLOPE STABILITY ANALYSIS AND
DETAILED ENGINEERING DESIGN OF THE PROPOSED RETAINING
WALL AT BAYANIHAN STREET, LITEX ROAD AT BARANGAY
COMMONWEALTH***

CONSUL-24-008

Approved Budget for the Contract:

***Seven Million One Hundred Twenty-One Thousand Six Hundred Pesos and
00/100 Only
(Php 7,121,600.00).***

**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 Section II. Instruction to Bidders (ITB) and Section IV. General Conditions of Contract (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, Section III. Bid Data Sheet (BDS), and Section V. Special Conditions of Contract (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 Section VII. Bidding Forms of Part II since these provide important guidance to Bidders.
- (e) The criteria for evaluation and the various methods of evaluation in the ITB should be carefully reviewed. Only those that are selected to be used for the procurement in question should be retained and expanded, as required in the BDS. The criteria that are not applicable should be deleted from the BDS.

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

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Section I. Request for Expression of Interest

Notes on Request for Expression of Interest

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

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

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

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

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

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

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



Republika ng Pilipinas

Lungsod Quezon

BIDS AND AWARDS COMMITTEE ON INFRASTRUCTURE & CONSULTANCY

Second Floor, Civic Center Building F, Quezon City Hall Complex, Elliptical Road, Quezon City

8988-4242 local 8712 / 8710 / 8709

bacinfra.procurement@quezoncity.gov.ph



September 10, 2024

REQUEST FOR EXPRESSION OF INTEREST FOR

CONSULTANCY SERVICES FOR THE SLOPE STABILITY ANALYSIS AND DETAILED ENGINEERING DESIGN OF THE PROPOSED RETAINING WALL AT BAYANIHAN STREET, LITEX ROAD AT BARANGAY COMMONWEALTH

1. The ***Quezon City Local Government***, through the 2024 General Fund intends, to apply the sum of ***Seven Million One Hundred Twenty-One Thousand Six Hundred Pesos and 00/100 Only (Php 7,121,600.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***project number CONSUL-24-008***. 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 Slope Stability Analysis and Detailed Engineering Design of the Proposed Retaining Wall at Bayanihan Street, Litex Road at Barangay Commonwealth***. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **September 23, 2024 – 9:00AM**. at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**.

Eligibility Check will be on **September 23, 2024 – 10:00 AM**. at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**, simultaneously via Zoom (virtual platform). Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

Virtual Conference (ZOOM APP)

Meeting ID: 810 3646 5257

Password: 201522

3. Interested bidders may obtain further information from ***Quezon City Local Government*** and inspect the Bidding Documents at the address given below from **8:00 a.m. – 5:00 p.m.**
4. A complete set of Bidding Documents may be acquired by interested Bidders on **September 11, 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	50 %
Qualification of personnel	30 %
Current workload relative to capacity	20 %

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

ATTY. DOMINIC B. GARCIA

OIC, Procurement Department

2nd Floor, Procurement Department,

Finance Building, Quezon City Hall Compound

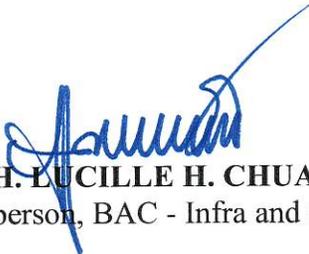
Elliptical Road, Barangay Central Diliman, Quezon City.

Tel. No. (02)8988-4242 loc. 8506/8710

Email Add: bacinfra.procurement@quezoncity.gov.ph

Website: www.quezoncity.gov.ph

By:


ARCH. LUCILLE H. CHUA, fuap, piep
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	<i>CONSULTANCY SERVICES FOR THE SLOPE STABILITY ANALYSIS AND DETAILED ENGINEERING DESIGN OF THE PROPOSED RETAINING WALL AT BAYANIHAN STREET, LITEX ROAD AT BARANGAY COMMONWEALTH</i>
1.3	No further instructions.
2.19(a)(i)	The Bidder shall also submit the following “Class A” documents with the Valid PhilGEPS Certificate of Registration: <ol style="list-style-type: none"> 1. Valid DTI Registration Certificate or SEC Registration 2. Valid Mayor’s/Business Permit or its Equivalent Document; 3. Valid Tax Clearance; 4. Audited Financial Statement for the last two (2) consecutive years
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within <i>ten (10) years</i> prior to the deadline for the submission and receipt of eligibility documents.
2.1(a)(ii.7)	Certificate of Satisfactory Completion or equivalent document issued by the client, in case of a completed contract, shall be acceptable
4.2	Each prospective bidder shall submit one (1) original and one (1) copy of its eligibility documents.
4.3 (c)	<i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i> <i>Procurement Department 2nd Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City</i>
4.3 (d)	<i>State specific details concerning the identification of the Project</i> <i>Request for Expression of Interest</i> <i>CONSUL-24-008 – CONSULTANCY SERVICES FOR THE SLOPE STABILITY ANALYSIS AND DETAILED ENGINEERING DESIGN OF THE PROPOSED RETAINING WALL AT BAYANIHAN STREET, LITEX ROAD AT BARANGAY COMMONWEALTH</i>
5	The address for submission of eligibility documents is: <i>QUEZON CITY GOVERNMENT</i> Quezon City Hall Compound Barangay Central, Quezon City <i>ATTY. DOMINIC B. GARCIA</i> <i>Procurement Department</i>

	<p><i>2nd Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City 8988-4242 loc. 8709/8710 Email Add: bacinfra.procurement@quezoncity.gov.ph Website: www.quezoncity.gov.ph</i></p> <p>The deadline for submission of eligibility documents is on or before September 23, 2024 – 9:00AM.</p>
8.1	<p>The place of opening of eligibility documents is 2nd Floor, Finance Building, Quezon City Hall Compound, simultaneously via Zoom (virtualplatform)</p> <p>Virtual Conference (ZOOM APP) Meeting ID: 810 3646 5257 Password: 201522</p> <p>The date and time of opening of eligibility documents is September 23, 2024 – 10:00 AM.</p>
9.1	<p>Similar contracts shall refer to the same nature as the project to be bid.</p>
9.2	<p>1. Set of Criteria</p> <p>Among others:</p> <p>1.1 Experience of the consultant – 50%</p> <p>1.2 Qualification of personnel to be assign – 30%</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
FOR THE
SLOPE STABILITY ANALYSIS AND DETAILED ENGINEERING DESIGN OF THE PROPOSED
RETAINING WALL AT BAYANIHAN STREET, LITEX ROAD AT BARANGAY COMMONWEALTH**

I. BACKGROUND

Slope stability issues commonly arise in both embankment and excavation of existing ground, particularly in instances where excessive pore water pressure accumulates during the rainy season or when the ground is unable to bear the surcharge loads. Consequently, an unstable slope presents an imminent peril to nearby residential neighborhoods and may cause potential disaster within the community. The scenario mirrors a situation already observed similar to an existing site in Barangay Bayanihan, Quezon City, where urgent measures are imperative to mitigate the hazardous condition of the terrain.



Figure 1
Existing Site Condition

To address the problem, the Local Government of Quezon City has proposed the construction of a retaining wall to protect vulnerable residents, along with the implementation of slope stabilization measures. These interventions are anticipated to enhance community safety and safeguard vital infrastructures within the site.

In addressing these imperatives, the following Terms of Reference (TOR) serve as a framework for executing the required initiatives, including the scope, objectives, and methodologies necessary for successful project implementation.



Figure 2
Project Location Site

II. PROJECT OBJECTIVES

The general objective of the study is the Detailed Engineering Design of a Retaining Wall and Slope Stabilization Analysis. The study shall cover the full length of the retaining wall and its back portion, which is sloping towards the top of the terrain.

This will be accomplished through the following sub-objectives:

- i. Assessment of the existing condition of the slope and identify the appropriate phasing of activities that prioritize the protection of the residents living at the toe of the slope;
- ii. Conduct a topographical survey and geotechnical exploration for engineering assessments of the existing site condition and for the subsequent determination of appropriate engineering measures that need to be undertaken;
- iii. Produce engineering drawings consequent to the detailed engineering design of the retaining wall, including slope stabilization measures, and erosion protection of the slope.

III. SCOPE OF WORK

The scope of the Consulting Services will involve surveys and investigations to be utilized in the preparation of the Detailed Engineering Design, which is the subject of this Terms of Reference (TOR).

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

A. General Scope of Works

1. Preliminary Assessment

Assessment of the existing condition on site including review of the previous and relevant data for the study.

2. Topographic Survey

Survey activities shall align with the specified requirements outlined in the DPWH Design Guidelines, Criteria and Standards (DGCS) Volume 2B – Engineering Surveys, 2015. The level of survey shall be tailored to the Detailed Engineering Design.

3. Geotechnical Exploration and Investigation

The geotechnical investigation program for retaining walls and slopes shall be conducted in accordance with Chapter IV, Part IV, Volume 2C, Geological and Geotechnical Investigations, DPWH Design Guidelines, Criteria and Standard 2016; Manual on Technical Requirements for Geotechnical Investigation of Public Works and Highways Projects; that include but not limited to the following:

- Spacing: The spacing of boring shall be at every 30m along the alignment of the retaining structure and every 45m at the back of the retaining structure, which is at the slope.
- Depth: Borings located along the alignment of the retaining structure should extend at least to a depth equal to the height of the retaining structure/slope. For borings located at the back of the retaining structure/slope, it should extend to a depth equal to twice the height of the proposed retaining structure. When bedrock is encountered before reaching the above specified depths, rocks cored should be obtained for a length of at least 5.0m.
- Location: The location of borings should be along the proposed alignment of the retaining structure.
- Evaluation: The character and engineering properties of the underlying strata must be determined and identified for the subsequent engineering analysis and recommendations for this study. The engineering properties of the underlying strata shall be determined based on the combination of laboratory testing, and/or empirical correlations with the results of Standard Penetration Tests (SPT). Subsequent recommendations of the geotechnical evaluation report shall be made based on the results of the investigations, laboratory testing, and engineering analysis undertaken in this study.

The recommendation shall consist of but not limited to the following:

- Recommended geotechnical parameters of soil and rocks such as shear strength parameters, elastic modulus, consolidation parameters, and lateral earth pressures.

- Site Geology and Soil Characteristics per DPWH-BSDS 2013 Section 3.5 or NSCP Section 208.4 as applicable.
- Recommended Foundation and its geotechnical capacities
- Recommended Soil Improvement (if deemed necessary)

4. Geological and Geohazard Assessment

The consultant shall undertake the Geological and Geohazard Assessment in accordance with the DGCS Volume 2A 2015 to determine the geology and identify the presence of geohazards that may affect the area and the proposed slope stabilization structures.

The Geological and Geohazard Assessment shall consist of, but not limited to the following:

- Review regional and local geology of the project area from published literature.
- Conduct geologic mapping to determine the lithology of the area as well as to delineate the presence of structural discontinuities such as joints and faults if there's any. Performed geohazard assessment in accordance with DGCS Volume 2A 2015 to identify risks associated with natural phenomena such as landslides, floods, earthquakes, among others.
- Results of the Geological and Geohazard assessment shall be incorporated in the Geotechnical Evaluation Report along with the produced geologic maps and geohazard maps.

Additionally, the Consultant shall coordinate with the Local Government of Quezon City to gather any available data relating to soil/geotechnical investigations at or near the site during the conduct of this study. The consultant shall also gather any relevant existing laws, codes or city ordinances related in this study.

B. DETAILED ENGINEERING DESIGN

1. Slope Stability Analysis

The slope stability study of the proposed retaining wall and slope must be conducted, and an appropriate engineering measure must be recommended to ensure the safety of the inhabitants located at or near the toe of the slope. The slope stability analysis shall be conducted using any slope stability software that can check various types of slip surfaces, such as surficial, local, deep-seated, or global slip surfaces. Furthermore, the slope stability model shall be subjected to various loading conditions such as normal, raised water level, seismic, and any other load conditions and loadings following the prevailing local code provisions and standards.

Moreover, the consultant shall check the site for various geotechnical issues such as foundation bearing failure, overturning, and sliding of retaining walls, slope instability, ground settlement or heave. These

geotechnical issues may be consequent to the construction of the proposed structures in combination with the site's existing condition.

2. Hydrological and Hydraulic Analysis

a. Basic Analysis

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

b. Rainfall Analysis

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

3. Prepare a Detailed Engineering Design of the retaining wall alignment and appurtenances containing the following but not limited to:

a. Structural Plans and Civil Works

b. Topographical Maps

c. Idealized Soil Profile

d. Cost Estimates/ Unit Cost Analysis

e. Indicative construction Schedule

4. Prepare the Bidding Documents for the procurement of a contractor for the construction of the proposed project following the provisions of the existing procurement laws.

5. Develop and submit one (1) set of the original copies of the Detailed Engineering Design in Mylar and corresponding electronic files.

IV. GENERAL REQUIREMENTS

The Detailed Engineering Design of the proposed project shall be governed by the following Design Codes and Standards, as a minimum:

- Presidential Decree (PD) No. 1096, National Building Code of the Philippines
- National Structural Code of the Philippines (NSCP) Volume 1, 2015
- Batas Pambansa 344, An Act to Enhance the Mobility of Disabled Persons
- DPWH Standard Specifications Volume II of 2013
- DPWH Design Guidelines, Criteria and Standard 2015 Volumes 2A, 2C, and 5.
- DPWH Bridge Seismic Design Standard 2013.

V. ENGAGEMENT

The Consultancy Services shall be implemented within six (6) months duration:

B. Time Schedule of Personnel

TIME SCHEDULE OF PROFESSIONAL PERSONNEL																										
Name	Position	Months (in the form of a bar chart)																								No. of Months
		Month 1				Month 2				Month 3				Month 4				Month 5				Month 6				
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	
A. Key Staff																										
1. To be Named	Geotechnical Engineer (Team Leader)	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	6.00
2. To be Named	Civil Works/Structural Engineer			■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	5.00
3. To be Named	Geodetic Engineer				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	2.00
4. To be Named	Hydrologist/Drainage Engineer				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	2.00
5. To be Named	Quantity and Cost Engineer																■	■	■	■	■	■	■	■	2.00	
6. To be Named	Contract and Procurement Specialist																■	■	■	■	■	■	■	■	2.00	
																								SUB-TOTAL	19.00	
B. Technical and Administrative Support Staff																										
1. To be Named	Civil Engineer	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	6.00
2. To be Named	CAD Operator (2)				■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	8.00
3. To be Named	Administrative Officer	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	■	6.00
																								SUB-TOTAL	20.00	
																								GRAND TOTAL	39.00	

VI. IMPLEMENTATION ARRANGEMENTS

Data and Assistance to be Provided by the Quezon City LGU

- Copies of available data and information that would be essential in carrying out the services required in the scope of works.
- Liaison and coordination with other agencies necessary for the performance of the services
- Venue and logistics for relevant activities, meetings, etc.

A. ROLES OF THE PROPONENT

1. Oversee the consultant with regard to the conduct and implementation of the study.
2. Facilitate regular coordination meetings among the consultant and other relevant offices and agencies to facilitate the smooth conduct and implementation of the study.
3. Provide access to project information, including project documents, assessments, and other related studies that are relevant to the project.
4. Provide technical and operational support to the consultant when deemed necessary.
5. Review and approve documents prior to acceptance and turnover.
6. Secure timely preparation of payment and release of consultant's fee.

B. ROLES OF THE CONSULTANT

1. Perform all activities specified in the scope of work and deliver all corresponding deliverables in accordance with the agreed timeline.
2. Manage arrangements for all activities before, during, and after the preparation and conduct of the Detailed Engineering Design and provide corresponding sufficient logistics, equipment, facilities, and manpower. No cost for such arrangements shall be borne by the Client.
3. Ensure that all work at the stages of data gathering, site inspections, and preparation of the feasibility study shall be carried out efficiently and effectively.
4. Inform the Authority of critical events during the conduct of the study, especially when such events can potentially affect the project implementation.
5. Responsible for the filing and application as well as the preparation and collation of relevant documentary requirements for the conduct of the Study.
6. Provide a report of deliverables as well as proceedings of meetings, workshops, or planning sessions.
7. Amend the documents and reports until approved by the Client, prior to turnover.
8. Ensure compliance of design to codes and standards.
9. Provide catch-up plans or measures to undertake in the event of unforeseen events such as COVID-19 surges, and natural disasters and implement them as necessary.

VII. OWNERSHIP OF DOCUMENTS AND CONFIDENTIALITY AGREEMENT

- A. The ownership and rights thereto of all designs, drawings, specifications, and copies thereof, including electronic files prepared and furnished by the Consultant in the performance of the services subject to the Agreement shall be vested to the Client.
- B. All data and information related to this project shall be treated with strict confidentiality and shall not be disclosed without the written consent of the Client.
- C. The Consulting Firm, including its affiliates, shall abide by and comply with all applicable laws, rules, and regulations of any Philippine government or regulatory body having jurisdiction over their professional practice and the services provided in the agreement.

VIII. PAYMENT DETAILS AND DELIVERABLES

The Approved Budget for the Contract (ABC) of Consultancy Services is **Seven Million One Hundred Twenty-one Thousand Six Hundred Pesos (PHP 7,121,600.00)**, inclusive of tax and other incidental expenses, and printing of reports and deliverables. The ABC shall cover the following:

- A. Remuneration and professional fees
- B. Incidental expenses include costs for site assessment, engineering surveys and tests.
- C. Billing for remuneration and professional fees shall be in accordance with the following delivery schedule and subject to the usual Government accounting and auditing requirements:

DELIVERABLES / ACTIVITIES	TIMELINE	PAYMENT
Submission of Inception Report	1 month from receipt of NTP	20%
Submission of Progress Report (Initial Survey Reports)	2 months from receipt of NTP	30%
Submission of Draft Detailed Engineering Design and Report	5 months from receipt of NTP	35%
Submission of Final Detailed Engineering Design and Report	6 months from receipt of NTP	15%

The consulting services for Slope Stability Analysis and Detailed Engineering Design of the Proposed Retaining all at Bayanihan Street, Litex Road at Barangay Commonwealth, Quezon City shall be valid until December 31, 2024 upon issuance of Notice to Proceed.

IX. QUALIFICATIONS OF THE FIRM

The participating bidder shall be a registered local firm who may be a sole proprietorship, partnership, corporation, or joint venture pursuant to RA 9184 Implementing Rules and Regulations 2016 (Section 23.4.2.1)

PARTICULAR	REQUIRED QUALIFICATIONS
1. Experience	With at least ten (10) years of similar (e.g., retaining walls, slope protection, cut/fill slopes) or relevant infrastructure experience related to this TOR
2. Minimum Number of Projects Undertaken	Have successfully undertaken and completed at least one (1) related infrastructure project within the last five (5) years
3. Single Largest Completed Contract (SLCC)	Have completed at least one (1) e.g., retaining wall, slope protection, cut/fill slopes, or related infrastructure project relevant to this TOR having a cost equivalent to at least 50% of the ABC

X. QUALIFICATION OF THE PERSONNEL

The proposed activities shall be undertaken by a Team composed of the following key experts and technical and support personnel, and their corresponding qualifications:

PERSONNEL	GENERAL EXPERIENCE	RELEVANT EXPERIENCE
Geotechnical Engineer/ Team Leader	Licensed Civil Engineer	<ul style="list-style-type: none"> Has at least 5 years of continuous experience in undertaking feasibility studies and detailed engineering design as a geotechnical engineer Has satisfactorily completed at least 5 related studies or project developments
Geodetic Engineer	Licensed Geodetic Engineer	<ul style="list-style-type: none"> Has at least 5 years of continuous experience in undertaking feasibility studies and detailed engineering design as a geodetic engineer Has satisfactorily completed at least 5 related studies or project developments
Hydrologist/Drainage Engineer	Licensed Civil Engineer	<ul style="list-style-type: none"> Has at least 5 years of continuous experience in the field of hydrology and drainage design. He/She must be familiar and adept with pertinent technologies in hydrology research and design of drainage and flood control structures.

Civil Works/Structural Engineer	Licensed Civil Engineer	<ul style="list-style-type: none"> Has at least 5 years of cumulative experience as a structural engineer in detailed engineering design and preparatory works.
Quantity and Cost Engineer	Licensed Civil Engineer	<ul style="list-style-type: none"> Has at least 5 years of continuous experience in undertaking feasibility studies and detailed engineering design as a quantity/cost engineer
Contract and Procurement Specialist	Licensed Civil Engineer	<ul style="list-style-type: none"> Has at least 5 years of continuous experience in the preparation of bid/contract documents together with other relevant data required and prequalification documents.

Technical and Administrative Support Staffs:

- Civil Engineer
- CAD Operator
- Administrative Staff

The Consultancy Firm (CF) may also hire, as it deems necessary and at its own expense, additional experts and/or support staff to ensure the quality and timely delivery of the scope of work of the consultancy service.

SUMMARY OF COSTS	
Item	Cost (PhP)
A. Remuneration and Professional Fees (≥ 20 Personnels)	4,680,000.00
B. Actual Ground Investigation / Activity	1,750,000.00
C. Preparation of Reports / Consumables	130,000.00
D. Sub Total	6,560,000.00
E. Taxes (12% VAT)	561,600.00
Total Amount of Financial Proposal	7,121,600.00

XI. PROCUREMENT OF CONSULTING SERVICES

For the purpose of procuring the services of Consultant / Contractor for this undertaking, the Revised IRR of the Republic Act 9184 shall govern. An "Instruction to Bidders" (ITB) shall be issued detailing the requirements and procedures as provided in the IRR, which includes the following:

- A. The Quality-Cost based evaluation procedure shall be adopted in this bidding;
- B. There should be only (3) three consultants to be shortlisted. The Eligibility criteria and rating system for short listing of consultants:
 1. Applicable experience of the consultant and members in case of joint ventures, considering both the overall experiences of the firm or, in the case of new firms, the individual experiences of the principal

- and key staff, including the times when employed by other consultants (Weight: 50%);
2. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (Weight: 30%); and
 3. Current workload relative to capacity (Weight: 20%).
 4. The minimum Eligibility Score is 70%.
- C. The technical proposal together with the financial proposal shall be considered in the evaluation of consultant / contractor. The technical proposals shall be evaluated first using the following criteria:
1. Quality personnel to be assigned to the project which covers suitability of key staff to perform the duties of the particular assignments and general qualifications and competence including education and training of the key staff such as but not limited to Registered/Licensed Civil Engineer(s), Registered/Licensed Geodetic Engineer(s); - (Weight 50%)
 - a) Registered/Licensed Civil Engineer(s), as deemed necessary – at least five (5) years of continuous experience in undertaking feasibility studies and detailed engineering design as a geotechnical engineer; and
 - b) Registered Civil Engineer(s), as deemed necessary - at least five (5) years of experience on the relevant task(s) to be undertaken;
 2. Experience and capability of the Consultant / Contractor which include records previous engagement and quality performance in similar and in other projects; relationship with the previous and current clients and overall work commitments, geographical distribution of current / impending projects and attention to be given by the Consultant / Contractor. The experience of the Consultant / Contractor to the project shall be considering both the overall experiences of the firm and the individual experiences of the principal and key staff including the times when employed by other consultants; and - (Weight 30%).
 3. Plan of approach and methodology with emphasis on the clarity, feasibility, innovativeness and comprehensiveness of the plan approach and the quality of interpretation of the project problems, risks and suggested solutions. - (Weight 20%)
 4. The minimum Technical Score is 70%.
- D. All conditions for recommendations shall be in consideration with the minimum disturbance to the occupants both on the subject structure and other nearby buildings;

- E. All procedures shall be able to satisfy the "**LIFE SAFETY OBJECTIVE**" since the structure is one of the essential facilities;
- F. The financial proposal of Consultant / Contractor who meet the minimum technical score shall be opened; and
- G. In identifying the Highest Rated Bid, the Technical Proposal shall be given a weight 60% while the Financial Proposal shall have 40%.

XII. TERMS IN CANCELLATION OF CONTRACT

Adopts the GPPB Resolution No. 018-2004 dated December 22, 2004, Annex "A" - GUIDELINES ON TERMINATION OF CONTRACTS.

Prepared by:


ENGR. FREDISWINDA DE GUZMAN,
Head, Planning and Design Division

Approved by:


ATTY. ENGR. MARK DALE DIAMOND PERRAL
City Engineer, Department of Engineering

“ANNEX A”

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 : _____

“ANNEX D”

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