

PHILIPPINE BIDDING DOCUMENTS

Procurement of CONSULTING SERVICES

Government of the Republic of the Philippines

***CONSULTANCY SERVICES FOR STRUCTURAL AND SEISMIC
ASSESSMENT OF THE QUEZON MEMORIAL SHRINE AT QUEZON CITY
MEMORIAL CIRCLE***

CONSUL-24-009

Approved Budget for the Contract:

***Five Million Eight Hundred Thousand Pesos and
00/100 Only
(Php 5,800,000.00).***

**Fifth Edition
August 2016**

Preface

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

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

In order to simplify the preparation of the Bidding Documents for each procurement, the PBDs groups the provisions that are intended to be used unchanged in Section II. Eligibility Documents of Part I; and 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 STRUCTURAL AND SEISMIC ASSESSMENT OF THE QUEZON MEMORIAL SHRINE AT QUEZON CITY MEMORIAL CIRCLE

1. The ***Quezon City Local Government***, through the 2024 General Fund intends, to apply the sum of ***Five Million Eight Hundred Thousand Pesos and 00/100 Only (Php 5,800,000.00)*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***project number CONSUL-24-009***. 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 Structural and Seismic Assessment of the Quezon Memorial Shrine at Quezon City Memorial Circle***. 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 – 10:00AM**. 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 STRUCTURAL AND SEISMIC ASSESSMENT OF THE QUEZON MEMORIAL SHRINE AT QUEZON CITY MEMORIAL CIRCLE</i>
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"> Valid DTI Registration Certificate or SEC Registration Valid Mayor’s/Business Permit or its Equivalent Document; Valid Tax Clearance; 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)	<p><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p><i>Procurement Department 2nd Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City</i></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><i>CONSUL-24-009 – CONSULTANCY SERVICES FOR STRUCTURAL AND SEISMIC ASSESSMENT OF THE QUEZON MEMORIAL SHRINE AT QUEZON CITY MEMORIAL CIRCLE</i></p>
5	<p>The address for submission of eligibility documents is:</p> <p><i>QUEZON CITY GOVERNMENT</i> Quezon City Hall Compound Barangay Central, Quezon City</p> <p><i>ATTY. DOMINIC B. GARCIA</i> <i>Procurement Department 2nd Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City</i></p>

	<p>8988-4242 loc. 8709/8710 Email Add: bacinfra.procurement@quezoncity.gov.ph Website: www.quezoncity.gov.ph</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	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 – 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

CONSULTANCY SERVICES FOR STRUCTURAL AND SEISMIC ASSESSMENT OF THE QUEZON MEMORIAL SHRINE AT QUEZON CITY MEMORIAL CIRCLE

1. INTRODUCTION

The "Big Ones" applies to a scenario wherein movements along the Valley Fault System (VFS) could trigger a 7.2 magnitude quake. The VFS is composed of two (2) fault segments:

1. The 10-kilometer-long East Valley Fault (EVF) in Rizal; and
2. The 100-kilometer-long West Valley Fault (WVF) that runs through different cities and towns of Bulacan, Rizal, Metro Manila and Cavite.

A collaborative research endeavor between the Philippine Institute of Volcanology and Seismology (Phivolcs) and Geosciences Australia, conducted under the auspices of the Risk Analysis Project (RAP), has extensively investigated the dynamics of the WVF. The study underscores the seismic vulnerability inherent within the region, particularly emphasizing the potential for a seismic event of 7.2 magnitude or higher originating from the WVF.

According to the findings, densely populated urban centers such as Quezon City and Manila are identified as being particularly susceptible to significant casualties in the event of such a seismic occurrence. This highlights the critical importance of implementing comprehensive seismic risk mitigation strategies and robust preparedness measures within the affected regions.

2. RATIONALE

The Quezon Memorial Shrine stands proudly within the expansive Quezon Memorial Circle (QMC) in Quezon City. The shrine has an equilateral triangular base serving as the mausoleum of President Quezon and his wife, Aurora Aragon. Surmounting the base are three pylons measuring 66 meters in height, representing Quezon's age upon his death and the three major islands of the Philippines. Above the pylons are Art Deco statues of three angels holding sampaguita funerary wreaths.

Given the recent findings from the rapid assessment by the Quezon City Department of Engineering, it is imperative to conduct a thorough structural investigation of the Quezon Memorial Shrine to ascertain its integrity and resilience against potential seismic hazards.

The assessment's disclosure of a 0.5 score, indicative of a significant probability of collapse during a moderate seismic event, underscores the urgent need for proactive measures to ensure the safety of public and preserve this culturally significant landmark. With a calculated probability of approximately 31.62% of collapse under such circumstances, it becomes evident that the current structural integrity of the shrine may not meet the minimum safety standards, which typically demand a 1-2% chance of collapse to mark a structure as safe.



Given the symbolic and historical importance of the Quezon Memorial Shrine, retrofitting interventions should be considered alongside the structural investigation. Retrofitting measures can enhance the shrine's ability to withstand seismic forces, thereby mitigating the risk of collapse and safeguarding the structure for future generations.

By commissioning a comprehensive structural assessment and potentially implementing retrofitting measures, we can ensure the continued preservation of the Quezon Memorial Shrine while enhancing its resilience against seismic threats. This proactive approach aligns with the broader goal of bolstering seismic resilience within vulnerable urban centers like Quezon City.

3. OBJECTIVES

The Quezon City Government (QCG) intends to engage the services of a consulting firm to conduct structural audit and investigation, and prepare the appropriate structural repair and/or retrofitting design for the building.

The general objectives of the project are:

- Determine if the building meets the Basic Performance Objective for Existing Buildings (BPOE), as per provisions of ASCE 41-17 for structures that fall under Risk Category III, defined by the International Building Code (IBC 2018). And should the structure or its components fall short of the defined performance objective;
- Provide the most cost-efficient retrofit scheme to increase either the global or local structural behavior of the inadequately reinforced main structural components, in order for the overall structure to attain the desired performance objective.

4. EVALUATION PHASE

A. EVALUATION PROCEDURE

1. The desired Performance Objective shall be selected. The corresponding Structural Performance Level and Seismic Hazard Level Shall be determined in accordance with the appropriate Risk Category that the Structure falls under.
2. The As-Built Information of the structure shall be determined through Data Gathering. This shall include but is not limited to Ocular Inspection, Physical measurement of the Structural members, Rebound Hammer Tests, and Extraction of Concrete Core Samples and Rebar Samples. The data gathered and the results of the laboratory material tests will be used to develop the Three (3) Dimensional Structural Model(s).
3. The Structural Model(s) shall be used in both Tier 1 Screening Procedure, and Tier-2 Deficiency-Based Procedure. From the two-tiered evaluations, the screening procedure or Tier 1 shall be initially accomplished to quickly identify the potential deficiencies. If there are deficiencies found in Tier 1 Screening Procedure, then a Tier 2 Deficiency-Based Procedure will be conducted for a more detailed



evaluation of the said building in order to address the observed and calculated inadequacies in Tier 1 analysis. If necessary, the most appropriate and cost-effective retrofit scheme will be recommended based on the results of these two (2) structural evaluations.

B. EVALUATION LIMITATIONS

The study will primarily focus on the Structural checklist, excluding nonstructural elements such as fire protection, electrical, electronic, drainage, sewage, sewerage, and mechanical systems. A comprehensive evaluation of all structural members will be undertaken to thoroughly assess the building's strength. The preferred location for obtaining testing samples should be easily accessible. However, if deemed necessary, testing may extend to structural elements concealed by cladding or architectural finishes. The consultant will be responsible for dismantling and restoring areas necessary to access structural elements, ensuring minimal disruption and selective removal of essential sections for required samples. It is crucial to emphasize that the removal of architectural finishes will be limited to readily available materials in the market, preserving significant or historically pertinent features in line with the structure's symbolic and historical importance. Adherence to strict protocols will be maintained to prevent any harm or disruption to these finishes. Furthermore, oversight of the restoration phase upon completion of the assessment and evaluation of the necessity of verifying in-situ material strength and physical dimensions of the supporting building will be conducted meticulously.

C. EVALUATION PARAMETER

a. PERFORMANCE LEVEL

The building will be evaluated under the performance objective category of Basic Performance Level for Existing Buildings (BPOE). For new structures, high probability of safety against seismic forces will have, in comparison a marginal cost, due to design flexibility and assurance of construction quality control. Whereas for existing buildings, achieving equivalent performance will be too costly. BPOE targets a reduced performance, with a reasonable confidence in safety in recognition of the constraints for existing buildings.

b. RISK CATEGORY

The structure is not considered as an essential facility that is critical to the function of its community, and the loss of human life is not considered to be significant in the event of a possible structural failure of the building. As such the structure will be deemed under Risk Category II.

D. STRUCTURAL PERFORMANCE LEVEL

The structural members will be then evaluated to attain the Collapse Prevention Performance Level, in accordance to the risk category of the structure.



In this level, the structure is expected to undergo large permanent lateral deformation of the structure. There will be significant risk of injury caused by falling hazards from structural debris, and repair of structure might not be economical nor feasible. The structure may not also be capable to resist succeeding seismic events or aftershock activity.

However, all significant components the structure will be able to resist the initial seismic event, and the gravity load-resisting system will be retained.

5. DATA GATHERING

A. In-situ Geometry and Reinforcements

An ocular inspection will be undertaken to observe possible cracks, their extent, orientation, and manifestations, as well as deflections, deterioration, and/or damages to the structural member elements. The ocular inspection will be limited only to the exposed structural elements.

Actual physical measurements will be conducted on all visible structural members in all levels of the structure will be drawn to scale. Rebar scanning will also be performed to determine the number, diameter, and location of the reinforcements of the existing structural members. The output for these two procedures will be the "Near As-built" Structural Drawings.

B. In-situ Concrete Strength

Non-destructive testing using a rebound hammer will be performed on different locations of the building. This type of test is used to determine the uniformity of concrete strength. At least ten (10) rebound hammer blows will be applied on each test location.

Concrete coring and rebar extraction for testing purposes will also be undertaken to verify and measure the existing concrete and rebar strength.

All concrete coring locations will be rectified with epoxy-based cementitious grout. Rebar extraction procedures will be rectified through the replacement of the extracted reinforcing bar with longer rebar spliced onto the existing cut bars. The same rebar replacement will then be covered with epoxy based cementitious grout to restore the structural elements to their original physical conditions and capacities.

6. THREE DIMENSIONAL STRUCTURAL MODELS

The structure will be modeled using the latest Extended Three-Dimensional Analysis of Building Systems (ETABS) software, a product of computers and structures, Inc., Berkeley, California, USA. The software is the most widely used software, internationally, in the Seismic and Wind Evaluation of the Tall and Super Tall Structures.

The Structural framing system, gravity, wind and seismic loads, and member strengths obtained from the data gathering will be utilized in the modeling procedure.

7. TIER-1 SCREENING PHASE



Conducted. Deficiencies found in this screening phase do not immediately indicate inadequacies of any specific structural member, but rather imply the necessity for further evaluation of the entire structure in the succeeding and required Tier 2 analysis. Evaluation results are marked "C" for Compliant, "NC" for Non-Compliant, "NA" for Not Applicable, and "U" for Unknown.

8. TIER-2 ANALYSIS PHASE

A. Global Performance Analysis

Global performance of the structure will be evaluated under two (2) criteria that depict the predicted inelastic movement of the building under seismic events. Prior to the evaluation of the structural members, the performance of the building must be verified.

The story drift and story drift ratio of the structure under seismic loads, will dictate if the structure does not exceed the code prescribed limits. Furthermore, the evaluation for overturning failure of the structure against the code prescribed seismic events will also be conducted.

B. Reinforced Concrete Column

All existing columns will be evaluated based on the results of the ETABS model. The expected stresses induced by seismic hazard BSE-2E will be compared to the shear, axial, and flexural capacities of the columns to determine there is sufficient reinforcements located within these members.

C. Reinforced Concrete Girder

All existing girders will be evaluated based on the results of the ETABS model. The expected stresses induced by seismic hazard BSE-2E will be compared to the shear, and flexural capacities of the girders to determine there is sufficient reinforcements located within these members.

9. TIER-3 DETAILED EVALUATION PHASE (CONDITIONAL)

A comprehensive or detailed evaluation shall be undertaken after recognizing the deficiency(ies) in Tier 1 and TIER 2. A Nonlinear Static Analysis Procedure shall be carried out to identify the areas that will require retrofitting and attain the life safety performance objective. This would include:

- Non-Linear Static Structural Analysis with an earthquake probability of 10% in 50 years equivalent to recurrence of 475 years on structures where deficiencies have been identified. The structure has to attain Life Safety Objective in this procedure;
- Verification of the following:
 - Stiffness of the structure through Global Building Checks using indicative factors such as seismic inter-story drift or wind displacement; and
 - Limit State of the structure either force-controlled or deformation- controlled members through Component Level Checks.
- Recommendation on remedial measures to strengthen structural



members that are found to be structurally inadequate to resist the anticipated stresses and deformations (if necessary) with consideration on the minimum disturbance on the use of structure;

- Preparation of Final Report under TIER 3 duly signed and sealed by a reputable Civil/Structural Engineer and shall include but not limited to the following:
 - Scope and intent;
 - Site and building data;
 - List of assumptions (material properties, site soil conditions, etc.); Findings and recommendations; and
 - Appendices (references, material test results, calculations, checklists, summary data sheet and analysis procedure).
- Preparation of Repair Plans/Structural Retrofitting Drawings and other related documents for permitting and construction purposes duly signed and sealed a reputable Civil/Structural Engineer.
- During implementation / construction phase of retrofitting:
 - Attendance to weekly coordination meeting during design and construction phase;
 - Assistance to the Implementing Agency and other related trades in connection with Structural Details and Implementations;
 - Review and approval of shop-drawings and other submittals from the approved contractor during construction phase; and
 - Evaluation and recommendation on the tests result during construction.
- Issuance of Certificate of Structural Adequacy/Stability of the building after remedial measures has been implemented.

10. 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:

- 6.1 The Quality-Cost based evaluation procedure shall be adopted in this bidding;
- 6.2 There should be only (3) three consultants to be shortlisted. The Eligibility criteria and rating system for short listing of consultants:
 - 6.2.1 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%);
 - 6.2.2 Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (Weight: 30%); and
 - 6.2.3 Current workload relative to capacity (Weight: 20%).
 - 6.2.4 The minimum Eligibility Score is 70%.



6.3 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:

- 6.3.1 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 / Structural Engineer(s) (CE / StrE), Professional /Registered Electrical Engineer(s) (PEE / REE), Professional / Registered Mechanical Engineer(s) (PME / RME), Registered/Licensed Sanitary Engineer(s) (SE) and Registered/Licensed Architect(s);- (Weight 50%)
- 6.3.2 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%)
- 6.3.3 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%)
- 6.3.4 The minimum Technical Score is 70%.

- 6.4 All conditions for recommendations shall be in consideration with the minimum disturbance to the occupants both on the subject structure and other nearby buildings
- 6.5 All procedures shall be able to satisfy the **"LIFE SAFETY OBJECTIVE"** since the structure is one of the essential facilities;
- 6.6 The financial proposal of Consultant / Contractor who meet the minimum technical score shall be opened; and
- 6.7 In identifying the Highest Rated Bid, the Technical Proposal shall be given a weight 60% while the Financial Proposal shall have 40%.

11. STAFFING

The Consultant shall provide the following key staff positions:

- **Principal Structural Engineer** – A Registered Civil Engineer with at least fifteen (15) years of experience in the field of Structural Engineering. Should be an active member of ASEP (Association of Structural Engineers of the Philippines) and have completed at least five (5) similar structural investigation and retrofitting projects.
- **Senior Structural Engineers** – At least two (2) registered Civil Engineers with at least fifteen (15) years of experience in the field of Structural Engineering. Should be an active member of ASEP (Association of Structural Engineers of the Philippines) and have completed at least five (5) similar structural investigation and retrofitting projects.
- **Junior Structural Engineers** – At least two (2) registered Civil Engineers



with at least five (5) years of experience in the field structural engineering, and should have completed at least five (5) similar structural investigation and retrofitting projects.

Notes:

- The Consultant shall have complete computer facilities and related software. In addition, the Consultant shall use suitable software on structural engineering with specific capability in seismic analysis and design of structures. As a minimum, the Consultant is expected to use the latest version of ETABS or STAAD for application in computer modeling.
- The Consultant shall provide the staff and equipment necessary for all field surveys investigations.

12. PROJECT DURATION

The project must be completed in **SEVENTY FIVE (75) CALENDAR DAYS**. A detailed schedule of work and activity plan shall be prepared and submitted together with the Consultant's Proposal.

The consultancy services for structural and seismic assessment of the Quezon Memorial Shrine at Quezon City Memorial Circle shall be valid until December 31, 2024 upon issuance of Notice to Proceed.

13. A. APPROVED BUDGET FOR THE CONTRACT

The Approved Budget for the Contract (ABC) of Consultancy Services is **FIVE MILLION EIGHT HUNDRED THOUSAND PESOS ONLY (PHP 5,800,00.00)**, inclusive of tax and other incidental expenses, and printing of reports and deliverables. The ABC shall cover the following:

SCOPE OF WORKS	BUDGETARY ESTIMATES (PHP)	DURATION (CALENDAR DAYS)
EVALUATION PHASE		
1. Visual Inspection and report	250,000.00	10
2. Basic Performance Level for Existing Buildings	350,000.00	
3. Structural as-built Drawing	450,000.00	
DATA GATHERING		
1. Structural Defect and Damage Documentation	350,000.00	15
2. Reinforcing Bar Tensile Strength Test (9 test locations)	350,000.00	
3. Rebound Hammer Test (18 locations)	350,000.00	
4. Rebar Scanning (45 test locations)	350,000.00	
5. Restoration works (16 locations)	300,000.00	
THREE DIMENSIONAL STRUCTURAL MODELS		
1. 3D Structural Model, Analysis, and Evaluation	350,000.00	5



2. Design Analysis using three (3) structural model with a reliable software	550,000.00	10
TIER-1 SCREENING PHASE		
1. Evaluation Report	250,000.00	5
TIER-2 ANALYSIS PHASE		
1. Global Performance Analysis	350,000.00	10
2. Reinforced Concrete Column and Beams Analysis	400,000.00	5
TIER-2 ANALYSIS PHASE		
TIER-3 DETAILED EVALUATION PHASE		
AS DEEMED NECESSARY		
1. Tier 3 Report	350,000.00	15
2. Structural Retrofitting Drawings	650,000.00	
3. Bill of Quantities/Cost Estimates		
4. Structural Design Analysis and Calculation		
5. Technical Specifications		
6. Construction Support	150,000.00	As Needed
7. Attendance to Coordination Meeting / Assistance during Construction Phase / Approval of Shop Drawing		
GRAND TOTAL	5,800,000.00	

No Price Adjustment

The project cost shall be fixed and there shall be no price adjustments applicable for the duration of the contract except when the operations costs are increased by more than 10% as a result of any extraordinary circumstances as determined by the National Economic Development Authority (NEDA). Pursuant to the provisions of RA 9184 and its IRR on contract price escalation, all contract price escalation shall be approved by the Government Procurement Policy Board (GPPB).

13.B. TERMS OF PAYMENT

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

TIER 1 & 2

15% - Upon receipt of Notice to Proceed (NTP)

55% - Upon submission of Inception Report

30% - Upon submission of Technical Report / Certification of System Efficiency

TIER 3 (CONDITIONAL)

50% - Progress Report

50% - Upon submission of Technical Report / Structural Retrofitting Drawings / Certification of Structural Stability



14. CHANGES

All instructions for revisions to the drawings and other documents shall be authorized and issued under Department of City Engineering (CDE).

Revisions to the drawings and other documents, at no fault of the CONSULTANT, during any Phase that will substantially affect the scope of the delivery of the services, as determined and agreed upon by both parties, shall be implemented by the CONSULTANT within the corresponding and reasonable extension of the period concerned at no additional cost to the CDE.

Major revisions may be pursued as a separate contract subject to the applicable provisions of the IRR of RA 9184.

15. PENALTIES FOR BREACH OF CONTRACT

Failure to deliver the services according to the standards and requirements set by the Quezon City Government shall constitute an offense and shall subject the Supplier to penalties and/or liquidated damages pursuant to RA 9184 and its revised Implementing Rules and Regulations.

16. TERMINATION

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

Prepared By:

Engr. **FREDISWINDA D.L. DE GUZMAN**
Head, Planning and Design Division

Approved By:

Atty. **MARK DALE DIAMOND P. PERRAL**
City Engineer

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