

BIDDING DOCUMENTS

Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education

Public Bidding No. 19-298-10

**Fifth Edition
August 2016**

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CHECKLIST OF ELIBILITY REQUIREMENTS

I. Class “A” Documents –

- Eligibility Documents Submission Form (Use Annex A)
 - Secretary’s Certificate or Special Power of Attorney

Legal Eligibility Documents

- 1. PhilGEPS Certificate of Registration (Platinum Membership)

Technical Eligibility Documents

- 2. Eligibility Documents Submission Form (Use Annex A)
- 3. Statement of the Consultant’s Nationality (Use Annex B)
- 4. Curriculum Vitae for the Proposed Professional Staff (Use Annex C)
- 5. Statement of Completed Contracts (Use Annex D)
- 6. Consultant’s Project References (Use Annex D.1)
- 7. Certificate of Good Standing and Satisfactory Completion or equivalent Document
- 8. Statement of Ongoing and Awarded But Not Yet Started Contracts (Use Annex E)

Financial Eligibility Document

- 9. Audited Financial Statements (AFS) for year 2018.

II. Class “B” Document –

Legal Eligibility Documents

- 10. Valid Joint Venture Agreement (JVA) if JV is in existence or duly notarized statements from all the potential joint venture partners stating that they will enter into and abide by the provisions of the JVA in the instance that the bid is successful.

BRIEF PROJECT DESCRIPTION

The Department of Education (DepEd) started implementing its computerization program in early 2000s with the provision of computer package consisting of computer hardware and software, teacher training, and courseware under the program to select schools nationwide. The DepEd Computerization Program (DCP) primarily aims to provide public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21st century. Over the years, the objectives of DCP have evolved to also serve the governance and administrative requirements of the Department. DepEd outlines its targets for the program through its yearly issuances.

As of 2018, DCP's objectives as reflected in its profile of DepEd's programs and projects are to:

1. Provide sufficient number of updated computer packages to all public schools;
2. Provide sufficient number of computers for the augmentation of the existing computer packages to number of public schools;
3. Provide multimedia packages to all public school classrooms;
4. Provide high speed internet connectivity to all public schools;
5. Develop, enhance, and/or upgrade office information systems that will support the operations of DepEd in all levels; and
6. Upgrade and/or maintain ICT infrastructure to support the operation of DepEd central, regional, and division offices.

Given the massive investments poured into the program by the Department and significant support extended by donor partners, the ICTS has recently engaged a third party company to undertake a baseline study research. One of the study's objectives is to provide information on DCP implementation that will served as basis for future monitoring, assessment, and evaluation purposes.

Related to the undertaking, DepEd through Project Management Service-Project Development Division (PMS-PDD) aims to engage a Service Provider that will look into the processes of the DCP. The evaluation results will provide inputs for the improvement of program implementation and for similar future programs of the Department.

The studies, along with others pursued by the Department, are part of DepEd's response and alignment of efforts with the National Evaluation Framework of the Philippines issued through a joint NEDA and DBM memorandum circular in 2015.

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



Request for Expression of Interest

for

Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education

1. The ***Department of Budget and Management – Procurement Service (DBM-PS)***, through the ***GAA 2017*** intends to apply the sum of ***P2,762,800.00*** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education/(PB No. 19-298-10)***. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The ***DBM-PS*** now calls for the submission of eligibility documents for ***Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education***. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before ***October 17, 2019 at 10:00AM*** at ***PS Conference Room, DBM Compound, RR Road, Cristobal Street, Paco, Manila***. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.
3. The BAC shall hold a Preliminary Meeting to discuss the terms and conditions under the REI on ***October 3, 2019; 10:00 AM***. Interested bidders may obtain further information from ***DBM-PS*** and inspect the Bidding Documents at the address given below during *office hours*.
4. A complete set of Bidding Documents may be acquired by interested Bidders on ***September 26, 2019*** from the address below.

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

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 short list shall consist of ***five (5)*** prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:
 - a. Applicable Experience of the Firm; (40%)
 - b. Qualification of personnel who may be assigned to the job vis-à-vis extent and complexity of the undertaking (40%); and
 - c. 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.
 - (i) 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-Based Evaluation/Selection (QBE/QBS)*** procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
8. The contract shall be completed within ***four (4) months after receipt of the Notice to Proceed (NTP)***.
9. The ***DBM-PS*** 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:

*The Bids and Awards Committee X
DBM Compound, RR Road,
Cristobal St., Paco Manila
pd10@ps-philgeps.gov.ph
689-7750 loc. 4002*

(SGD) ENGR. PABLO ROMAN C. ANDRES
Chairperson, BAC X

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. For procurement to be performed overseas, it shall be subject to the Guidelines to be issued by the GPPB.

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**. In case the deadline for submission of bids fall on a non-working day duly declared by the president, governor or mayor or other government official authorized to make such declaration, the deadline shall be the next working day.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in **Clause 5** 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:
- (c) the name of the prospective bidder;
 - (d) whether there is a modification or substitution; and
 - (e) 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

EDS Clause	
1.2	<i>The services under this project do not involve practice of profession regulated by law.</i>
1.3	No further instructions.
2.1(a)(i)	<p>The valid PhilGEPS Certificate of Registration (Platinum Membership) shall reflect the updated eligibility documents. Should the Annex A of said certificate do not reflect the updated documents, the bidder shall submit together with the Certificate, certified true copies of the updated documents.</p> <p>Notwithstanding the above requirements, the bidder may opt to submit the following eligibility documents in lieu of the submission of the PhilGEPS Certificate of Registration (Platinum Membership):</p> <ul style="list-style-type: none"> a) Business Registration; b) 2019 Mayor’s Permit c) 2018 Audited Financial Statement; d) Valid and Current Tax Clearance Certificate; <p>In the latter case, the bidder shall submit a valid PhilGEPS Registration Certificate as part of Post-qualification documents.</p>
2.1(a)(ii)	<p>The statement of all ongoing and completed government and private contracts shall include all such contracts <u>within the last five (5) years</u> prior to the deadline for the submission and receipt of eligibility documents.</p> <p>Attached as Annexes “D” and “E” in Section IV. Bidding Forms are the standard forms for this requirement including the instructions and guidelines in the accomplishment of said forms.</p>
2.1(a)(ii.7)	<p>Proponent must show certification or any equivalent document from each of their client, as stated in the Statement of Completed Contracts form, that they are in good standing and have implemented <i>similar projects (clause 9.1)</i> to their client’s expectation. <u>This particular requirement of submitting certification or equivalent document shall only apply to contracts that are similar in nature to the project at hand.</u></p> <p>The documents must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany said documents if they are in other foreign language.</p> <p>A translation of the documents in English certified by the Philippine Embassy/ Consulate in the country where the document is coming from shall likewise be accepted.</p>
4.2	<p>Each prospective bidder shall submit one (1) original and one (1) additional copy of its eligibility documents.</p> <p>A Softcopy of the Eligibility Documents shall be provided in searchable PDF on or before the deadline of the submission of the Eligibility Documents.</p>

4.3 (c)	Department of Budget and Management – Procurement Service Bids and Awards Committee X (DBM-PS BAC X) Bidding Room, PS Bldg., Cristobal Street, Paco, Manila
4.3(d)	<p>Name of the Project: <i>Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education</i></p> <p>Brief Description of the Project:</p> <p>The Department of Education (DepEd) started implementing its computerization program in early 2000s with the provision of computer package consisting of computer hardware and software, teacher training, and courseware under the program to select schools nationwide. The DepEd Computerization Program (DCP) primarily aims to provide public schools with appropriate technologies that would enhance the teaching-learning process and meet the challenges of the 21st century. Over the years, the objectives of DCP have evolved to also serve the governance and administrative requirements of the Department. DepEd outlines its targets for the program through its yearly issuances.</p> <p>As of 2018, DCP’s objectives as reflected in its profile of DepEd’s programs and projects are to:</p> <ol style="list-style-type: none"> 1. Provide sufficient number of updated computer packages to all public schools; 2. Provide sufficient number of computers for the augmentation of the existing computer packages to number of public schools; 3. Provide multimedia packages to all public school classrooms; 4. Provide high speed internet connectivity to all public schools; 5. Develop, enhance, and/or upgrade office information systems that will support the operations of DepEd in all levels; and 6. Upgrade and/or maintain ICT infrastructure to support the operation of DepEd central, regional, and division offices. <p>Given the massive investments poured into the program by the Department and significant support extended by donor partners, the ICTS has recently engaged a third party company to undertake a baseline study research. One of the study’s objectives is to provide information on DCP implementation that will served as basis for future monitoring, assessment, and evaluation purposes.</p> <p>Related to the undertaking, DepEd through Project Management Service-Project Development Division (PMS-PDD) aims to engage a Service Provider that will look into the processes of the DCP. The evaluation results will provide inputs for the improvement of program implementation and for similar future programs of the Department.</p> <p>The studies, along with others pursued by the Department, are part of</p>

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8.1	The place of opening of eligibility documents is: Department of Budget and Management – Procurement Service Bids and Awards Committee X (DBM-PS BAC X) Bidding Room, PS Bldg., Cristobal Street, Paco, Manila The date and time of opening of eligibility documents is <u>October 17, 2019 at 10:00 A.M.</u>																																			
9.1	Similar contracts shall refer to any contracts on Process Evaluation, Thematic Evaluation, Sector Evaluation, Policy Evaluation, Ex-Ante Evaluation, Ex-Post Evaluation Studies or Needs Assessment.																																			
9.2	<p><i>Evaluation Criteria for Short listing of bidders Engagement of Service Provider for the Process Evaluation of the DepEd Computerization Program for the Department of Education</i></p> <p style="text-align: center;">Shortlisting Evaluation Criteria</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 65%;">Criteria</th> <th style="width: 10%;">Score (%)</th> <th style="width: 10%;">%</th> <th style="width: 10%;">Pts</th> <th style="width: 5%;">Pts.</th> </tr> </thead> <tbody> <tr style="background-color: yellow;"> <td>Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company or the individual experiences of the principal and key staff</td> <td></td> <td></td> <td></td> <td style="text-align: center;">40</td> </tr> <tr style="background-color: black; color: white;"> <td colspan="3">A. Firms Qualification</td> <td colspan="2" style="text-align: center;">60</td> </tr> <tr style="background-color: #cccccc;"> <td>1. The firm/group or any of its JV members must be at least five (5) years in operations in development studies.</td> <td></td> <td style="text-align: center;">50</td> <td></td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> - 8 years in existence or more - 6 to 7 years in existence - 5 years in existence - 3 years less than 5 years in existence - Less than 3 years in existence </td> <td style="text-align: center;"> 100 85 70 50 0 </td> <td></td> <td></td> <td></td> </tr> <tr style="background-color: #cccccc;"> <td>2. The firm/group or any of its JV members must have completed at least three (3) consulting services/projects SIMILAR to the project to be bid within <u>the last five (5) years</u> prior to the deadline for the submission and receipt of eligibility documents</td> <td></td> <td style="text-align: center;">50</td> <td></td> <td></td> </tr> <tr> <td> <ul style="list-style-type: none"> - 7 or more similar projects - 4 to 6 similar projects </td> <td style="text-align: center;"> 100 85 </td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Criteria	Score (%)	%	Pts	Pts.	Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company or the individual experiences of the principal and key staff				40	A. Firms Qualification			60		1. The firm/group or any of its JV members must be at least five (5) years in operations in development studies.		50			<ul style="list-style-type: none"> - 8 years in existence or more - 6 to 7 years in existence - 5 years in existence - 3 years less than 5 years in existence - Less than 3 years in existence 	100 85 70 50 0				2. The firm/group or any of its JV members must have completed at least three (3) consulting services/projects SIMILAR to the project to be bid within <u>the last five (5) years</u> prior to the deadline for the submission and receipt of eligibility documents		50			<ul style="list-style-type: none"> - 7 or more similar projects - 4 to 6 similar projects 	100 85			
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- 3 similar projects	70			
- 2 similar projects	50			
- 1 similar project	0			
B. Work Experience		40		
1. Single largest completed similar contract/project within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.		60		
- More than the ABC	100			
- 75% - 100% of the ABC	85			
- 50% but less than 75% of the ABC	70			
- Below 50% of the ABC	0			
2. Total Aggregate completed similar contracts/projects within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.		40		
- Equal or more than the ABC	100			
- Less than the ABC	0			
Qualification of Key Personnel			40	
A. Team Leader/Lead Consultant		50		
1. Education		20		
- With PhD in Economics, Education, Development Studies or related Social Science	100			
- With Masters Degree in Economics, Education, Development Studies or related Social Science	85			
- With Bachelor's Degree in Economics, Education, Development Studies or related Social Science	70			
- With Bachelor's Degree	50			
2. With at least three (3) completed Development Studies or projects that is similar to the project to be bid within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.		32		
- 7 projects completed or more	100			
- 4 to 6 projects completed	85			
- 3 projects completed	70			
- less than 3 projects completed	50			
3. With at least three (3) completed contracts that is similar to the project to be bid as Team Leader/ Lead Consultant in conducting evaluation studies		40		
- 7 projects completed or above	100			
- 4 to 6 projects completed	85			
- 3 projects completed	70			
- less than 3 projects completed	50			
4. At least five (5) relevant trainings and/or seminars attended (shall not include attending		8		

	as speaker or resource person)				
	- With 8 or more relevant trainings and/or seminars attended for the last five (5) years	100			
	- With 6 to 7 relevant trainings and/or seminars attended for the last five (5) years	85			
	- With 5 relevant trainings and/or seminars attended for the last five (5) years	70			
	- With 1 to 2 relevant trainings and/or seminars attended for the last five (5) years	50			
	- No relevant trainings and/or seminars attended for the last five (5) years	0			
B. Program Evaluation Specialist			50		
1.	Education		20		
	- With PhD in Economics, Education, Development Studies or related Social Science	100			
	- With Masters Degree in Economics, Education, Development Studies or related Social Science	85			
	- With Bachelor's Degree in Economics, Education, Development Studies or related Social Science	70			
	- With Bachelor's Degree	50			
2.	With at least three (3) completed Development Studies or projects that is similar to the project to be bid within <u>the last five (5) years</u> prior to the deadline for the submission and receipt of eligibility documents.		32		
	- 7 projects completed and above	100			
	- 4 to 6 projects completed	85			
	- 3 projects completed	70			
	- 2 projects completed	50			
3.	With at least three (3) completed contracts that is similar to the project to be bid as Program Evaluation Specialist		40		
	- 7 projects completed or above	100			
	- 4 to 6 projects completed	85			
	- 3 projects completed	70			
	- less than 3 projects completed	50			
4.	At least five (5) relevant trainings and/or seminars attended (shall not include attending as speaker or resource person)		8		
	- With 8 or more relevant trainings and/or seminars attended for the last five (5) years	100			
	- With 6 to 7 relevant trainings and/or seminars attended for the last five (5) years	85			

- With 5 relevant trainings and/or seminars attended for the last five (5) years	70			
- With 1 to 2 relevant trainings and/or seminars attended for the last five (5) years	50			
- No relevant trainings and/or seminars attended for the last five (5) years	0			
Current Workload				20
A. Current project workload (On-going projects)				50
- 0 to 1 on-going projects	100			
- 2 on-going projects	85			
- 3 on-going projects	70			
- 4 to 5 on-going projects	50			
- More than 5 on-going projects	0			
B. Financial Capacity				50
- More than the ABC	100			
- 75%-100% of the ABC	70			
- 50% but less than 75% of the ABC	50			
- Below 50% of the ABC	0			
Total				100

NOTE:

1. Based on the above criteria, the bidders shall be ranked according to their total equivalent points.

2. Only the top **five (5) bidders** meeting the cut-off score of **seventy (70) points** shall be included in the shortlist.

3. For the Education criteria of key personnel, “With Master’s and/or Doctorate Degree units” shall mean that all academic subjects are completed, short of comprehensive examination/thesis. Please provide all necessary information in the attached Curriculum Vitae (Annex C).

Section IV. Bidding Forms

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ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

PROCUREMENT SERVICE

RR Road, Cristobal Street,
Paco, Manila

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, or LGUs, including foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, and that each of the documents submit;
- (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; and
- (c) The undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith attached notarized authority (*e.g., duly notarized Secretary's Certificate issued by the corporation or the members of the joint venture*).

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.

Yours sincerely,
Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

STATEMENT OF THE CONSULTANT’S NATIONALITY

PROCUREMENT SERVICE

RR Road, Cristobal Street,
Paco, Manila

Ladies/Gentlemen:

In compliance with the requirements of the Department of Budget and Management – Bids and Awards Committee (DBM-PS BAC) for the bidding of the *(Name of the Project/Public Bidding No. __)*, I/we hereby declare the following:

1. [Select one and delete the rest].

[If domestic entity bidder] That (Name of the bidder) is a domestic sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the Philippines;

[If foreign entity bidder] That (Name of the bidder) is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the (Name of the country);

[If foreign entity bidder] That (Name of the bidder) is registered with the Securities and Exchange Commission and/or any agency authorized by the laws of the Philippines;

2. That the proposed partners/ key staff who shall actually perform the services possess the necessary technical and professional competence as required under ED Clause 1.2;
3. That the following are/is the proposed Consultants:

Name of Proposed Consultant	Proposed Position	Nationality	Proof of Identification
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

4. That attached herewith are the Curriculum Vitae of the abovementioned personnel *(Annex/es __)*; and
5. That the undersigned is/are the authorized representative/s for this public bidding as evidenced by herewith **attached notarized authority.**

Very truly yours,

Signature: _____

Name and Title of Authorized Signatory: _____

Name of Consultant/Company: _____

Address: _____ Contact No/s. _____

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and experience.

Commitment:

I also commit to work for the Project in accordance with the time schedule as indicated in the contract once the firm is awarded the Project.

_____ Date: _____
[Signature of staff member and authorized representative of the firm] *Day/Month/Year*

Full name of staff member: _____

Full name of authorized representative: _____

STATEMENT OF COMPLETED CONTRACTS (ANNEX “D”)

List of completed Government and Private Contracts, which are SIMILAR in nature and complexity to the contract to be bid within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.

Name of the Consultant

Date of Contract	Name of Contract	Location the of Contract	Date of Award of Contract	Type and Brief Description of Consulting Service	Consultant is: a. main consultant b. subcontractor c. partner in a JV	Amount of Contract	Contract Duration

Name and Signature of Authorized Representative

Date

Attachments:

- 1 Project References in the “Annex D.1”
- 2 Certificate of satisfactory completion or certificate of acceptance from the client or official receipt clearly indicating full and final payment.
- 3 Copy of the contract, or contract abstract, clearly stating the scope of the contract/project/services.

CONSULTANT’S PROJECT REFERENCES (ANNEX D.1)

Using the format below, provide information on each similar project and other ICT projects involving similar services for which your firm/entity, either individually, as a corporate entity, or as one of the major companies within an association, was legally contracted.

Project Name:		Country:
Total Project Cost :		
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		N ^o of Staff:
Address:		N ^o of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion (Month/Year):	Date
		Approx. Value of Services:
Name of Associated Consultants, if any:		N ^o of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Consultant’s Name

Name and Signature of Authorized Representative

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 (ANNEX E)

Name of the Consultant

S. No.	Name and Location of the Project	Date of Award of the Contract	Type and Brief Description of Consulting Services	Consultant's Role (Whether Main Consultant, Subcontractor, or Partner in a JV)	Amount of Contact	Contract Duration	Value of Outstanding Contract	Similar Project (Y/N)
Government								
Private								

NOTE: IF THE BIDDER DOES NOT HAVE ANY ON-GOING PROJECT, PLEASE STATE "NONE" IN THE FORM ABOVE AND INCLUDE THE FORM IN THE SUBMISSION OF ELIGIBILITY REQUIREMENTS

Name and Signature of Authorized Representative

Date

