

PHILIPPINE BIDDING DOCUMENTS

Procurement of
**CONSULTING SERVICES
FOR THE DESIGN,
DEVELOPMENT AND
DEPLOYMENT OF THE
JHMC ENVIRONMENT
AND FOREST
MANAGEMENT
INFORMATION SYSTEM
(EFMIS)**

Government of the Republic of the Philippines

**Fifth Edition
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*Section I. Request for Expression of
Interest*

REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT OF CONSULTING SERVICES DESIGN, DEVELOPMENT AND DEPLOYMENT OF THE JHMC ENVIRONMENT AND FOREST MANAGEMENT INFORMATION SYSTEM (EFMIS)

1. The JOHN HAY MANAGEMENT CORPORATION (JHMC), through the COB CY 2020 intends to apply the sum of **Two Million Pesos (PhP 2,000,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Procurement of Consulting Services for the Design, Development and Deployment of the JHMC Environment And Forest Management Information System (EFMIS)**. Bids received in excess of the ABC shall automatically be rejected at the opening of the financial proposals.

The JHMC now calls for the submission of eligibility documents for the **Procurement of Consulting Services for the Design, Development and Deployment of the JHMC Environment And Forest Management Information System (EFMIS)**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **18 March 2020, 8:30 A.M. at Cottage 627, JHMC Office Complex, John Hay Special Economic Zone, Camp John Hay, Baguio City**.

2. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion in accordance with Section II of Bidding Documents.
3. The bidding consultant must have the following minimum qualifications:
 - a. The Consultant must be in the business of providing software and system development for at least five (5) years;
 - b. The consultant must be registered online with the Philippine Government Electronic Procurement System (PhilGEPS) as a legitimate service provider for government agencies;
 - c. The Consultant must have had completed at least one (1) similar or related project of not less than Php 1,000,000.00.
 - d. The Consultant shall provide the following minimum personnel and their qualifications:

MIN. NUMBER OF POSITION	NAME OF POSITION	QUALIFICATION	MIN. NO. OF YEARS AT THE POSITION
One (1)	Team Leader	Deep knowledge in overall management and supervisory in software development	At least 8 years
Two (2)	Programmers / Web Developers	Deep knowledge in software development	At least 5 years
One (1)	Documentation Specialist	Knowledge in Information System documentation	At least 3 years

4. The BAC shall draw up the short list of consultants from those who have submitted an 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 criteria and rating system for short listing are:

- a. Applicable experience of Consultant (50%)
 - b.1. Overall experience of the firm
 - b.1.1. No. of years engaged in similar or related projects (25%)
 - b.1.2. No. of projects implemented (25%)
 - b. Qualification of personnel to be assigned to the job (education, work experience, number of years in firm, etc.) vis-à-vis extent and complexity of undertaking (30%)
 - c.1. Educational background (15%)
 - c.1.1. No. of projects participated in (15%)
- c. Current workload relative to job capacity (20%)

The passing score for short listing is seventy percent (70%).

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.

- 5. The JHMC shall evaluate bids using the **Quality Based Evaluation (QBE)** procedure.
- 6. The contract shall be completed within **nine (9) months upon the effectivity of the Notice to Proceed (NTP)**.
- 7. The JHMC 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.
- 8. For further information, please refer to:

FLORENCE JOY MALLARE-ABAD
Head, BAC Secretariat
John Hay Management Corporation
John Hay Special Economic Zone
Baguio City
Telephone No: (074) 444-8980
Email address: bac@jhmc.com.ph

(SGD) JANE THERESA G. TABALINGCOS
BAC Chairperson

Section II. Eligibility Documents

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:
 - (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;

- (e) be addressed to the Procuring Entity's BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and
 - (g) 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:

- (h) the name of the prospective bidder;
- (i) whether there is a modification or substitution; and
- (j) 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

Eligibility Data Sheet

Eligibility Documents	
1.2	No further instructions.
1.3	No further instructions.
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts shall include all such contracts within five (5) years prior to the deadline for the submission and receipt of eligibility documents. Please use Forms 1 and 2.
2.1(a)(ii.7)	No further instructions.
4.2	Each prospective bidder shall submit one (1) original and two (2) photocopies of its eligibility documents.
(e)	<p style="text-align: center;"> FLORENCE JOY MALLARE-ABAD Head, BAC Secretariat John Hay Management Corporation (JHMC) Cottage 627, JHMC Office Complex John Hay Special Economic Zone Camp John Hay, Baguio City Telephone No: (074) 444-8980 Email address: bac@jhmc.com.ph </p>
(f)	Procurement of Consulting Services for the Design, Development and Deployment of the JHMC Environment And Forest Management Information System (EFMIS)
5	<p>The address for submission of eligibility documents is</p> <p style="text-align: center;"> FLORENCE JOY MALLARE-ABAD Head, BAC Secretariat John Hay Management Corporation (JHMC) Cottage 627, JHMC Office Complex John Hay Special Economic Zone Camp John Hay, Baguio City Email address: bac@jhmc.com.ph </p> <p>The deadline for submission of eligibility documents is on 18 March 2020 at 8:30 AM.</p>
8.1	<p>The place of opening of eligibility documents is at the JHMC Conference Hall, John Hay Special Economic Zone, Camp John Hay, Baguio City.</p> <p>The date and time of opening of eligibility documents is on 18 March 2020 at 9:00 AM.</p>

9.1	No further instructions.
9.2	<ul style="list-style-type: none"> a. Applicable experience of Consultant (50%) <ul style="list-style-type: none"> b.1. Overall experience of the firm <ul style="list-style-type: none"> b.1.1. No. of years engaged in similar or related projects (25%) b.1.2. No. of projects implemented (25%) b. Qualification of personnel to be assigned to the job (education, work experience, number of years in firm, etc.) vis-à-vis extent and complexity of undertaking (30%) <ul style="list-style-type: none"> c.1. Educational background (15%) <ul style="list-style-type: none"> c.1.1. No. of projects participated in (15%) c. Current workload relative to job capacity (20%) <p>The passing score for short listing is seventy percent (70%).</p>

CONSULTING SERVICES FOR THE DESIGN, DEVELOPMENT AND DEPLOYMENT OF THE JHMC ENVIRONMENT AND FOREST MANAGEMENT INFORMATION SYSTEM (EFMIS)

STATEMENT OF ALL ON-GOING PROJECTS

List of All On-going Government and Private Contracts, including contracts awarded but not yet started, whether similar or not similar in nature and complexity to the contract to be bid within the last Five (5) years prior to deadline for the submission and receipt of Eligibility Documents.

Name of Consultant : _____

Business Address : _____

	Name and Location of Project	Description of the Project	Classification (Government / Private and Lead/Support)	Name of Agency or Entity	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration	Status
1									
2									
3									
4									
5									
6									
7									
8									

Submitted by:

Name of Representative of Bidder : _____

Position : _____

Date : _____

CONSULTING SERVICES FOR THE DESIGN, DEVELOPMENT AND DEPLOYMENT OF THE JHMC ENVIRONMENT AND FOREST MANAGEMENT INFORMATION SYSTEM (EFMIS)

STATEMENT OF COMPLETED PROJECTS

List of Completed Government and Private Contracts, whether similar or not similar in nature and complexity to the contract to be bid within the last Five (5) years prior to deadline for the submission and receipt of Eligibility Documents.

Name of Consultant : _____

Business Address : _____

	Name and Location of Project	Description of the Project	Classification (Government / Private and Lead/Support)	Name of Agency or Entity	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration	Status
1									
2									
3									
4									
5									
6									
7									
8									

Submitted by:

Name of Representative of Bidder : _____

Position : _____

Date : _____

CONSULTING SERVICES FOR THE DESIGN, DEVELOPMENT AND DEPLOYMENT OF THE JHMC ENVIRONMENT AND FOREST MANAGEMENT INFORMATION SYSTEM (EFMIS)

STATEMENT OF KEY STAFF FOR CONSULTING SERVICES

Name of Consultant : _____
 Business Address : _____

	Position Title/ Name of Personnel	Complete Title of the Project	Position Held/ Involvement in the Project	Original Nominee or Replacement	Procuring Entity/ Contact Number	Year Implemented
1						
2						
3						
4						
5						

It is hereby confirmed that the above consultants/ staff are available in the start of the project.

Submitted by:

Name of Representative of Bidder : _____
 Position : _____
 Date : _____

