

PHILIPPINE BIDDING DOCUMENTS

**Procurement of
CONSULTING SERVICES
FOR THE DESIGN OF
THE JHMC SEWAGE
TREATMENT PLANT**

Government of the Republic of the Philippines

**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 (ITB) and (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, (BDS), and (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 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;

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.

- (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;
- (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.

John Hay Management Corporation

REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT OF CONSULTING SERVICES FOR THE DESIGN OF THE JOHN HAY MANAGEMENT CORPORATION (JHMC) SEWAGE TREATMENT PLANT

1. JOHN HAY MANAGEMENT CORPORATION (JHMC), through the *COB 2022¹* intends to apply the sum of **Two Million Five Hundred Thousand Pesos and 0/100 (PHP 2,500,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for **Consulting Services for the Design of the John Hay Management Corporation (JHMC) Sewage Treatment Plant**. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. **JHMC** now calls for the submission of eligibility documents for **Consulting Services for the Design of the John Hay Management Corporation (JHMC) Sewage Treatment Plant**. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **04 May 2022** at **Cottage 627, JHMC Office Complex, John Hay Special Economic Zone, Camp John Hay, Baguio City**. Preferred submission shall be through electronic or manual means and strictly not a combination of both.

For manual submission, prospective bidders must submit one (1) original and two (2) copies of eligibility documents at **Cottage 627, JHMC Office Complex, Camp John Hay Baguio City**. Lacking or additional documents not included in the sealed envelopes shall not be accepted.

Submission of eligibility documents may be done through electronic means, provided that the same:

- a. the file must be password protected to ensure the security, integrity and confidentiality of the eligibility documents;
- b. the passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and
- c. the complete documents shall be emailed to **bac@jhmc.com.ph**

For modification or withdrawal of eligibility documents, refer to Section 26 of RA 9184 and its IRR.

Late submission shall not be accepted.

¹ In the case of National Government Agencies, the General Appropriations Act and/or continuing appropriations; in the case of GOCCs, GFIs, and SUCs, the Corporate Budget for the contract approved by the governing Boards; in the case of LGUs, the Budget for the contract approved by the respective Sanggunian. (Section 5(a), R.A. 9184)

3. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion in accordance with Section II of Bidding Documents.
4. The bidding consultant must have the following minimum qualifications:
 - a. Track record in Wastewater Treatment industry. The consultant must be in the business of providing wastewater treatment (consultancy services ,WWT technology, services, etc) for at least five (5) years. In case of joint ventures, each company should have at least three (3) years business operation;
 - 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 at least five (5) completed an / or ongoing projects related to the procurement.
 - d. The Consultant shall designate the following key personnel:

Key Personnel	Qualification and Experience
Wastewater Process Design Specialist	Education: Minimum: Graduate of Chemical Engineering / Environmental Engineering/ Sanitary Engineering / Related Fields Experience: <ul style="list-style-type: none"> ● Minimum 5 years’ experience in the design and build of Sewage Treatment Plant or Wastewater Treatment Facilities ● Licensed Chemical Engineer / Registered Sanitary Engineer/ Registered Engineer in related field
Structural Engineer / Specialist	Education: Minimum: Graduate of Civil Engineering Experience: <ul style="list-style-type: none"> ● Minimum 5 years’ experience in the design and build of Sewage Treatment Plant or Wastewater Treatment Facilities ● Licensed Civil Engineer
Professional Electrical Engineer / Specialist	Education: Minimum: Graduate of Electrical Engineering Experience: <ul style="list-style-type: none"> ● Minimum 5 years’ relevant and/ or related experience ● Registered Professional Electrical Engineer
Professional Mechanical Engineer / Specialist	Education: Minimum: Graduate of Mechanical Engineering Experience: <ul style="list-style-type: none"> ● Minimum 5 years’ relevant and / or related experience ● Licensed Mechanical Engineer
Instrumentation and Automation Specialist	Education: Minimum: Graduate of Electronics and Communications Engineering / Electronics Engineer / Communications Engineer Experience:

	<ul style="list-style-type: none"> • Minimum 5 years' related and/ or relevant experience • Licensed / Registered ECE, Electronics Engineer , Communications Engineer
Safety and Environment Officer and / or Pollution Control Officer	Education: Any related Field Experience: <ul style="list-style-type: none"> • Minimum 3 years' experience in Construction Safety, Environment and Health practice and /or minimum 3 years' experience in Wastewater operational safety, health and environment practice.
The Bidder may assign other support personnel (labor, supervision, etc) in addition to the list above, with the purpose of optimal performance of the agreements in the contract at no additional cost to JHMC.	Education: Any related Field Experience: Any experience deemed fit for additional manpower requirement of the consultant

The above required key positions and roles, a maximum of dual function may be assigned to one personnel for as long as it can be provided and proven, to the satisfaction of the procuring entity, that the same personnel is an expert in multiple fields related to wastewater treatment design consultancy project.

- Interested bidders may obtain further information from the *JHMC BAC Secretariat* and inspect the Bidding Documents at the address given below from **20 April 2022 to 04 May 2022 from 9:00 AM to 5:00 PM except Saturdays, Sundays and Holidays.**
- A complete set of Bidding Documents may be acquired by interested Bidders on **20 April 2022** from the address below and upon payment of the applicable fee for the Bidding Documents, pursuant to the latest Guidelines issued by the GPPB, in the amount of PhP 5,000.00.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and from *www.jhmc.com.ph*, provided that Bidders shall pay the applicable fee for the Bidding Documents not later than the submission of their bids.

Interested bidders may personally pay for Bidding Documents at the Finance Department, Cottage 625, JHMC Office Complex, Camp John Hay, Baguio City. They may also pay via electronic fund transfer or direct bank deposit using the following deposit details:

Payee Name: John Hay Management Corporation
Depository Bank: Development Bank of the Philippines
Session Road, Baguio City Branch
Account Number: 0510-004308-031

7. 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 short list shall consist of 5 prospective bidders who will be entitled to submit bids. The shortlisted bidders shall consist of not more than five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

Evaluation Criteria	Weight
<p>a. Applicable experience in Water and Wastewater Management and Company Track Record</p> <p>No. of Years of industry experience – 10%</p> <ul style="list-style-type: none"> <input type="checkbox"/> 5-7 Years = 5% <input type="checkbox"/> 8-10 Years= 8% <input type="checkbox"/> 10 Years and above = 10% <p>Similar projects completed within the last five (5) years – 10%</p> <ul style="list-style-type: none"> <input type="checkbox"/> Less than 5 projects completed in the last 5 years = 5% <input type="checkbox"/> 6 to 10 projects completed in the last 5 years = 8 % <input type="checkbox"/> More than 10 similar projects completed in the last 5 years = 10% <p>Similar Projects conducted for government institutions within the last five (5) years – 10%</p> <ul style="list-style-type: none"> <input type="checkbox"/> Less than 5 government projects in the last 5 years = 5% <input type="checkbox"/> 6 or more government projects in the last 5 years = 10 % <p>Client Feedback – 10%</p> <p>Computation:</p> <p style="padding-left: 40px;">% Satisfaction Rating of their top 5 Clients / 10</p> <p style="padding-left: 80px;">= % weight</p>	40%

<p>b. Qualification of Professional Team (As reflected in the CV submission)</p> <p>Professional Design Team with solid hands-on experience in Design of Sewage Treatment Plants and qualified to conduct the same in the name of the company – 10%</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3-5 Years = 5% <input type="checkbox"/> 6-9 Years= 8% <input type="checkbox"/> 10 Years and above = 10% <p>Professional Design Team with relevant public sector specific experience and / or similar or related nature to the type of wastewater being treated; (10%)</p> <ul style="list-style-type: none"> <input type="checkbox"/> 3-5 Years = 5% <input type="checkbox"/> 6-9 Years= 8% <input type="checkbox"/> 10 Years and above = 10% <p>Educational Attainment /Applicable professional registration (PRC) License of Design Professional –10%</p>	30%
<p>c. Feasibility of Design, Approach and Methodology</p> <p>Substance of Proposal – 10%</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposal that is containing essentials that are responsive to all Terms and Conditions of the TOR (10%) <p>Proposal Design has definite and clear results per EMB Standards -5%</p> <ul style="list-style-type: none"> <input type="checkbox"/> Design proposal must be clear and showing proof of compliance with DENR AO 2016 – 08 Effluent Standards and DAO 2021- 19 or the “Updated Water Quality Guidelines (WQG) and General Effluent Standards (GES) for Selected Parameters” for Class C. - 10% <p>Completeness of Proposal – 5%</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposal must be clearly defined from start to finish of engagement <p><i>Note: For Part c- Evaluation of score would be based from actual operating STP (domestic wastewater treatment) that was designed by the consultant OR a project from other entities done and completed. The consultant must show proof of effectivity of the design, e.g. actual water tests after treatment.</i></p>	30%
TOTAL	100%

The prospective Consultant(s) must pass the required minimum score of seventy percent(70%) to be shortlisted.

8. Bidding will be conducted through open competitive bidding using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184 bidding and is restricted to Filipino citizens/sole proprietorships, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

Prospective Bidders who opt for video conferencing must inform the BAC Secretariat of their intent through the electronic mail address listed below. The Pre-Bid Conference is open to prospective bidders but attendance shall not be mandatory.

In compliance with the health protocols against the COVID-19 Pandemic, JHMC is limiting the physical presence of participants for the Pre-bid conference and Bid Opening to ten (10) persons with one (1) representative from each prospective bidder. Selection of the ten (10) participants shall be based on the earliest time such a request was made. It is highly encouraged that other prospective bidders attend the Pre-Bid Conference and Bid Opening through video conferencing.

Prospective Bidders who are confirmed to attend in person shall submit themselves to the DOH and /or LGU permits/passes and certificates.

9. JHMC shall evaluate bids using the Quality-Based Evaluation (QBE) procedure.
10. Bids must be duly received by the BAC Secretariat through manual submission or electronic bid submission on or before 15 June 2022 at 9:00 AM.

For manual submission, prospective bidders must submit two (2) separate sealed bid envelopes at the Cottage 627, JHMC Office Complex, Camp John Hay Baguio City. Lacking or additional documents not included in the sealed envelopes shall not be accepted.

Bid submission may be done through electronic means, provided that the same:

- a. uses a two-factor security procedure consisting of an archive format compression and password protection to ensure the security, integrity and confidentiality of the bids submitted;
- b. allows access to a password-protected Bidding Documents on opening date and time. The passwords for accessing the file will be disclosed by the Bidders only during the actual bid opening which may be done in person or face-to-face through videoconferencing, webcasting or similar technology; and
- c. capable of generating an audit trail of transactions to ensure the security, integrity and authenticity of bid submissions.
- d. The first compressed file shall contain the technical component of the bid, including the eligibility requirements, and the second shall contain the financial component of the bid.
- e. The complete documents are emailed to bac@jhmc.com.ph

For modification or withdrawal of bids, refer to Section 26 of RA 9184 and its IRR.

Late bids shall not be accepted.

11. The contract shall be completed within Two (2) years (non-continuous basis) from Project Inception to end of STP construction and technology transfer. This is inclusive of:
 - a. *150 calendar days from Inception, Feasibility and until approval of STP Design;*

- b. Supervision during the Construction;*
 - c. Intermittent visit and technical assistance, as may be necessary during the (1) year Performance Test Period of the Constructed STP and;*
 - d. Presence during the Technology Transfer on intermittent basis / as needed*
12. 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 without thereby incurring any liability to the affected bidder or bidders.
13. For further information, please refer to:

*DARWIN C. PEREZ
Head, BAC Secretariat
Cottage 627, JHMC Office Complex
Camp John Hay, Baguio City
Email: bac@jhmc.com.ph*

20 April 2022

(SGD.) JANE THERESA G. TABALINGCOS
Chairperson
JHMC Bids and Awards Committee

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:
 - (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

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>Wastewater Treatment, Wastewater Treatment Technology</i>
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 <i>the last five (5) years</i> prior to the deadline for the submission and receipt of eligibility documents. Please use Forms 1 and 2.
2.1(a)(ii.7)	Certificate of Completion or Acceptance or Valid proof of final payment issued by the client in case of completed contracts. Notice of Award, Notice to Proceed or signed contracts issued by the client for on-going contracts and for contracts awarded but not yet started.
4.2	Each prospective bidder shall submit one (1) original and two (2) other copies of its eligibility documents.
	DARWIN C. PEREZ Head, BAC Secretariat John Hay Management Corporation (JHMC) Cottage 627, JHMC Office Complex John Hay Special Economic ZoneCamp John Hay, Baguio City Telephone No: (074) 424 5824 Email address: bac@jhmc.com.ph
(f)	Procurement of Consulting Services for the Design of the John Hay Management Corporation (JHMC) Sewage Treatment Plant
5	The address for submission of eligibility documents is <i>Cottage 627, JHMC Office Complex, Camp John Hay, Baguio City.</i> The deadline for submission of eligibility documents is <i>on 04 May 2022 at 9:00 AM.</i>
8.1	The place of opening of eligibility documents is <i>Bell House Conference Room, John Hay Special Economic Zone, Camp John Hay, Baguio City</i> The date and time of opening of eligibility documents is <i>on 04 May 2022 @ 10:00 AM at the JHMC Conference Room, Bell House, Camp John Hay and through videoconferencing via google meet.</i>
9.1	Similar contracts are Wastewater Treatment process design, wastewater treatment technologies, and the like.
9.2	Criteria for Shortlisting for the five (5) highest ranked proponents are: 1. Applicable experience in Water and Wastewater Management and Company Track Record - (40%) 2. Qualification of Professional Team (As reflected in the CV submission) (30%) 3. Feasibility of Design, Approach and Methodology (30%) Provided that the bidder must obtain a minimum total score of seventy percent(70%) to be considered for shortlisting.

CONSULTING SERVICES FOR THE DESIGN OF THE JOHN HAY MANAGEMENT CORPORATION (JHMC) SEWAGE TREATMENT PLANT

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 OF THE JOHN HAY MANAGEMENT CORPORATION (JHMC) SEWAGE TREATMENT PLANT

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 OF THE JOHN HAY MANAGEMENT CORPORATION (JHMC) SEWAGE TREATMENT PLANT

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						
6						
7						

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 : _____

