



National Development Company



**ELIGIBILITY DOCUMENTS
FOR THE RE-BIDDING OF THE**

**PROCUREMENT OF CONSULTING SERVICES FOR
THE DETAILED ENGINEERING DESIGN OF THE
FIRST CAVITE INDUSTRIAL ESTATE (FCIE)
EXPANSION PROJECT IN DASMARIÑAS, CAVITE**

PROJECT REFERENCE NO:

BAC13-12-010

APPROVED BUDGET:

₱3,300,000.00

NDC Building, 116 Tordesillas Street
Salcedo Village, Makati City



ISO 9001 Certified

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REQUEST FOR EXPRESSION OF INTEREST

PROCUREMENT OF CONSULTING SERVICES FOR THE DETAILED ENGINEERING DESIGN OF THE FIRST CAVITE INDUSTRIAL ESTATE (FCIE) EXPANSION PROJECT IN DASMARIÑAS, CAVITE (RE-BIDDING)

1. The National Development Company (NDC), through the approved Corporate Operating Budget (COB) for 2014, intends to apply the sum of **THREE MILLION THREE HUNDRED THOUSAND PESOS (PHP 3,300,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for Consulting Services for the Detailed Engineering Design of the FCIE Expansion Project located in Brgy. Langkaan, Dasmariñas, Cavite with Project Reference No. BAC13-12-010. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.
2. The NDC now calls for the submission of eligibility documents for Consulting Services for the Detailed Engineering Design of the FCIE Expansion Project located in Brgy. Langkaan, Dasmariñas, Cavite.
3. The Consultant's scope of services shall cover the following aspects:

The Consulting Services required shall be Detailed Engineering Design for the Proposed FCIE Expansion Project based on the Preliminary Engineering Plans presented in the updated *Feasibility Study of the 19.2-Hectare Dasmariñas Property* dated September 2013.

To ensure the attainment of the objectives of this engagement, the Design Consultant shall provide the following services:

- a) To make interpretation of the Terms of Reference (TOR) in general.
- b) Investigate the relocation and topographical surveys. The Design Consultant is responsible for validating the information and collect additional data as may be required for finalizing the design.
- c) Undertake subsoil investigation and laboratory tests. Two (2) 12.0-m boreholes shall be drilled as necessary to determine the foundation requirements of the elevated/groundwater reservoirs and wastewater treatment plant. Results of evaluations and other foundation recommendations shall be detailed in the soils and materials investigation report.
- d) Finalize for approval by the Owner the Site Development Plan (SDP) and Land Use Analysis (LUA) based on the relocation and topographical surveys and existing conditions.
- e) Prepare for approval by the Owner at least two (2) Site Grading Plan schemes with the objective of attaining a balanced earthwork, if possible, using AutoCAD Civil3D. Perforated pipes shall be provided on the existing creek to be filled.
- f) Design of Plan and Profile of the road network based on the approved Site Development and Site Grading Plans and hydrologic study. The typical roadway section/s, concrete curb & gutter details, plan, longitudinal and transverse contraction and construction joints, expansion joints and other miscellaneous details shall be based on the Preliminary Engineering Plans which are based on the original design of FCIE.
- g) Design of Water Supply and Fire Protection System based on 100 cu.m allocation per hectare of saleable area and standard water reserve for firefighting. Subsequently, the optimum capacities of the elevated and ground reservoirs shall be determined. Details shall be based also on the original design of FCIE. Preliminary well design of the two (2) deep wells shall be based on existing FCIE wells.
- h) Structural design of elevated and ground reservoirs based on the water supply design (sizes/capacities) and STP civil structures including geotechnical evaluation (foundation requirements) based on the geotechnical investigation report. Details of the booster pump house, deep well pump house and generator house shall likewise be based on the original design of FCIE.

- i) Design of electro-mechanical works for booster pump station, deep well pump station, emergency power generator and STP. The design shall be based on the original design of FCIE.
 - j) Conduct hydrologic study and design of drainage system. The hydrologic study of the area shall determine other areas naturally draining within the property and incorporate these areas in the design of drainage system. The design shall only include sizing, plan and profile. Details of R.C. pipes, manholes, street inlets, junction box and other miscellaneous details shall be based on the original design of FCIE.
 - k) Design of Sewerage System and Sewage Treatment Plant. This shall include all details since the original design of FCIE did not incorporate a centralized STP.
 - l) CHB Perimeter Fence. The drawings are included in the original design drawings archived in the FCIE Association office.
 - m) Design of other ancillary structures, as may be necessary.
 - n) Bill of Quantities (BOQ), Cost Estimates (including Unit Price Analysis), Construction Schedule & S-curve and Implementation Planning. The project is expected to be implemented in three (3) phases. Hence, the BOQ, Cost Estimates and Construction Schedule & S-curve shall also be prepared in three phases; the segregation shall be finalized in consultation with the Owner.
 - o) Technical Specifications that shall comply with the latest DPWH Design Standards and shall include the descriptions of the work items, material requirements, construction requirements and methods, methods of measurements, and basis of payments. The sampling, testing and inspection requirements, and production and delivery requirements, shall be included in the specifications of applicable work items.
 - p) Design Report that shall cover all engineering disciplines.
 - q) In procurement of construction services stage, the Design Consultant shall provide support services to the NDC in the activities of pre-bid meeting for the construction stage of this project at no cost to the Owner.
4. The Eligibility Documents will be available at the NDC Cashier, 7th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City from 9:00 am to 4:00 pm on **May 6 - 23, 2014** and from 9:00 am to 10:00 am only on **May 26, 2014**. The Eligibility Documents can be availed of upon submission of Letter of Interest and upon payment of a non-refundable amount of Five Thousand Pesos (PhP 5,000.00). The method of payment will be cash or cashier's check/manager's check.
 5. A Pre-Eligibility Conference for the discussion of the Eligibility Documents will be conducted on **May 13, 2014 at 2:00 pm** at the ABB Hall, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.
 6. Interested consultants must submit their Eligibility Documents on or before **May 26, 2014 at 10:00 am** at the 8th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City. Applications for eligibility will be evaluated based on a non-discretionary "pass/fail" criterion. The opening of Eligibility Documents is on **May 26, 2014 at 10:30 am** at the ABB Hall, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City.
 7. The interested consultant must be registered online with the Philippine Government Electronic Procurement System (<http://www.philgeps.net/>) as a legitimate service provider for government requirements.
 8. The NDC Bids and Awards Committee (NDC-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 shortlist shall consist of a maximum of five (5) prospective bidders who will be entitled to submit bids.

The minimum qualifications of the consultants are the following:

- a) The consultant must be a reputable firm with at least ten (10) years of consultancy business operation. In the case of joint ventures, at least one of the partners must have at least ten (10) years of consultancy business operation;
- b) The consultancy firm must have completed at least five (5) Detailed Engineering Design similar in nature and complexity with the subject project for the last ten (10) years of consultancy business operation.

In case of joint ventures, completed projects of each partner can be added together to meet the minimum of five (5) Detailed Engineering Design similar in nature and complexity with the subject project for the last ten (10) years of consultancy business operation;

- c) The key personnel who shall work for the project must meet the minimum qualifications under Section 6.3. Key Experts of the Terms of Reference.

The criteria and rating system for shortlisting of consultants are as follows:

<i>Criteria</i>	<i>Perfect Score</i>
1. Applicable experience of the Consultant	45%
2. Qualification of personnel who shall be assigned to the project	45%
3. Current workload relative to capacity	10%
TOTAL	100%

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

9. Bidding Documents will be available only to shortlisted bidders upon payment of a non-refundable amount of Five Thousand Pesos (PhP 5,000.00).
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 open to all interested bidders, subject to the conditions for eligibility provided in the IRR of RA 9184.

The schedule of activities is listed as follows:

<i>Activities</i>	<i>Schedule</i>	<i>Venue</i>
Issuance of Eligibility Documents and Submission of Letters of Intent and Application for Eligibility	May 6 – 23, 2014 (9:00 am – 4:00 pm) May 26, 2014 (9:00 am – 10:00 am)	NDC Cashier, 7th Floor, NDC Building
Pre-Eligibility Conference for the Discussion of Eligibility Documents	May 13, 2014 (2:00 pm)	ABB Hall, NDC Building
Deadline for Submission of Eligibility Documents	May 26, 2014 (10:00 am)	8th Floor, NDC Building
Opening of Eligibility Documents and Eligibility Check	May 26, 2014 (10:30 am)	ABB Hall, NDC Building
Issuance of Bidding Documents to Shortlisted Consultants	Jun. 17 – Jul. 7, 2014 (9:00 am – 4:00 pm) July 8, 2014 (8:00 am – 9:00 am)	NDC Cashier, 7th Floor, NDC Building
Pre-bid Conference	June 25, 2014 (2:00 pm)	ABB Hall, NDC Building

Deadline for Submission of Technical and Financial Proposals	July 8, 2014 (9:00 am)	8th Floor, NDC Building
Opening and Preliminary Examination of Technical Proposals	July 8, 2014 (10:00 am)	ABB Hall, NDC Building
Evaluation of Bids (Technical Proposals)	July 9 – 15, 2014	8th Floor, NDC Building
Opening and Preliminary Examination of Financial Proposals	July 21, 2014 (2:00 pm)	ABB Hall, NDC Building
Evaluation of Bids (Financial Proposals)	July 22 – 28, 2014	8th Floor, NDC Building
Post-Qualification	August 6 – 12, 2014	8th Floor, NDC Building
Issuance of Notice of Award	August 19, 2014	Thru fax, mail or delivery

11. The NDC shall evaluate bids using the Quality-Cost Based Evaluation (QCBE) procedure. The technical proposal and financial proposal shall be given weights of 70% and 30%, respectively. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.
12. The contract shall be completed within seventy five (75) calendar days from the effectivity date of the contract, exclusive of the period for comments on the Draft Final Report.
13. The NDC 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.
14. For further information, please refer to:

MR. ROMMEL R. SERRANO

Head, BAC Secretariat

National Development Company

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(Sgd.) AGM LILIA L. ARCE
NDC BAC Chairman

TERMS OF REFERENCE

Consulting Services for the Detailed Engineering Design of the First Cavite Industrial Estate (FCIE) Expansion Project

1. INTRODUCTION

1.1. BACKGROUND

- a. The National Development Company (NDC) is a government-owned and controlled corporation organized and existing pursuant to Presidential Decree No. 1648, as amended. NDC was created to function as the national government's investment arm.
- b. The NDC, as a premier investment company of the Government, is mandated to pursue commercial, industrial, agricultural, or mining ventures to spur national economic development. NDC may, on its own, or in joint venture with the private sector, undertake development projects that are deemed to contribute to the objectives set out in the Philippine Development Plan 2011-2016.
- c. NDC owns a 19.2-hectare property adjacent to First Cavite Industrial Estate (FCIE) in Brgy. Langkaan, Dasmariñas, Cavite with Transfer Certificate of Title (TCT) No. T-862724.
- d. In September 2013, the NDC Board approved the development of the property as expansion of the FCIE which will be registered to the Philippine Economic Zone Authority (PEZA) as special economic zone.
- e. The Detailed Engineering Design of the First Cavite Industrial Estate Expansion (hereinafter referred to as "Project") shall consist of, but not limited to: design of site grading, roads, water supply and fire protection system, storm drainage, sewerage system, sewerage system and conceptual design of sewage treatment plant.
- f. The Terms of Reference (TOR) for the design services should be used for reference for the consulting services in order to support the performance of design to conform to required standards.

1.2. OBJECTIVES

- a. This Terms of Reference (TOR) should be used as a guide for the satisfactory and timely completion of the Project. This TOR sets out the output, principles, criteria, process and input.
- b. In this task, it is expected that the Design Consultant implement its duties in a professional manner so as to deliver the outputs in accordance with the technical specifications and standards stated in this TOR.
- c. The main objective of this TOR is to provide technical guidance and instructions to interested consulting firms so that they can fulfill the technical specifications in terms of structural and functional aspects.

2. SCOPE OF SERVICES

The Consulting Services required shall be Detailed Engineering Design for the Proposed FCIE Expansion Project based on the Preliminary Engineering Plans presented in the updated *Feasibility Study of the 19.2-Hectare Dasmariñas Property* dated September 2013.

To ensure the attainment of the objectives of this engagement, the Design Consultant shall provide the following services:

1. To make interpretation of the Terms of Reference (TOR) in general.
2. Investigate the relocation and topographical surveys. The Design Consultant is responsible for validating the information and collect additional data as may be required for finalizing the design.
3. Undertake subsoil investigation and laboratory tests. Two (2) 12.0-m boreholes shall be drilled as necessary to determine the foundation requirements of the elevated /groundwater reservoirs and wastewater treatment plant. Results of evaluations and other foundation recommendations shall be detailed in the soils and materials investigation report.
4. Finalize for approval by the Owner the Site Development Plan (SDP) and Land Use Analysis (LUA) based on the relocation and topographical surveys and existing conditions with particular attention on the following (refer to Figure 1 below):
 - a. Slope protection on the road along Lots 1 and 2, Block 2. This may necessitate moving the road southwards;
 - b. Provision of 1.0 m setback at the back of Lots 1, 2 and 3, Block 3 for planting of Indian trees to segregate the industrial estate from the residential area and to eliminate conflicts with the existing fences and/or walls constructed by the residents along the boundary;
 - c. Establishment of final location of the Sewage Treatment Plant (STP) based on the topographical survey;
 - d. Relocation of Deepwell Pump Station No. 12 on the corner of Lot 1, Block 1 to avoid interference with the existing deep well of the water district; and
 - e. Other revisions as may be necessary.
5. Prepare for approval by the Owner at least two (2) Site Grading Plan schemes with the objective of attaining a balanced earthwork, if possible, using AutoCAD Civil3D. Perforated pipes shall be provided on the existing creek to be filled.
6. Design of Plan and Profile of the road network based on the approved Site Development and Site Grading Plans and hydrologic study. The typical roadway section/s, concrete curb & gutter details, plan, longitudinal and transverse contraction and construction joints, expansion joints and other miscellaneous details shall be based on the Preliminary Engineering Plans which are based on the original design of FCIE.

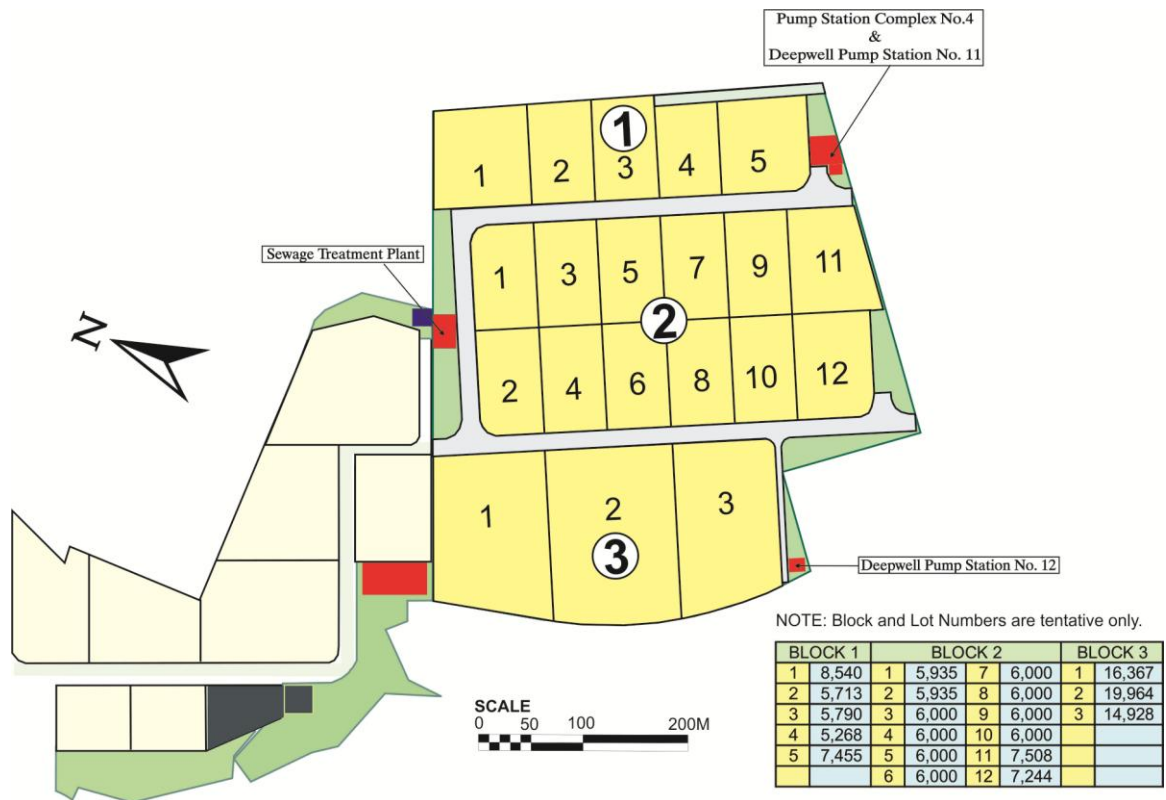


Figure 1 – Proposed Site Development Plan

7. Design of Water Supply and Fire Protection System based on 100 cu.m allocation per hectare of saleable area and standard water reserve for firefighting. Subsequently, the optimum capacities of the elevated and ground reservoirs shall be determined. Details shall be based also on the original design of FCIE. Preliminary well design of the two (2) deep wells shall be based on existing FCIE wells.
8. Structural design of elevated and ground reservoirs based on the water supply design (sizes/capacities) and STP civil structures including geotechnical evaluation (foundation requirements) based on the geotechnical investigation report. Details of the booster pump house, deep well pump house and generator house shall likewise be based on the original design of FCIE.
9. Design of electro-mechanical works for booster pump station, deep well pump station, emergency power generator and STP. The design shall be based on the original design of FCIE.
10. Conduct hydrologic study and design of drainage system. The hydrologic study of the area shall determine other areas naturally draining within the property and incorporate these areas in the design of drainage system. The design shall only include sizing, plan and profile. Details of R.C. pipes, manholes, street inlets, junction box and other miscellaneous details shall be based on the original design of FCIE.
11. Design of Sewerage System and Sewage Treatment Plant. This shall include all details since the original design of FCIE did not incorporate a centralized STP.

12. CHB Perimeter Fence. The drawings are included in the original design drawings archived in the FCIE Association office.
13. Design of other ancillary structures, as may be necessary.
14. Bill of Quantities (BOQ), Cost Estimates (including Unit Price Analysis), Construction Schedule & S-curve and Implementation Planning. The project is expected to be implemented in three (3) phases. Hence, the BOQ, Cost Estimates and Construction Schedule & S-curve shall also be prepared in three phases; the segregation shall be finalized in consultation with the Owner.
15. Technical Specifications that shall comply with the latest DPWH Design Standards and shall include the descriptions of the work items, material requirements, construction requirements and methods, methods of measurements, and basis of payments. The sampling, testing and inspection requirements, and production and delivery requirements, shall be included in the specifications of applicable work items.
16. Design Report that shall cover all engineering disciplines.
17. In procurement of construction services stage, the Design Consultant shall provide support services to the NDC in the activities of pre-bid meeting for the construction stage of this project at no cost to the Owner.
18. Supplemental Information:
 - a. The design of Sewage Treatment Plant (STP) shall be conceptual design only which shall be sufficient in detail for design and build construction scheme.
 - b. The Preliminary Engineering Plans – which include road, drainage, water supply and fire protection system layouts and typical details, pump complex (elevated tank, ground reservoir and booster pump house), pump station (pump house and deep well) details, etc. – are available and shall be given to the winning bidder only.
 - c. The preliminary Site Development Plan (SDP) shall be finalized based on the latest topographic and relocation surveys. The Design Consultant shall also finalize the locations of the Deepwell Pump Station No. 12 and STP.
 - d. The structural design shall be conducted primarily on the elevated tank and ground reservoir which may be smaller than the existing capacity of 300 and 1800 cu.m for elevated tank and ground reservoir of FCIE, respectively and on slope protection structures and drainage outfall(s).
 - e. The structural design for pavement structures shall be reviewed based on current DPWH guidelines.

3. RESPONSIBILITIES OF DESIGN CONSULTANT

The Design Consultant shall perform the design services to the highest standards of professional and ethical competence and integrity. In general, the primary roles and responsibilities of the Design Consultant will be as follows:

1. The result of design services should fulfill design criteria standards.

2. The result of design services should accommodate the limitations expressed by the Owner including the requirement of this TOR such as in the aspect of payment, work schedule and the quality of works to be designed.
3. The result of design services shall fulfill the regulations, standards technical guidance of civil works that are generally in effect.

4. OUTPUT OF DESIGN ACTIVITIES

The output of design activities undertaken by the Design Consultant shall consist of reports presented in a systematic manner and shall contain the following:

4.1. INCEPTION REPORT

This stage of the design shall consist of the following:

- a. Findings on the review of relocation and topographical surveys, relevant drawings, studies, site reconnaissance and data collection;
- b. Listing of issues to address to ensure completion of the detailed design; and
- c. Detailed outline of the documents to be produced.

These documents should be submitted in one (1) original and three (3) copies and two (2) electronic copies in CD and/or other forms of electronic copies.

The Inception Report (IR) should be submitted on or before the 5th day of assignment.

Comments on the IR will be prepared and/or discussed between the Design Consultant and the Owner and his representative to address all issues presented.

4.2. INTERIM REPORT

This stage of the design shall consist of the following:

- a. Finalization of Site Development Plan and Land Use Analysis;
- b. Preparation of two Site Grading Schemes;
- c. Preliminary Water Supply Design to determine optimum sizes of elevated and ground reservoirs;
- d. Hydrologic study;
- e. Geotechnical Factual Investigation Report; and
- f. Results of consultations with the Owner.

These documents should be submitted in one (1) original and two (2) copies and two (2) electronic copies in CD and/or other forms of electronic copies. All drawings shall be prepared using AutoCAD format (at least 2010 version) in A1 size. All drawing shall be printed in scaled A3 size.

The Interim Report should be submitted on or before the 25th day of assignment.

The finalization of the SDP and Site Grading Plan as well as the sizes of the elevated and groundwater reservoirs is deemed most important to proceed with the design of other components. The Design Consultant shall present and discuss these with the Owner and facilitate their approval prior to submission of the report.

4.3. DRAFT FINAL REPORT

The Detailed Engineering Design shall consist of the following:

- a. Detailed engineering design drawings for each phase of work;
- b. Technical Specifications;
- c. Bill of Quantities and Cost Estimates for each phase of work;
- d. Unit Price Analysis;
- e. Phased Construction Schedule and S-curve; and
- f. Design Report covering all engineering disciplines.

These documents should be submitted in one (1) original and two (2) copies and two (2) electronic copies in CD and/or other forms of electronic copies. All drawings shall be printed in scaled A3 size.

The Draft Final Report should be submitted on or before the 65th day of assignment.

Comments on the Draft Final Report will be prepared and discussed between the Design Consultant and the Owner. The period of preparation of comments by the Owner shall be excluded in the duration of the Design Consultant's assignment.

4.4. FINAL REPORT

The Final Report should be submitted to the Owner on the 75th day of assignment as the result of Draft Final Report that has already been discussed and approved by the Owner.

These documents should be submitted in one (1) original and six (6) copies and two (2) electronic copies in CD and/or other forms of electronic copies. All drawings shall be printed in scaled A3 size.

5. DESIGN PROCESS / DURATION OF SERVICES

1. In the process of design services to produce the outputs required, the Design Consultant should prepare a schedule of periodic meetings with the Owner.
2. In the periodic meetings, it should be determined which inception products, intermediate products, and main products shall be provided by the Design Consultant to conform to output plan determined in the TOR.

3. In the implementation of the tasks, the Design Consultant should always consider that the work time schedule is fixed.
4. The contract shall be completed within seventy five (75) calendar days from the effectivity date of the contract, exclusive of the period for comments on the Draft Final Report.

6. DESIGN INPUT

6.1. INFORMATION

1. To implement the tasks, the Design Consultant should collect additional information/ data apart from the information provided by the Owner.
2. The Design Consultant should check the validity of information to be used in the implementation of his tasks.
3. The faults of design work as the result of lack of information shall be the responsibility of the Design Consultant.

6.2. KEY PERSONNEL

The Design Consultant should provide personnel who fulfill the requirements to implement the services, based on the scope of services or the level of complexity of the works. The personnel required for this design activities shall consist of the following:

6.3. KEY EXPERTS

1. Team Leader (Project Manager/Civil Engineer)

Team Leader should be a licensed Civil Engineer and have a relevant minimum 15 years experience in designing and/or constructing site development works, minimum 5 years experience as Team Leader / Construction Manager.

The tasks of the Team Leader are the following:

- a) To plan, coordinate and control all activities and personnel involved in this work. To ensure the satisfactory and timely completion of the services;
- b) To prepare implementation guidance in the stage of data collection, processing, and final presentation of the whole services; and
- c) To plan and implement all activities covering design of structure and give input to the other experts related to the design services.

2. Sr. Road Engineer

Sr. Road Engineer should be a licensed Civil Engineer and have a relevant minimum 10 years experience.

The tasks of the Sr. Road Engineer is to plan and implement all activities covering road design, and give input to the other experts related to design services.

3. Sr. Drainage Engineer / Hydrologist

Sr. Drainage Engineer / Hydrologist should be a licensed Civil Engineer and have a relevant minimum 10 years experience.

The tasks of the Sr. Drainage Engineer / Hydrologist is to plan and implement all activities covering drainage design, and give input to the other experts related to design services.

4. Sr. Water Supply / Sanitary Engineer

Sr. Water Supply / Sanitary Engineer should be a licensed Sanitary Engineer and have a relevant minimum 10 years experience.

The tasks of the Sr. Water Supply / Sanitary is to plan and implement all activities covering water supply and sewer design, and give input to the other experts related to design services.

5. Sr. Geotechnical Engineer

Sr. Geotechnical Engineer should be a licensed Civil Engineer and have a Master's Degree in Geotechnical Engineering and have a relevant minimum 10 years experience.

The tasks of the Sr. Geotechnical Engineer is to plan and implement all activities covering geotechnical / soil investigation including seismic events for the elevated water tank, ground reservoir and sewage treatment plant, and give input to the other experts related to design services.

6. Sr. Structural Engineer

Sr. Structural Engineer should be a licensed Civil Engineer and have a relevant minimum 10 years experience.

The tasks of the Sr. Structural Engineer is to plan and implement all activities covering structural design for the elevated water tank and ground reservoir, and give input to the other experts related to design services.

7. Sr. Electrical Engineer

Sr. Structural Engineer should be a certified Professional Electrical Engineer and have a relevant minimum 10 years experience.

The tasks of the Sr. Electrical Engineer is to plan and implement all activities covering electrical design of booster pump station, deep well pump station, emergency generator set and STP, and give input to the other experts related to design services.

8. Sr. Mechanical Engineer

Sr. Mechanical Engineer should be a licensed Mechanical Engineer and have a relevant minimum 10 years experience.

The tasks of the Sr. Mechanical Engineer is to plan and implement all activities covering mechanical design of booster pump station, deep well pump station, emergency generator set and STP, and give input to the other experts related to design services.

9. Quantity Surveyor / Cost Engineer

Quantity Surveyor / Cost Engineer should be a licensed Civil Engineer and have a relevant minimum 7 years experience in the field of quantity survey and cost estimation.

The tasks of the Quantity Surveyor / Cost Engineer is to plan and implement all activities covering technical specifications, bill of quantities and cost estimates and give input to the other experts related to design services.

6.4. SUPPORT STAFF

The following support staff shall be employed by the Design Consultant:

1. Jr. Civil Engineer – 2
2. AutoCAD Operator – 3
3. Secretary / Encoder - 1

6.5. PERSON-MONTH REQUIREMENTS

It is estimated that 28 person-months of key personnel and support staff will be required, as tabulated below:

No.	Personnel	Person- Months
A.	<i>Key Personnel</i>	
1	Team Leader	2.5
2	Sr. Road Engineer	0.5
3	Sr. Drainage Engineer / Hydrologist	1.5
4	Sr. Water Supply / Sanitary Engineer	2.0
5	Sr. Geotechnical Engineer	1.0
6	Sr. Structural Engineer	1.5
7	Sr. Electrical Engineer	1.0

8	Sr. Mechanical Engineer	1.0
9	Quantity Surveyor / Cost Engineer	2.0
B.	<i>Support Staff</i>	
10	Jr. Civil Engineers (2)	5.0
11	CAD Operators (3)	7.5
12	Secretary / Encoder	2.5
	TOTAL	28.0

Note: Manpower complement stated above should be strictly adhered to or complied with.

7. SERVICES, FACILITIES AND DATA TO BE PROVIDED BY THE OWNER

Assistance in the retrieval of original design drawings, design reports and other data for examination and/or copying in the archives of FCIE and FCIE Association.

8. APPROVED BUDGET FOR THE CONTRACT

The Detailed Engineering Design for the First Cavite Industrial Estate Expansion Project has an Approved Budget for the Contract (ABC) of **PESOS: THREE MILLION THREE HUNDRED THOUSAND PESOS (PHP 3,300,000.00)**, inclusive of VAT and all other applicable government taxes.

9. MODE OF PAYMENT

In consideration of the services required under this TOR, payment to the Design Consultant shall be made in the following manner:

1. Fifteen percent (15%) of the Contract Price for mobilization expense upon written request of the Consultant and submission of Inception Report;
2. Fifteen percent (15%) of the Contract Price upon submission and approval by the Owner of the Interim Report;
3. Fifty percent (50%) of the Contract Price upon submission of the Draft Final Report;
4. The remaining twenty percent (20%) of the Contract Price shall be released under the following conditions:
 - a. Submission of the Final Report by the Design Consultant;
 - b. Issuance of Certificate of Completion by NDC; and
 - c. Submission of the Design Consultant of a Sworn Statement that it shall provide on-call services during the pre-bid meetings of the construction stages of the Project subject to the conditions under this TOR and at no cost to the Owner.

10. EVALUATION CRITERIA

The mode of evaluation of bids shall be Quality-Cost Based Evaluation (QCBE) Procedure.

1. Criteria and rating system for short listing:

- a. Applicable experience of the Consultant in detailed engineering design of site development works (45%).
- b. Qualification of personnel who shall be assigned to the project (45%)
- c. Current workload relative to capacity (10%)

The Consultant(s) must pass the required minimum score of seventy percent (70%) to be shortlisted. A maximum of five (5) prospective bidders shall be shortlisted.

2. Criteria and rating system for the evaluation of technical and financial proposals:

- a. Technical Proposal: (70%)
- b. Financial Proposal: (30%)

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, and of which at least sixty percent (60%) interest belongs to citizens 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 qualifications stated in the **EDS**.
- 1.4. Government corporate entities 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 dependent agencies of the GOP or the Procuring Entity.

2. Eligibility Requirements

- 2.1. The following eligibility requirements 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) Registration certificate from Securities and Exchange Commission (SEC), Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives, or any proof of such registration as stated in the **EDS**;
- ii) Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;

Technical Documents

- iii) 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:
 - (iii.1) the name and location of the contract;
 - (iii.2) date of award of the contract;
 - (iii.3) type and brief description of consulting services;
 - (iii.4) consultant’s role (whether main consultant, subcontractor, or partner in a JV)
 - (iii.5) amount of contract;
 - (iii.6) contract duration; and
 - (iii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- iv) 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.

Financial Documents

- v) The consultant’s audited financial statements, showing, among others, the consultant’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.

b) Class “B” Documents

Valid joint venture agreement (JVA), in case a joint venture is already in existence. In the absence of a JVA, 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, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security. Each partner of the joint venture shall submit the legal eligibility documents. The submission of technical and financial documents by any of the joint venture partners constitutes compliance.

- 2.2. In the case of foreign consultants, the foregoing eligibility requirements under Class “A” Documents may be substituted by the appropriate equivalent documents, if any, issued by the foreign consultant’s country.
- 2.3. The eligibility requirements or statements and all other documents to be submitted to the BAC must be in English. A translation of the documents in English certified by the appropriate embassy or consulate in the Philippines must accompany the eligibility requirements under Classes “A” and “B” Documents if they are in other foreign language.
- 2.4. 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, subcontractors 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.
- 2.5. If a prospective bidder has previously secured a certification from the Procuring Entity to the effect that it has previously submitted the above-enumerated Class “A” Documents, the said certification may be submitted in lieu of the requirements enumerated in Clause 2.1 above.

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, except for unamended printed literature, shall be signed, and each and every page thereof shall be initialed, by the duly authorized representative/s of the prospective bidder.
- 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. Unless otherwise indicated in the **EDS**, prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy of 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 indelible 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. If the eligibility documents are not sealed and marked as required, the Procuring Entity will assume no responsibility for its misplacement or premature opening.

5. Deadline for Submission of Eligibility Document

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 5 shall be declared “Late” and shall not be accepted by the Procuring Entity.

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 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. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project.

8. Opening and Preliminary Examination of Eligibility Documents

8.1. The Procuring Entity’s 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.

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. If the withdrawing prospective bidder’s representative is present during the opening, the original eligibility documents and all copies thereof shall be returned to the representative during the opening of eligibility documents. If no representative is present, the eligibility documents shall be returned unopened by registered mail.

- 8.3. A prospective bidder determined as “ineligible” has seven (7) calendar days upon written notice or, if present at the time of the opening of eligibility documents, upon verbal notification, within which to file a request for reconsideration with the BAC: Provided, however, that the request for reconsideration shall not be granted if it is established that the finding of failure is due to the fault of the prospective bidder concerned: Provided, further, that the BAC shall decide on the request for reconsideration within seven (7) calendar days from receipt thereof. If a failed prospective bidder signifies his intent to file a request for reconsideration, in the case of a prospective bidder who is declared ineligible, the BAC shall hold the eligibility documents until such time that the request for reconsideration or protest has been resolved.
- 8.4. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
- a) the name of the prospective bidder;
 - b) whether there is a modification or substitution; and
 - c) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.5. 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 of the Procuring Entity 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 Letter of Invitation to Bid issued by the BAC of the Procuring Entity.
- 9.4. Only bids from short listed bidders shall be opened and considered for award of contract. These short listed bidders, whether single entities or JVs, should confirm in their bids that the information contained in the submitted eligibility documents remains correct as of the date of bid submission.

ELIGIBILITY DATA SHEET

Eligibility Documents	
1.2	<p>Professionals who will be involved in the project whose practice of profession is authorized and regulated by the Professional Regulation Commission (PRC)</p> <ol style="list-style-type: none"> 1. Civil Engineer 2. Sanitary Engineer 3. Electrical Engineer 4. Mechanical Engineer
1.3	<p>Foreign consultants may be eligible to participate in this Project, subject to the following qualifications:</p> <ol style="list-style-type: none"> 1. must be registered with the SEC and/or any agency authorized by the laws of the Philippines; 2. when the types and fields of consulting services in which the foreign consultant wishes to engage involve the practice of regulated professions, the foreign consultant must be authorized by the appropriate GOP professional regulatory body specified in Clause 1.2 to engage in the practice of those professions and allied professions: <i>Provided, however,</i> That the limits of such authority shall be strictly observed.
2.1.a.i	<p>NDC shall only accept registration certificate from Securities and Exchange Commission (SEC) for corporations, Department of Trade and Industry (DTI) for sole proprietorship, Cooperative Development Authority (CDA) for cooperatives.</p>
2.1.a.ii	<p>Mayor's Permit issued by the city or municipality where the principal place of business of the prospective bidder is located should be valid/current;</p>
2.1.a.iii	<p>The statement of all ongoing and completed government and private contracts shall include all such contracts within ten (10) years prior to the deadline for the submission and receipt of eligibility documents. (Please refer to the format attached as Annex A).</p> <p>To be attached to the statement is the summary of all the contracts undertaken within (10) years (please refer to Annex B), and copies of supporting documents as proof that the project has been undertaken by/awarded to the proponent. For completed projects which are similar in nature and complexity with the subject project, at least five (5) of which must have Certified True Copy of Certificate of Satisfactory Completion issued by the client.</p>
2.1.a.iv	<p>Format of statement of the consultant confirming that those who will actually perform the service are registered professionals is attached as Annex C.</p> <p>NDC requires the consultant to create a project team to be composed of nine (9) key personnel who shall work for the project. The nine (9) key personnel and the</p>

required minimum qualification for each position are as follows (one personnel for each position):

1. Team Leader (Project Manager/Civil Engineer)

Team Leader should be a licensed Civil Engineer and have a relevant minimum 15 years experience in designing and/or constructing site development works, minimum 5 years experience as Team Leader / Construction Manager.

2. Sr. Road Engineer

Sr. Road Engineer should be a licensed Civil Engineer and have a relevant minimum 10 years experience.

3. Sr. Drainage Engineer / Hydrologist

Sr. Drainage Engineer / Hydrologist should be a licensed Civil Engineer and have a relevant minimum 10 years experience.

4. Sr. Water Supply / Sanitary Engineer

Sr. Water Supply / Sanitary Engineer should be a licensed Sanitary Engineer and have a relevant minimum 10 years experience.

5. Sr. Geotechnical Engineer

Sr. Geotechnical Engineer should be a licensed Civil Engineer and have a Master's Degree in Geotechnical Engineering and have a relevant minimum 10 years experience.

6. Sr. Structural Engineer

Sr. Structural Engineer should be a licensed Civil Engineer and have a relevant minimum 10 years experience.

7. Sr. Electrical Engineer

Sr. Structural Engineer should be a certified Professional Electrical Engineer and have a relevant minimum 10 years experience.

8. Sr. Mechanical Engineer

Sr. Mechanical Engineer should be a licensed Mechanical Engineer and have a relevant minimum 10 years experience.

9. Quantity Surveyor / Cost Engineer

Quantity Surveyor / Cost Engineer should be a licensed Civil Engineer and have a relevant minimum 7 years experience in the field of quantity survey and cost estimation.

Each key personnel must submit his/her Curriculum Vitae (CV) which format is

	<p>attached as Annexes D.</p> <p>The CV shall provide information about the personnel's:</p> <ol style="list-style-type: none"> a. Education; b. Trainings, seminars and symposiums attended, facilitated or conducted; c. Projects undertaken; and d. Projects presently undertaken/involved with. <p>The proposed composition of the project team submitted during the eligibility screening / shortlisting, shall be the same composition of the project team to be evaluated during the bidding. Thus, substitution or replacement of personnel who have been nominated shall not be allowed.</p> <p>Failure of the consultant to assign the required key personnel and submit the personnel CVs shall be a ground not to consider it for shortlisting.</p> <p>The personnel shall certify that the data in his/her CV is correct and commit to work for the Project once the contract is awarded to the firm where he/she belongs.</p> <p>Submission of CV of Support Staff is not required.</p>
4.1 & 4.4	<p>Each prospective bidder shall submit one (1) Original or Certified True Copy and two (2) copies of its eligibility documents (Legal and Financial Documents). The original copy of the documents which cannot be submitted should be stamped and signed as "Certified True Copy of the Original" by the duly authorized representative of the bidder. All these eligibility documents shall be enclosed in one main envelope to be accompanied by Eligibility Documents Submission Form which format is attached as Annex E.</p> <p>Labeling and marking instructions:</p> <ol style="list-style-type: none"> a. All documents should be properly tabbed and bound; and b. Envelope should bear the warning "DO NOT OPEN BEFORE (the date and time of opening of Bids). <p>Illustration :</p> <p>Sample format of labeled envelope:</p> <p><u>ORIGINAL COPY – ELIGIBILITY DOCUMENTS</u></p> <p>LILIA L. ARCE Chairman NDC Bids and Awards Committee National Development Company NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p> <p>Bid for: Procurement of Consulting Services for the Detailed Engineering Design of the First Cavite Industrial Estate (FCIE) Expansion Project in Dasmariñas, Cavite</p> <p>Submitted by: BIDDER'S COMPANY NAME BIDDER'S CONTACT DETAILS</p>

	<p>DO NOT OPEN BEFORE: 10:30 AM of May 26, 2014</p> <p><u>COPY 1 – ELIGIBILITY DOCUMENTS</u></p> <p>LILIA L. ARCE Chairman NDC Bids and Awards Committee National Development Company NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p> <p>Bid for: Procurement of Consulting Services for the Detailed Engineering Design of the First Cavite Industrial Estate (FCIE) Expansion Project in Dasmariñas, Cavite</p> <p>Submitted by: BIDDER’S COMPANY NAME BIDDER’S CONTACT DETAILS</p> <p>DO NOT OPEN BEFORE: 10:30 AM of May 26, 2014</p> <p><u>COPY 2 – ELIGIBILITY DOCUMENTS</u></p> <p>LILIA L. ARCE Chairman NDC Bids and Awards Committee National Development Company NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p> <p>Bid for: Procurement of Consulting Services for the Detailed Engineering Design of the First Cavite Industrial Estate (FCIE) Expansion Project in Dasmariñas, Cavite</p> <p>Submitted by: BIDDER’S COMPANY NAME BIDDER’S CONTACT DETAILS</p> <p>DO NOT OPEN BEFORE: 10:30 AM of May 26, 2014</p>
4.3.c & 4.3.d	Chairman – Bids and Awards Committee National Development Company NDC Building, 116 Tordesillas St., Salcedo Village, Makati City
5	The address for the submission of eligibility documents is: LILIA L. ARCE Chairman – Bids and Awards Committee National Development Company 8 th Floor NDC Building, 116 Tordesillas St. Salcedo Village, Makati City

8.1	<ul style="list-style-type: none"> • The place of opening of eligibility documents is at the ABB Hall, NDC Building 116 Tordesillas St., Salcedo Village, Makati City. • The date and time of the opening of eligibility documents is on May 26, 2014 at 10:30 a.m.
9.1	Contracts similar in nature and complexity shall refer to consultancy contracts on the Detailed Engineering Design for Site Development Works.
9.2	<p>The minimum qualifications of the consultants are the following:</p> <ul style="list-style-type: none"> a. The consultant must be a reputable firm with at least ten (10) years of consultancy business operation. In the case of joint ventures, at least one of the partners must have ten (10) years of consultancy business operation; b. The consultancy firm must have completed at least five (5) Detailed Engineering Design similar in nature and complexity with the subject project for the last ten (10) years of consultancy business operation. <p>In case of joint ventures, completed projects of each partner can be added together to meet the minimum of five (5) Detailed Engineering Design similar in nature and complexity with the subject project for the last ten (10) years of consultancy business operation;</p> <ul style="list-style-type: none"> c. The key personnel who shall work for the project must meet the minimum qualifications under Section 6.3. Key Experts of the Terms of Reference. <p>The criteria and rating system for shortlisting are:</p> <ul style="list-style-type: none"> 1. Applicable experience of Consultant – 45% 2. Qualification of personnel who shall be assigned to the project – 45% 3. Current workload relative to capacity – 10% <p>The Consultant(s) must pass the required minimum score of seventy percent (70%) to be shortlisted. Maximum of five (5) prospective bidders can be shortlisted.</p>

**STATEMENT OF ONGOING AND COMPLETED
GOVERNMENT AND PRIVATE CONTRACTS**

Date: _____

LILIA L. ARCE

Chairman

NDC Bids and Awards Committee

National Development Company

NDC Building, 116 Tordesillas St.

Salcedo Village, Makati City

Dear **Mrs. Arce**:

In compliance with the requirements of the National Development Company (NDC) Bids and Awards Committee for the bidding of the Consulting Services for the Detailed Engineering Design of the FCIE Expansion Project in Dasmariñas, Cavite, we certify that (*insert company name*) has ongoing and completed projects within ten (10) years, summary of which is attached herewith.

Attached to this statement, is the summary of all the projects undertaken by our firm within ten (10) years (please refer to Annex B), and copies of supporting documents as proof that the project has been undertaken by/awarded to our firm. For completed projects, the Certified True Copy of Certificate of Satisfactory Completion are herein attached.

This is being issued in compliance with the eligibility requirements for the above Consulting Services.

Sincerely,

Printed name and signature of
authorized representative

Summary of Projects

Using the format below, provide a summary of the information of all on-going and completed projects undertaken by the firm within ten (10) years.

A. DETAILED ENGINEERING DESIGN PROJECTS

Project Name / Name of the contract	Name of Client	Location of the Contract /Client Location	Date of Award of the Contract	Start Date (Month/Year)	Completion Date (Month/Year)	Type & Brief Description of Actual Consulting Services	Consultant's Role (whether main consultant, subcontractor , or partner in JV)	Amount of Contract (in Php)	Contract Duration	Document presented to validate completion or award to the proponent
Notes: 1. Provide extra rows / extra sheet if needed 2. Attach Certified true copy of Certificate of Satisfactory Completion for completed projects.										

B. OTHER PROJECTS

Project Name / Name of the contract	Name of Client	Location of the Contract /Client Location	Date of Award of the Contract	Start Date (Month/Year)	Completion Date (Month/Year)	Type & Brief Description of Actual Consulting Services	Consultant's Role (whether main consultant, subcontractor, or partner in JV)	Amount of Contract (in Php)	Contract Duration	Document presented to validate completion or award to the proponent
1.										
2.										
3.										
4.										
5.										
Notes: 3. Provide extra rows / extra sheet if needed 4. Attach Certified true copy of Certificate of Satisfactory Completion for completed projects.										

STATEMENT OF CONSULTANT CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS

Date: _____

LILIA L. ARCE

Chairman

Bids and Awards Committee

National Development Company

NDC Building, 116 Tordesillas St.
Salcedo Village, Makati City

Dear **Mrs. Arce**:

This is to certify that the following personnel who will 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.

Name of Personnel	Assignment
1.	Team Leader
2.	Sr. Road Engineer
3.	Sr. Drainage Engineer / Hydrologist
4.	Sr. Water Supply / Sanitary Engineer
5.	Sr. Geotechnical Engineer
6.	Sr. Structural Engineer
7.	Sr. Electrical Engineer
8.	Sr. Mechanical Engineer
9.	Quantity Surveyor/Cost Engineer

Attach for your reference are the Curriculum Vitae of the above-mentioned personnel.

[Insert name of bidder] issues this statement in accordance with Clause 2.1.iv. of the eligibility requirements for the project.

Sincerely,

Printed name and signature of
authorized representative

Format of Curriculum Vitae (CV) for the Proposed Professional Staff

Proposed Position: **e.g. Team Leader**

Name of Firm: _____

Name of Staff: _____

Profession: _____

Date of Birth: _____

Years with Firm/Entity: _____ Nationality: _____

Membership in Professional Societies: _____

Detailed Tasks Assigned: _____

Education:

[Summarize college/university and other specialized education of staff members, giving names of schools, dates attended, and degrees obtained using the matrix below]

School	Date attended	Degree Obtained

(Provide extra rows if needed)

Trainings/Seminar:

[Summarize the trainings, seminars and symposiums attended, facilitated or conducted, giving course title, dates attended using the matrix below].

Training	Date attended

(Provide extra rows if needed)

***Related Position Held on Completed Projects:**

Related Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

***Related Position Held on Present Projects:**

Related Position Held	Project	Date undertaken	Location	No. of Years
Total				

(Provide extra rows if needed)

****Related Position as required in Eligibility Data Sheet - 2.1.a.iv.***

Languages:

[For each language, indicate proficiency: excellent, good, fair, or poor in speaking, reading, and writing.]

Language	Proficiency

(Provide extra rows if needed)

Professional Regulation Commission (PRC) License:

PRC License	License Number / Validity date

(Provide extra rows if needed)

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, these data correctly describe me, my qualifications, and my experience. Further, the undersigned commits to work for the Project once the contract is awarded to the firm which I work for.

_____ Date: _____
[Signature of staff member]

ELIGIBILITY DOCUMENTS SUBMISSION FORM

PROCUREMENT OF CONSULTING SERVICES FOR THE DETAILED ENGINEERING DESIGN OF THE FCIE EXPANSION PROJECT IN DASMARIÑAS, CAVITE

Date: _____

LILIA L. ARCE

Chairman

NDC Bids and Awards Committee

National Development Company

NDC Building, 116 Tordesillas St.

Salcedo Village, Makati City

Dear **Mrs. Arce**:

In connection with your Request for Expression of Interest dated _____ for the Consulting Services for the Detailed Engineering Design of the FCIE Expansion Project located in Dasmariñas, Cavite, *[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, 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; 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.

Sincerely,

Printed name and signature of
authorized representative

CHECKLIST OF ELIGIBILITY DOCUMENTS

PROCUREMENT OF CONSULTING SERVICES FOR THE DETAILED ENGINEERING DESIGN OF THE FCIE EXPANSION PROJECT IN DASMARIÑAS, CAVITE (RE-BIDDING)

TAB	Date and time of submission:	
	Original Copy	
	Copy 1	
	Copy 2	
A	Eligibility Documents Submission Form	
	Class “A” Documents	
B	Legal Documents	
	a.i	Registration certificate from Securities and Exchange Commission (SEC) for corporation, Department of Trade and Industry (DTI) for sole proprietorship, or Cooperative Development Authority (CDA) for cooperatives
	a.ii	Valid Mayor’s permit issued by the city or municipality where the principal place of business of the prospective bidder is located;
C	Technical Documents	
	a.iii	<p>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.</p> <p>To be attached to the statement is the summary of all the contracts within ten (10) years (please refer to Annex B), and copies of supporting documents as proof that the project has been undertaken by/awarded to the proponent. For completed projects, attach Certified True Copy of Certificate of Satisfactory Completion.</p>
	a.iv	<p>Statement of the consultant 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.</p> <p>To be attached to the Statement are the CVs of the following key personnel who shall be assigned to work on the project:</p> <ol style="list-style-type: none"> 1. Team Leader 2. Sr. Road Engineer 3. Sr. Drainage Engineer/Hydrologist 4. Sr. Water Supply / Sanitary Engineer 5. Sr. Geotechnical Engineer 6. Sr. Structural Engineer 7. Sr. Electrical Engineer 8. Sr. Mechanical Engineer 9. Quantity Surveyor / Cost Engineer

Financial Documents		
		The consultant's 2012 & 2013 audited financial statements, showing, (a) the consultant's total and current assets and liabilities, (b) stamped "received" by the BIR or its duly accredited and authorized institutions.
E	Class "B" Documents	<p>Valid joint venture agreement (JVA) duly notarized, in case a joint venture is already in existence. In the absence of a JVA, 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, shall be included in the bid. Failure to enter into a joint venture in the event of a contract award shall be ground for the forfeiture of the bid security.</p> <p><u>Each partner of the joint venture shall submit the Legal and Technical Eligibility documents. The submission of Financial Document by any of the joint venture partners constitutes compliance.</u></p>

Reminder:

This checklist serves only as a guide to the bidders. It is still the responsibility of each bidder to make sure it complies with the requirements.