



REPUBLIC OF THE PHILIPPINES
QUEZON CITY GOVERNMENT
BIDS AND AWARDS COMMITTEE –
INFRASTRUCTURE AND CONSULTANCY SERVICES



PHILIPPINE BIDDING DOCUMENTS

Procurement of CONSULTING SERVICES

Government of the Republic of the Philippines

***CONSULTING SERVICES FOR THE FIRE AND LIFE SAFETY SYSTEM
OF QUEZON CITY GENERAL HOSPITAL***

CONSUL-25-002

Approved Budget for the Contract:

***Nine Hundred Fifty Thousand Pesos and 00/100 Only
(Php 950,000.00).***

**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.

TABLE OF CONTENTS

PART I

SECTION I. REQUEST FOR EXPRESSION OF INTEREST 5

SECTION II. ELIGIBILITY DOCUMENTS 7

SECTION III. ELIGIBILITY DATA SHEET 13



Section I. Request for Expression of Interest

Notes on Request for Expression of Interest

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

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



March 27, 2025

**REQUEST FOR EXPRESSION OF INTEREST FOR
CONSULTING SERVICES FOR THE FIRE AND LIFE SAFETY SYSTEM
OF QUEZON CITY GENERAL HOSPITAL**

1. The **Quezon City Local Government**, through the 2025 General Fund intends, to apply the sum of **Nine Hundred Fifty Thousand Pesos and 00/100 Only (Php 950,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **project number CONSUL-25-002**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The **Quezon City Local Government** now calls for the submission of eligibility documents for **Consulting Services for the Fire and Life Safety System of Quezon City General Hospital**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **April 07, 2025 – 9:00AM**. at **2nd Floor, Procurement Department-Bidding Room, Finance Building, Quezon City Hall Compound**.

Eligibility Check will be on **April 07, 2025 – 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 **March 28, 2025** 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:


MS. MARIAN C. ORAYANI
 Chairperson, BAC-Infrastructure 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>CONSULTING SERVICES FOR THE FIRE AND LIFE SAFETY SYSTEM OF QUEZON CITY GENERAL HOSPITAL</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"> 1. Valid DTI Registration Certificate or SEC Registration Certificate; 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)	<p><i>State the Bids and Awards Committee of the Procuring Entity concerned with the Project.</i></p> <p style="text-align: center;"><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-25-002 – CONSULTING SERVICES FOR THE FIRE AND LIFE SAFETY SYSTEM OF QUEZON CITY GENERAL HOSPITAL</i></p>
5	<p>The address for submission of eligibility documents is:</p> <p style="text-align: center;"><i>QUEZON CITY GOVERNMENT</i> Quezon City Hall Compound Barangay Central, Quezon City</p> <p style="text-align: center;"><i>ATTY. DOMINIC B. GARCIA</i> <i>Procurement Department 2nd Floor, Finance Building, Quezon City Hall Compound, Barangay Central, Quezon City 8988-4242 loc. 8709/8710 Email Add: bacinfra.procurement@quezoncity.gov.ph</i></p>

	<p><i>Website: www.quezoncity.gov.ph</i></p> <p>The deadline for submission of eligibility documents is on or before April 07, 2025 – 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 (virtual platform)</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 April 07, 2025 – 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

CONSULTING SERVICES FOR THE FIRE AND LIFE SAFETY SYSTEM OF QUEZON CITY GENERAL HOSPITAL

1. INTRODUCTION

The Quezon City General Hospital (QCGH) was established through Quezon City Ordinance No. 7555 dated August 16, 1968. On August 26, 1972 QCGH was elevated as the 8th Department of the City pursuant to Republic Act 6548, the Revised Charter of Quezon City. It is licensed and accredited as Level III General Hospital by the Department of Health with 250 bed capacity. QCGH is also an accredited hospital by the Philippine Health Insurance Corporation.

In 2011, the city government has built a new five-storey hospital building for QCGH, which boasts of state-of-the-art facilities and services aimed at providing a comprehensive, curative and rehabilitative health care to the city's constituents, especially the poor.

During the operation of the Quezon City General Hospital (QCGH) in recent years, there have been several instances where the regular inspection, testing and maintenance of fire protection was failed to conduct as required by RA 9514 The Fire code of the Philippines and the applicable NFPA (National Fire Protection Association) code and standards.

Lack of proper testing and maintenance is one of the leading reasons for fire protection system failures. Fire sprinkler systems and other water-based fire protection system shall be properly inspected, tested, and maintained (ITM) in accordance with NFPA 25, Standard for Inspection, Testing, and Maintenance of Water-Based Fire Protection Systems while the fire detection and alarm system shall be inspected, tested, and maintained (ITM) in accordance with NFPA 72 Fire Alarm and Signaling Code.

The QCGH intends to engage the services of a consulting firm to conduct an audit inspection and prepare the appropriate report for the test, maintenance, repair or upgrade for Fire Life Safety (FLS) of the building and occupants.

2. RATIONALE

To protect the health and safety of patients and medical staff, it's vital that healthcare facilities make a strong commitment to implementing effective fire safety systems, practices, and procedures. Not only do medical facilities contain an abundance of volatile materials, but fires also pose a significant risk to patients who may be immobile due to their current condition.

The safety and well-being of our patients, staff, and visitors are of paramount importance at Quezon City General Hospital. To ensure the highest standards of fire and life safety, we recognize the need for expert consulting services.



3. PROJECT DESCRIPTION

Quezon City General Hospital (QCGH) prioritizes the safety and well-being of its patients, medical staff, and visitors. To strengthen its commitment to fire and life safety, the hospital seeks to engage expert consultants to assess and enhance its current fire prevention and emergency response systems. This initiative aims to align the hospital's fire safety protocols with both national and international standards, ensuring a proactive approach to risk mitigation and emergency preparedness.

As part of this project, specialists will conduct a comprehensive evaluation of the hospital's fire safety infrastructure. This includes assessing fire prevention measures, suppression systems, and emergency protocols to identify potential hazards and areas for improvement. A detailed review of the facility's structural components, electrical systems, and storage of flammable materials will also be carried out. Additionally, the functionality and compliance of fire detection, alarm, and suppression systems will be thoroughly examined, with necessary upgrades implemented to enhance overall safety.

Beyond infrastructure improvements, the project will focus on strengthening emergency response procedures to ensure hospital personnel are well-prepared for fire-related incidents. This includes refining evacuation plans, conducting staff training programs, and organizing emergency drills to reinforce quick and effective response strategies. By equipping hospital staff with the necessary knowledge and skills, the hospital can significantly reduce risks and improve overall safety outcomes in emergency situations.

Lastly, this initiative will ensure that all fire safety measures comply with the latest fire codes, health standards, and building regulations established by local and international authorities. Strict adherence to these guidelines will not only uphold best practices but also help prevent legal and operational risks associated with fire safety violations. Through this project, QCGH reaffirms its commitment to maintaining the highest standards of safety, creating a secure environment that safeguards lives and supports quality healthcare services.

4. OBJECTIVES

The QCG intends to engage the services of a consulting firm to conduct an audit inspection and prepare the appropriate report for the test, maintenance, repair or upgrade for Fire Life Safety (FLS) of the building and occupants.

The objective of enhancing the fire and life safety system at Quezon City General Hospital is to ensure the highest level of safety and security for our patients, staff, and visitors.



The general objectives of the project are:

- Adhering to all national and local fire safety regulations and standards.
- Implementing robust fire prevention, detection, and response systems tailored to the specific needs of a hospital environment.
- Developing and maintaining comprehensive emergency response plans, including regular training and drills for staff.
- Incorporating the latest fire safety technologies and ensuring their seamless integration and maintenance.
- Regularly updating and improving fire safety measures to reflect current best practices and technological advancements.
- Identifying and addressing potential fire hazards to minimize risks and enhance overall safety.

5. SCOPE OF SERVICES

The CONSULTANT shall perform required engineering services using a three-tiered process for fire and life safety evaluation of the existing building covering:

A. TIER 1 – SCREENING PHASE

It consists of qualitative checklist statements that allows a rapid evaluation of the FLS (Fire and Life Safety) system of the building and the actual site conditions. The scope of work of the consultant shall include:

- Coordination with the Building Administrator or the QCG's authorized representative with regard to the scheduling of work so as to minimize, if not eliminate, any disturbance to the building occupants. As much as possible, work will be scheduled after office hours, weekends, and/or holidays;
- Ocular site inspection for verification of the actual conditions of the FLS (Fire and Life Safety) system of the building and project site. During and prior to performing the investigation, the building administrator shall be properly coordinated to inform all concerned offices which will be affected by the possible removal of architectural works to expose pipes and components installed above ceiling;
- Coordination with the Building Administrator for the method of temporary displacing any architectural finishes for possible reinstallation prior to the opening of the ceiling of the existing building. Removal and restoration of architectural obstruction and elements will be by the QCG;
- Record of all findings and damaged FLS components and parts, if any;



- Field measurements of the following for the purpose of verifying the FLS as-built drawings:
 - Fire Pump locations, rating & capacity and details of power supply source.
 - Water supply details for water-based fire protection system, the actual measurements (LXWXH) and other sources of water supply, with pressure or elevation;
 - Layout of existing building indicating the automatic sprinkler system pipe runs, pipe riser and sprinkler head locations;
 - Number of sprinklers on each riser per floor.
 - Full height cross section or schematic diagram, including ceiling construction;
 - Size and location of standpipe risers, hose outlets, hand hose, monitor nozzles, and related equipment.
 - Location of All control valves, check valves, drain pipes, and test connections.
- Preparation and submission of TIER 1 Report for Investigative Results, Equipment Test Results, Findings, and Recommendations.

B. TIER 2 – EVALUATION PHASE

A complete engineering analysis and calculation shall be performed with reference to the gathered data / information in TIER 1. Evaluation under TIER 2 is intended to identify the existing Fire and life Safety System in the building area(s) in accordance with the requirement of the Fire Code of the Philippines and applicable NFPA code and standards and not requiring a re-designing and upgrading. This would include:

- Preparation of As-Built Drawings of FLS plans;
- Evaluation of the performance of existing fire pump equipment subjected to different run test load, 0% flow, rated flow & 150% flows;
- Determination of the adequacy of water supply based on hydraulic calculation;
- Submission of Technical Report inclusive of the results of physical, theoretical and analytical investigations; and
- Preparation and submission of TIER 2 Report for Evaluation Results and Recommendations, including FLS As-Built Drawings. FLS As-Built Drawings must be duly signed and sealed by a reputable and registered Professional Mechanical-- Engineer.

C. TIER 3 — DETAILED EVALUATION PHASE (CONDITIONAL)

A comprehensive or detailed evaluation shall be undertaken after recognizing the deficiency(ies) in TIER 2. A FLS standard procedure shall be carried out to identify the areas that will require repair or modification and attain the FLS safety performance objective. This would include:



- Conduct re-test where deficiencies have been identified. The system has to attain FLS 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 project implementation.
- Issuance of Certificate of Completion that the FLS is in full compliance with RA 9514 The Fire Code of the Philippines after remedial measures has been implemented.



6. SUBMITTALS

The Consultant shall submit the following:

A. TIER 1 – SCREENING PHASE

- | | |
|-------------------------------------|--------|
| • Tier 1 Report (8.5in x 13in) | 2 Sets |
| • Electronic files of each document | 1 Set |

B. TIER 2 – EVALUATION PHASE

- | | |
|---|--------|
| • Fire and Life Safety As-Built Drawings (A3) | 2 Sets |
| • Tier 2 Report (8.5in x 13in) | 2 Sets |
| • Design Calculations, Technical Specifications | 2 Sets |
| • Electronic files of each document | 1 Set |

C. TIER 3 – DETAILED EVALUATION PHASE (CONDITIONAL)

- | | |
|---|--------|
| • Tier 3 Report (8.5in x 13in) | 2 Sets |
| • Fire and Life Safety Drawing | 2 Sets |
| • Bill of Quantities | 2 Sets |
| • Hydraulic Calculation, and Technical Specifications | 5 Sets |
| • Automatic Fire Sprinkler System Design (20x30
Blueprint) | 8 Sets |
| • Electronic files of each document | 1 Set |

7. 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:

- 7.1. The Quality-Cost based evaluation procedure shall be adopted in this bidding;
- 7.2. There should be only (3) three consultants to be shortlisted. The Eligibility criteria and rating system for short listing of consultants:
 - 7.2.1. 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 (Recommended weight: 50%);
 - 7.2.2. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (Recommended weight: 30%); and
 - 7.2.3. Current workload relative to capacity (Recommended weight: 20%).
 - 7.2.4. The minimum Eligibility Score is 70%.



- 7.3. 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:
- 7.3.1. 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);- (Provide weight here: recommended weight 50%).
- 7.3.2. 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 - (Provide weight here: recommended weight 30%).
- 7.3.3. 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. - (Provide weight here: recommended weight 20%).
- 7.3.4. The minimum Technical Score is 70%.
- 7.4. All conditions for recommendations shall be in consideration with the minimum disturbance to the occupants both on the subject structure and other nearby buildings;
- 7.5. All procedures shall be able to satisfy the **"LIFE SAFETY OBJECTIVE"** since the structure is one of the essential facilities;
- 7.6. The financial proposal of Consultant / Contractor who meet the minimum technical score shall be opened; and
- 7.7. In identifying the Highest Rated Bid, the Technical Proposal shall be given a weight 60% while the Financial Proposal shall have 40%.



8. STAFFING

The Consultant shall provide the following key staff positions:

- **Principal Fire Safety Practitioner/Engineer** – One registered Mechanical Engineer with at least fifteen (15) years of experience in the design and installation Fire Protection System. Should be an active member of PSME (Philippine Society of Mechanical Engineers) or PSIM (Pambansang Samahan ng Inhenyero Mekanikal) & PIFPO (Philippine Integrated Fire Protection Organization) and have completed at least ten (10) similar design & installation, inspection and testing of fire protection projects.
- **Junior Mechanical Engineers** – One registered Mechanical Engineer with at least two (2) years of experience in the design of fire protection system and auto-cad operations.

Notes:

- The Consultant shall have complete computer facilities and related software. In addition, the Consultant shall use suitable software on hydraulic calculations.
- The Consultant shall provide the staff and equipment necessary for all field audit inspection.

9. PROJECT DURATION

The project must be completed in **SIXTY (60) CALENDAR DAYS** upon issuance of the Notice to Proceed (NTP). A detailed schedule of work and activity plan shall be prepared and submitted together with the Consultant's Proposal.

10. APPROVED BUDGET FOR THE CONTRACT

The approved budget is shown below in respective to phase(s) which includes the cost of all taxes, such as but not limited to value added levies and duties. Any and all taxes, charges, imposts and other legal exactions due or that may become due under this contract shall be for the account of the contractor / Consultant. The Implementing Agency shall withhold applicable withholding taxes, if any, from its payment to the Contractor/Consultant in accordance with the requirements of the law.



SCOPE OF WORKS		CUMMULATIVE PERCENTAGE	DURATION (CALENDAR DAYS)
TIER 1: SCREENING PHASE			
1.	Visual Inspection & Gathering of data and technical information	11%	15
2.	Tier 1 Report		
TIER 2: EVALUATION PHASE			
1.	Fire & Life Safety System & Equipment, As-built Drawing, and Evaluation	37%	15
2.	Tier 2 Report	21%	
3.	Hydraulic Calculation not limited to NFPA Code		
SUB – TOTAL		69 %	
TIER 3: DETAILED EVALUATION PHASE			
AS DEEMED NECESSARY			
1.	Tier 3 Report	5%	30
2.	Fire Protection Drawings	26%	
3.	Bill of Quantities/Cost Estimates		
4.	Hydraulic Calculation and Automatic Fire Sprinkler System Design		
5.	Technical Specifications		
Attendance to Coordination Meeting / Assistance during Construction Phase / Approval of Shop Drawing			
SUB – TOTAL		31%	
GRAND TOTAL		100%	60 CD

The Approved Budget for the Contract is **NINE HUNDRED FIFTY THOUSAND PESOS ONLY (Php 950,000.00)** inclusive of all government taxes/fees.

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).



11. FULL PAYMENT UPON COMPLETION OF THE PROJECT

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 and Calculations

12. OWNER PROVIDED ITEMS

In the execution of the work, the following items shall be provided by the QCG:

Clearance in inspection the building, and access to various parts of the building; and

Building technical personnel to provide site assistance and support throughout the duration of the site works.

13. CHANGES

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

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.

14. PENALTIES FOR BREACH OF CONTRACT


Failure to deliver the services according to the code & 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.



15. 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. PETE ANDRE S. IMATONG
Mechanical Engineer, Planning
and Design Division

Checked By:


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

Approved By:


Atty. MARK DALE DIAMOND P. PERRALTA
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