



# *Checklist of Requirements*

## *(Shortlisting)*

ELIGIBILITY COMPONENTS

Tick box if <b>PRESENT</b>	<b>I. Eligibility Documents</b>
	<p data-bbox="419 613 775 651"><b>Class "A" Documents</b></p> <p data-bbox="419 658 687 696"><u>Legal Documents</u></p> <p data-bbox="480 730 1385 808">1. PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR</p> <p data-bbox="477 853 807 891"><u>Technical Documents</u></p> <p data-bbox="480 925 1353 1178">2. 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 <b>EDS</b>.</p> <p data-bbox="493 1223 1369 1346">3. Certification or equivalent documents by contracting party as a proof of acceptable and satisfactory completion of services completed contract.</p> <p data-bbox="480 1424 1385 1682">4. 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 data-bbox="419 1718 772 1756"><b>Class "B" Documents</b></p>
<input data-bbox="252 1816 344 1868" type="checkbox"/>	<p data-bbox="480 1827 1385 1991">5. 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.</p>



**Bidding Documents  
Part I**

**Procurement of  
Consulting Services**

**Re-bidding:  
Procurement of Technical and Professional  
Services for the Proposed 4-storey Building  
to House TLE and International Services  
(I-2017-08)**

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Republic of the Philippines

**BULACAN STATE UNIVERSITY**

City of Malolos, Bulacan

## **REQUEST FOR EXPRESSION OF INTEREST FOR**

### ***Re-bidding:***

### ***Procurement of Technical and Professional Services for the Proposed 4-storey Building to House TLE and International Services (I-2017-08)***

The **BULACAN STATE UNIVERSITY**, through the *Fiduciary Fund 2017* intends to apply the sum of **One Million Three Hundred Fifty Thousand Pesos Only (Php 1,350,000.00)** being the Approved Budget for the Contract (ABC) to payments under the contract for ***Re-bidding: Procurement of Technical and Professional Services for the Proposed 4-storey Building to House TLE and International Services (I-2017-08)***. Bids received in excess of the ABC shall be automatically rejected at the opening of the financial proposals.

The **BULACAN STATE UNIVERSITY** now calls for the submission of eligibility documents for ***Re-bidding: Procurement of Technical and Professional Services for the Proposed 4-storey Building to House TLE and International Services (I-2017-08)***. Eligibility documents of interested consultants must be duly received by the BAC Secretariat on or before **November 17, 2017 (Friday), 1:30 p.m.** at **Procurement Office 2<sup>nd</sup> Floor, CSSP Building (near Gate 4), Bulacan State University, City of Malolos, Bulacan**. Applications for eligibility will be evaluated based on a non-discretionary “pass/fail” criterion.

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 **top three (3) prospective bidders** with a minimum rate of **80% will be entitled to submit bids**. The criteria and rating system for short listing are:

<b>Criteria</b>	<b>Point System</b>
1.Applicable Experience of the Consultancy Firm	50%
2. Qualification of Personnel to be assigned to the project	25%
3. Completed works or Current workload relevant to capacity	25%
<b>TOTAL:</b>	<b>100%</b>

***Passing Rate - 80%***

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

The **BULACAN STATE UNIVERSITY** shall evaluate bids using the **Quality Based Evaluation (QBE) procedure**. The criteria and rating system for the evaluation of bids shall be provided in the Instructions to Bidders.

The contract shall be completed within **sixty (60) calendar days from receipt of Notice to Proceed**.

The **Bulacan State University** 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.

For further information, please refer to:

**ANNE CAMILLE C. BAUTISTA**

*Bulacan State University-BAC Secretariat*

*Guinhawa, City of Malolos, Bulacan 3000*

*Telefax. No. (044) 794-7755; (044)919-7800 to 99 loc 1053 or 1054*

*Email Address: [bulsu.bac2secretariat@bulsu.edu.ph](mailto:bulsu.bac2secretariat@bulsu.edu.ph)*

*Website: [www.bulsu.edu.ph](http://www.bulsu.edu.ph)*

**November 9, 2017**

**ROLANDO R. GASPAR, Ph.D.**

*BAC Chairperson, Infra & Repairs*

# ***Section II. Eligibility Documents***

## **1. Eligibility Criteria**

- 1.1. The following persons/entities shall be allowed to participate in the bidding for Consulting Services:
  - (a) Duly licensed Filipino citizens/sole proprietorships;
  - (b) Partnerships duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the interest belongs to citizens of the Philippines;
  - (c) Corporations duly organized under the laws of the Philippines and of which at least sixty percent (60%) of the outstanding capital stock belongs to citizens of the Philippines;
  - (d) Cooperatives duly organized under the laws of the Philippines; or
  - (e) Persons/entities forming themselves into a joint venture, *i.e.*, a group of two (2) or more persons/entities that intend to be jointly and severally responsible or liable for a particular contract: Provided, however, That Filipino ownership or interest thereof shall be at least sixty percent (60%). For this purpose, Filipino ownership or interest shall be based on the contributions of each of the members of the joint venture as specified in their JVA.
- 1.2. When the types and fields of Consulting Services involve the practice of professions regulated by law, those who will actually perform the services shall be Filipino citizens and registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions specified in the **EDS**.
- 1.3. If the Request for Expression of Interest allows participation of foreign consultants, prospective foreign bidders may be eligible subject to the conditions stated in the **EDS**.
- 1.4. Government owned or –controlled corporations (GOCCs) may be eligible to participate only if they can establish that they (a) are legally and financially autonomous, (b) operate under commercial law, and (c) are not attached agencies of the Procuring Entity.

## **2. Eligibility Requirements**

- 2.1. The following eligibility requirements, together with the Eligibility Documents Submission Form, shall be submitted on or before the date of the eligibility check specified in the Request for Expression of Interest and Clause 5 for purposes of determining eligibility of prospective bidders:

(a) Class “A” Documents –

Legal Documents

- (i) PhilGEPS Certificate of Registration and Membership in accordance with Section 8.5.2 of the IRR, except for foreign bidders participating in the procurement by a Philippine Foreign Service Office or Post, which shall submit their eligibility documents under Section 24.1 of the IRR, provided, that the winning Consultant shall register with PhilGEPS in accordance with Section 37.1.4 of the IRR;

Technical Documents

- (ii) Statement of the prospective bidder of all its ongoing and completed government and private contracts, including contracts awarded but not yet started, if any, whether similar or not similar in nature and complexity to the contract to be bid, within the relevant period provided in the **EDS**. The statement shall include, for each contract, the following:
- (ii.1) the name and location of the contract;
  - (ii.2) date of award of the contract;
  - (ii.3) type and brief description of consulting services;
  - (ii.4) consultant’s role (whether main consultant, subconsultant, or partner in a JV)
  - (ii.5) amount of contract;
  - (ii.6) contract duration; and
  - (ii.7) certificate of satisfactory completion or equivalent document specified in the **EDS** issued by the client, in the case of a completed contract;
- (iii) Statement of the consultant specifying its nationality and confirming that those who will actually perform the service are registered professionals authorized by the appropriate regulatory body to practice those professions and allied professions in accordance with Clause 1.2, including their respective curriculum vitae.

(b) Class “B” Document –

If applicable, the Joint Venture Agreement (JVA) in case the joint venture is already in existence, or duly notarized statements from all the potential joint venture partners in accordance with Section 24.1(b) of the IRR of RA 9184.

- 2.2. The eligibility requirements or statements, the bids, and all other documents to be submitted to the BAC must be in English. If the eligibility requirements or statements, the bids, and all other documents submitted to the BAC are in foreign language other than English, it must be accompanied by a translation of the documents in English. The documents shall be translated by the relevant foreign government agency, the foreign government agency authorized to translate documents, or a registered translator in the foreign bidder's country; and shall be authenticated by the appropriate Philippine foreign service establishment/post or the equivalent office having jurisdiction over the foreign bidder's affairs in the Philippines. The English translation shall govern, for purposes of interpretation of the bid.
- 2.3. Prospective bidders may obtain a full range of expertise by associating with individual consultant(s) and/or other consultants or entities through a JV or subcontracting arrangements, as appropriate. However, subconsultants may only participate in the bid of one 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.

## *Sec. III Eligibility Data Sheet*

<b>Eligibility Documents</b>	
1.2	<p><b><i>Re-bidding: Procurement of Technical and Professional Services for the Proposed 4-Storey Building to House TLE and International Services (I-2017-08)</i></b></p> <p>1. <i>Structural Engineer</i>            2. <i>Professional Electrical Engineer</i>            3. <i>Professional Mechanical Engineer</i>            4. <i>Electronics and Communications Engineer</i>            5. <i>Sanitary Engineer</i></p>
1.3	No further instructions.
2.1(a)(ii)	<p>The statement of all ongoing and completed government and private contracts shall include all such contracts within <b><i>the relevant period provided in the EDS.</i></b></p> <p>See attached Annex "A"&amp; "B"</p>
2.1(a)(ii.7)	<p>Additional Requirement to be submitted:</p> <ul style="list-style-type: none"> <li>• Certification or equivalent documents by contracting party as a proof of acceptable and satisfactory completion of services completed contract.</li> </ul>
0	Each prospective bidder shall submit <b><i>one (1) original and five (5) certified copies</i></b> of its eligibility documents.
(e)	<p>BIDS AND AWARDS COMMITTEE            Infrastructure and Repairs            Bulacan State University            Guinhawa, City of Malolos, Bulacan            Telefax Nos.: (044) 794-7755 / (044) 919-7800 local 1053            Website: <a href="http://www.bulsu.edu.ph">www.bulsu.edu.ph</a>            E-mail: bulsu.bac2secretariat@bulsu.edu.ph</p>
(f)	<p><b><i>Re-bidding: Procurement of Technical and Professional Services for the Proposed 4-Storey Building to House TLE and International Services (I-2017-08)</i></b></p> <p>1. <i>Structural Engineer</i>            2. <i>Professional Electrical Engineer</i>            3. <i>Professional Mechanical Engineer</i>            4. <i>Electronics and Communications Engineer</i>            5. <i>Sanitary Engineer</i></p>

0	<p>The address for submission of eligibility documents is <b><i>Procurement Office 2<sup>nd</sup> Floor, CSSP Building (near Gate 4), Bulacan State University, City of Malolos, Bulacan.</i></b></p> <p>The deadline for submission of eligibility documents is <b><i>on November 17, 2017 (Friday), 1:30 p.m.</i></b></p>
0	<p>The place of opening of eligibility documents is <b><i>Graduate School Library, Federizo Hall (Ground Floor), Bulacan State University Main Campus, City of Malolos, Bulacan 3000.</i></b></p> <p>The date and time of opening of eligibility documents is <b><i>on November 17, 2017 (Friday), 1:30 p.m.</i></b></p>
0	<p>Similar contracts shall refer to <b><i>Mid-rise Building Project must be four (4)-storey and up.</i></b></p>
0	<p>The following are the set of criteria and rating system for short listing of Service Provider for the particular contract to be bid using <b><i>Quality Based Evaluation (QBE):</i></b></p>

<i>Criteria</i>	<i>Maximum Score</i>	<i>Actual Score</i>
<b>1.Applicable Experience of the Consultancy Firm</b>	<b>50</b>	
1.1 Must be in active practice / operational for at least three (3) years  Note: 5 years or more- 10 points & 3-4 years-7 points	10	
1.2 Must have at least three (3) years of consulting experience in <ul style="list-style-type: none"> <li>• Structural Engineering Design,</li> <li>• Professional Electrical Engineering Design,</li> <li>• Professional Mechanical Engineering Design,</li> <li>• Electronics and Communication Engineering Design and</li> <li>• Sanitary Engineering Design and with contract documents.</li> </ul> (Note: 5 years or more- 15 points & 3-4 years-10 points)	15	
1.3 Must have previously handled/ managed the following design for a mid-rise building project (4-storey and up): Structural Engineering, Professional Electrical Engineering, Professional Mechanical Engineering, Electronics and Communication Engineering and Sanitary Engineering (Note: 5 years or more- 25 points & 3-4 years- 18 points)	25	

	<b>2. Qualification of personnel to be assigned to the project</b>	<b>25</b>	
	2.1 Structural Engineer with five years or more of experiences	5	
	2.2 Professional Electrical Engineer with five years or more of experiences	5	
	2.3 Professional Mechanical Engineer with five years or more of experiences	5	
	2.4 Electronics & Communications Engineer with five years or more of experiences	5	
	2.5 Sanitary Engineer with five years or more of experiences	5	
	<b>3.Completed works or Current Workload Relevant to capacity</b>	<b>25</b>	
	3.1 Status (average % completion) of the on-going and similar projects for the current and next fiscal year 80% and above – 25 points; 60% to 79% - 20 points; 40% to 59% -15 points 3.2 For completed and similar projects within the last three (3) years- 25 points		

## Eligibility Documents Submission Form

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[Date] \_\_\_\_\_

**ROLANDO R. GASPAR, Ph.D.**  
*Chairperson, BAC Infra and Repairs*  
*Bulacan State University*  
*Guinhawa, City of Malolos, Bulacan 3000*

Dear Dr. Gaspar:

In connection with your Request for Expression of Interest dated *November 9, 2017* for ***Re-bidding: Procurement of Technical and Professional Services for the Proposed 4-storey Building to House TLE and International Services (I-2017-08)***, [Insert 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**



**BULACAN STATE UNIVERSITY**

Standard Form Number: SF-CONS-15A

Revised on: 9 May 04

Project Reference Number: I-2017-08

Name of the Project: **Re-bidding: Procurement of Technical and Professional Services for the Proposed 4-storey Building to House TLE and International Services**

Location of the Project: **Bulacan State University, City of Malolos, Bulacan 3000**

Standard Form Title: **Statement of Similar Completed Projects**

**List of Completed Government and Private Contacts, within the relevant period provided in the EDS**  
*(Project equivalent to at least fifty percent (50%) of the ABC)*

Name of Consultant: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name, Location and Contact Numbers of Project	Description of the Project	Classification (Government/Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration
1						
2						
3						
4						
5						
6						

Attachments:

1. Certification of satisfactory completion issued by the client.

Submitted by:

Name of Representative of Bidder: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

**BULACAN STATE UNIVERSITY**

Standard Form Number: SF-CONS-15B

Project Reference Number: I-2017-08

Name of the Project: **Re-bidding: Procurement of Technical and Professional Services for the Proposed 4-storey Building to House TLE and International Services**

Location of the Project: **Bulacan State University, City of Malolos, Bulacan 3000**

Revised on: 9 May 04

Standard Form Title: **Statement of on-going Projects**

**List of Ongoing Government and Private Contacts, including those awarded but not yet started**

Name of Consultant: \_\_\_\_\_

Business Address: \_\_\_\_\_

Name, Location and Contact Numbers of Project	Description of the Project	Classification (Government/Private)	Date of Contract	Type of Consulting Services	Amount of Contract	Contract Duration
1						
2						
3						
4						
5						
6						

Attachments:

1. Notice of Award and/or Contract

2. Notice to Proceed issued by the owner

Submitted by:

Name of Representative of Bidder: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_