



National Development Company



**ELIGIBILITY DOCUMENTS
FOR THE
PROCUREMENT OF CONSULTANCY SERVICES
FOR THE PREPARATION OF A STRUCTURAL
RETROFITTING DESIGN INCLUDING
CONSTRUCTION SUPERVISION FOR THE
NATIONAL DEVELOPMENT COMPANY (NDC) BUILDING**

**PROJECT REFERENCE NO:
MR21-07-084**

**APPROVED BUDGET:
₱ 2,500,000.00**

NDC Building, 116 Tordesillas Street
Salcedo Village, Makati



ISO 9001 Certified

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Section I. Request for Expression of Interest

**REQUEST FOR EXPRESSION OF INTEREST FOR
CONSULTANCY SERVICES FOR THE PREPARATION
OF A STRUCTURAL RETROFITTING DESIGN INCLUDING
CONSTRUCTION SUPERVISION FOR THE NATIONAL DEVELOPMENT
COMPANY (NDC) BUILDING**

1. The National Development Company (NDC), through the Approved NDC's Corporate Operating Budget for the Year 2021, intends to apply the sum of TWO MILLION FIVE HUNDRED THOUSAND PESOS (P2,500,000.00) being the Approved Budget for the Contract (ABC) to payments under the contract for Consultancy Services for the Preparation of a Structural Retrofitting Design Including Construction Supervision for the National Development Company (NDC) with Project Reference No. MR21-07-084. 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 Consultancy Services for the Preparation of a Structural Retrofitting Design Including Construction Supervision for the National Development Company (NDC).

The NDC Building is a 12-storey building located at 116 Tordesillas, Salcedo Village, Makati City with basement and roof deck composed of reinforced concrete columns, beams, shear walls and slabs.

In 2018, the NDC engaged the services of the structural firm, Ruel B. Ramirez and Associates (RBRA), for the conduct of the structural stability certification with testing and evaluation report. The said engagement aimed to assess, evaluate and audit the structural strength and serviceability of NDC Building relative to the provisions of the National Building Code of the Philippines (NBCP).

RBRA certified NDC building as SAFE under gravity loads. However, for a seismic load (earthquake) with a source type that can generate a magnitude of 7 and higher, both buildings will become unstable.

The result of the Structural Stability Certification also showed that some structural members of the NDC Building have to be retrofitted/strengthened.

In this regard, the NDC intends to invite prospective Consultancy Service Providers to undertake the preparation of Structural Retrofitting Design including Construction Supervision for NDC Building.

The objectives of the consultancy services are to recommend the most appropriate retrofitting/design scheme that will:

- Reinforce the weak members of the building based on the structural investigation report for the NDC Building and
- Reduce or eliminate the risk of earthquake damage to the NDC Building.

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

a. Package A. Structural Retrofitting Design Analysis: (60% of the contract)

- Validate and review of the existing structural evaluation and assessment report including the design parameters and loadings;
- Prepare structural modeling and analysis as a result of the validation and review;
- Check the existing condition of the building's structural layout, brace system, structural members, structural configuration and joint configuration of the building;
- Assess the current load carrying capacity of the structure, as well as the foundation. Excavation test may be carried out if necessary;
- Inspect and analyze the material performance and parameters of structure, computation and examination of cracks and deformation of structural members;
- Conduct structural tests, when necessary, to determine the actual strength of structural members;
- Present at least three (3) schemes of Structural Retrofitting Designs and provide recommendations;
- Provide detailed design engineering plans and drawings, method of statement, costing and bill of quantities including Unit Price Analysis (UPA) for the approved design for construction and for application of necessary permits, as required;
- All drawings shall be prepared in A1 format, while figures/plates accompanying the report will be reduced to either A3 or A4 (and at appropriate scale);
- Check building occupancy/tenants and prepare Gantt chart schedule for determination of activities and timelines;
- Provide assistance during procurement process;

b. Package B. Construction Supervision (40% of the Contract)

- Supervise the implementation of the approved retrofitting design;
- Review progress report, review shop drawing plans, review accomplishment reports, and final accomplishment reports done by the Retrofitting Contractor to ensure that the structural retrofitting design is implemented and completed according to the approved design specifications;
- Check and certify progress billing, final payment and certificate of completion of the Contractor.

3. Interested consultants must register to drop and submit their Eligibility Documents at the NDC BAC Secretariat at the 7th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City, on or before August 9, 2021 at 1:00 pm (7th Floor, NDC Clock).

Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion. The opening of Eligibility Documents is on August 9, 2021 at 2:00 pm at the ABB Hall, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City and bidders will witness the opening of Eligibility Documents via zoom meeting.

4. Interested bidders may obtain further information and inspect the Eligibility Documents from NDC BAC Secretariat following the same schedule and address stated in item no 5.
5. A complete set of Eligibility Documents may be acquired by interested Bidders at the NDC Bids and Awards Committee (BAC) Secretariat located at the 7th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City from 9:00 am to 4:00 pm on July 22 – August 6, 2021 and from 9:00 am to 12:00 nn only on August 9, 2021.

It may also be downloaded free of charge from the website of the Philippine Government Electronic Procurement System (PhilGEPS) and the website of the Procuring Entity.

6. The BAC shall draw up the short list of consultants from those who have submitted Expression of Interest, including the eligibility documents, and have been determined as eligible in accordance with the provisions of Republic Act 9184 (RA 9184), otherwise known as the “Government Procurement Reform Act”, and its Implementing Rules and Regulations (IRR). The short list shall consist of five (5) prospective bidders who will be entitled to submit bids. The criteria and rating system for short listing are:

<u>Eligibility Criteria</u>	<u>Score</u>
Applicable experience of the consultant	30%
Qualification of personnel to be assigned	50%
Adequacy of the proposed methodology and Workplan in responding to ToR	20%
TOTAL	100%

7. Bidding will be conducted through open competitive bidding procedures using non-discretionary “pass/fail” criterion as specified in the IRR of RA 9184.
8. The Procuring Entity shall evaluate bids using the Quality-Cost Based Evaluation 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
9. The contract shall be completed within Twenty (20) months from receipt of the Notice to Proceed broken down as follows:
 - A. Structural Retrofitting Design Analysis – Three (3) months
 - B. Assistance During the Procurement Process – Five (5) months
 - C. Construction Supervision – Twelve (12) months from issuance of Notice to Proceed to the winning bidder for the retrofitting of the NDC Building.
10. The NDC reserves the right to reject any and all bids, declare a failure of bidding, or not award the contract at any time prior to contract award in accordance with Section 41 of

RA 9184 and its IRR, without thereby incurring any liability to the affected bidder or bidders.

11. For further information, please refer to:

MR. JOHNIEREY A. CUETO

Head, BAC Secretariat

National Development Company

7th Floor, NDC Building, 116 Tordesillas St., Salcedo Village, Makati City

Tel. Nos.: (02) 8840-4838 to 47 local 232 Fax No.: (02) 8840-4862

E-mail Address: jacueto@ndc.gov.ph NDC website: www.ndc.gov.ph

(Signed)

AGM SATURNINO H. MEJIA

NDC BAC Chairperson

Terms of Reference

**CONSULTANCY SERVICES FOR THE PREPARATION
OF A STRUCTURAL RETROFITTING DESIGN INCLUDING
CONSTRUCTION SUPERVISION FOR THE NATIONAL DEVELOPMENT
COMPANY (NDC) BUILDING**

I. BACKGROUND:

The NDC Building located in 116 Tordesillas St., Makati City was built around 1980's. It is a 12-storey building with roof deck and one basement. The building is a reinforced concrete frame structure with post-tensioned shear walls and beams. In 1990's, there was an additional roofing built in the deck.

In 2018, NDC commissioned the services of R.B. Ramirez and Associates (RBRA) to conduct the *Structural Stability Certification and Evaluation* of the NDC Building. Ocular inspection, preparation of as-built plans, testing of concrete (10 core samples), testing of reinforcing bars and analytical investigation were conducted during the evaluation. The evaluation recommended structural retrofitting against earthquake

II. OBJECTIVE:

To recommend the most appropriate retrofitting design/scheme that will:

1. Reinforce the weak members of the building based on the structural investigation report for the NDC Building;
2. Reduce or eliminate the risk of earthquake damage for the NDC Building.

III. SCOPE OF WORK:

Package A. Structural Retrofitting Design Analysis: (60% of the contract)

- Validate and review of the existing structural evaluation and assessment report including the design parameters and loadings.
- Prepare structural modeling and analysis as a result of the validation and review.
- Check the existing condition of the building's structural layout, brace system, structural members, structural configuration and joint configuration of the building.
- Assess the current load carrying capacity of the structure, as well as the foundation. Excavation test may be carried out if necessary.
- Inspect and analyze the material performance and parameters of structure, computation and examination of cracks and deformation of structural members.
- Conduct structural tests, when necessary, to determine the actual strength of structural members.
- Present at least three (3) schemes of Structural Retrofitting Designs and provide recommendations.

- Provide detailed design engineering plans and drawings, method of statement, costing and bill of quantities including Unit Price Analysis (UPA) for the approved design for construction and for application of necessary permits, as required.
- All drawings shall be prepared in A1 format, while figures/plates accompanying the report will be reduced to either A3 or A4 (and at appropriate scale).
- Check building occupancy/tenants and prepare Gantt chart schedule for determination of activities and timelines.
- Provide assistance during procurement process.

Package B. Construction Supervision: (40% of the contract)

- Supervise the implementation of the approved retrofitting design;
- Review progress report, review shop drawing plans, review accomplishment reports, and final accomplishment reports done by the Retrofitting Contractor to ensure that the structural retrofitting design is implemented and completed according to the approved design specifications;
- Check and certify progress billing, final payment and certificate of completion of the Contractor.

IV. TEAM COMPOSITION

The Consultancy Firm will put together a team of specialist for the expeditious and effective execution of the services required by the Structural Retrofitting Design and Construction Supervision. The suggested key staff are as follows:

A. Retrofitting Design

1. Sr. Structural Engineer / Team Leader
2. Jr. Structural Engineer
3. Cost / Documents Engineer
4. CAD Operator (2)
5. Secretary / Encoder

B. Construction Supervision

1. Project Manager/Structural Engineer (0.25 M-M/month)
2. Project Engineer / Inspector (0.50 M-M/month)
3. Project Engineer / Inspector (0.50 M-M/month)
4. Secretary / Encoder (0.25 M-M/month)

The Consultancy Firm may employ a single individual with multiple expertise in the conduct of the required works.

Submit to NDC the resume of the team.

V. QUALIFICATION REQUIREMENT

The Consultancy Firm must have completed at least Four (4) structural retrofitting design projects and one (1) construction supervision similar to the project for bidding over the last ten (10) years.

The key personnel who shall work for the project must meet the following minimum qualifications:

Key Staff	Minimum Qualifications
A. Retrofitting Design	
1. Sr. Structural Engineer / Team Leader	Licensed Civil Engineer with five (5) years experience in structural and retrofitting design
2. Jr. Structural Engineer	Licensed Civil Engineer with three (3) years experience in structural design
3. Cost Engineer / Documents Specialist	Licensed Civil Engineer with five (5) years experience in cost estimating and preparation of tender documents
4. CAD Operator (1)	Bachelor Science degree relevant to the job
5. CAD Operator (2)	Bachelor Science degree relevant to the job
6. Secretary / Encoder	Bachelor Science degree
B. Construction Supervision	
1. Project Manager / Structural Engineer	Licensed Civil Engineer with five (5) years experience in construction supervision; at least two (2) retrofitting projects
2. Project Engineer / Inspector (1)	Licensed Civil Engineer with three (3) years experience in construction supervision; at least one (1) retrofitting project
3. Project Engineer / Inspector (2)	Licensed Civil Engineer with three (3) years experience in construction supervision; at least one (1) retrofitting project
4. Secretary / Encoder	Bachelor Science degree

VI. ARRANGEMENTS TO BE PROVIDED BY NDC

The NDC will provide the Consultants with the following:

1. Make available to the Consultant existing reports, as-built plans of NDC Building and other data/information as maybe allowed under Philippine Laws;

2. Furnish all available data, maps and information required for the execution of the services as maybe allowed under Philippine Laws.
3. Office space within the building during the construction supervision phase.

VII. EVALUATION CRITERIA

Bids shall be evaluated using the Quality Cost Based Evaluation (QCBE) procedure. The Technical and Financial Proposal shall be given weights of 70% and 30%, respectively.

The criteria and rating system for the evaluation of the Technical and Financial Proposals are as follows:

A. Technical Proposal (70%)

1. Quality of Personnel to be assigned – 50 points
2. Experience and Capability of the Consultancy Firm – 30 points
3. Adequacy of the proposed methodology and work plan in responding to the TOR – 20 points

Item	Criteria	Max score	Actual
1.	Quality of Personnel to be assigned	50 points	
	a. <u>Education/Other Affiliations and Accreditations related</u>	15.0	
	Sr. Structural Engineer / Team Leader	4.0	
	--International and National Accreditation related as Structural Engineer	(4.0)	
	--Licensed Civil Engineer	(3.0)	
	Jr. Structural Engineer	1.0	
	-- Licensed Civil Engineer	(1.0)	
	Cost / Document Engineer	1.0	
	-- Licensed Civil Engineer	(1.0)	
	Cad Operator 1	1.0	
	--with BS degree relevant to the job	(1.0)	
	Cad Operator 2	1.0	

	--with BS degree relevant to the job	(1.0)	
	Secretary / Encoder	1.0	
	--with BS degree	(1.0)	
	Project Manager / Structural Engineer	4.0	
	-- Masters in Structural Engineering	(4.0)	
	-- Licensed Civil Engineer	(3.0)	
	Project Engineer / Inspector (1)	1.0	
	-- Licensed Civil Engineer	(1.0)	
	Project Engineer / Inspector (2)	1.0	
	-- Licensed Civil Engineer	(1.0)	
	b. <u>Training/seminar related to the job</u>	7 points	
	Sr. Structural Engineer / Team Leader	7.0	
	--5 or more trainings/seminar related to the job	(7.0)	
	--3-4 trainings/seminar related to the job	(6.0)	
	--1-2 trainings/seminar related to the job	(5.0)	
	c. <u>Length of service with consultancy firm</u>	15 points	
	Sr. Structural Engineer / Team Leader	4.0	
	--with 5 or more years with the firm	(4.0)	
	--with less than 5 years but at least 1 year with the firm	(3.0)	
	Jr. Structural Engineer	1.0	
	-- with 3 or more years with the firm	(1.0)	
	Cost / Document Engineer	1.0	
	-- with 3 or more years with the firm	(1.0)	
	Cad Operator 1	1.0	

	-- with at least 6 months or more years with the firm	(1.0)	
	Cad Operator 2	1.0	
	-- with at least 6 months or more years with the firm	(1.0)	
	Secretary / Encoder	1.0	
	-- with at least 6 months or more years with the firm	(1.0)	
	Project Manager / Structural Engineer	4.0	
	--with 5 or more years with the firm	(4.0)	
	-- with less than 5 years but at least 1 year with the firm	(3.0)	
	Project Engineer / Inspector (1)	1.0	
	-- with 3 or more years with the firm	(1.0)	
	Project Engineer / Inspector (2)	1.0	
	-- with 3 or more years with the firm	(1.0)	
	d. <u>Experience in Structural Retrofitting Design and Construction Supervision</u>	13 points	
	Sr. Structural Engineer / Team Leader	4.0	
	--with 5 or more years in SRD	(4.0)	
	--with less than 5 years but at least 1 year in SRD	(3.0)	
	Jr. Structural Engineer	1.0	
	-- with 3 or more years in SRD	(1.0)	
	Cost / Document Engineer	3.0	
	--with 5 or more years in SRD	(3.0)	
	--with less than 5 years but at least 1 year in SRD	(2.0)	
	Project Manager / Structural Engineer	3.0	
	--with 5 or more years in CS	(3.0)	
	--with less than 5 years but at least 1 year in CS	(2.0)	

	Project Engineer / Inspector (1)	1.0	
	-- with 3 or more years in CS	(1.0)	
	Project Engineer / Inspector (2)	1.0	
	-- with 3 or more years in CS	(1.0)	
2.	Experience and Capability of the Consultant/Consultancy Firm	30 points	
	a. <u>Similar and related projects conducted on Structural Retrofitting Design</u> <u>(Projects conducted for building/s with at least four (4)-storey will be evaluated.)</u>	20.0	
	--4 or more projects	(20)	
	--3 projects	(15)	
	--2 project	(10)	
	b. Similar and related projects conducted on Construction Supervision	10.0	
	--3 or more projects	(10.0)	
	--2 projects	(8.0)	
	--1 project	(5.0)	
3.	Adequacy of the proposed methodology and work plan in responding to the TOR	20 points	
	a. Technical approach and methodology	16.0	
	--Substance of the proposal as to plan of approach and interpretation of project problems and solutions.	8.0	
	--Completeness of the proposal, compliance with mandatory requirements and no omission as to how any work shall be carried out as outlined in the Terms of Reference (5 pts.)	5.0	
	--Clarity of methods and approaches to be used, their soundness and practicality to Philippine condition (3 pts.)	3.0	
	b. Completeness and clarity of	4.0	

	the proposal		
	--Appropriateness of schedule and duration of activities for each of the project task/requirements.	2.0	
	--Soundness and quality of work program/plan	1.0	
	--Clarity of presentation/organization of the proposal.	1.0	

A bidder must obtain a technical score of 60% in order to qualify

B. Financial Proposal (30%)

Using the formula: $Sf = 100 \times FI/F$

Where:

Sf = Financial Score of the Financial Proposal under consideration

FI = Price of the lowest financial proposal

F = Price of financial proposal under consideration

VIII. BUDGET, DELIVERABLES AND TERMS AND CONDITION OF PAYMENT:

The approved budget for the contract (ABC) is **Two Million Five Hundred Thousand Pesos (₱2,500,000.00)** inclusive of applicable taxes covering professional fees of Consultants as well as administrative expenses in the conduct of the structural retrofitting design and construction supervision.

The submission of outputs and terms of payment to the Consultant shall be as follows:

No.	Particulars	% of Contract Price	Corresponding % of Work Accomplishment
	Package A (60%)		
	*Advance Payment 15% of the Package A	-	-
1	Upon presentation and submission of at least three (3) schemes of Structural Retrofitting Design.	25%	30%

2	Submission of detailed design engineering plans and drawings, method of statement, costing and bill of quantities, including Unit Price Analysis per approved design and Gantt chart.	30%	55%
3	Consultancy services during procurement process	5%	60%
	Package B (40%)		
	*Advance Payment 15% of the Package B	-	-
4	Upon 50% completion of the Structural Retrofitting	20%	80%
5	Upon 100% completion of the Structural Retrofitting	20%	100%

**The amount of advance payment is 15% of the contract price payable upon submission of a written request and upon acceptance by NDC of an irrevocable standby letter of credit of equivalent value from a commercial bank, a bank guarantee or a surety bond callable upon demand. This will be deducted from the progress payment by an amount equal to the percentage of the total contract price for the advance payment.*

The final payment shall be made only upon completion of the works and upon issuance by NDC of a Certificate of Completion.

IX. DURATION OF WORK:

Twenty (20) months from receipt of the Notice to Proceed.

A. Structural Retrofitting Design Analysis – Three (3) months

B. Procurement Process – Five (5) months

C. Construction Supervision – Twelve (12) months

Period	Task	Deliverables
A. Structural Retrofitting Design Analysis – Three (3) months	<ul style="list-style-type: none">• Validate and review of the existing structural evaluation and assessment report including the design parameters and loadings.• Prepare structural modeling and analysis as a result of the validation and review.• Check the existing condition of the building's structural layout, brace system, structural members, structural configuration and joint configuration of the building.• Assess the current load carrying capacity of the structure, as well as the foundation. Excavation test may be carried out if necessary.• Inspect and analyze the material performance and parameters of structure, computation and examination of cracks and deformation of structural members.• Conduct structural test, when necessary, to determine the actual strength of structural members.• Present at least three (3) schemes of Structural Retrofitting Design and provide recommendations.	Presentation and submission of at least 3 schemes of Structural Retrofitting Design. – 25%
	<ul style="list-style-type: none">• Provide detailed design engineering plans and drawings, method of statement, costing and bill of quantities for the approved design for construction and for application	Submission of detailed design engineering plans and drawings, method of statement, costing and bill of quantities per

	<p>of necessary permits as required.</p> <ul style="list-style-type: none"> • All drawings, plans and perspective will be prepared in A1 format, while figures/plates accompanying the report will be reduced to either A3 or A4 (and at appropriate scale). • Check building occupancy/tenants and submit Gant chart for determination of activities and timelines. 	<p>approved design, detailed unit price analysis and Gantt chart. – 30%</p>
B. Procurement Process – Five (5) months	<ul style="list-style-type: none"> • Provide consultancy services during procurement process. 	<p>Consultancy services during procurement process – 5%</p>
C. Construction Supervision – Twelve (12) months	<ul style="list-style-type: none"> • Supervise the implementation of the approved retrofitting design; • Review progress report, review shop drawing plans, review accomplishment reports, and final accomplishment reports done by the Retrofitting Contractor to ensure that the structural retrofitting design is implemented and completed according to the approved design specifications; • Check and certify progress billing, final payment and certificate of completion of the Contractor. 	<p>Upon 50% completion of the Structural Retrofitting – 20%</p> <p>Upon 100% completion of the Structural Retrofitting – 20%</p>

Section II. Eligibility Documents

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.

However, for Contracting Parties to the Apostille Convention, the documents shall be authenticated through an apostille by the Competent Authority, except for countries¹ identified by the Department of Foreign Affairs (DFA) that will still require legalization (red ribbon) by the relevant Embassy or Consulate.

A Contracting Party refers to a State that has joined the Apostille Convention, whether or not the Convention has entered into force for that State.

A Competent Authority refers to the authority designated by a Contracting Party that is competent to issue an apostille. A Contracting Party may designate one or more Competent Authorities and may designate Competent Authorities that are competent to issue an apostille for certain categories of public documents. Information about designated Competent Authorities may be found on the Apostille Section of the Hague Conference website under "Competent Authorities".

The English translation shall govern, for purposes of interpretation of the bid.

- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one short listed consultant. Foreign Consultants shall seek the participation of Filipino Consultants by entering into a JV with, or subcontracting part of the project to, Filipino Consultants.

3. Format and Signing of Eligibility Documents

- 3.1. Prospective bidders shall submit their eligibility documents through their duly authorized representative on or before the deadline specified in Clause 5.
- 3.2. Prospective bidders shall prepare an original and copies of the eligibility documents. In the event of any discrepancy between the original and the copies, the original shall prevail.
- 3.3. The Eligibility Documents Submission Form shall be signed by the duly authorized representative/s of the Bidder. Failure to do so shall be a ground for the rejection of the eligibility documents.

- 3.4. Any interlineations, erasures, or overwriting shall be valid only if they are signed or initialed by the duly authorized representative/s of the prospective bidder.

4. Sealing and Marking of Eligibility Documents

- 4.1. Prospective bidders shall enclose their original eligibility documents described in Clause 2.1, in a sealed envelope marked “ORIGINAL – ELIGIBILITY DOCUMENTS”. Each copy thereof shall be similarly sealed duly marking the envelopes as “COPY NO. ____ - ELIGIBILITY DOCUMENTS”. These envelopes containing the original and the copies shall then be enclosed in one single envelope.
- 4.2. The original and the number of copies of the eligibility documents as indicated in the **EDS** shall be typed or written in ink and shall be signed by the prospective bidder or its duly authorized representative/s.
- 4.3. All envelopes shall:
- (c) contain the name of the contract to be bid in capital letters;
 - (d) bear the name and address of the prospective bidder in capital letters;
 - (e) be addressed to the Procuring Entity’s BAC specified in the **EDS**;
 - (f) bear the specific identification of this Project indicated in the **EDS**; and
 - (g) bear a warning “DO NOT OPEN BEFORE...” the date and time for the opening of eligibility documents, in accordance with Clause 5.
- 4.4. Eligibility documents that are not properly sealed and marked, as required in the bidding documents, shall not be rejected, but the bidder or its duly authorized representative shall acknowledge such condition of the documents as submitted. The BAC shall assume no responsibility for the misplacement of the contents of the improperly sealed or marked eligibility documents, or for its premature opening.

5. Deadline for Submission of Eligibility Documents

Eligibility documents must be received by the Procuring Entity’s BAC at the address and on or before the date and time indicated in the Request for Expression of Interest and the **EDS**.

6. Late Submission of Eligibility Documents

Any eligibility documents submitted after the deadline for submission and receipt prescribed in Clause 0 shall be declared “Late” and shall not be accepted by the Procuring Entity. The BAC shall record in the minutes of submission and opening of eligibility documents, the Bidder’s name, its representative and the time the eligibility documents were submitted late.

7. Modification and Withdrawal of Eligibility Documents

- 7.1. The prospective bidder may modify its eligibility documents after it has been submitted; provided that the modification is received by the Procuring Entity prior to the deadline specified in Clause 5. The prospective bidder shall not be allowed to retrieve its original eligibility documents, but shall be allowed to submit another set equally sealed, properly identified, linked to its original bid marked as “ELIGIBILITY MODIFICATION” and stamped “received” by the BAC. Modifications received after the applicable deadline shall not be considered and shall be returned to the prospective bidder unopened.
- 7.2. A prospective bidder may, through a letter of withdrawal, withdraw its eligibility documents after it has been submitted, for valid and justifiable reason; provided that the letter of withdrawal is received by the Procuring Entity prior to the deadline prescribed for submission and receipt of eligibility documents.
- 7.3. Eligibility documents requested to be withdrawn in accordance with this Clause shall be returned unopened to the prospective bidder concerned. A prospective bidder that withdraws its eligibility documents shall not be permitted to submit another set, directly or indirectly, for the same project. A prospective bidder that acquired the eligibility documents may also express its intention not to participate in the bidding through a letter which should reach and be stamped by the BAC before the deadline for submission and receipt of eligibility documents.

8. Opening and Preliminary Examination of Eligibility Documents

- 8.1. The BAC will open the envelopes containing the eligibility documents in the presence of the prospective bidders’ representatives who choose to attend, at the time, on the date, and at the place specified in the **EDS**. The prospective bidders’ representatives who are present shall sign a register evidencing their attendance.

In case the submitted eligibility envelopes cannot be opened as scheduled due to justifiable reasons, the BAC shall take custody of the said envelopes and reschedule the opening on the next working day or at the soonest possible time through the issuance of a Notice of Postponement to be posted in the PhilGEPS website and the website of the Procuring Entity concerned.

- 8.2. Letters of withdrawal shall be read out and recorded during the opening of eligibility documents and the envelope containing the corresponding withdrawn eligibility documents shall be returned unopened to the withdrawing prospective bidder.
- 8.3. The eligibility documents envelopes and modifications, if any, shall be opened one at a time, and the following read out and recorded:
 - (h) the name of the prospective bidder;
 - (i) whether there is a modification or substitution; and

- (j) the presence or absence of each document comprising the eligibility documents vis-à-vis a checklist of the required documents.
- 8.4. The eligibility of each prospective bidder shall be determined by examining each bidder's eligibility requirements or statements against a checklist of requirements, using non-discretionary "pass/fail" criterion, as stated in the Request for Expression of Interest, and shall be determined as either "eligible" or "ineligible." If a prospective bidder submits the specific eligibility document required, he shall be rated "passed" for that particular requirement. In this regard, failure to submit a requirement, or an incomplete or patently insufficient submission, shall be considered "failed" for the particular eligibility requirement concerned. If a prospective bidder is rated "passed" for all the eligibility requirements, he shall be considered eligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "eligible." If a prospective bidder is rated "failed" in any of the eligibility requirements, he shall be considered ineligible to participate in the bidding, and the BAC shall mark the set of eligibility documents of the prospective bidder concerned as "ineligible." In either case, the BAC chairperson or his duly designated authority shall countersign the markings.

9. Short Listing of Consultants

- 9.1. Only prospective bidders whose submitted contracts are similar in nature and complexity to the contract to be bid as provided in the **EDS** shall be considered for short listing.
- 9.2. The BAC shall draw up the short list of prospective bidders from those declared eligible using the detailed set of criteria and rating system to be used specified in the **EDS**.
- 9.3. Short listed consultants shall be invited to participate in the bidding for this project through a Notice of Eligibility and Short Listing issued by the BAC.

10. Protest Mechanism

Decision of the Procuring Entity at any stage of the procurement process may be questioned in accordance with Section 55 of the IRR of RA 9184.

Section III. Eligibility Data Sheet

Eligibility Data Sheet

Eligibility Documents	
1.2	<p>Professionals who may be involved in the project whose practice of profession is authorized and regulated by the Professional Regulation Commission (PRC):</p> <p>1. Civil Engineer</p>
1.3	No further instructions.
2.1 (a)(i)	<p>The Bidder shall submit a valid PhilGEPS Certificate of Registration of Membership under Platinum category - (Platinum Membership) in lieu of their Class “A” Documents uploaded and maintained current and updated in the PhilGEPS pursuant to Section 8.5.2 of the 2016 Revised IRR of RA 9184.</p> <p>The Bidder shall also submit the Document (“Annex A”) which forms part of the Certificate of Platinum Membership being submitted.</p>
2.1(a)(ii)	The statement of all ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, within the last 5 years prior to the deadline for the submission and receipt of eligibility documents, using format attached as ANNEX A in the Eligibility Forms.
2.1(a)(ii.7)	<p>For completed projects the Consultancy Firm must have completed at least Four (4) structural retrofitting design projects and one (1) construction supervision similar to the project for bidding within the last ten (10) years.</p> <p>Attach a certified true copy of Certificate of Satisfactory Completion issued by the client.</p>
2.1(a)(iii)	<p>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.</p> <p>Organizational Chart for the contract to be bid</p>
4.2	<p>Each prospective bidder shall submit one (1) original and two (2) copies of its eligibility 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 in the Eligibility Forms.</p>

	<p>Also, each prospective bidder shall submit scanned copy, in pdf format (password protected), all the copies of their submitted eligibility documents for sharing to BAC members and bidders online. Scanned copies should be identical with the submitted hard copies. Discrepancy to the submitted pdf copies and hard copies will lead to disqualification. Password will be disclosed by the bidder during the opening of eligibility document.</p> <p>Flash disk of pdf copies shall be included inside the submitted envelop.</p> <p>Labeling and marking instructions:</p> <ol style="list-style-type: none"> All documents should be properly tabbed and bound; and Envelope should bear the warning “DO NOT OPEN BEFORE AUGUST 03, 2021 (1:00 PM)” <p>Illustration: Sample format of labeled envelope:</p> <p><u>ORIGINAL COPY (or COPY-1/COPY-2) –ELIGIBILITY DOCUMENTS</u></p> <p>SATURNINO H. MEJIA Chairperson NDC Bids and Awards Committee National Development Company NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p> <p>Bid for: Procurement of Consultancy Services for the Preparation of Structural Retrofitting Design including Construction Supervision for the NDC Building with Project Reference No. MR21-07-084.</p> <p>Submitted by: BIDDER’S COMPANY NAME BIDDER’S CONTACT DETAILS</p> <p>DO NOT OPEN BEFORE: August 9, 2021 1:00 pm</p>
4.3 (c)	<p>SATURNINO H. MEJIA Chairperson - NDC Bids and Awards Committee National Development Company NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p>
4.3 (d)	<p>Bid for: PROCUREMENT OF CONSULTANCY SERVICES FOR THE PREPARATION OF A STRUCTURAL RETROFITTING DESIGN INCLUDING CONSTRUCTION SUPERVISION FOR THE NATIONAL DEVELOPMENT COMPANY (NDC) BUILDING WITH PROJECT REFERENCE NO. MR21-07-084</p>
5.0	<p>The address for submission of eligibility documents is</p> <p>SATURNINO H. MEJIA Chairperson – Bids and Awards Committee</p>

	<p>National Development Company 7th Floor NDC Building, 116 Tordesillas St. Salcedo Village, Makati City</p> <p>The deadline for submission of Eligibility Documents is on August 9, 2021 at 1:00 pm (7th Floor, NDC Clock).</p>
8.1	<p>The place of opening of eligibility documents is at the ABB Hall, NDC Building, 116 Tordesillas St. Salcedo Village, Makati City and will be attended by bidders via zoom.</p> <p>Zoom link will be sent before the Opening of Eligibility requirements.</p> <p>The date and time of opening of eligibility documents is August 9, 2021 at 2:00 pm.</p>
9.1	<p>Similar contracts shall refer to consultancy services for the preparation of a structural retrofitting design including project management for a commercial or residential building with at least four (4) storeys.</p>
9.2	<p>The criteria and rating system for short listing are:</p> <ul style="list-style-type: none"> a. Quality of Personnel to be assigned - 50% b. Experience and Capability of Firm - 30% c. Adequacy of the proposed methodology and Workplan in responding to ToR - 20% <p>The Consultant(s) must pass the required minimum score of sixty percent (60%) in order to be considered for short listing.</p>

Eligibility Forms

ANNEX A

STATEMENT OF ALL ON-GOING AND COMPLETED GOVERNMENT AND PRIVATE CONTRACTS, INCLUDING CONTRACTS AWARDED BUT NOT YET STARTED, WITHIN THE LAST FIVE (5) YEARS

A. Structural Retrofitting Design Including Construction Supervision Similar to this Project

[illegible]

Notes:

1. Provide extra rows / extra sheet if needed
2. Attach Certified true copy of Certificate of Satisfactory Completion for at least one (1) completed project.

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: Provide extra rows / extra sheet if needed										

ANNEX B

STATEMENT OF CONSULTANT'S NATIONALITY AND CONFIRMING THAT THOSE WHO WILL ACTUALLY PERFORM THE SERVICES ARE REGISTERED PROFESSIONALS

Date: _____

SATURNINO H. MEJIA

Chairperson

Bids and Awards Committee

National Development Company

NDC Building, 116 Tordesillas St.

Salcedo Village, Makati City

Dear **Mr. Mejia**:

In compliance with the requirements of the National Development Company – Bids and Awards Committee (NDC-BAC) for the bidding of Consulting Services for the Preparation of Structural Retrofitting Design Including Construction Supervision, I/We hereby declare the following:

1. Select one, delete the rest:

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

[If foreign entity consultant]: That [Name of the Consultant] is a foreign sole proprietorship/partnership/corporation/joint venture organized or formed under the laws of the [Name of the Country];

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

2. That the following proposed personnel who will perform the service are registered professionals authorized by the Professional Regulatory Commission (PRC) to practice those professions and allied professions in accordance with Clause 1.2.

Name of Personnel	Assignment	Nationality
Retrofitting Design		
1	Sr. Structural Engineer / Team Leader	
2	Jr. Structural Engineer	
3	Cost Engineer / Documents Specialist	
4	CAD Operator (1)	
5	CAD Operator (2)	
6	Secretary / Encoder	
Construction Supervision		
1	Project Manager / Structural Engineer	
2	Project Engineer / Inspector (1)	
3	Project Engineer / Inspector (2)	
4	Secretary / Encoder	

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

3. 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. _____

ORGANIZATIONAL CHART

ANNEX C

LIST OF KEY IN-HOUSE OFFICERS AND PERSONNEL

A. KEY OFFICERS

Name	Position
1.	
2.	
3.	
4.	
5.	

B. KEY PERSONNEL

Name	Position
1.	
2.	
3.	
4.	
5.	

This is to certify that the statement and information above is true and correct.

Printed Name and Signature of
Authorized Representative

Date

ANNEX D

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: _____

Detailed Tasks Assigned: _____

Education:

School	Date attended	Degree Obtained

(Provide extra rows if needed)

Trainings/Seminar:

Training	Date attended

(Provide extra rows if needed)

Similar Position Held on Completed Projects:

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

(Provide extra rows if needed)

Similar Position Held on Present Projects:

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

(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.

[Signature of staff member] Date: _____

ANNEX E

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 therefor.

In line with this submission, we certify that:

- a) *[Name of Consultant]* is not blacklisted or barred from bidding by the GoP or any of its agencies, offices, corporations, 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

CHECKLIST OF ELIGIBILITY DOCUMENTS

PROCUREMENT OF CONSULTANCY SERVICES FOR THE PREPARATION OF A STRUCTURAL RETROFITTING DESIGN INCLUDING CONSTRUCTION SUPERVISION FOR THE NATIONAL DEVELOPMENT COMPANY (NDC) AND INDUSTRY AND INVESTMENT (I&I) BUILDING

1. Original Copy of Eligibility Documents
2. Copy 1 of Eligibility Documents
3. Copy 2 of Eligibility Documents
4. Soft copy of Eligibility Documents in pdf format (password protected)
5. Eligibility Documents Submission Form
6. Legal Documents
 - a. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR.
7. Technical Documents
8. Statement of all on-going and completed government or private contracts, including contracts awarded but not yet started, if any, within the last five (5) years prior to the deadline for the submission and receipt of eligibility documents.
9. Certified True Copy of Certificate of Satisfactory Completion for each completed similar projects for the last ten (10) years.
10. Statement of consultant confirming that those who will actually perform the service are registered professional authorized by the appropriate regulatory body to practice those professions.
11. Curriculum Vitae of the following key officers and personnel:

I. Retrofitting Design

- a. Sr. Structural Engineer / Team Leader
- b. Jr. Structural Engineer
- c. Cost Engineer / Documents Specialist

- d. CAD Operator (1)
- e. CAD Operator (2)
- f. Secretary / Encoder

II. Construction Supervision

- a. Project Manager / Structural Engineer
- b. Project Engineer / Inspector (1)
- c. Project Engineer / Inspector (2)
- d. Secretary / Encoder

12. List of in-house key officers and personnel

Reminders:

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.

