

PHILIPPINE BIDDING DOCUMENTS

CONSULTING SERVICE FOR SYSTEM MAINTENANCE, AND ENHANCEMENT OF MODERNIZED PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (MPHILGEPS) FOR 1 YEAR

for the

**PROCUREMENT SERVICE -
DEPARTMENT OF BUDGET AND
MANAGEMENT (PS-DBM)**

PART 1

PUBLIC BIDDING NO. 009-2022

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CHECKLIST OF ELIGIBILITY REQUIREMENTS

I. TECHNICAL COMPONENT ENVELOPE

Class "A" Documents

Legal Documents

- ☐ a. Valid and Updated PhilGEPS Registration Certificate (Platinum Membership) (all pages) in accordance with Section 8.5.2 of the IRR;

Or

Technical Documents

- ☐ b. Statement of the prospective bidder of all its ongoing 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;

and

- ☐ c. Statement of the bidder's Single Largest Completed Contract (SLCC) similar to the contract to be bid, except under conditions provided for in Sections 23.4.1.3 and 23.4.2.4 of the 2016 revised IRR of RA No. 9184, within the relevant period as provided in the Bidding Documents;

and

- ☐ d. Original copy of Bid Security. If in the form of a Surety Bond, submit also a certification issued by the Insurance Commission;

or

Original copy of Notarized Bid Securing Declaration; **and**

- ☐ e. Conformity with the Technical Specifications, which may include production/delivery schedule, manpower requirements, and/or after-sales/parts, if applicable;

and

- ☐ f. Original duly signed Omnibus Sworn Statement (OSS);

and

if applicable, Original Notarized Secretary's Certificate in case of a corporation, partnership, or cooperative; or Original Special Power of Attorney of all members of the joint venture giving full power and authority to its officer to sign the OSS and do acts to represent the Bidder.

Financial Documents

- ☐ g. The Supplier's audited financial statements, showing, among others, the Supplier's total and current assets and liabilities, stamped "received" by the BIR or its duly accredited and authorized institutions, for the preceding calendar year which should not be earlier than two (2) years from the date of bid submission;

and

- ☐ h. The prospective bidder's computation of Net Financial Contracting Capacity (NFCC);

or

A committed Line of Credit from a Universal or Commercial Bank in lieu of its NFCC computation.

Class “B” Documents

- ☐ i. If applicable, a duly signed joint venture agreement (JVA) in case the joint venture is already 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.

Other documentary requirements under RA No. 9184 (as applicable)

- ☐ j. *[For foreign bidders claiming by reason of their country's extension of reciprocal rights to Filipinos]* Certification from the relevant government office of their country stating that Filipinos are allowed to participate in government procurement activities for the same item or product.
- ☐ k. Certification from the DTI if the Bidder claims preference as a Domestic Bidder or Domestic Entity.

I. FINANCIAL COMPONENT ENVELOPE

- ☐ a. Original of duly signed and accomplished Financial Bid Form;
and
- ☐ b. Original of duly signed and accomplished Price Schedule(s).



BRIEF PROJECT DESCRIPTION

The Procurement Service - Department of Budget and Management (PS-DBM) PhilGEPS Group seeks to hire one (1) year of service for the system maintenance, and enhancement of mPhilGEPS web application to maintain its performance and upgrade its design and functionality for the said web application.

The **mPhilGEPS** is the end result of the DBM's project "Acquisition and Customization of an Electronic Government Procurement System (eGPS)" since 2017. The said system is part of the reform measures undertaken to reduce corruption in government, and improve transparency to government procurement information for the public as mandated by the Government Procurement Reform Act (RA 9184). The **mPhilGEPS**, an upgraded version of the current **PhilGEPS 1.5**, shall serve as the centralized source of information on the procurement of goods and general support services, civil works, and consulting services by all sectors of government including local government units.

Currently, the PhilGEPS Group maintains two (2) systems, which are the PhilGEPS (1.5) and the Modernized PhilGEPS (mPhilGEPS). Both systems are currently hosted in the existing Cloud Service Platform with implemented layers of security to prevent cyber-attack, and to protect its highly valuable government procurement databases.

The PhilGEPS Group is planning to fully implement and mandate the use of the mPhilGEPS to all registered National Government Agencies, State Universities and Colleges (SUCs), Local Government Unit (LGU), Government-Owned and Controlled Corporation (GOCC), and Constitutional Offices by the middle of 2022 subject for approval of the Government Procurement Policy Board (GPPB)

In preparation for the said full implementation and to continue the improvement of the mPhilGEPS, the hiring of a 3rd party service provider is essential and critical to the PhilGEPS Group operation, and to carry out its mandate.

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Section I. Request for Expression of Interest

REQUEST FOR EXPRESSION OF INTEREST FOR THE

CONSULTING SERVICE FOR SYSTEM MAINTENANCE, AND ENHANCEMENT OF MODERNIZED PHILIPPINE GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM (mPhilGEPS) FOR 1 YEAR

The *Procurement Service – Department of Budget and Management (PS-DBM)*, through the *Procurement Service Funds of 2022*, intends to apply the sum of *Fifty One Million Pesos (₱51,000,000.00)* being the Approved Budget for the Contract (ABC) to payments under the contract for the *Procurement of System Maintenance, and Enhancement of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) For 1 Year / PB No. 009-2022*. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

The *PS-DBM* now calls for the submission of eligibility documents for the Consulting Service for *System Maintenance, and Enhancement of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) For 1 Year*.

The BAC shall draw up the short list of consultants from those who have submitted eligibility documents/Expression of Interest 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 per lot 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 (50%); and
- c. Current workload relative to capacity (10%).

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, partnerships, or organizations with at least sixty percent (60%) interest or outstanding capital stock belonging to citizens of the Philippines.

The Procuring Entity shall evaluate bids using the *Quality Cost Based Evaluation/Selection (QCBE/QCBS)* procedure. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

The contract shall be completed within *Twelve (12) months from the effective date indicated in the Notice to Proceed (NTP)*.



The **PS-DBM** reserves the right to reject any and all bids, annul the bidding process, or not award the contract at any time prior to contract award, without thereby incurring any liability to the affected bidder or bidders.

For further information, please refer to:

*PS-Internal Bids and Awards Committee
Secretariat, Internal BAC
General Administrative Division
2nd Floor, PS Complex
Procurement Service-DBM
Cristobal Street, Paco, Manila
internal-bacsec@ps-philgeps.gov.ph*

SIGNATURE REDACTED

MARIA JENNIFER JIMENEZ

Chairperson, Internal Bids and Awards Committee

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 shortlisted 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. Shortlisted 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

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Eligibility Data Sheet

Eligibility Documents	
1.2	No further instructions.
1.3	No further instructions.
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</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>
4.1	Each prospective bidder shall submit one (1) original and one (1) additional copy of its eligibility documents.
4.3(e)	<p>Procurement Service-DBM Internal Bids and Awards Committee Secretariat, Internal BAC General Services Division 2nd Floor, PS Complex Procurement Service-DBM Cristobal Street, Paco, Manila internal-bacsec@ps-philgeps.gov.ph</p>
43(f)	<p>Name of the Project: <i>Consulting Service for System Maintenance, and Enhancement of Modernized Philippine Government Electronic Procurement System (mPhilGEPS) For 1 Year</i></p> <p>Brief Description of the Project: <i>A one (1) year of consulting service for the system maintenance and enhancement of mPhilGEPS to maintain its performance and upgrade its design and functionality. Detailed requirements are indicated in the Terms of Reference and the Annexes of this Project.</i></p>

5	<p>The address for submission of eligibility documents is:</p> <p>PS Conference Room, PS-DBM Compound, RR Road, Cristobal St., Paco, Manila</p> <p>The deadline for submission of eligibility documents is <i>10:00 a.m. 07 November 2022</i></p>
8.1	<p>The place of opening of eligibility documents is</p> <p>PS Conference Room, PS-DBM Compound, RR Road, Cristobal St., Paco, Manila</p> <p>The date and time of opening of eligibility documents is <i>10:00 a.m. 07 November 2022</i>].</p>
9.1	<p>Similar contracts shall refer to <i>development of any web-based integrated electronic commerce system or an enterprise web-based system.</i></p>
9.2	<p>Please refer to Annex “F”</p>

Section IV. Bidding Forms

Section IV. Bidding Forms

Eligibility Documents Submission Form (Annex A)	21
Statement of the Consultant's Nationality (Annex B)	22
Format of Curriculum Vitae (CV) for Proposed Professional Staff	24
Statement of Completed Contracts (Annex D)	27
Consultant's Project References (Annex D.1)	29
List of All On-Going Government and Private Contracts (Annex E)	30

ELIGIBILITY DOCUMENTS SUBMISSION FORM

[Date]

[Name and address of the Procuring Entity]

Ladies/Gentlemen:

In connection with your Request for Expression of Interest dated *[insert date]* for *[Title of Project]*, *[Name of Consultant]* hereby expresses interest in participating in the eligibility and short listing for said Project and submits the attached eligibility documents in compliance with the Eligibility Documents therefore.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, LGUs, or autonomous regional government, including foreign government/foreign or international financing institution; and
- b) Each of the documents submitted herewith is an authentic copy of the original, complete, and all statements and information provided therein are true and correct.

We acknowledge and accept the Procuring Entity's right to inspect and audit all records relating to our submission irrespective of whether we are declared eligible and short listed or not.

We further acknowledge that failure to sign this Eligibility Document Submission Form shall be a ground for our disqualification.

Yours sincerely,

Signature
Name and Title of Authorized Signatory
Name of Consultant
Address

STATEMENT OF THE CONSULTANT'S NATIONALITY

[Name and address of the Procuring Entity]

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 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.			

3. That attached herewith are the Curriculum Vitae of the abovementioned personnel *(Annex/es ____)*; and
4. 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. _____



(ANNEX C)

FORMAT OF CURRICULUM VITAE (CV) FOR PROPOSED PROFESSIONAL STAFF

1. For scoring purposes, please provide all the necessary details as required per section 2 of Evaluation Criteria in the EDS, clause 9.2.

Note: All fields are mandatory. Indicate "N/A" if not applicable.

Name of Firm						
Proposed Position:						
Detailed Task Assigned:						
Personal Information						
Name:						
Profession:			Contact No.	Email Address		
Date of Birth			Citizenship	Civil Status		
Work Experience (start from the current employment)						
Company Name	Inclusive Dates		Total (Year Months)	Position Title	Actual Duties and Responsibilities(State the Name and Descriptions of the Projects handled)	
	From	To			Similar Relevant Experience	Similar Overall Experience
Current Workload (include workload or projects from other companies, if any)						
Company Name	Inclusive Dates		Total (Year Months)	Position Title	Actual Duties and Responsibilities(State the Name and Descriptions of the Projects handled)	
	From	To			Similar Relevant Experience	Similar Overall Experience



Relevant Training (for the last ten (10) years either as a participant or resource speaker)					
Course Title	Inclusive Dates		Location	No. of Hours	Conducted / Sponsored by
	From	To			

Education (start from the most recent)				
School	Inclusive Dates		Degree Course	Scholarships / Academic Honors Received
	From	To		

Professional Licenses, Membership in Professional Organization, Certifications and Other Credentials	
Title	Date Received/Validity

Language Proficiency (Reading, Writing, Speaking)					
English			Filipino		
Reading	Writing	Speaking	Reading	Writing	Speaking
<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent	<input type="checkbox"/> Excellent
<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good	<input type="checkbox"/> Good
<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair	<input type="checkbox"/> Fair
<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor

Notes:

- Photocopy of the following documents must be submitted together with the Curriculum Vitae to evidence educational attainment, work experience and professional certifications:

1. Diploma
2. Certificates of Employments and/ or Contract of Employment
3. Valid Professional Certifications and/or Licenses

Certification:

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

Signature of Staff Member and Authorized
Representative of the Firm

Date: _____

Full Name of the Staff Member: _____

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.

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
I.1. Consulting experience in Database Management							
I.2. Consulting experience in Document Management							
I.3. Consulting experience that involves design and development of data capture program including scanning and encoding of data							

<p style="text-align: center;">Date: _____</p> <p style="text-align: center;">_____ Name and Signature of Authorized Representative</p>

* The bidders shall list and provide additional required documentation up to a maximum of five (5) contracts/projects for each of the following evaluation criteria: 1.1, 1.2 and 1.3.

Attachments:

- 1 Project References in the "Annex D"
- 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 similar projects and other ICT projects involving similar services.

Project Name:		Country:
Total Project Cost :		
Location within Country:		Professional Staff Provided by Your Firm/Entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; Duration of Project:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services:
Name of Associated Consultants, if any:		Nº 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:

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 Contract	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

Shortlisting Evaluation Criteria

CRITERIA		Score	%	%	Points
Applicable experience of the consultant and members in case of joint ventures, considering both overall experiences of the company					40
I. Firms Qualification				40	
	A. The firm/group or any of its JV members must be legally operational for at least five (5) years starting from the 1st day of June 2022		30		
	7 years or more	100			
	More than 5 but less than 7 years	80			
	5 years	70			
	Less than 5 years	0			
	B. The firm/group or any of its JV members must have completed at least five (5) projects to any web-based using PHP for the past 5 years from the 1st day of June 2022		30		
	7 projects or more	100			
	6 Projects	80			
	5 projects	70			
	Less than 5 project	0			
	C. Work Experience of the Firm for the past 5 years from the 1st day of June 2022		40		
	4 projects or more	100			
	3 projects	80			
	2 projects	70			
	less than 2 project	0			
II. Work Experience				60	
	1. Single largest project from 2019 to 2021 (completed)		40		
	more than the ABC	100			
	75 % - 100% of the ABC	85			
	50% - 75% of the ABC	70			
	below 50% of the ABC	0			
	2. Total value of projects from 2019 to 2021 (completed)		30		
	more than the ABC	100			
	75 % - 100% of the ABC	85			
	50% - 75% of the ABC	70			
	below 50% of the ABC	0			
	3. Total value of projects from 2019 to 2021 (on-going)		30		
	below 50% of the ABC	100			
	50% - 75% of the ABC	85			
	75 % - 100% of the ABC	70			
	more than the ABC	0			
Qualification of Key Personnel					50
One (1) Lead Project Coordinator (key personnel)				25	

CRITERIA		Score	%	%	Points
Education			10		
	Master's Degree - PhD Degree	100			
	College Degree	90			
	Non-Degree Holder	0			
2 years experience as project lead coordinator			60		
	5 Years and Above	100			
	3 - 4 Years	80			
	2 Year	70			
	Less than 2 Year	0			
Attached certificate for the agile project management or any equivalent or higher certificate			30		
	Presence	100			
	Absence	0			
Two (2) Lead Developer/Full Stack Developer (key personnel)				15	
Education			10		
	Master's Degree - PhD Degree	100			
	College Degree	90			
7 Years experience in the Software Development			50		
	10 years and above	100			
	8 - 9 years	80			
	7 - 8 years	70			
	Less than 7 Years	0			
Attached certificate for the agile project management or any equivalent or higher certificate			10		
	Presence	100			
	Absence	0			
Developed at least two (2) systems for the past 3 years			30		
	3 Systems and above	100			
	2 Systems	70			
	1 System	0			
Two (2) Network Administrator				10	
1. Education			20		
	Master's Degree-PhD Degree	100			
	College Degree	90			
	Non-Degree Holder	0			
2 Years experience as network administrator			50		
	5 Years and Above	100			
	2 - 4 years	70			
	Below 2 Years	0			

CRITERIA		Score	%	%	Points
	Attached certificate/s of technology principals proving competence either in cloud computing or management of networks in data centers		30		
	Presence	100			
	Absence	0			
Three (3) Front-End Developer				15	
	1. Education		10		
	Master's Degree - PhD Degree	100			
	College Degree	90			
	Non-Degree Holder	0			
	2 Year experience as front-end developer		40		
	3 Years and Above	100			
	2 years	70			
	Less than 2 Years	0			
	Attached certificate having an experience in the area of PHP, HTML, CSS, and Javascript		10		
	Presence	100			
	Absence	0			
	Have experience in CakePHP or equivalent to any Model-View-Controller (MVC) structure in the development		20		
	Have experience in CakePHP	100			
	equivalent to any MVC structure in the development	70			
	No experience	0			
	Have experience in the Object Oriented structure		5		
	Yes	100			
	No	0			
	Have experience in the Git or any open source distributed version control system		5		
	Yes	100			
	No	0			
	List minimum of 1 developed web-based system for the past 3 years		10		
	2 Developed System or above	100			
	1 Developed System	70			
	0 Developed System	0			
Two (2) Lead Database Analyst				5	
	1. Education		10		
	Master's Degree - PhD Degree	100			
	College Degree	90			
	Non-Degree Holder	0			
	Minimum of 2 Years experience as Senior Database Analyst who construct databases from scratch		50		

CRITERIA			Score	%	%	Points
		3 years and above	100			
		2 years	70			
		Less than 2 Year	0			
	At least 3 Years experience with hybrid set -ups of cloud and on - premise servers			20		
		5 years and above	100			
		3 - 4 Years	70			
		Less than 3 Years	0			
	Enlist 1 developed MySQL database in the system			20		
		2 and above	100			
		1 database	70			
		0	0			
Three (3) Back-End Developer					10	
	Education			10		
		Master's Degree - PhD Degree	100			
		College Degree	90			
		Non-Degree Holder	0			
	2 Years experience as MySQL Back -End Developer who has experience in the query development, API and managing database server.			50		
		3 years and above	100			
		2 Years	70			
		less than 2 Years	0			
	Have experience in the Git or any open source distributed version control system			10		
		Yes	100			
		No	0			
	Enlist 1 developed MySQL database in the system			15		
		2 and above	100			
		1 developed database	70			
		0	0			
	Enlist 1 developed systems that utilizes microservices			15		
		2 and above	100			
		1 developed microservice	70			
		0	0			
Two (2) Quality Assurance					15	
	1. Education			10		
		College Degree	100			
		Non-Degree Holder	0			
	1 Year experience as Quality Assurance or as assistant in the project management			50		
		3 years and above	100			
		1 to 2 years	70			
		Below 1 year	0			

CRITERIA		Score	%	%	Points
	Has experience with API testing		10		
	Yes	100			
	No	0			
	Has experience with automated Testing		10		
	Yes	100			
	No	0			
	Has experience with manual user interface testing		10		
	Yes	100			
	No	0			
	Attached International Software Testing Qualifications Board (ISTQB) certificate or any equivalent or higher certificate is required		10		
	Has International Software Testing Qualifications Board (ISTQB) certificate or Higher	100			
	equivalent Certificate from ISTQB	80			
	None	0			
Five (5) System Support Staff				5	
	1. Education		40		
	College Degree	100			
	Non-Degree Holder	0			
	Minimum of 2 Year experience as System Support Staff or have experience in call center as inbound staff support		60		
	3 years and above	100			
	2 years	85			
	Less than 2 years	0			
Current Workload					10
	1. Current Project Workload (Ongoing) starting from the 1st day of June 2022				
	0 to 3	100			
	3 to 6	85			
	7 and above	70			

TOTAL

100

Republic of the Philippines



Government Procurement Policy Board